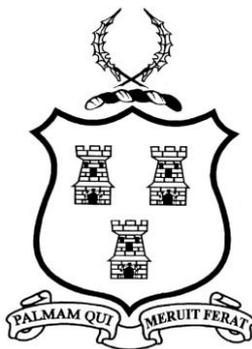


RUSTENBURG JUNIOR SCHOOL FOR GIRLS



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

Clothing Shop at RGHS: during shop hours: 021 686 4066, ask for Bugs' Boutique

E-mail: head@rgjs.org.za

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

School hours:

Grade R: Monday - Friday 07:50-12:30

Grade 1: Monday, Wednesday - Friday: 07:50-13:05; Tuesday 07:50-14:30

Grade 2: Monday, Tuesday, Thursday, Friday 07:50-13:05, Wednesday 07:50-14:30

Grade 3: Monday and Friday: 07:50-13:05; Tuesday - Thursday: 07:50 - 14:30

Grade 4-7: Monday - Thursday: 07:50-14:30, Friday: 07:50-13:05

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

Gates open:

Main Road:

Monday – Thursday: 07:00-15:30, Friday 07:00 -14:00

Top Burg Road pedestrian gate:

Monday-Friday: 07:00-07:50, 12:15-18:00

Lower Burg Road pedestrian gate:

Mon-Fri: 06:45-07:50 (see *Arrival at school* inside); Mon-Thurs: 14:25-14:50; Fri 13:00-13:25

When gates are locked, Main Road entrance is used

Office staff on duty:

Monday - Thursday: 07:45-15:30, Friday: 07:45-14:00

VISION

Rustenburg Girls' Junior is a school leading the way in preparing girls to embrace the challenges of the present confidently and courageously and to excel in a continuously changing world.

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 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

Headmistress: Mrs D Berry

Deputy Headmistress:

Mrs K Dallas

Heads of Departments (HODs)

HOD Academic Portfolio	Mrs P Rawsthorne	HOD Arts and Culture	Mr H Marais
HOD Foundation Phase	Miss Z Khan	HOD Intermediate Phase	Miss M van Niekerk
HOD IT	Mrs C Jacobs	HOD Sport and Extramurals	Miss J Forcioli
HOD Learning Support/FP	Mrs P Brinkmann		

Class Teachers: Grade leaders in bold

Ra	Mrs A Fick	Rb	Miss D Johnson	Rc	Miss C Lunn
1a	Mrs N Giraudeau	1b	Miss D Buchanan	1c	Mrs C O'Donoghue
2a	Miss S Holton	2b	Miss H Kleu	2c	Miss Z Khan
3a	Mrs D Eddy	3b	Miss K Oakley	3c	Mrs A Gourlay
4a	Miss J Piers	4b	Miss C Dean	4c	Mrs K Watson
5a	Miss L Faure	5b	Mr L McClure	5c	Miss M van Niekerk
6a	Mrs L Rollinson	6b	Miss C Jacobs	6c	Mrs J Davids
7a	Mrs T Meredith	7b	Mrs A Lindsay	7c	Mrs G Barrish Liddle

Specialist Teachers:

Art	Miss L Ludik	Librarian	Mrs J Wates
Computers	Mrs A v Staden/W McCallum	Human Movement	Miss J Forcioli
Learning Support	Mrs P Brinkmann	Drama	Mrs C Hickson-Mahony
Learning Support p/t	Mrs G Gildenhuys	Xhosa	Mrs N Mtsi

Music Teachers

Mr H Marais	Music: choir, piano; Creative Arts Gr7, L/S: Arts Gr4-6		
Ms A Newman	Piano	Miss Thaela	Flute
Mrs J Pienaar	Guitar, recorder, piano, class music 5-7	Miss H Shin p/t	Class music Gr4; piano
Mrs C Brewis	Violin, orchestra	Mrs M Raynham p/t	Violin
Mr M Pratt p/t	Piano	Ms L Donson p/t	Cello
Mrs P Thorpe p/t	Class music GrR-4	Mr M Magner p/t	Brass
Ms L Davis p/t	Voice, music dept admin	Mr van Dyk	Violin p/t
Mr E Froud p/t	Saxophone, clarinet		

Teaching Assistants:

Learnerships:

Gr4-7: Mrs H James; Gr1: Mrs R Semu

Gr1: Miss K. Stevens; Gr2: Miss K. Pattenden; Gr3: Mrs F. Marlie; Gr4: Miss K. Henry;

Gr5: Miss M Heiberg Gr6: Mrs L. Ndlovu;

Grade R Assistants:

Ra: Miss W Balani; Rb: Miss M Fani; Rc: Miss M Jacobs

Aftercare Assistants:

Mrs J Peters, Miss M Jacobs, Miss M Fani; Miss W Balani; Mrs R Semu

Administrative and Support Staff

Secretary	Mrs G Cook	Clinical Social Worker	Mrs P Biccard
Receptionist	Mrs A Wallace	PTA	Mrs P Heiberg
Business Manager	Mr R Perkins	Lunch Shop	Mrs R Lynch
Bursar	Mrs C Korck	Sports admin assistant	Ms C Davison
Bursar's assistant	Ms L Zimmerman	Sports assistant	Miss F Jooste
IT infrastructure	Mr R Horowitz	Aftercare	Mrs L Johnson

Grounds and Buildings care:

Foreman: Miss M Jacobs	Mrs E Groenewald	Mrs J Peters	Miss M Williams
Mrs N Alexander	Ms C Cetywayo p/time	Mr M Jacobs	Mr F Bukasa
Mr L Zinyusile	Mr N Makhiwane	Mr M Banda	

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 (which may be emailed to the class teacher) 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 a future 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, or in the case of WP or SA representatives, with official notice from the sports body.

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 warden's register and then go to Reception. They may not go directly to a classroom. *Parking.*

***Aftercare** is available for girls in GrR-7, from after school until 18:00. Your daughter will be cared for in a safe environment and teachers will supervise homework for Grades 1-7. For more information or to apply, email the convenor madrog@rgjs.org.za. A full term's notice of leaving, in writing and **addressed to the Headmistress**, is required, otherwise parents will be liable for fees.

Appointments and interviews: With the Headmistress: Please contact her 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: Please make an appointment either directly with the teacher via the homework book, email, 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, which operate as slip roads so please stop there only for as long as it takes your child to leave the car: Main Road, and Burg Road on the school side. Please do not stop or park in front of the Main Road staff parking area or top Burg Road gates or on the pedestrian crossings. The lower Burg Road gate is opened at 06:45, but please be aware there is no teacher supervision until 07:30 and the support staff cannot be held responsible for looking after children at any time. If it is raining the girls can wait in the gazebo on the top terrace until the school buildings are opened. After school: Pupils may leave from either the Main Road or Burg Road gates. The Main Road gate is locked at 15:30 on Monday to Thursday and 14:00 on Friday and after that the upper Burg Road pedestrian 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 while waiting to be fetched. Please make sure your daughter knows how and when she is going home. Pupils needing to cross Main or Burg Roads 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 or stop in front of the gates 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. **Formal assessment tasks** 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 achieving and can organise for intervention when necessary, in consultation with the teacher. These tasks cannot be re-scheduled to accommodate dancing school or other non-school activities.

Awards ceremonies are held 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. Your daughter 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. *Clothing.*

Bugs' Boutique: Our uniform shop at RGHS. *Clothing Shop, Uniform List.*

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.

Camps: Grades 4-7 girls go on an annual camp. Camp fees are not included in school fees and are paid for separately.

Car park: For safety reasons, girls may not walk across the car parks at any time, whether with their parents or not, but must walk around them, on the opposite side of Rustenburg House in the case of the Main Road car park. *Gates, School rules.*

Cellphones and other mobile electronic devices: Pupils are strongly discouraged from bringing these to school. A parent who feels his or her daughter needs to have such a device at school needs to write **a letter of motivation** to the Headmistress. These are kept on file for the year. They are only to be used for the reason stated in the letter and must be handed to the class teacher before school starts. The use of such devices is covered in the ICT Acceptable Use Policy, the latest version of which is included in the Gr3-7 Homework diaries. Misuse may result in removal of the permission to use the device and/or confiscation, or further disciplinary measures. 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, outreach*

Class division: Pupils are placed in classes after careful consideration of a number of factors. GrR-3 girls meet their new teachers towards the end of the previous year. Gr4-7: classes are displayed on notice boards on the first day of term. 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 make new friends. We encourage them to continue old friendships at breaktime and after school, and to treat class time as work time.

Clothing and appearance: *Birthdays, sunhats, uniform, uniform list.*

House days: girls wear house shirts with shorts/tracksuit pants/jeans as advised. *Houses.*

Civvies: 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. *Civvies days*

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 extensions if used must be of the natural colour of the hair. Accessories must be navy or black. 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!

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 with permission. *School rules.*

Clothing Shop: Most items of uniform are available at Bugs' Boutique, at Rustenburg Girls' High School. Bugs Boutique will gladly accept donations of 2nd hand uniforms to be resold in the shop. Parents wishing to sell 2nd hand uniforms can do so via the Facebook page 'RGJS second hand uniforms'. It is a closed group so you need to send a request to join. *Uniform list.*

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

Communication by email: Please ensure we have current email addresses for both parents at all times. Email changes to the receptionist. Teachers will only reply to emails after 15:00 each day so please do not expect an immediate reply. If the matter is urgent, please contact the office as in *Appointments and interviews*. If replying to a group email sent by a teacher, please do not reply to the entire group. *Email addresses*

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, Email addresses.*

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. Food may not be eaten in our hall during evening functions.

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. Bug stickers 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. House marks are awarded for house-related events, including house day contributions.

Gr3-7: Demerits are given for misdemeanours relating to the *school rules*, including the following: inappropriate behaviour or school work not done by deadlines. 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 13:15-14:15. 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.

Houses, Latecoming

Email addresses:

Secretary, Admissions	gill@rgjs.org.za
Deputy	kardal@rgjs.org.za
Bursar	caskor@rgjs.org.za
Receptionist	alewal@rgjs.org.za
Music	marais@rgjs.org.za
Sports, extramurals	jmmfor@rgjs.org.za
Newsletter	pamhei@rgjs.org.za
Aftercare	liljoh@rgjs.org.za
Lunch shop	rustybuglunchshop@gmail.com

For email addresses not listed, contact the receptionist. *Communication.*

***Email and internet acceptable use:** Each year Gr3-7 pupils, who use the internet as part of their curriculum, and their parents, are required to sign the current ICT Acceptable Use Policy in the homework diary. Gr5-7 pupils are given school email addresses. *Homework diary*

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, including RGJS siblings attending a sister's event. Functions specifically for parents are held occasionally, 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, or as notified via the *newsletter*. 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-3 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 until they are fetched.

The following are available, with the Grades applicable. Grades 1 and 2 girls do swimming, tennis, water polo, hockey, netball and cross country during their long day. Activities paid for: \$:

African dancing Gr3-7
Art and Craft Gr1-2, Gr3-7
Ballet \$ GrR-7
Bridge Gr4-7
Choir: Senior & chamber Gr4-7, Junior Gr2-3
Claystation \$ R-7
Cross Country Gr1-7
Curious Cubs \$ GrR-3
Diving \$Gr1-2; school: Gr3-7
Drama Club \$ GrR-7
Early Act Club Gr4-7
Guitar Group \$ Gr2-7
Gymnastics \$ GrR-7
Hockey: Gr1-7
Jazz band Gr4-7
Judo \$ Gr1-7
Living Maths \$ Gr3-7
Mandarin Gr1-7

Marimbas \$ Gr4-7
Modern Dancing \$ GrR-7
Multisport Gr3-7
Music Appreciation \$ Gr1
Music Theory: school music pupils
Netball: Gr1-7
Orchestra Gr4-7
Percussion Gr4-7
Recorder Ensemble Gr4-7
String ensemble Gr4-7
Swimming: Gr1-7
Tennis: Gr4-7
 B Visee Tennis School \$ GrR-7
Tag Rugby Gr3-7
Waterpolo Gr3-7
Xhosa drama/dance Gr1-2
*Newsletter, Phone calls, Sports,
Communication with parents*

Facebook: See the Rustenburg Girls' Junior Facebook page for up to date photos of recent events. *Clothing shop*

First day at Rustenburg for new girls: Except for the start of the school year for GrR, 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 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 at the end of each term.

Fundraising: Activities are held during the year, including weekends, including a Morning Market/Food Fair which is run largely by the parents, in which the entire school participates.

Gates: Girls may not use either of the driveway gates to enter or leave the grounds. *School rules*

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 an annual budget, presented to parents at a meeting in the 4th term, 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 elected parent representatives are Mr Alistair Noyce (Chair), Mr Gavin Downard (Treasurer), Mr Andrew Frost, Dr Zwelethu Jolobe and Mr Greg Lok. Mrs Nomvuyo Kepe-Treffers and Mrs Rabia Mohidien are co-opted members

***Grade R:** see separate booklet on website.

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. Do not drive into the top section of Grotto Rd leading to the gate as there is nowhere to turn and parents may not drive into the parking area. After the activity, girls walk to the corner when they see your car arrive. Please fetch your daughter within 15 mins of the scheduled finishing time, or she will be taken back to school to the top Burg Road gate. *Map at end of booklet.*

***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: Gr1-3: 20-25 mins, Gr4: 35-40mins, Gr5: 40-45mins, Gr6: 45-50mins, Gr7: 1hr. 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. Pupils 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 are allocated to a House. Points are given at sports events and on house days towards a trophy awarded at the end of the year. The Houses are Cambridge, Innes, Michiel and Wiener. House days are held once a term, when items are collected for charities. *Clothing, discipline, outreach.*

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. If your daughter is absent through illness for an extended period, liaise with her teacher regarding work missed. *Absence.*

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.

Lateness GrR-7: It is a WCED requirement that we monitor lateness, which disrupts the school day and has a negative impact on your daughter and the rest of the class. Emergency situations are taken into account. Pupils are late for school if they arrive after 7:50. The Burg Road gates are locked at 7:50 and pupils who arrive after this time need to use the Main Road entrance. Pupils need to report to the teacher on duty at the front entrance of Rustenburg House on arrival and their names will be recorded. The pupil will be given a Late Slip which must be taken to the class teacher. **Parents may not accompany pupils to the classroom.** On arrival in the classroom, the class teacher will sign the slip and it will be stapled in the homework diary to be signed by the parent. After 3 instances of lateness in a term, a Letter of Concern will be sent home via the class teacher, co-signed by the Deputy Principal. The reply slip is to be returned to the Deputy Principal. After one more instance of lateness, a Detention Form will be issued by the Deputy Principal. Detention takes place on a Friday afternoon from 13:15-14:15 in the Deputy Principal's classroom. If there is further non-compliance, the Headmistress will request an interview with the parents.

Learning support: Pupils with specific academic needs are referred to the Teacher Support Team by the class teacher. Thereafter girls may receive assistance from the learning support 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 GrR-6 have a weekly period when library books are issued. The library is open at breaks and after school. Gr7 monitresses assist the librarian. Books that are damaged or lost have to be paid for. *Reading, Supervision*

Litter: Each grade is responsible for keeping its *playground* free of litter.

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 can be returned to the pupil. Initials or first names are not sufficient. Please check from time to time that labels are still legible. Items that are unmarked are put on display once a term, and may be claimed. If unclaimed they are given to our Clothing Shop for re-sale or donated to charity. Lost Property boxes are located in the Gr4-7 block and GrR-2 Foundation Phase block passages. 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 (not glass) 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. Other items are on sale at Second Break. The shop is run by a convenor with assistance from adult volunteers.

Magazine: We produce an annual magazine featuring the children's work and accounts of the year's activities. Extra copies may be available for purchase.

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.

Money: We very strongly discourage pupils bringing cash exceeding R50 to school. Use an appropriate reference for EFTs for items needing to be paid for, e.g. J Smith 4a Hotdogs and send proof of payment with your daughter. Should you be unable to do an EFT, please pay any amount over R50 in person at the bursar's office. Credit card facilities are available. Foundation Phase: Purses on a neck strap are available from Bugs Boutique or the bursar's office at R20.

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. To register visit <http://www.myschool.co.za/> and state Rustenburg Girls' Junior as the beneficiary.

Music: Tuition is offered in piano, violin, cello, guitar, flute, clarinet, saxophone, recorder, group recorder, trumpet, tuba, euphonium, French horn and cornet. Individual tuition is offered only from Gr1. 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.

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 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. It is sent out weekly by email. Email mes@rgjs.org.za giving your daughter's name to join the list or to add an additional address. Parents may place one 3 line advert free of charge per year for their own business or e.g. an item for sale. To place an ad or obtain other rates, email mes@rgjs.org.za . The deadline for copy and payment is 09:00 on Mondays.

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.

Outings: Girls go on a number of outings during the year. Permission forms are obligatory before girls may participate. Parents need to provide the office with a copy of their current drivers' licence before assisting with lifts, and all girls must be buckled up.

Outreach: Civvies days and house days are held once a term to raise money (civvies days) or collect items (house days) for charities. *Clothing.*

Sandwiches: Girls are encouraged to bring an extra sandwich each Tuesday. These are distributed to needy schools.

Parking: Parking inside the parking area adjacent to the Main Road is for staff members only as there are no extra bays. 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. *Security*

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 girls is trained in mediation skills and is available to assist pupils in interpersonal difficulties, under the close supervision of the teacher in charge.

Phases: GrR-3: Foundation Phase; Gr4-6: Intermediate Phase; Gr7: 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 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: Girls may not phone home for items they have forgotten. The phone may only be used after the teacher has completed a slip. *Cellphones. School rules, Sports.*

Planners: a year planner is issued (see website), and grades compile 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 before school and during breaks 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/jackets may be worn. *Uniform*

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

Recycling: We recycle paper generated during school activities. Other recycling drives are held from time to time and we encourage families to use recycling initiatives at e.g. RGHS.

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

Reports: Reports are emailed to parents at the end of terms 1-3 and a printed copy is sent home with pupils at the end of term 4. *Assessments, Communication, 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 arranged by RGHS.

School hours: See front cover. Mornings: teaching and office 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 30 mins after extra-mural activities or functions at school or elsewhere, or 15 mins at *Grotto*. If you need to notify your daughter of late changes to arrangements for fetching her, please be sure to do so before 10:15 by emailing the receptionist alewal@rgjs.org.za or hand-delivering a letter, stating her name and class. All reasonable efforts will be made to deliver these to the class teacher with minimal disruption to the academic programme. After 10:15 any changes to the original arrangement must be made with the person fetching her. *Arrival at and departure from school.*

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. Check your car is locked before walking away.

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. *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: It is compulsory for each pupil from Gr3-6 to do 1 summer and 1 winter sport at school. 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 school teams and for consideration for school sports awards. Announcements regarding the cancellation of sports are sent to parents via SMSweb. Parents are requested not to phone the school to enquire if sports are cancelled. Girls will be supervised by staff until the extra mural is due to end. *Extramurals, Communication with parents.*

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 and the regular use of sunscreen is strongly recommended for breaks and outdoor activities during the summer terms.

Supervision after school Monday to Thursday: 14:30-15:30 Grades 3-7: The library and computer room are open for quiet work or research. A staff member will be on duty. Occasionally the venue might need to be changed: the girls will be notified.

Swimming: It is our aim that every pupil should learn to swim and be water-safe. All pupils are required, as part of the 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.

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 may 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. Girls may wear Rustybug slippers at school only in summer. Girls may not leave the premises in their summer dresses wearing slippers. 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. There is a closed Facebook group for 2nd hand uniform items: RGJS second hand uniforms. *School rules, Clothing Shop, Uniform list (at end of booklet).*

Valuables: We cannot be held responsible for the loss or damage of valuable items. Pupils who bring iPads, Kindles or similar to school do so at their own risk. Please do not let your daughter bring toys to school on any day of the week. They may bring an item for show and tell when required.

CODE OF CONDUCT

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

In the Rustenburg community 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.
- Embrace the uniqueness and diversity of all by being polite, caring, helpful, friendly and respectful.
- Respect our environment.
- Practise good sportsmanship.
- Reach out to our community to help those who are less privileged than we are.

SCHOOL RULES

- Rustenburg girls are expected to be well-behaved, polite, courteous and kind at all times.
- Girls must respect the uniqueness, beliefs, culture, rights, property and privacy of others.
- No racist, discriminatory or inappropriate language may be used.
- Bullying in any form will not be tolerated. See Bullying policy.
- 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. Plagiarism is forbidden.
- No inappropriate notes, text messages, images or similar may be written, sent or forwarded by one learner to another.
- No girl may leave the school during the school day unless she has been signed out at the office.
- Truancy from class ("bunking") is not allowed.
- Girls in uniform outside school represent Rustenburg, and must be well behaved.
- 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, driveway gates or other out-of-bounds areas at any time.
- Girls may not walk to or from Grotto, the UCT fields, RGHS 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, hall, changing room 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 or equipment may be borrowed without permission.
- 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.
- Girls must dress in full uniform or full regulation sports clothes before leaving the grounds.
- Regulation sunhats should be worn 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 or colouring may be worn on arms, hands or feet unless with prior permission from the Headmistress.
- Hair touching the collar or long fringes must be tied back away from the face with navy or black accessories. The dyeing of hair is not permitted. Braids must be in the natural hair colour.
- The school day begins at 07:50. Girls must be at school by this time.
- After any absence from school the parent/guardian must inform the teacher of the reason in writing.
- Absence from a sports match or any other extramural activity: Parent/guardian must inform the teacher concerned first thing in the morning by email or letter.
- Cell-phones or other mobile electronic 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. See ICT Acceptable Use Policy for further information.

UNIFORM LIST

Bugs' Boutique at Rustenburg Girls' High School

Enter grounds, turn left, continue behind buildings, Bugs' Boutique is on right in the between boarding house and school buildings

Mon, Wed: 12:45-15:30, Fri: 12:45-14:30. 1st Sat of some months: 09:00-11:00

A weekday before start of school year: 10:00-14:00: as advised

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

Summer:

Rustenburg blue dress
Blue Rustybug or regulation panties
Short white socks
Navy blue v-necked button-up cardigan or pullover
Regulation Rustybug slippers: at school only (optional)
Regulation sunhat



Winter:

Navy blue regulation skirt
Regulation blue shirt
Blue Rustybug or regulation panties
Regulation grey ribbed socks, or opaque black tights
Navy blue v-necked button-up cardigan or v-necked pullover (with sleeves or sleeveless)
Optional: plain navy gloves; regulation scarf



General:

Black regulation shoes: See pictures
Navy regulation tog bag. GrR-3: Draw-string, Gr4-7: senior tog bag
Phys Ed: Navy blue regulation sports shorts or regulation tracksuit pants and top. No skorts.
Phys Ed: Royal blue regulation gym shirt (used on outings when applicable) or house shirts. No sports vests or touring shirts.
Phys Ed and house days: Regulation house T-shirt (not for outings, may wear for sports practices)
Phys Ed: Class swimming: regulation black racer or RGJS navy team costume; compulsory: blue cap; towel
Regulation tracksuit: Compulsory for all girls. This may only be worn as part of the Phys Ed, sport uniform or on designated days. It is worn with sports shoes/trainers.
Regulation blazer (optional): Gr1-7
Navy or traffic orange raincoat, full-length, or regulation navy rainjacket (not worn in class)
Regulation art smock: GrR-7
Bags: All available only from our Clothing Shop. Lunch: Regulation cooler bag, art, GrR-7 Book/Library bag, chair (GrR-2). Regulation satchel (Gr3-7 only)
Navy or black hair accessories, if worn

Sport:

Teams: Matches: Rustenburg sports vest

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

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

Hockey: Shin guards and gum guards are compulsory. Practices: Skorts or PE shorts with PE top or house shirt, long socks.

Matches: RGJS vest with skorts, hockey socks..

Netball: Practices: Skorts or PE shorts or tracksuit with PE top or house shirt, white socks and tackies.

Matches: U9-U13: RGJS vest with skort, white socks. No secret socks.

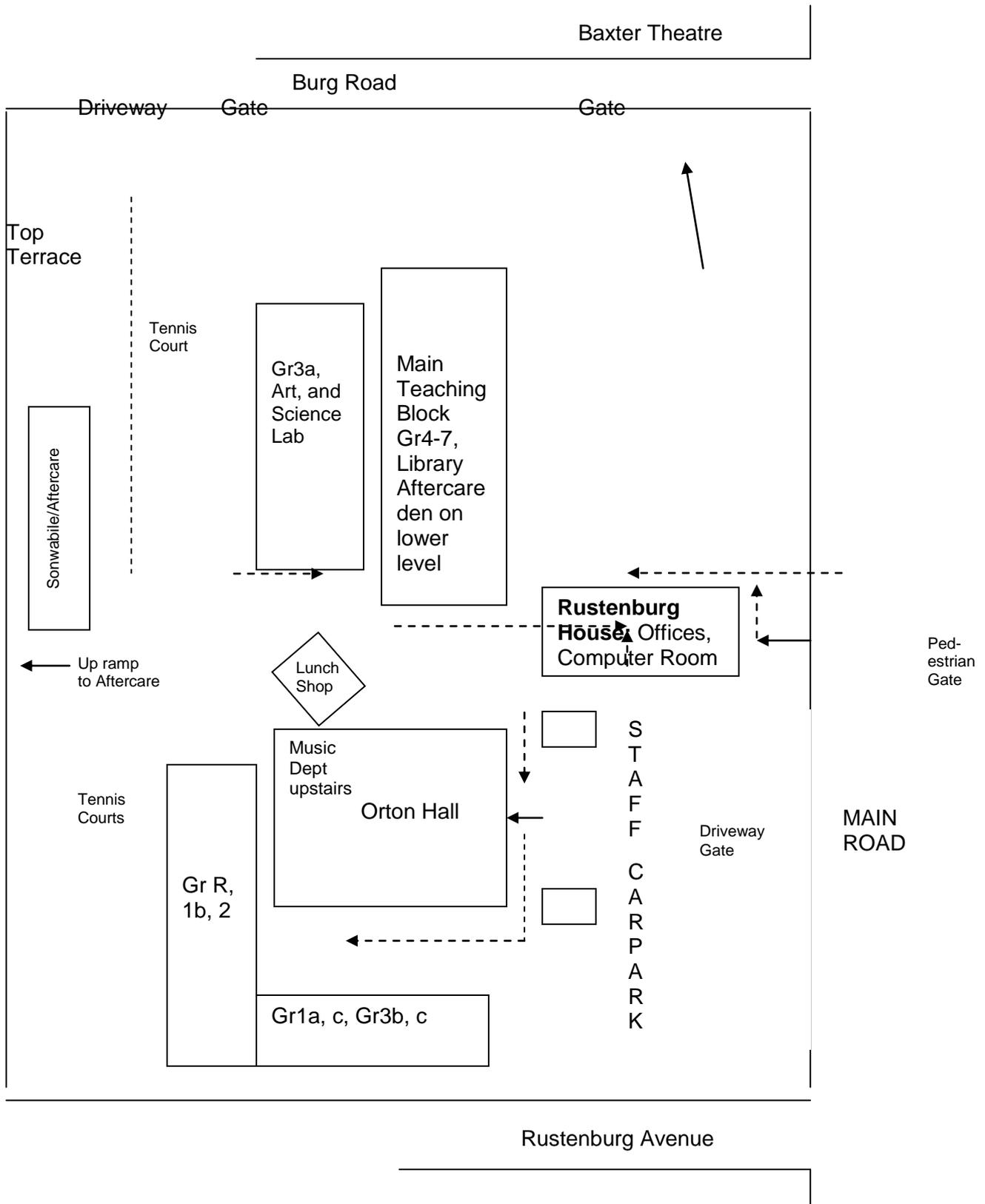
Waterpolo, swimming and diving: Costume: teams: RGJS navy costume for matches; black as above or RGJS costume for practices; general: RGJS or black as above, cap, school slip-slops. Swimmers arrive and leave in school uniform or PE clothes or school tracksuit with slops or tackies.

Tennis: Practices: PE top or house shirt and PE shorts or skort, white socks and tackies. No sports vest. Matches: RGJS vest, skort, white socks, school sun visor. No secret socks.

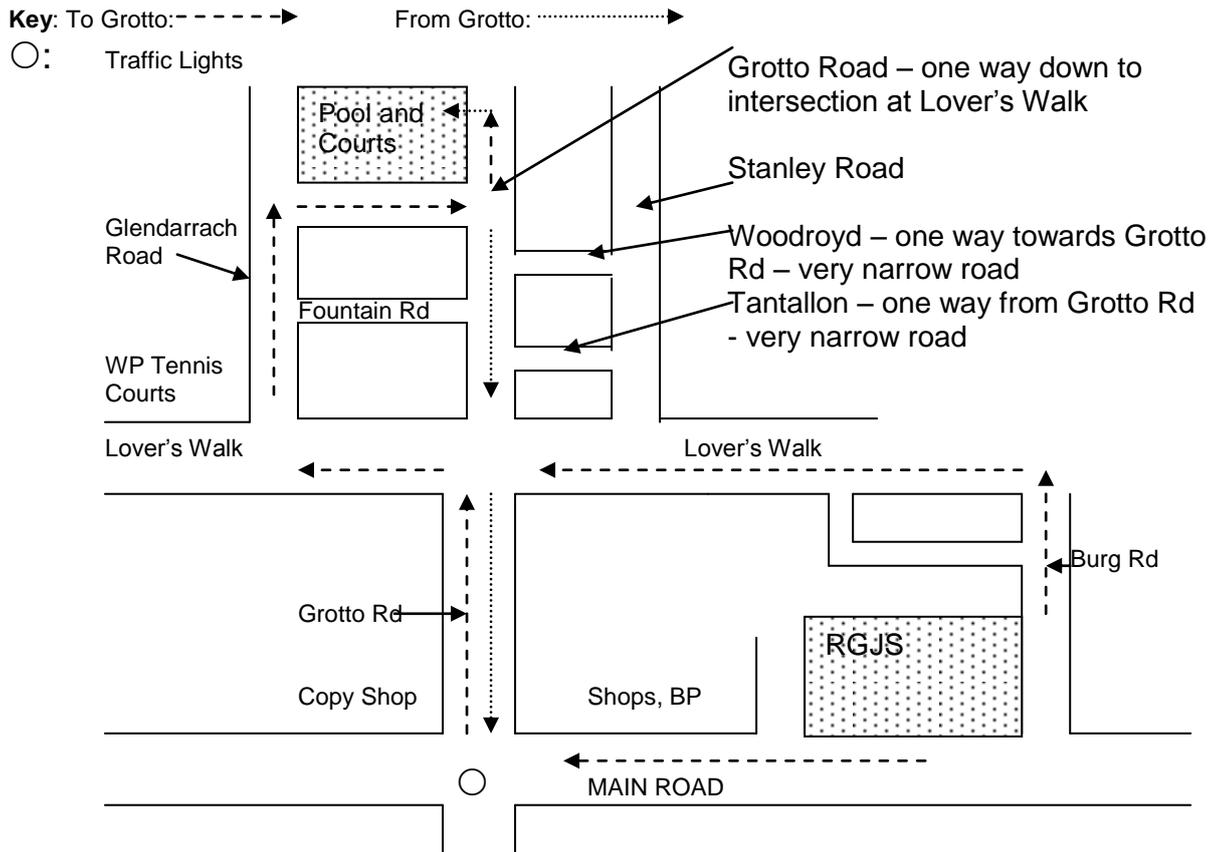
Other sports: Tag rugby, African dance and when leaving from all private extramurals if not wearing full school uniform: Phys Ed shorts/shirt/tracksuit as in General above.

Leaving school: black school shoes if in uniform, trainers or RGJS slippers if in sports uniform.

LAYOUT OF SCHOOL: NOT TO SCALE



DIRECTIONS TO GROTTO: NOT TO SCALE



DIRECTIONS TO RUSTENBURG GIRLS' HIGH SCHOOL: NOT TO SCALE

