



RUSTENBURG GIRLS' JUNIOR SCHOOL

INFORMATION GUIDE 2020

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: 06:45-15:30, Friday 06:45 -14:00

Top Burg Road pedestrian gate:

Monday-Friday: 06:45-07:50, 12:15-18:00

Lower Burg Road pedestrian gate:

Mon-Fri: 06:45-07:50

When gates are locked, Main Road entrance is used

Office staff on duty:

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

Welcome to Rustenburg Junior School for Girls

Every school does certain things differently from other schools. We have found that the more new pupils know 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 practices, 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.

Headmistress: Mrs B Petersen

Acting Deputy Principal: Ms M. Van Niekerk

Heads of Departments (HODs):

Foundation Phase: Academics	Mrs R Harris	Arts and Culture	Mr H Marais
Intermediate Phase: Academics	Mrs T VD Merwe (acting)	Learning Support & Learnerships	Miss P Brinkmann
ICT	Mrs C Pike	Sport and Extramurals	Miss J Forcioli

Class teachers: Grade leaders in bold

Ra	Ms A Fick	Rb	Miss S Bantu	Rc	Miss C Lunn
1a	Mrs N Giraudeau	1b	Ms K Pass	1c	Mrs C O'Donoghue
2a	Mrs S Ausmeier	2b	Mrs L Matterson	2c	Mrs K Sadie
3a	Mrs R. Harris	3b	Miss K Oakley	3c	Miss L Da-Viaud
4a	Miss J Piers	4b	Mrs L Cruickshank	4c	Mrs K Muller
5a	Miss L Faure	5b	Mrs K Watson	5c	Miss S Morris
6a	Mrs L Rollinson	6b	Mr P Manuel	6c	Mrs J Davids
7a	Mrs T van der Merwe	7b	Miss F Campbell	7c	Mrs G Barrish Liddle

Specialist teachers:

Art	Miss L Ludik	FP Learning Support	Miss P Brinkmann
Drama	Mrs C Hickson-Mahoney	IP/SP Learning Support	Mrs G Gildenhuys
Physical Education	Miss J Forcioli	Librarian	Mrs J Wates
Physical Education	Mrs R Ngcobo	isiXhosa	Mrs N Mtsi
IT innovation	Mrs N Rennie	IP/SP Specialist	Miss M van Niekerk

Music teachers:

Mr H Marais
Mrs A Newman
Mrs J Pienaar
Mrs P Magner
Ms M Jamey
Mrs L Lyons (Music Administrator)

Learnerships:

Gr1: Miss N Slemang ; Gr2: Mrs E. Heuwel; Gr3: Mrs F Marlie; Gr4: Mrs L Nkqayi; Gr5: Miss L Veldsman; Gr6: Miss A Davids; Gr7: Miss R Fortune

Teaching assistants:

Gr4-7: Mrs R Lynch; Gr1: Mrs R Semu

Grade R assistants:

Ra: Ms P Jali; Rb: Miss M Norton; Rc: Miss M Jacobs

Aftercare assistants:

Mrs J Peters, Miss M Norton, Ms P Jali; Miss R Semu; Mrs C Cetywayo; Ms W Balani;

Administrative Staff:

Secretary and Admissions	Mrs G Cook	School Counsellor	Mrs P Biccard
Receptionist	Mrs A Wallace	PTA & Marketing	Mrs A Sasman
Business Manager	Mr L Moser	Aftercare	Mrs L Johnson
Bursar	Mrs L Cornelius	Lunch Shop Co-ordinator	Mrs A Wepener
Bursar's Assistant	Ms L Nel	Sports Admin Assistant	Miss C Davison
IT Infrastructure	Mr F Fataar	IT Support Systems Engineer	Miss X Kahla

Support Staff:

Foreman: Ms M Jacobs	Ms E Groenewald	Miss M de Brein	Ms M Williams
Ms N Alexander	Mr M Banda	Mr M Jacobs	Mr L Zinyusile
Mr F Bukasa	Mrs M Jacobs		

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 on return to school. An official letter (which may be emailed to the class teacher) addressed to the **Principal** 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.

Achievements: Parents wishing to have awards for their daughter's achievements in activities outside of the school environment, presented at assembly, may send these to the sport's office or their class teacher.

Access to school grounds: All parents entering the school after 7:50 are required to use the gate at the front of Rustenburg House, record their details on the security guard's register and proceed to Reception. They may not go to the classroom when school is in session.

Aftercare is available for girls in GrR-7, after school until 18:00. Your daughter will be cared for in a safe environment and teachers will supervise homework for Grades 1-7. To apply or receive more information, email the co-ordinator - [Lilianne Johnson <liljoh@myrgjs.org.za>](mailto:Lilianne.Johnson@myrgjs.org.za). A full term's notice to leave is requested in writing **addressed to the Headmistress** or fees will be liable.

Appointments :

- With the Principal: Please contact her secretary beforehand, so sufficient time can be allocated for your visit (gill@rgjs.org.za).
- With teachers: Please make an appointment directly with the teacher via the homework book/ or email or via the office. Parents may not interrupt a teacher during teaching time in any circumstances no matter how short or urgent the message. The office will make the necessary arrangements.

Arrival at and departure from school: The safety of your daughters is our main concern and to show consideration for other motorists and our neighbours. Our school is situated in a busy traffic area, especially in the mornings. We have two drop-off areas, which operate as slip roads so please stop only for as long as it takes your child to leave the car in the Main Roads and Burg Roads (school side). Please do not stop or park in front of the Main Road gate or top Burg Road gates or on the pedestrian crossings. **Parents are to drop their daughters at the gate and not take them to their classes.** 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. 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 and security staff cannot be held responsible for looking after children at any time. If it is raining girls can wait in the gazebo on the top terrace until the school buildings are opened. After school: Pupils may leave from either 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 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.

Art work: Art is regularly displayed around the school and parents are welcome to view the art work during school hours.

Assessment: A system of continuous assessment is used, so that areas needing remediation can be managed promptly. There are four Assessments cycles, followed by *reports* and in some instances in feedback sessions with parents by appointment. These days will be indicated in the *planners* sent at the start of each term. This will provide insight into the level at which a pupil is achieving and if necessary, organise intervention in consultation with the teacher. These tasks cannot be rescheduled to accommodate other non-school activities.

Awards ceremonies are held at the end of the year to celebrate special events and achievements of the past year. These events will be advertised in the *newsletter* and *planners* and parents invited to attend.

Bags: GrR-1 use bags instead of satchels. Gr2-7 use the regulation satchel.

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 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 this falls on the first or last day of term or if there is an outing on that day - then by arrangement with the teacher.

Bugs' Boutique: Our uniform shop is situated at RGHS.

Bullying is not tolerated. If you suspect your child might be a victim or perpetrator, please send a note for the attention of the Principal immediately. 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, 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.

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 must write a **letter of motivation** to the Headmistress. These are kept on file for the year. Devices 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.

Civvies Days: These are held from time to time, often to raise money for charity or a particular project. Participation is voluntary.

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, 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:

Any variation from the regulation uniform on medical or religious grounds must be requested in a letter addressed to the Headmistress before permission will be granted.

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

Civvies: Clothing must not be revealing i.e. no skimpy or tight-fitting tops, spaghetti or very narrow straps, exposed midriffs or backs, tight or very short pants etc. Shoes must be comfortable and 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.

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 lice or any evidence of lice. Please be vigilant!

Nails may not be visible over the tops of the fingers when the fingers are extended. Nail colouring on fingers or toes may only be worn for religious reasons provided permission has been granted.

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.

Communication: with parents. This is done via email, the *newsletter*, the School *website*, SMSweb and Whatsapp. 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. If replying to a group email sent by a teacher, please do not reply to the entire group.

WhatsApp Guidelines:Level of Communication

With the idea to streamline channels of communication RGJS uses **Whatsapp BROADCAST GROUPS only**. The school will not take responsibility for any other group. Broadcast groups are used to communicate information that is relevant for the entire class and not in the case of individual issues.

Complaints: Please approach 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. Once these channels have been followed, consult the Principal's Secretary for an appointment.

Compulsory events: Events held outside school hours, e.g. the Morning Market/Food Fair and Sports Day: -. All pupils are expected to be at these events. Dress code for each event will be as announced.

Concerts: Once every four years, each phase holds a concert in which every girl in the phase takes part. Music concerts take place during the year and will be advertised on the *planners* and in the *newsletter*. All pupils are required to 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! Your daughter will not learn from the experience and must be encouraged to inform her teacher if she does not have lunch.

Discipline: We wish to emphasize a positive and consistent approach to 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. Inappropriate work habits or behaviour will be managed within the discipline process. Bug stickers are awarded for good work; good behaviour such as helpfulness; promptness such as returning reply slips; showing initiative; taking responsibility and responding to requests. 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 Principal if the offence warrants such action.

Email addresses:

Principal's Secretary, Admissions gill@rgjs.org.za
Acting Deputy marvan@rgjs.org.za
Bursar lyncor@rgjs.org.za
Assistant Bursar lauzim@rgjs.org.za
Business Manager leon.moser@rgjs.org.za
Receptionist alewal@rgjs.org.za
PTA, Marketing andsas@rgjs.org.za
Arts, Culture and Music marais@rgjs.org.za
Sports, extramurals jmmfor@rgjs.org.za
Newsletter andsas@rgjs.org.za
Aftercare liljoh@rgjs.org.za
Lunch shop rustybuglunchshop@gmail.com
Foundation Phase Head renhar@rgjs.org.za
Intermediate/Senior Phase Head marvan@rgjs.org.za
ICT catpik@rgjs.org.za
Learning Support & Learnerships phibri@rgjs.org.za
For email addresses not listed, contact the receptionist.

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. Gr4-7 pupils are given school email addresses.

Emergency/contact details: Please ensure the office has current contact details in case of an emergency and a second contact person if you are not available. Please ensure these details are in your daughter's Homework book and kept up to date at the office. Please email any changes to alewal@rgjs.org.za

Evening events: School uniform is to be worn by all girls attending these school events, including RGJS siblings attending a sister's event.

Extramurals: A timetable detailing school and private extra mural activities, times and venues is sent out each season and is available on the school website. It is compulsory for all girls in Grade 3-7 to participate in an extra mural activity.

Cancellation of a school sport/extra mural: Parents will receive an SMS when a school sport / extra mural is cancelled. If a parent cannot collect their daughter directly after school, supervision will always be managed by the teacher in charge of that particular sport / activity. **Please do not** call the sports office to enquire about cancellations before 13:30 as a decision is made at approximately 14:00.

Founders' Day is celebrated on the last Friday in January with an assembly to mark the event. Pupils will leave at 12:00 to mark the occasion.

Friday treat: As a fundraiser for the Gr7 gift to the school, parents sell food (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, largely run by the parents with participation of the entire school. Contributions towards fundraising events and donations are voluntary.

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

Governing Body: The management of the day-to-day activities of the school rests with the Headmistress and the School Management Team. The Governing Body is responsible for governance, heading various portfolios and directing the strategic planning for the school. The SGB compiles an annual budget which is presented to parents at a meeting in the fourth term, which determines the fees for the following year. Representatives on the SGB: The Principal, 5 parent representatives, 2 teaching staff, 1 non-teaching staff representatives and co-opted members as required. Elections are held every 3 years. See the SGB tab on Website for details. The SGB email address is sgb@rgjs.org.za.

Grade R: see separate booklet on website.

Grotto complex: Afternoon activities:- girls either need to be transported by parents or can arrange to walk up in groups accompanied by a teacher/coach. When 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 leading up to the gate at Grotto Rd as there is nowhere to turn in the restricted parking area. After the activity, girls are to walk to the corner when they see your car. Please fetch your daughter within 15 mins of the scheduled finishing time, or she will return to school and can be collected from the top Burg Road gate.

Homework and homework book: The aim is to encourage pupils to work independently, to learn time management and consolidate work done in class. Refer to the Homework Policy in homework diaries. Appropriate homework time per day:

- Gr1-3: 20-25 mins,
- Gr4: 35-40mins,
- Gr5: 40-45mins,
- Gr6: 45-50mins,
- Gr7: 1hr

If no specific homework is set, pupils are encouraged to read. Parents should ensure there is a proper place to do homework, to provide guidance, discuss ideas and where necessary help source materials for research. Parental support in the higher grades should be less than in the lower grades, in order to encourage 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 for achievement, spirit and for contributions to house days. Termly results are announced and an award presented 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.

Illness: We do not have the facilities or staff to look after sick children at school, nor do we wish infections to be spread. If your daughter becomes sick, you will be contacted by the office to fetch

her. If you are not able to do so, please set up a contingency plan for someone else to fetch your daughter. You or your delegated person will need to sign her out at the office. If your daughter is absent through illness for an extended period, liaise with her teacher regarding work missed.

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

Lateness GrR-7: The WCED requires the school to monitor lateness. Arriving late disrupts the school day, 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 arriving late must report to the teacher on duty at the front entrance of Rustenburg House where their names will be recorded. The pupil will receive 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 Principal will request an interview with the parents.

Learning support: Pupils with specific academic needs are referred to the School Based Support Team by the class teacher. Thereafter they 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/or the Occupational Therapist, who have 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 during breaks and after school. Gr7 monitresses assist the librarian. Books that are damaged or lost have to be paid for.

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 of unmarked clothing are put on display twice a term, and may be claimed. Unclaimed items 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.

Lunch shop: Lunch items are available on a pre-order basis. A form is sent out during the first week of the first term and in 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 and Grade 7 monitors.

Magazine: An annual magazine featuring the children's work and accounts of the year's activities is printed each year.

Medication: Where a learner is diagnosed with a chronic health condition or short-term illness, which acquires access and regular intake of medication, the parent or caregiver has a duty to

- (a) notify the school, in writing, of the learner's health condition requiring medication at school, and request the school to administer or assist in the management of the health condition;
- (b) make the school aware of any relevant requests or guidelines from the medical practitioner, including potential side effects or adverse reactions;
- (c) provide medication in the original labelled container by the pharmacy, community health centre or hospital to the school (The label must include the learner's name, medical practitioner or pharmacy name, directions for dosage and date of prescription);
- (d) ensure medication is not out of date (expired), and that it is accompanied by an original pharmacy's or doctor's label with the learner's name, dosage and time to be taken;
- (e) notify the school, in writing, when a change of dosage is required (accompanied by a Pharmacy/Doctor's prescription).
- (f) where medication is no longer required, advise the school of this in writing and collect the balance of medication from school; and
- (g) where possible, administer all initial doses of medication at home or at a community health centre or hospital prior to it being administered at school.

Money: Pupils may not bring 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.

The Karri App info is as follows:

Parents download the app to their smartphones

- *The unique learner activation code will be SMSed to parents only when the first event is loaded/created*
- *The school creates an event and a notification is sent to parents informing them of the event and all relevant details.*
- *Parents can either pay by loading their credit card details and having the amount debited OR parents can pay funds into an E-Wallet and the event cost will be deducted from this wallet.*
- *Karri is like the uber of school fee payments. But it can only be used for events/functions that the school has created on the platform. It cannot be used for school fees or any other payments that have not been loaded. An SMS will always be sent notifying you of a new event having been loaded.*
- *Visit <https://karri.co.za> and click on the link for Parents for more information and a video explanation of how it works.*

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 a range of instruments. Individual tuition is offered from Gr2. 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 Principal**, is required to stop music lessons, 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. 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. It is sent out fortnightly by email. 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 lailyo@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 requested if your daughter is leaving.

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 when 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. Sandwiches: Girls are encouraged to bring an extra sandwich each Tuesday. These are distributed to our partnering school, Thornton Road Primary.

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.

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 Principal.

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.

Public Relations Monitors: A team of Gr7 girls assist by walking the younger girls into school in the mornings, amongst their other responsibilities.

Phases: GrR-3: Foundation Phase; Gr4-6: Intermediate Phase; Gr7: Senior Phase

Phone calls: Girls may not phone home for items they have forgotten. The phone may only be used with a permission slip from the teacher.

Planners: a year planner is issued (see website), and grades compile a term planner, giving provisional dates of events, outings and assessments. 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.

Pledges: These are recited at the beginning and end of every term during formal assembly.

As the sun rises on this new term

We pledge to be the best that we can be

To believe in ourselves and have the courage to stand up for what is right

We pledge to be kind and brave in the face of new challenges

We pledge to take responsibility for our actions and learn from our mistakes

We pledge to embrace, celebrate and love our differences

We are strong girls who pledge to uplift one another

We shall be the heroines of our own stories

United we are a happy Rustenburg family

As the sun sets on the end of this term

We are grateful for our friends, family and teachers

We are grateful for the opportunities we have been given

We are grateful for the chances we've had to make a difference

We pledge to continue on our journey of learning and loving

We pledge to continue to help, encourage and support others

We will continue to be brave and kind

We pledge to uphold the honour of our school and country

Rustenburg will be forever in our hearts!

Parent Teacher Association (PTA):

The role of the PTA: Key people to assist with the communication channel between RGJS and the parent community. Below are the communication channels from the school to parents and from parents to the school.

RGJS - Grade/Class Liaison - Parent Community

Parents - Class/Grade Liaison - PTA Coordinator - Headmistress

Meetings are scheduled for **once a month**. These are aimed at strengthening communication . The headmistress and PTA Coordinator will attend this meeting.

- Discuss term/year planners, upcoming events
- Concerns/Compliments coming from our parent body

Roles of Grade & Class Liaisons

- Directly liaise with class teacher/grade head
- Communication direct from school (i.e newsletter, planners)
- Send reminders to parents

Grade liaisons liaise between the Grade and the Class liaisons. Grade liaisons meet once a month with PTA coordinator and headmistress to discuss term planners and listen to communicated concerns/compliments etc from class liaisons.

Class liaisons are the link between parents and the school. They link between class teachers and parents and deal directly with the class teacher and grade liaison. They assist with arranging lifts for outings; shared reading; class teacher and assistant birthdays; arrange class "get togethers" with all families.

Rainy weather: If it is raining before school, girls may go to their classrooms and passages 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.

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.

Reports: Reports are emailed to parents at the end of terms 1-4 and a printed copy sent home with pupils at the end of term 4.

Rustenburg Girls' High School: Progression to our senior school is not automatic. Applications need to be submitted early in the Gr7 year. Information sessions and open days 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 06:45, 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.

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.

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.

Stationery: Each grade has set requirements, which are ordered once a year for delivery at the end of the fourth term so books can be covered by the start of the year. Should your daughter during the course of a year, the Teacher will advise what needs to be purchased.

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 and the girls 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. Excuses not to swim must be put in writing by parents.

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 long-term counselling be appropriate, you will be contacted and suggestions made to find a suitable person.

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. Items she has outgrown or are no longer in good condition must be replaced. **When leaving the school grounds either full school or sport uniform must be worn. This applies at any time when school uniform is worn in public.** At no time may girls leave school, including Grotto, without shoes on, or in costumes or leotards. Girls may wear Rustybug slip slops at school only in summer. Permission to deviate from the regulation uniform on medical or religious grounds must be requested via letter addressed to the Principal before permission is granted.
See 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. These devices will need to be handed in to the class teacher as set out in the ICT Acceptable Use Policy. 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.

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 every month during school terms: 09:00-11:00
A weekday before start of school year: 10:00-14:00: as advised**

Information can also be found on the RGHS school website: [www.rghs.org.za/bugs boutique](http://www.rghs.org.za/bugs%20boutique)

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

Summer:

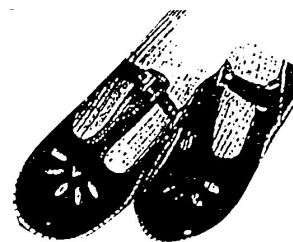
Rustenburg blue dress

Short white socks

Navy blue v-necked button-up cardigan or pullover

Regulation Rustybug slip slops: at school only (optional)

Regulation sun hat/sun visor



Winter:

Navy blue regulation skirt

Regulation blue shirt

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, Gr3-7: senior tog bag

Phys Ed: Navy blue regulation sports shorts or regulation tracksuit pants and top. No skorts. Royal blue regulation gym shirt or house shirts.

House days: Regulation house shirt (these may be worn for sports practices but not for outings)

Phys Ed: Class swimming: regulation black racer or RGJS navy team costume; blue cap is compulsory; towel

Regulation tracksuit: Compulsory for all girls. This may only be worn as part of the Phys Ed, sport uniform or on designated days such as outings. It is worn with sports shoes/trainers.

Regulation blazer (optional): Gr1-7

Navy or traffic orange raincoat, full-length, or regulation navy rain jacket

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

Earrings: Only silver or gold studs may be worn. No sleepers or diamante earrings may be worn to school.

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.

Water Polo and swimming: Costume: RGJS navy costume for polo matches (Gr 4 and 5) RGJS Polo costume (Gr 6 and 7); black or navy RGJS costume for swimming and polo practices with cap. Swimmers and polo players 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.

Matches: RGJS vest, skort, white socks, school sun visor. No secret socks.

Other sports and extra-murals: When leaving from all private and school extra-murals, appropriate dress with footwear needs to be worn.