

Diversity

PEPPS' diverse student body ensures that the PEPPS learner has the experience to deal adeptly with the reality of a multi-cultural nation and world

Leadership

PEPPS learners are well-prepared to take the lead and initiate positive change

Social Responsibility

PEPPS learners are involved in numerous community and environmental initiatives that encourage each learner to contribute towards human solidarity and sustainability

Values

PEPPS enables responsible Citizenship through a focus on sound ethics and discipline

Holistic Approach

PEPPS offers a broad range of subjects at the highest level - supported by a rich sports and cultural programme

Information Booklet 2017 PEPPS Preparatory School

SECTION A

1. WELCOME NOTE FROM THE HEAD

Dear Parents and Learners

I am delighted to welcome you to the PEPPS Preparatory School family!

This Information Booklet provides an overview of the philosophies, policies and general information and procedures of our school. It acts as a quick and easy reference to assist you and your child in becoming familiar with the goings-on of the school. If you have any concerns or queries beyond the scope of this booklet please do not hesitate to contact the school.

My staff and I look forward to a long and meaningful relationship with you during the years ahead.

Mrs Julia Werner

Preparatory School Head

2. HISTORY OF PEPPS POLOKWANE

PEPPS stands for the Project for the Establishment of Primary and Pre-Primary Schools. PEPPS was founded by Patrick Hamilton, previously the Headmaster of WHPS Preparatory School in Pretoria. The original vision of PEPPS was to establish multi-racial, affordable, private schools which offered quality education. In 1990 parents from the then Pietersburg, having heard of the Project which had already established schools in Edenvale and Atteridgeville, approached Patrick Hamilton to open a PEPPS in town. PEPPS Polokwane was established in 1991 in a house in Koppiefontein. In 1992 the school moved to its present site in Myngenoegen; 9 hectares of naturally beautiful ground with over one hundred indigenous trees. In 1994 growing demand led to the extension of the Preparatory School to Grade 9 and in 1996 the school was further extended to Grade 12.

Throughout the years the vision of the school has had to be constantly revised as expansion brought with it new requirements. PEPPS Polokwane's dedication to providing quality education has remained steadfast and has been validated by the schools matric results since 1999.

The real achievement of PEPPS does not lie in matric results nor in the number of graduates the school has produced. It lies in the positive learning environment that has been fostered and the "ethos of care" that learners and staff have nurtured over the years. It is an environment where the development of the individual potential of each child has centre stage in all decision making. The school motto "*Creating Tomorrow's Leaders*" underpins all ventures and ensures a steadfast spirit of commitment within the learners to achieving their best.

This environment has not developed by chance. PEPPS has grown through the vision of those who first conceptualised it – the early trustees, staff and parent community who believed that a school of quality was indeed necessary in Polokwane.

Today, PEPPS is one of the most diverse independent schools in South Africa. The school's demographic profile truly represents South African society. The diversity within the school is successfully managed in accordance with the guiding principles of the PEPPS ethos: respect and acceptance.

PEPPS is at present the only school in Limpopo to offer Music as a subject to Matric. In 2012 the Hamilton Music Centre was completed and it is the aim of the school to ensure that the Music Centre becomes a thriving centre for the development of Music in the province.

Another core characteristic of PEPPS is our status as an Eco-School. PEPPS has received gold awards for our environmental and community projects for the past few years. Since 2012 the school has achieved and maintained Platinum Eco-Flag status.

The PEPPS vision is "Ensuring that each learner assumes individual responsibility towards creating a brighter tomorrow." There is no doubt that the future of PEPPS Polokwane Preparatory School and College looks very bright indeed.

3. PEPPS VISION AND MISSION STATEMENT

Vision:	Ensuring that each learner assumes individual responsibility towards creating a brighter tomorrow.
Mission:	To provide a progressive and broad education in a caring environment. We aim for excellence by developing, nurturing and guiding individuals to achieve their full potential.
Academically:	Developing knowledgeable, skilled and responsible learners who think independently.
Socially:	Instilling effective interaction within our school, based on respect, acceptance and regard for authority.
Physically:	Encouraging a learner's positive physical well-being.
Morally:	Nurturing learners to live by positive attitudes and values.
Spiritually:	Founding all we do on Christian principles.
Culturally:	Educating learners to appreciate not only their own culture but also the culture of others.
Communally:	Developing within each learner a spirit of community service.
Environmentally:	Initiating and applying progressive change in our school that will in turn impact positively on our community and our world.

4. THE GUIDING PRINCIPLES AND SPIRIT OF THE SCHOOL ARE:

- Respect
- Acceptance
- Regard for authority
- Christian Principles
- Community service
- Positive attitude and values
- Responsibility
- Progressiveness
- Equal opportunity

5. CODE OF CONDUCT AND DISCIPLINARY PROCEDURE FOR LEARNERS

5.1. Purpose:

To ensure that learners are aware of the behaviour that is expected of them and to contribute to an environment conducive to learning.

5.2. Mission Statement:

To ensure a school community where individuals seek academic, creative and physical excellence to achieve their potential with respect and responsibility towards themselves, others and the environment.

5.3. This code of conduct aims to achieve this mission statement by pursuing the following aims to:

- develop a caring, safe and positive school environment that encourages a strong sense of belonging and where the rights and responsibilities of individuals are recognised and respected.
- foster positive relationships between members of the school community.
- develop a clear set of rules, policies and procedures that protect the rights of individuals and resolve conflicts in a positive manner.
- make learners accountable for their own behaviour and to implement fair but effective consequences for misbehaviour, which encourages learners to recognise the rights of others and to be aware of their own responsibilities.
- provide a support service infrastructure to support learners who are having behavioural or other problems.
- provide a support service network to support staff in managing learner behaviour and in other areas of need.
- develop strong links with parents to keep them informed of their child's progress.

5.4. An overview of the code of conduct our school centers on:

- | | |
|-----------------------|-----------------------------------------------------------------------------|
| CARE | - for others and the school environment. |
| COURTESY | - acknowledge others, speak politely and use good manners. |
| RESPECT | - others, their property and school rules. |
| RESPONSIBILITY | - by being well presented, being punctual and prepared and doing your best. |

5.5. ALL MEMBERS OF THE SCHOOL COMMUNITY HAVE RIGHTS AND RESPONSIBILITIES

Learners have the right to:

- be treated with courtesy and respect.
- work in a clean, safe environment.
- learn without disruption.
- achieve their potential.
- have their property respected.
- be proud of their achievements.

Parents have the right to:

- be treated with courtesy and respect.
- be informed of their child's progress.
- expect their child to participate fully in his/her educational programme.
- have a forum to voice their opinion on school-related matters.

Staff have the right to:

- be treated with courtesy and respect.
- work in a clean, safe environment.
- teach without disruption.
- be supported by the whole school community.

Learners have the responsibility to:

- follow teachers' instructions.
- treat others with courtesy and respect.
- contribute to a clean, safe environment.
- ensure there is no disruption to the learning environment.
- respect the property of others.
- participate fully in their educational programme.

Parents have the responsibility to:

- treat others with care and respect.
- ensure that their child attends school.
- ensure that their child has the appropriate materials needed for learning.
- monitor and encourage their child's progress.
- be supportive of the school and ensure their actions promote the school.

Staff have the responsibility to:

- treat others with courtesy and respect.
- ensure the school environment is safe.
- ensure good organisation and planning.
- provide relevant and challenging educational programmes.
- support the school's ethos, policies and procedures.
- be ambassadors of the school.

5.6. PLAYGROUND RULES

- Play in the phase-allocated areas.
- Do not stand on tables and benches.
- Sit at a table and eat before you play.
- Do not push other learners on a swing. Do not jump off a swing. Do not stand on a swing.
- Only Grade R – 3 are allowed on the jungle gyms.
- No eating on the jungle gym.
- Do not play in the toilets. Keep them clean.
- No chewing-gum allowed.
- Respond promptly when the school bell rings.
- No cricket and soccer games allowed between school buildings.
- No screaming and yelling.
- Do not litter.
- No shoes allowed on the chessboard.
- Report any offences to the teacher or prefect on duty.
- Cement slab behind Science Lab out of bounds.

5.7. BEHAVIOURAL IDEALS

I choose to:

- be honest;
- be considerate and respectful;
- be a friend to all and help others when and where I can;
- be a peacemaker and avoid fighting or bullying;
- be well-mannered to all, and at all times;
- meet my responsibilities;
- be polite and use good language when speaking to others;
- be punctual and organised for school, classes and activities;
- behave in an orderly manner both in and outside the classroom;
- work to my full potential in the classroom;
- treat both my own, others' and the school's property with respect and care;
- not interfere with, or take objects that do not belong to me;
- keep our classrooms, bathrooms, facilities and school grounds clean and in good condition;
- leave dangerous objects alone;
- not smoke or drink or engage in any other behaviour that will be harmful to my wellbeing;
- take care with my appearance by wearing the correct school uniform neatly and with pride;
- cover and look after my exercise books, textbooks and library books;
- stay in the areas set aside for me and out of those where I am not allowed to be;
- give my parent/guardian all notices that I am asked to;
- participate enthusiastically and fairly in all sport and cultural activities;
- show good sportsmanship;
- ask for help when I need it;
- support my friends in whatever they do;
- know teachers' names and greet them by name;
- greet visitors and make them feel welcome;
- be slow to anger and quick to forgive;
- perform random acts of kindness without reward;
- learn from my mistakes;
- be the best person I can be;
- be positive and enjoy life. Carpe Diem! (Adapted from Ron Clark's *The Essential 55*)

5.8. DESIRABLE BEHAVIOUR AFFIRMATION SYSTEM

- Teachers have their own reward systems in their classrooms.
- Teaching and instilling of desired character traits are done through focussing on one trait over a two week period e.g. care, respect. The focus for the period is displayed in each block on an easel. The trait is discussed at line-up and teachers encourage/teach/talk about them in class.
- Encouraging random acts of kindness.

Examples of rewards:

- Weekly certificates – recognise every learner.
- Learner of the Month – whoever is most deserving.
- Display boards for learners' top work.
- SMS or letter to parent to acknowledge behaviour or performance.
- Visit to the Head.
- Age appropriate badges.
- Prize Giving – certificates and trophies.
- Academic top performers.
- Writing exams in civvies or only coming in for the exam.

5.9. MERIT AWARDS AND CODES FOR GRADE 4-7

Refer to SECTION B

5.10. THE DISCIPLINARY PROCESS

5.10.1. IMPLEMENTATION OF THE DISCIPLINARY PROCESS:

Each teacher from Grade R - 7 is responsible for drawing up and implementing their own 'Classroom Behaviour Plan'. This will cover any interaction with learners in a classroom. The 'Classroom Behaviour Plan' will explain how each teacher acknowledges and/or rewards good behaviour and how the teacher deals with unacceptable behaviour. Discipline will, wherever feasible and effective, be applied progressively. Repeated committing of a similar or related offence will result in progressively more severe action being taken, particularly where a clear pattern or trend is indicated by the learner's continued misconduct. Penalties issued by the school will be noted on the learner's record.

The 'Classroom Behaviour Plan' will include the following:

- positive consequences with rewards.
- negative consequences for serious offences.

5.10.2. IMPLEMENTATION OF CLASSROOM BEHAVIOUR PLAN BY TEACHER:

Infringements that are not considered serious, or do not require formal disciplinary action in the opinion of the learner's responsible teacher, can be dealt with directly by the teacher. These are not generally recorded on the learner's record, but may still require communication with the learner's parents.

Should the 'Classroom Behaviour Plan' not achieve the desired results, the learner will receive counselling and/or appropriate disciplinary action.

Should this process not have the desired results, disciplinary action will be taken according to the Disciplinary Procedure for Learners Policy – Refer to the webpage for this policy.

5.10.3. The Grade R disciplinary process is as follows:

- A record of the learner's behaviour is kept and parents are notified of behavioural problems and concerns, if and when necessary.
- Meetings with parents are held if the Grade R teacher deems it necessary due to behavioural, academic or developmental issues or concerns. At these meetings, suggestions are made, ideas of support are given and solutions are discussed.
- If the learner shows no improvement and is not ready to enter Grade 1, a place in Grade 1 will not be offered.
- The Grade R learners follow Jenny Mosely Golden Rules.

5.10.4. DISCIPLINARY PROCEDURE AND CODE – LEARNERS POLICY

Refer to the PEPPS webpage

6. CORE AND CO-CURRICULAR ACTIVITIES

6.1. ACADEMIC SUBJECTS

6.1.1. FOUNDATION PHASE SUBJECTS – GRADE R

- English (HL)
- Mathematics
- Life Skills:
 - ~ Beginning Knowledge
 - ~ Creative Arts
 - ~ Physical Education
 - ~ Personal & Social Well Being
 - ~ Discovery

6.1.2. FOUNDATION PHASE SUBJECTS – GRADE 1 – 3

- English (HL)
- Afrikaans (FAL – Grade 1-3)
- Mathematics
- Life Skills:
 - ~ Beginning Knowledge
 - ~ Creative Arts: Music
 - ~ Creative Arts: Visual Art
 - ~ Physical Education
 - ~ Personal & Social Well Being
 - ~ Discovery
 - ~ Information Technology (only Grade 2 and Grade 3)

6.1.3. INTERMEDIATE AND SENIOR PHASE SUBJECTS – GRADE 4-7

- English (HL)
- Afrikaans(FAL)
- Mathematics
- Natural Science
- Social Sciences
- Information Technology
- Economic Management Sciences (only Grade 7)
- Life Skills:
 - ~ Creative Arts: Music
 - ~ Creative Arts: Visual Art
 - ~ Physical Education
 - ~ Life Orientation

6.2. ACADEMIC EVENTS

For example:

- Language Festival
- Poetry Day
- Science Expo
- Prize Giving
- Entrepreneurs Day

6.3. BENCHMARKING

- International IEB Benchmarking Test for Grade 3
- IEB Core Skills for Grade 6
- Annual National Assessment for Grade 6
- IEB MATCH Test for Grade 7

6.4. OLYMPIAD

- Conquesta for Grade 4 and Grade 5
- SACEE Language Challenge for Grade 1-3

6.5. SPORTS ACTIVITIES

Inter-House and Inter-School tournaments and various sports clinics/festivals/tournaments:

- Athletics
- Swimming
- Cross Country
- Netball / Mini Netball
- Football / Mini Football
- Cricket / Mini Cricket
- Hockey
- Cycling

6.6. CULTURAL ACTIVITIES

- Chess – Beginners and Advanced
- SACOPA Club
- Eisteddfods
- Language Festival (biannually)
- Art Club
- Choir

6.7. TOURS, CAMPS AND FIELD TRIPS

For example:

- Leadership Training – Leaders
- Visit heritage sites, museums, bird and reptile parks, University of Limpopo
- Grade 6 Culture Tour
- Sport camps/clinics
- Grade R visit places according to their themes/topics
- Experiential / *Beyond* Week

6.8. SPECIAL EVENTS

Examples of days celebrated or hosted:

- Family Fun Day
- Easter Egg Hunt
- Valentine's Day
- Big Walk
- Spring Day
- Save the Rhino Day

6.9. COMMUNITY INVOLVEMENT/PROJECTS

For example:

- Other People's Day (OPD) – Collection of money
- Dare to Care Projects
- Food parcels for child-run homes
- Mandela Day/ Mandela Children's Fund Support Casual Day
- Support of the Sunflower Fund on Bandana Day
- CANSA Shavathon
- The School SleepOut™

6.10. AWARENESS DAYS

Held in an effort to raise awareness for certain events/celebrations/values/needs in our communities and the world:

- Earth Hour
- Youth Day
- Heritage Day
- Workers' Day
- Freedom Day
- Human Rights Day
- National Bird Week
- National Science Week
- World Book Day
- World Health Day
- National Book Week
- World Environment Day
- Arbour Day/Week

7. PEPPS SCHOOL SONG: "SUCCESS THROUGH ENDEAVOUR"

There's a place that I have in my heart,
Where I go and I know I belong.
And the best is: I learn there and grow,
I can be what I strive to become.
Where I know I can be who I am,
And I know I am cared for by all.
There is room for ideas to flow
Here at PEPPS where I know I am home.

The key to success is endeavour.
We'll strive to achieve this together.
As we savour ev'ry joy
And we share ev'ry woe
We create a brighter tomorrow.

There's a place I call proudly my school,
And I stand in its principles tall.
A foundation that's solid and strong,
That will guide me my whole life long.
As I strive to prosper and gain,
I'm achieving my destiny.
In a turbulent world PEPPS will strive
To make me the best I can be.

The key to success is endeavour.
We'll strive to achieve this together.
As we savour ev'ry joy
And we share ev'ry woe
We'll create a brighter tomorrow.

8. CONTACT DETAILS

PEPPS POLOKWANE PREPARATORY SCHOOL
P.O. Box 405
POLOKWANE
0700

PEPPS POLOKWANE PREPARATORY SCHOOL
Plot 1
MYNGENOEGEN
0699

Tel: 015 263 6236
Fax: 015 263 6285
Website: www.pepps.co.za
Administration: headadmin@pepps.co.za
Bursar: bursar@pepps.co.za

9. AFFILIATION AND ACCREDITATION

Registered with the Department of Education—EMIS no: 904221272
Non-Profit Organization: No 003-854NPO
Limpopo Independent Schools Association (LISA)
Independent Schools Association of Southern Africa (ISASA)
Umalusi—Full Accreditation SCH001100PA
Eco School: Platinum Status

10. SCHOOL CALENDAR 2017

TERM 1	Thursday	05 January	Office Staff return to work
	Monday	09 January	Teachers return to school
	Wednesday	11 January	School re-opens
	Thursday	16 February	School closes for mid-term break
	Tuesday	21 February	School re-opens
	Monday	20 March	School Holiday
	Tuesday	21 March	Human Rights Day
	Friday	31 March	School closes
	Friday	14 April	Good Friday
	Monday	17 April	Family Day
TERM 2	Wednesday	19 April	School re-opens for all
	Thursday	27 April	Freedom Day
	Friday	28 April	School Holiday
	Monday	01 May	Workers' Day
	Friday	16 June	Youth Day
	Friday	30 June	School closes
	TERM 3	Monday	24 July
Wednesday		09 August	Women's Day
Friday		22 September	School closes
Sunday		24 September	Heritage Day
Monday		25 September	Public Holiday
TERM 4		Monday	09 October
	Friday	01 December	School closes
	Wednesday	06 December	Teachers' last day
	Friday	08 December	Last day for Office Staff
	Saturday	16 December	Day of Reconciliation
	Monday	25 December	Christmas Day
	Tuesday	26 December	Day of Goodwill

*Our term dates may differ from the published term dates on calendars.
Please refer to the dates above when making holiday bookings, etc.*

11.SCHOOL FEE STRUCTURE – 2017

APPLICATION FEE (non-refundable)

R 100.00 per application.....once off for new applications for Gr R - 1
R 400.00 per application.....once off for new applications for Gr 2 - 11
(Application fees **must be paid at the School Office** when handing in the Application Form)

CAPITAL DEVELOPMENT FEE (non- refundable)

R 2,500.00 per learner.....New learners and/or Gr 8 Enrolment

INFRASTRUCTURE LEVY (non- refundable)

R 750.00 per learner.....billed annually in June

School fees are payable for 12 months i.e. January to December and are due monthly IN ADVANCE on or before the first day of each month.

Grade	Monthly Fee
Grade R	R2,059.00
Grade 1	R2,664.00
Grade 2	R2,676.00
Grade 3	R2,746.00
Grade 4	R2,766.00
Grade 5	R2,828.00
Grade 6	R2,896.00
Grade 7	R2,979.00

Grade	Monthly Fee
Grade 8	R3,294.00
Grade 9	R3,376.00
Grade 10	R3,411.00
Grade 11	R3,692.00
Grade 12	R4742.00

NB: Further charges (e.g. stationery, some textbooks and workbooks, school outings, etc) will be added to your account throughout the year on an ad hoc basis. You will be notified in advance of these charges.

Fees must be paid by means of a Stop Order or EFT into our bank account

Bank: Nedbank Polokwane
Account Name: PEPPS Polokwane School
Account Type: Cheque Account
Account No: 1411 406 419
Branch code: 141148

Please ensure you use your child's name, surname and grade as a reference on all payments and correspondence.

Proof of payment must be either faxed to 015 263 6285 or emailed to nadine@peppscollege.co.za

PEPPS DISCOUNT SCHOOL FEE STRUCTURE

- A discount of 8% will be given on the school fees should the full year's fees be paid before 31 January.
 - A 5% discount will be given on 6 months - January to June, if fees are paid by the 31st of January.
 - To qualify for the July to December 6 month 5% discount structure, school fees must be paid by the 30th of June.
- ***Please note: Should there be monies owing on your child's account at the time of the advance payment, the arrears (ad hoc charges and school fees) will be settled before the discount is awarded.***

There is a 5% discount on the school fees of the 4th and youngest child attending PEPPS, provided that all four children are in attendance at the same time. This discount falls away when one of the children leaves the school.

Please note: Sundry billings on your child's account are not included in the school fees. Sundries are billed to your account on an ad hoc basis. Please ensure that you make payments to cover the additional sundries on your account.

The discount structure is reviewed annually by the PEPPS Board of Trustees.

Should you have any queries regarding the fee structure, please contact the Finance Department.

SECTION B INFORMATION AND PROCEDURES

1. ABSENTEEISM

General

It is required of all learners who are absent from school to bring a note of explanation for their absence from a parent, guardian or doctor when they return to school. The note must be brought to school on the first day the learner returns to school.

The register teacher will send this note to the office to be kept in the learner's file. Should a learner be repeatedly absent (more than three days) the school office will contact the parents.

If a learner is absent on the day a test, exam or class assessment is written, the learner will not be permitted to write the test, exam or class assessment when he/she returns to school without producing a doctor's note. Neglecting to produce the doctor's note will result in the learner receiving zero for the test, exam or assessment task. It is the learner's responsibility to ensure that he/she has caught up and submitted any work that was missed.

If your child is in Grade R to Grade 3, you may request the missed work from the class teacher.

The morning of your child's absenteeism

A phone call to the administration office notifying the school that your child will not be present would be appreciated. If you prefer, an e-mail to the Preparatory School secretary at headadmin@pepps.co.za would also suffice. For administrative purposes, communication must please be done before 08:30 on the day that your child is absent.

When your child returns to school

The explanation for your child's absence must be presented **in writing** on the day that your child returns to school; even if a phone call has been made or an e-mail sent. If your child is absent from school for more than three consecutive days, a doctor/specialist's sick note is required. Both these documents must be handed in to your child's register teacher, who will circulate them amongst your child's subject teachers and thereafter the documentation will be placed in your child's school file.

Absenteeism due to special reasons

If your child is required to be absent for a day or part of a day e.g. for appointments, this request must be put in writing and given to your child's register teacher prior to the requested day. Please avoid making appointments for your child during school hours as this interrupts the child's school day and leaves him/her having to catch up work unnecessarily.

Illness

Do not send your child to school when he/she is ill, as he/she will not benefit from being at school while being ill. Rather keep your child at home to recover quickly.

Please take note of the following:

Vomiting and Diarrhoea:	Do not send your child to school.
Antibiotics:	Learners who have been prescribed antibiotics must stay at home for 48 hours, after which they may return as long as they are no longer feverish.
Mucus/Phlegm:	If your child is coughing with a lot of phlegm or has a nose with thick mucus, please keep him/her at home.
Fever:	Do not send your child to school if he/she has a fever.
Chickenpox:	As Chickenpox is contagious, please keep your child at home until the spots have dried up and no new spots are developing. We allow for your child to be absent for two weeks or until the sores have healed.
Rashes:	If a rash is present on your child's skin, consult a doctor or clinic sister before sending your child to school. Some rashes may be indicative of a serious illness which may be contagious.
Ringworm:	Ringworm must be treated with an anti-fungal ointment and covered if your child is at school.
Nits/Lice:	Your child may not come to school when he/she has nits or lice. Please consult your pharmacist for treatment.
Conjunctivitis/Pink eye:	This is highly contagious and the eyes must be treated. When your child returns to school, the eyes must contain no discharge, and must not be pink or swollen for a minimum of 24 hours.
Impetigo:	A contagious infection of the skin, characterised by blisters that form yellow-brown scabs. Consult your doctor when these symptoms appear and do not send your child to school as it is highly contagious.
Mumps:	Mumps is an infection caused by a virus. If you suspect that your child has Mumps, seek medical help and keep your child at home for at least five days, limiting contact with other people.
Veld sores:	Your child may not come to school until they are treated.

Special medical needs

For special medical needs e.g. asthma or diabetes, please communicate with your child's register teacher regarding specific requirements. This communication must be done annually as register teachers change.

2. ACADEMIC

Curriculum

Being an Independent School, we determine our own curriculum, while taking into account and meeting the required standard given in the National Curriculum and Assessment Policy documents. We stay up-to-date with National and International trends in education in order to ensure an enriched curriculum.

Settling-in Reports

All new Grade 2 - 7 learners receive a Settling-in Report at the end February, to provide information as to how well your child has progressed. A Parents Consultation is scheduled in the 1st term for Grade R – 1, at which you will have an opportunity to meet the teacher and discuss your child's Settling-in Report.

Academic Reports

The Academic Report includes marks, results and comments relating to academics, culture, sport, achievements, discipline, socialisation and work-ethic.

Foundation Phase (Grade R – Grade 3):

Written reports are given at the end of term 1, 2 and 4. Parents' Consultation held at the end of term 3.

Intermediate and Senior Phase (Grade 4 – Grade 7):

Written reports for the second term and the third term and the fourth term reports are issued at the end of the academic year. These reports focus on the skills acquired from the relevant semester.

*External test results are not included in the calculation of report marks.

Internal and External Benchmarking Tests

Our learners write external benchmarking tests to ensure that we maintain a high academic standard by comparing our results nationally and internationally. These tests are not written by all learners. Parents will be notified if and when learners will write these tests. Examples of these tests are: International Benchmark Tests (IBT), Conquesta, IEB Core Skills Tests, Annual National Assessment Tests, General Knowledge Olympiads and IEB MATCH Test.

Assessment

Different forms of assessment take place throughout the year for all learners. However, only Grade 4 – 7 results are formally reported and included in the calculation of report marks.

Forms of assessment comprise of:

- Continuous Assessment:
 - Projects/Assignments
 - Oral work
 - Case studies
 - Research work
 - Practical work
 - Class tests
 - Written assignments

- Biannual internal examinations
 - June - Grade 5-7
 - November - Grade 4-7

Assignments/projects not handed in on time

Unless there are valid reasons for not submitting work for assessment, marks will be deducted from the total on a daily basis until the assessment is submitted.

Examinations

Learners write internal exams in June (Grade 5-7) and in November (Grade 4-7) of each year.

Foundation Phase learners do not write exams, however, assessment is ongoing throughout the year.

Progression and promotion requirements: Grade 1-2

Subject	Minimum requirement
One official language HL - English	Code 4
Mathematics	Code 3

Progression and promotion requirements: Grade 3

Subject	Minimum requirement
One official language HL – English	Code 4
One official language FAL – Afrikaans	Code 3
Mathematics	Code 3

Progression and promotion requirements: Grade 4 – 6

Subject	Minimum requirement
One official language HL – English	English \geq 50%
One official language FAL – Afrikaans	Afrikaans \geq 40%
Mathematics	Maths \geq 40%
Natural Science	<ul style="list-style-type: none"> • 1 subject \geq 40% • 1 subject \leq 39% (fail)
Social Sciences	

Progression and promotion requirements: Grade 7

Subjects	Minimum requirement
One official language HL – English	English \geq 50%
One official language FAL – Afrikaans	Afrikaans \geq 40%
Mathematics	Maths \geq 40%
Natural Sciences	<ul style="list-style-type: none"> • Any 2 other subjects \geq 40% • Any 2 other subjects \geq 40% • 1 subject \leq 39% (fail)
Social Sciences	
Information Technology	
Creative Arts	
Economic and Management Sciences	

3. ADMINISTRATION

- General inquiries are done at the reception desk in the Administration Office.
- Application forms are available in the Administration Office, from the receptionist.
- Change of address and telephone number can be done at the reception desk in the Administration Office.
- Grade R parents may also send notes in the Contact book.

4. AFTER SCHOOL

There is no aftercare or waiting class offered at the school. Parents are requested to pick up their children promptly after school at 13:00 (Grade R) and 13:30 (Grade 1 – 7). Learners participating in sport and cultural activities must be collected before 16:00; or before 17:00 if the learner played in a match that day.

5. ALLERGIES

It is your responsibility, as the parent/guardian, to inform the school of any and all allergies that your child may suffer from. This notification must be done upon enrolment or soon after diagnosis. Notify the school by calling the Administration office. This information is recorded in your child's school file. A list of all the learners with allergies is displayed in each classroom, in case of emergency. If your child suffers from an allergy, please ensure that your contact details are correct and up-to-date, in case you may need to be contacted due to an allergic reaction. Medication must be prescribed to the child. The dose and time to take medication must be stated.

6. APPOINTMENTS

Making appointments to see a teacher / Head of Department / the Head

The Preparatory School secretary may be contacted telephonically to make an appointment. Refer to *COMMUNICATION*.

If you need to see the Grade R teacher, please write a note in your child's Contact book. Please note that no appointment will be scheduled during school hours – 7:20 – 13:00.

Making external appointments for your child during school hours

We discourage parents from making appointments during school hours, but if the need does arise, please notify the office and your child's register teacher in advance (if possible).

For security purposes, no parent or relative may take a learner out of the classroom without having first reported to the office and been issued with an 'Early Leave' note.

7. ASSEMBLY

Grade 1 to Grade 3 learners gather at the line-up area outside the Grade 3 block for their *daily* morning assembly and the Grade 4 - 7 learners gather outside near the Grade 4 block for this same purpose. Line-up provides for the day's announcements and reminders, and for the day to proceed in an orderly manner and with a clear structure.

Grade 4 to 7 formal assemblies take place on Day 6 of our 6 day academic cycle. The Assembly programme includes Praise and Worship, a Christian message, the handing out of award certificates and medals, and announcements covering birthdays, weekly achievements, important school- and sports results and disciplinary matters. Occasionally we have guest speakers or visitors. All learners from Grade 4 - 7 are expected to attend assembly.

8. AUDITORIUM

Parent meetings, assemblies, functions and events are held in the school auditorium, until such a time as our school hall is built.

9. AWARDS

Top 10

The Top 10 award is to acknowledge the top ten academic learners per grade in Grade 4 to Grade 7. Learners must have an average above 70% to qualify to be in the Top 10. This award is given termly. Each Top 10 learner receives a certificate and a Top 10 button badge to be worn on their collar. Learners who maintain a position in the Top 10 from Term 1 to Term 3 receive a certificate at Prize Giving acknowledging this achievement.

The overall Top 10 learner across Grade 4 - 7 is awarded the Werner Top 10 trophy at Prize Giving.

Learner of the Month

The purpose of this award is to acknowledge an all-round learner, who has excelled in academics, sport and culture. Grade 4 - 7 learners are nominated for this award by the teachers. A photo of the Learner of the Month is placed on the notice board and a certificate is awarded during assembly.

Weekly Certificates

The weekly certificates are motivational awards, given for out-of-the-ordinary achievements. They are awarded to Grade 1 - 7 learners, one recipient per class per week; for a variety of reasons e.g. displaying good character traits, beautiful reading and the writing of a lovely story. These certificates are given to the learners during assembly.

Man / Lady of the Match

This award acknowledges a learner who has played exceptionally well in a sports match. The sports coaches identify these players and award them with certificates at assembly.

Prize Giving

Refer to PRIZE GIVING.

10. BEFORE SCHOOL CARE

A teacher and school leaders are on duty before the start of school to ensure the safety of learners while the rest of the staff members meet in the staffroom to discuss the day ahead.

11. BIRTHDAYS

Every learner's birthday is acknowledged during assembly, where they are given a birthday tag to be worn on their special day. When it is your child's birthday, he/she may wear civvies on the day.

Class parties: Grade R to Grade 3

We are happy to acknowledge your child's birthday at school. However, due to practical reasons, we do not allow class parties. A cupcake per child may be brought if you wish, and these will be enjoyed at the end of the day. **No other party food, party packs, layer cakes or cool drinks will be accepted.**

12. BLAZERS

Blazers must be worn by Grade 7 learners as part of their formal uniform. Blazers are available at the Uniform shop.

13. BREAK TIMES

Grade R – 7

There are 10 minute breaks at 8:35 - 08:45; 10:55 - 11:05; 12:00 - 12:10 and one 20 minute break at 09:40 - 10:00; during the 6 day academic programme.

Refer to TIMETABLE

14. BULLYING

Bullying can be seen as any hurtful or harassing behaviour in the form of victimisation, intimidation or oppression. This can take place verbally; physically or through cyber-bullying, occurring by means of technology. Should your child experience any bullying from staff members or learners, it must be report to a teacher, Head of Department or the Head, immediately. A bully report will be opened and the Bully policy will be implemented.

15. BYOD (BRING YOUR OWN DEVICE)

'Bring your own device' e.g. cell phone/iPad/tablet is being considered. Parents will be notified timeously of our future plans, implementation strategies, security and safe keeping of devises brought to school.

16. CAMPS/TOURS

Culture Tour

The Grade 6 learners have the wonderful opportunity of going on a guided culture tour to Gauteng and KwaZulu Natal each year. The learners visit heritage sites, museums and places of interest. The tour normally takes place in the 3rd or 4th term.

Leadership

An organised camp during a week-end is held in the 3rd or 4th term . Staff and independent professionals take learners through a special programme to teach and identify leadership skills. This camp/tour is paid for by the parents.

After bookings have been made and the money paid to the company, **no** refunds will be possible if cancellations occur.

Sport

Netball, soccer, hockey and cricket camps and/or clinics are attended by our learners when the opportunity arises. This enables learners to develop skills in the different fields. Teachers and/or coaches accompany the learners to these camps.

Parents pay for the trips and the 'no refund' rule applies.

17. CIVVIES DAYS

Learners always love an opportunity to come to school dressed in something different, other than their school uniform. This provides an opportunity to raise funds for various projects. Strict rules are applied to the dress code – nobody is allowed to wear clothes that are not appropriate for learners.

Refer to *UNIFORM POLICY*.

For Grade R-3 learners, if a civvies day falls on a day on which the learners have PE, they must please wear their trainers or pack them in.

18. CLASS PARTIES

These may be held at the discretion of the teacher for special events, which parents will be notified of.

No class parties for birthdays will be permitted.

Refer to *BIRTHDAYS*.

19. COLLECTING YOUR CHILD DURING SCHOOL HOURS

If you need to collect your child from school for any reason, planned or unplanned, report to the Administration office and complete an 'Early Leave' form. For safety and security reasons your child will either be collected from his/her current class and brought to you in the office or be called via the intercom to come to the office. **Please do not collect your child from the class yourself.**

20. COLLECTING YOUR CHILD AFTER SCHOOL HOURS

Learners picked up by parents must wait inside the school premises next to the Drop-off Zone until their parents arrive. Learners picked up by bus or taxis wait inside the school premises behind the Grade 2 classroom until their bus or taxis arrive. There is a teacher on duty in the parking area of the Drop-off Zone for 10 minutes after school to oversee orderliness. The teacher will ensure that learners do not cross the road alone. It is the responsibility of the parent or driver to **fetch the learners at the gate and accompany them to the vehicle.**

An appointed teacher will be on duty after school for the afternoon in case of emergencies. We request that this does not become a 'babysitting' service. Parents abusing the system will be charged a supervision fee.

Grade R learners finish school at 13:00 and Grade 1 - 3 learners finish school at 13:30 and must be collected promptly. There will be teachers on duty for supervision for learners who have to wait for the bus. Grade R learners are to be collected from the classroom by an adult. If it is not possible for the learner's parent to collect him/her, the Grade R teacher must be notified as to who will collect the learner. A password will be asked for on collection of the learner.

Learners repeatedly left at school after 17:00 will be reported to our local social welfare.

21. COMMUNICATION

As we believe that good communication between the school and parents is essential for the smooth running of our programmes, we have various forms of communication, as listed below. Our aim is to have 'Paperless Parents', meaning that links to notices and newsletters will be sent via e-mail only and reminders will be given by means of SMS. Please ensure all your contact details are correct as the school cannot be held responsible for communications not received by parents.

Letters/Notices

All letters/notices are loaded on the d6 School Communicator. Only letters with tear-off slips and personalised communication are handed out in hard copy.

Newsletters

The purpose of the newsletter is to 'brag' about our top achievers, sports results, progress within the school and staff news and achievements; also to give reminders of upcoming events and special days. We announce fundraising goals that have been met and also share concerns. Be on the lookout for pictures of your child in the newsletter. The newsletter is emailed, loaded onto the d6 School Communicator and also posted on our webpage.

Webpage: www.pepps.co.za

Our webpage offers a variety of information ranging from our calendar, upcoming events and communications, to downloadable documents and photo galleries.

Facebook: www.facebook.com/PEPPSPrepParents

We have a Facebook page dedicated specially to our parents. 'PEPPS Preparatory School Parents' provides you with a platform to network with our teachers and fellow parents. Interesting bits of information are often shared and pictures are posted regularly. Please go and 'like' our page!

Refer to: D6 SCHOOL COMMUNICATOR

SMSes:

Urgent messages will be communicated to parents via SMS. Please ensure all details are updated. Urgent alerts are sent out to parents via the d6 School Communicator.

Term Calendar

The term calendar includes all dates for general events, assessments, sports matches and special cultural events. Please note that the term calendar may change due to changes in our school plans and programmes; therefore, it must only be used as a guide.

When you need to communicate with the school:

E-mail: Feel free to e-mail the Preparatory School secretary at headadmin@pepps.co.za if you have any queries, concerns or need to make an appointment.

Phone calls: Refer to CONTACT DETAILS as listed earlier in this document. When phoning, the automatic switchboard will direct you to the relevant department.

When parents want to communicate with teachers

- Diary:** Each child, Grade 4-7, is issued with a PEPPS school diary which must be brought to school every day.
Parents may write messages in the diary for the teacher's attention. Diaries are useful for quick communication between teachers and parents and vice versa.
- Workbook:** Notes to the teacher may be written in the child's workbook or contact book.
- Grade R-3:** Notes may be written in either the message book or homework book.
(Please also check for notes **from** the teacher).

22. COMMUNICATION CHANNELS

In the case of queries or complaints from parents, the following route must be followed:
Register teacher → Head of Department → Head of School

23. COMMUNITY RESPONSIBILITY

Our vision is to develop a spirit of community service in each learner. Learners, parents and staff are encouraged to contribute to special collections and fund raisers held at the school.

24. CONTINUOUS ASSESSMENT

Purpose

- To ensure that assessment tests specific learning area outcomes and critical and development outcomes.
- To ensure that there is uniformity in the implementation of assessment procedures.
- To maintain a fair and well-balanced standard throughout the school.

The main purpose of assessing learners is to enhance individual growth and development, to monitor the progress of learners and to facilitate their learning.

Internal assessment includes teacher evaluation of work done in class, class-based assignments and special projects. In some subjects, such as Natural Sciences and EMS (Grade 7), learners are asked to work co-operatively in groups to develop a sense of teamwork, to share responsibility for managing research and to write up the results.

No projects may be completed at home, with the exception of Science Expo Projects.

25. CURRICULUM

Our curriculum follows the guidelines of the National Curriculum - CAPS (*Curriculum and Assessment Policy Statement*).

Our vision is to produce learners that are able to:

- Identify and solve problems and make decisions using critical and creative thinking.
- Work effectively as individuals and with others as members of a team.
- Organise and manage themselves and their activities responsibly and effectively.
- Collect, analyse, organise and critically evaluate information.
- Communicate effectively.
- Demonstrate an understanding of the world as a set of related systems by recognising that problem solving contexts do not exist in isolation.

The curriculum promotes knowledge in local context, while being sensitive to global imperatives. It gives expression to the knowledge, skills and values worth learning in our school. It aims to ensure that learners acquire and apply knowledge and skills in ways that are meaningful to their own lives. It serves the purpose of equipping learners, irrespective of their socio-economic background, race, gender, intellectual ability or

physical ability, with the knowledge, skills and values necessary for self-fulfilment and meaningful participation in society as citizens of a free country.

We encourage an active and critical approach to learning.

Introduction of "Beyonder Week" to create real world experiences feeding into the academic contexts.

26. D6 SCHOOL COMMUNICATOR

We are very pleased to announce the launch of the School Communicator – an innovative and exciting new way of communicating with parents. The School Communicator keeps you up-to-date with what's happening at the school. It updates automatically, and brings you all the latest news and calendar events. It also contains a photo gallery, contact list and a range of useful links and documents.

In order for us to improve our communication with you we encourage you to install the School Communicator on both your computer and mobile phone. It is safe and secure and is used daily by more than ¼ million people worldwide.

Getting started on the D6 School Communicator

Installing the School Communicator is dead simple. Download the installer from the School Communicator website: www.school-communicator.com/downloads. While downloading click "save" and thereafter "run". You can install the School Communicator on as many computers as you like.

You can install the d6 School Communicator on your mobile phone. There are specific apps available for Blackberry, iPhone and Android. All you need to do is visit our School Communicator website:

www.school-communicator.com/download from your mobile phone browser and download the app.

Always up-to-date

News and relevant information is added regularly by the school. Your School Communicator will automatically update as new information is added. There's nothing further you need to do.

Get only the news you want

You can select which news and calendar information you'd like to receive. Click on the Personalise tab and select the relevant channels from the list provided.

How will the School Communicator affect your Computer?

The School Communicator is a lightweight application and should not have no noticeable impact on your computer. In some instances you might need to change your anti-virus or firewalls settings to allow the School Communicator to run. If you are on a company network you might need to ask your network administrator to assist you. Over 100 000 parents are already successfully using the School Communicator, both at home and at work.

Bandwidth

The School Communicator typically uses about 30MB of data a month. This will fluctuate a little from month to month depending how often we update the content, but should never be excessive.

Privacy

Any personal information shared with the School Communicator (including your registration details) is absolutely private, and may only be used by the school. It may not be sold or shared with any third party. The School Communicator servers are protected by Thawte to ensure no unauthorised access of your details.

Support

Please contact us if you have any questions or concerns. You can also contact the School Communicator support team if you experience any problems running the School Communicator. Contact them on 0860 22 11 36 or support@school-communicator.com.

27. DIARY - GRADE 4-7

Each learner in Grade 4-7 is issued with a PEPPS diary at the beginning of the year. The purpose of a diary is to record homework, communicate with parents and to instil a culture of responsibility in our learners, even at a very young age. The cost of the diary is added to the school fees.

Refer to *COMMUNICATION*.

28. DROP-OFF ZONE

Learners may only be dropped off and collected at the Drop-off Zone. The front gate entrance is reserved for visitors and deliveries. During peak times, namely in the morning and after school, it is vital that parents abide by the road and Drop-off Zone rules to ensure the smooth flow of traffic. Taxis and buses may not collect the learners inside the property but will wait for the learners in the designated area outside the school grounds on the paved area. **No parent may drop learners off in the teachers' restricted parking area.**

RULES FOR THE USE OF THE PEPPS DROP-OFF ZONE

- The maximum speed limit for traffic is 15km/h.
- The drop-off zone will be open from 06h45 to 07h25 and 12h30 to 16h15 Monday to Friday and will be available for use during school functions.
- The drop-off zone is to be used for parent transport only. Taxis and buses will drop children at the pedestrian entrance to the school.
- Vehicles may only park in the allocated parking bays. Any person who parks and exits a vehicle in the drop-off zone will be fined R100.
- There is no specific drop-off area allocated per grade. Parents are encouraged to ensure the smooth flow of traffic and use the entire drop-off zone for dropping or collecting children.
- Parents must follow the arrows directing traffic and enter and exit through the correct gates.
- Learners must only exit vehicles on the left.
- Suitcases and hand luggage must be on hand to ensure the quick exit from vehicles.
- Once a learner has exited a vehicle he/she must walk on the path to the relevant gate. Learners may not run on the path.
- Grade R to Grade 3 parents who choose to park their cars, must then escort their children to the gate. Grade R to 3 learners should not navigate through the parking area alone.
- The parking bays under carports may be used after 14h00 and should not be used during Preparatory School functions.
- No learners may play in the drop-off zone at any time during the day.

29. ECO-SCHOOL

PEPPS takes its responsibility of teaching learners about sustainable practices to conserve our resources and planet, very seriously. Indigenous flora including aloes, acacia and Mopani trees, coupled with a bounteous bird life, create an organic and tranquil environment for all who teach and learn at our school.

Status

PEPPS is proud to acknowledge that our school stands out as a leader in environmental conservation. We have been awarded Platinum Eco Flag Status, resulting from many years of hard work and commitment. Bins are placed on the premises for recycling purposes and in each classroom there are bins for the recycling of white office paper. Learners are awarded certificates for recycling and all days on the WESSA Calendar are celebrated or brought to the learners' attention.

30. EARLY LEAVE FROM SCHOOL

Early leave from school is not encouraged as it results in the learner missing important information discussed/taught in class. If a learner is to leave school early, the Administration Office must receive a letter of explanation from the parent/guardian timeously. This letter will be signed by the Head.

The Administration Office will fill out an early leave note for the learner.

No parent or guardian may take a learner out of a class without having first reported to the office.

31. EDUCATIONAL SUPPORT

Referrals

When academic and social challenges arise, referrals are recommended.

Internal referrals: Counselling with the teacher/Head is received until the challenge has been addressed and/or is resolved.

External referrals: The school will make recommendations to parents for a consultation with a specialist to ascertain the reason for the challenge(s) the learner is facing. The specialist's report must be sent to school so that teachers can be aware of the outcome of the meeting and are able to implement any recommendations.

Examples of challenges: poor vocabulary development, auditory development delay, poor hearing, eyesight, speech, ability to cope with given work, behaviour, concentration, aggression, depression.

32. ENTREPRENEURS DAY

Grade 7 classes take part in the Entrepreneurs Day held in the third/fourth term. In groups, learners may hire stands and sell certain items and activities to school learners. The day is supervised by the EMS teacher.

33. EVENTS AND AWARENESS DAYS

Refer to *CORE AND CO-CURRICULAR ACTIVITIES / SPECIAL DAYS*.

34. EXCURSIONS / DAY TRIPS

As part of their education, learners will occasionally be taken to places of interest around the city. Before any excursion can be undertaken, the following requirements are necessary:

Indemnity forms

Once indemnity forms are completed by parents at the beginning of the year, these forms are kept in the office and extracted when necessary. If a child does not have an indemnity form, he/she may not go on any trips.

Tear-off slip

A letter including the details of the excursion is sent to parents timeously. There is a tear-off slip on each letter which asks the parents to give permission for their child to go on the excursion. These tear-off slips must be returned to the Register Teacher on the date stipulated as they accompany the teacher on an outing, to be used to contact the parents in an emergency.

Any additional expense (e.g. entrance fee) for the trip will be charged to the learner's school fee account.

Transport

Transport is free if the location is within a radius of 60km in Polokwane, otherwise, the amount will be indicated on a letter to the parents.

35. EXTRA LESSONS

It is the policy of the school to provide extra lessons if 8 or more learners in a class achieve below 50% for any assessment. The extra lessons are arranged with the learners at no cost.

36. EXTRA-MURAL

An afternoon activity programme is given out at the start of each term.

Grade R–3 learners are encouraged to play mini sport in the afternoons to aid in gross-motor development.

37. FIRST DAY OF SCHOOL

All PEPPS learners need to report to the following venues on their first day (As indicated on the calendar) of the term where they must line up in their relevant grades. A bell will ring at 07:20. Teachers and Leaders will be at the main entrance from 07:00 to assist newcomers.

Grade	Venue
Grade R	Meet at Gr. R classroom
Grade 1	Meet at Gr. 1 classrooms (2 nd block)
Grade 2 – 3	Meet at Junior line-up area (outside 1 st block).
Grades 4 – 7	Meet at the Senior line-up area (near the chessboard)

38. FIRST WEEK OF SCHOOL

Grade R- 7 wear their formal uniform. During the first week the learners will be busy with sports activities and will therefore need to pack their sports clothes, water bottle and extra afternoon snacks in the PEPPS tog bag. Suitcases must be brought to school.

39. FUNDRAISING

Throughout the year, certain activities are held with the purpose of raising funds for the school. Each fundraising activity has a specific purpose and the benefit of the money raised can be seen in the improvements throughout the school.

40. HOMEWORK

Grade R learners are not given homework. However, a list of ideas and suggestions is given to parents every term to encourage development. Language and vocabulary development is vital. Refer to INDEPENDENT LEARNING POLICY.

41. INDEPENDENT LEARNING POLICY – GRADE 1-7

The Preparatory School follows a no homework policy. Each learner must follow an individual learning routine daily.

The teacher's role in independent learning:

- To use the time in class to introduce, explore and practice new concepts thoroughly before requiring practice of the skills taught on an independent basis.
- To encourage effective focus management in class.
- To create awareness of the passage of time during class work to assist learners to stay on target.
- To encourage collaborative, side-by-side learning in class. This will improve comprehension and skills application.
- To provide fun challenges for independent research for enrichment purposes.
- To provide structured scopes for study purposes in order to “chunk” content into manageable portions.
- To encourage learners, especially in older grades, to devise their own, continuous revision programme where they will interact with content on a regular basis, lessening their assessment preparation stress.
- To provide a variety of resources to all learners in class for the purpose of practical or research tasks to be completed. This will even out the playing field and will shift the focus from presentation to actual skills acquisition.
- To record learners' progress as the term progresses in a meaningful way in order to give more structured feedback to parents at consultations.
- To provide formative feedback before work is assessed in order to practice what was learnt in order to adequately prepare learners for assessment.

The parent's role in independent learning:

- The parents' role at home is one of facilitation – exactly as it is for the teacher at school. Our children are being taught new skills that will need practice at the right time. Parents and caregivers, therefore, will be responsible for the following at home:
 - Being time-managers at home. Parents/caregivers at home can regulate time allocated to activities at home in order to teach better focus management when independent learning takes place.
 - Providing time-awareness structures if you cannot be at home by way of daily task schedules and reminders on the fridge / pin board.
 - Providing a calm and well-equipped learning space for independent learning to take place. Younger children cannot be left alone in their rooms to study as the isolation creates feelings of resentment and negativity towards learning. Provide them with a space that is still part of the household business, but separate enough to allow for focus skills to develop – e.g. kitchen/dining room table.
 - Older learners might prefer isolation in order to focus better, and they do not need as much parental time-guidance as the little ones. Allow them their space, but ensure that they remain aware of time and incorporate breaks.
 - Provide adequate rest and nourishment. Play is as important as learning and preparing. Through play children learn problem solving skills and their interaction with peers improves. Enough sleep cannot be over-emphasised. A primary school child should have no less than 8 hours sleep.
 - Limit their screen time. No electronic devices are to be used two hours before bed time due to the brain's need to “shut down” properly before it can enter a resting state.
 - Provide a set routine for your child. Children (and adults!) work and learn better and more effectively if they can predict what is to come next and if they know what their parameters are. You cannot push the boundaries to expand your mind if you cannot find them.
 - Motivator – a parent is a child's chief cheer-leader. You must be the safe-place and the voice of reason. Motivate your child by encouraging them to be positive about their learning career at school.
 - With less meaningless homework to deal with there will be more time to spend with family and to plan excursions to broaden children's frame of reference. Plan “educational” excursions during holidays such as visiting factories, farms, museums or places that link up with your children's interests.

- Make family time a priority. Re-discover your child and your family dynamic with more time available to do so. Less police-parent more mum and dad. Enjoy time spent together and create meaningful memories – our time with our children is more fleeting than we know.
- The learner's role in independent learning:
- Learners' roles now become more intrinsic when it comes to independent learning.
- Ensure that his/her school bag is packed according to the time table.
- Ensure that all materials are kept in good order – request replacements from his/her parents when the need arises.
- Take care of his/her belongings.
- Learn to follow instructions whether written or spoken.
- Develop self-discipline skills throughout his/her school career and to take responsibility for learning.
- Enjoy group, peer or collaborative work by staying on topic and practicing the skills needed to defend your own opinion and views.
- Learn to differentiate between sources provided and how to apply the skills to reflect on these sources.
- Learn to keep an eye on time passing while working in order to not fall behind.
- Ask when in doubt. Always.
- Develop his/her own routine for studying and continuous revision. Take responsibility for his/her own development in learning.
- He/She must not become negative when parameters are set by teachers and parents, but must rather use them to his/her own advantage in order to grow as a person.
- Play. Enjoy time spent with family and friends.
- Develop a school/ life balance from an early age.

42. LATE ARRIVALS

The gate at the Drop-off Zone will be closed at 07:30. Learners arriving after 07:25 are to report to the teacher on duty at the main entrance. Learners' names are written down by the teacher on duty. The latecomers' names are forwarded to the Head. Continued infringement will result in penalties being issued.

43. LANGUAGE OF INSTRUCTION

The language of instruction at PEPPS is English. The school offers English as a subject, as a home language, and Afrikaans as a subject for a second language.

44. LEADERSHIP BODY

The nomination of the Prep Leaders is done by teachers who consult leadership camp reports and general observations of the learners in their Grade 6 year. Generally 18 prefects are selected and announced at Prize Giving. The Head Boy and Head Girl are selected from the group of prefects and announced before July.

45. LIBRARY

The Lippenberger Library, so called in honour of Mrs Wendy Lippenberger, our loved librarian who passed away in 2013, has served the school since 1992 and, along with the school, has grown significantly from year to year, keeping up with developments in the media, as well as adding state-of-the-art technology and always striving to make it an accessible media centre to those it serves.

Media available

The collection consists of approximately 8000 books consisting of fiction and non-fiction, a reference section, Afrikaans publications, periodicals and newspapers, posters and educational games. The digital section is made up of DVDs, which are frequently screened in the library, and Encarta. The Regional Library contributes towards the collection in the form of 'block loans', often updating the collection with new books.

Users

The entire school has access to the library, learners and teachers alike. Grades R–3 have a dedicated time on a weekly basis to visit the library with their class teacher. There they are taught about library usage; which includes rules, responsibilities, choosing books and caring for books; with the objective of creating a love for reading. Learners (Grade 1-3) choose a book each week to take home and read in their own time. Grade 4-7 learners are encouraged to come to the library during break times to develop this love of reading. We encourage the idea of each learner to always have a 'Book-in-a-bag'. During any free time, learners are encouraged to read.

Books can be taken out for two weeks with a R1 per day fine for overdue books. Books may not be taken out for the holiday periods.

Services

The library offers other services such as:

photocopying	R1 per page
colour printing (from computer)	R5 per page
black and white printing	R2 per page
back-to-back, black and white	R1.50 per page

Management

The library is run by a librarian and a dedicated team of library prefects who voluntarily apply, while they are in Grade 5, and are recommended and voted in by teachers. This group of library prefects is selected at the end of each year and their duties begin at the beginning of the following academic year. It is thanks to the library prefects that our library operates smoothly and efficiently.

46. LOCKERS

Lockers are available for rent. Contact the Administrative Office for details.

47. LOST PROPERTY

Every teacher has a lost property box in their classroom where items left in the class are placed.

Lost property found on the field or elsewhere on the school grounds is given to the Uniform Shop where, if the property is labelled, it will be returned to the learner.

On the last day of term, all unlabelled lost property is displayed near the front gate for parents' perusal. If the items are still not claimed, they are sent to disadvantaged schools in our area.

Please note that it is not the responsibility of staff members to look for learners' lost property.

48. LUNCH BOXES

Parents are encouraged to pack healthy snacks/lunch packs with water for their children. Products containing excessive sugar, high levels of fat and colourants should be avoided. Learners are encouraged to bring a bottle of water to school, especially in summer. No flavoured water is allowed.

Refer to *TUCKSHOP*.

49. MISSING A CLASS ASSESSMENT, TEST OR EXAMINATION

If a learner is absent for a class assessment, test or an examination, a note from the parent and/or a doctor's letter must be provided on return to school. The learner will be given the opportunity to write the class assessment, test or examination. If no doctor's letter can be provided, the learner will receive zero marks for the assessment.

50. MEDICATION

Learners taking antibiotics should not come to school for 48 hours, and may return when they are no longer feverish.

Teachers and staff are not permitted to administer medication to learners at school, except in a medical emergency (e.g. asthma/ severe bee-sting allergies).

Medication should be given to the child before school and the next dosage given after school.

51. MEDICAL EMERGENCIES/SPECIAL MEDICAL NEEDS

Should your child have a serious allergy or condition (e.g. asthma) and require that emergency medication be kept at school, this may be left with the person responsible for the sick bay. This medication must be labelled with the child's name and clear instructions. Teachers must be informed as to where such medication can be obtained, in case of an emergency. These conditions need to be clearly noted on the learner's file, and clearly highlighted on the application forms when registering your child at the school. Remember to make the register teacher aware of these conditions each year as register teachers will change each year.

52. MARKING POSSESSIONS

Please mark your child's possessions clearly with a permanent marker or use suitable labels. Mark it with your child's name and surname. Remark clothes regularly as they are inclined to fade. Please do not use symbols as it is difficult to trace the owner. Lost property is kept at the Uniform Shop.

53. MERIT AWARDS AND CODES FOR GRADE 4-7 – Refer to no. 71

54. MONEY SENT TO SCHOOL

There will be occasions when you will be asked to send money to school. Please send all money to school in an envelope or plastic moneybag, clearly labelled as indicated below:

- Name and grade of child
- Amount of money enclosed
- Item/event for which you are paying

Please do not send your child to school with large amounts of money e.g. school fees. The school will not take responsibility for lost or stolen money.

55. PARENTS' MEETINGS

PARENTS CONSULTATION

Purpose:

- To give constructive feedback and inform parents of their child's progress and any challenges that he/she might be experiencing; report observations/patterns in a learner's behaviour and academic progress, and suggest necessary learner support.
- Parents Consultation is not only a mark report-back.
- To encourage parents to be more involved in their children's education.
- To build a relationship between the parents and teachers to ultimately work together towards the optimisation of the child's potential.
- Parents should walk away knowing that the teacher is:
 - personally aware of what is happening in their child's school life (academically and socially).
 - aware of the latest youth trends and concerns.
 - up-to-date with the latest information relevant to their subject, learner support systems and education in general.

Procedure:

- Parents Consultation dates are set by the Head and the Heads of Departments during a planning meeting.
- Consultation dates are printed in the term calendar. Parents are reminded of the meeting two weeks ahead of time and SMSes are sent a day before the scheduled day. Special letters are sent to Grade R–3 parents to book a time slot for their appointment with their child's register teacher.
- Parents Consultation times will be communicated.
- On the said date, parents consult with the class/subject teacher at a set venue. Teachers have the latest assessment of their child available for the parents to view. Teachers make notes and follow up on enquiries that parents make. Grade R–3 parents sign the attendance register. Special notes are noted in the learner's Care File.

SPECIAL CONSULTATION (as required)

At Academic Meetings teachers discuss the mark schedule and reach a decision regarding who needs to be invited to attend a meeting with the Head. The Preparatory School secretary phones parents to arrange an appointment. A letter is then sent to parents to confirm the appointment. On the said day, a special consultation is held with the parent(s) and the Head. During these consultations problems, challenges and possible solutions are discussed. The outcome of the consultation is recorded in the learner's Care File for future reference.

OTHER CONSULTATIONS

Should a teacher/the Head need to speak to a parent concerning their child's progress; the Preparatory School secretary will contact the parent to make an appointment. Record is kept in the learner's Care File. Should the need arise; follow-up calls are made to parents. Parents are welcome to consult with teachers but appointments need to be made ahead of time. No consultations will be allowed during the teachers' teaching time.

56. PARENTS ASSOCIATION

The Parents Association (PA) always welcomes parents who want to join. Contact the Administration Office if you are interested in joining.

57. PARENT PARTICIPATION

Parental involvement is of major benefit to your child, and we encourage you, as a parent, to become involved wherever possible and to develop positive relationships with teachers; support academic, sport and cultural activities and attempt to create a nurturing learning environment for your child.

58. PREP VOICE

Prep Voice has been established to act as a representative platform for learners. One representative from each class (Grade 4-7) is elected by their peers. The Head Boy and Head Girl are present at each meeting. Each term one prefect will be selected to represent the prefect body. Prep Voice is chaired by Mrs. Werner, Head of the Preparatory School.

59. PRIZE GIVING TROPHIES AND AWARDS

Prize Giving is held in the fourth term. The following trophies are awarded:

ACADEMIC

Nel Trophy	-	Best Reader in a Grade 1 class
Dayah Trophy	-	Best Reader in a Grade 1 class
Grade 1 Top Achiever Trophy	-	Top Achiever in a Grade 1 class
Boshoff Trophy	-	Top Achiever in a Grade 1 class

Grade 2 Reading Trophy	-	Best Reader in a Grade 2 class
Angliss Trophy	-	Best Reader in a Grade 2 class
Grade 2 Top Achiever Trophy	-	Top Achiever in a Grade 2 class
Boshoff Trophy	-	Top Achiever in a Grade 2 class
Grade 3 Reading Trophy	-	Best Reader in a Grade 3 class
Angelique Abrahams Trophy	-	Best Reader in a Grade 3 class
Boshoff Trophy	-	Top Achiever in a Grade 3 class
Grade 3 Top Achiever Trophy	-	Top Achiever in a Grade 3 class
Truter Cup	-	Top Achiever in Grade 4
Hodgson Trophy	-	Top Achiever in Grade 5
Williams Trophy	-	Best Science Expo Project in Grade 6
Grade 6 Top Achiever Trophy	-	Top Achiever in Grade 6
Melville Trophy	-	Top Mathematics result in Grade 7
Willetts Trophy	-	Top English result in Grade 7
Kidd Trophy	-	Award for genuine love for Afrikaans in Grade 7
Mestayer Trophy	-	Top Natural Science result in Grade 7
Smith Trophy	-	Top Social Sciences result in Grade 7
Smit Trophy	-	Top Achiever in Grade 7
Lawrenson Trophy	-	Award for Scientific Curiosity
Van Whye Trophy	-	Best Science Expo Project in Grade 7
Werner Trophy	-	Top 10 Learner of the Year
Smith Art Award	-	Most Promising Artist
Du Plessis Music Trophy	-	Most Promising Musician
Grade 7 Entrepreneur(s) of the Year		
iKnow Science: Fledgling Scientist(s) of the Year		
iKnow Science: Scientist(s) of the Year		

SPORT

Male Athlete of the Year
 Female Athlete of the Year
 Male Swimmer of the Year (Senior)
 Female Swimmer of the Year (Senior)
 Kamalan Naidoo Junior Male Swimmer of the Year Trophy
 Kamalan Naidoo Junior Female Swimmer of the Year Trophy
 Male Hockey Player of the Year (Senior)
 Female Hockey Player of the Year (Senior)
 Hockey Player of the Year (Junior)
 Smith Cyclist of the Year Trophy - Most Promising Cyclist
 Most improved Cyclist of the Year
 Male Cricket Player of the Year
 Female Cricket Player of the Year
 Moritsele Physical Education Trophy
 Mini Cricket Award
 Mini Football Award
 Mini Netball Award
 Netball Player of the Year
 Football Player of the Year
 Goal Keeper of the Year
 Junior Sports Person of the Year
 Sportsman of the Year
 Sportswoman of the Year

Sports Star of the Year
 Most promising Sportsman of the Year
 Most promising Sportswoman of the Year

CULTURAL

Mengouchi Junior Drama Trophy
 Mengouchi Senior Drama Trophy
 Mengouchi Debating Trophy
 Van Kraayenburg Chess Trophy
 Best Speakers Trophy
 Ghanchi Community Club Trophy
 Culture Laureate Trophy

OTHER

Agape Award
 Trust Ambassador's Trophy
 Lippenberger Library Prefect of the Year
 Prefect of the Year

TEACHERS' AWARD

The Difference Maker Award

60. RECYCLING

Refer to *ECO-SCHOOL*.

61. REPORTS

Refer to *ACADEMIC*.

62. SCHOOL HOURS GRADE R - 7

Monday - Friday

School starts: 07:25

School ends: 13:00 (Grade R) and 13:30 (Grade 1 – 7)

63. SCHOOL PHOTOGRAPHS

Each year individual and group school photographs are taken of learners. It is not compulsory to have individual photographs taken but group photographs are essential. Arrangements may also be made to have sibling photographs taken, instead of individual photographs.

64. SCHOOL TIMETABLE HOURS: 6 DAY CYCLE

	7:30 7:40	7:40 8:35	8:35 8:45	8:45 9:40	9:40 10:00	10:00 10:55	10:55 11:05	11:05 12:00	12:00 12:10	12:10 13:05	13:05 13:30
Period	1	2	3	4	5	6	7	8	9	10	11
Minutes	10	55	10	55	20	55	10	55	10	55	25

65. SICK BAY

A learner feeling ill in class is sent to the sick bay with a 'sick note' containing the learner's details written down by the teacher whose class they were in at the time.

The sick bay staff member will contact the parents if it is necessary for the learner to be collected.

No learner is allowed to phone his/her parents to come and fetch him/her from school when feeling unwell; this must be done by office staff.

Grade R learners will be treated in the classroom for small scrapes and cuts. Head bump notes will be sent home.

66. SECURITY

The main entrance to the school, the waiting area at the Drop-off Zone, the Pre-School play area and the pool area are enclosed with palisade fencing.

Security guards

A security guard monitors the main gate area and the perimeter of the school on a 24-hour basis. Parents are urged to co-operate with the security guard at all times, if they wish to enter the school premises. For security reasons, parents and visitors are to report to the Administration Office/Fees Office and not proceed directly to the classrooms or walk around the school grounds.

67. SOCIAL RESPONSIBILITIES

Other Peoples' Day (OPD)

Learners are encouraged to bring 'loose change' to school. They drop the change into a special money tin, which is kept in the learner's register class. At the end of the year all the change is counted and donated to help people/organisations in the community that are in need – e.g. SPCA, children's homes etc. The class that raises the most money for OPD is given a special treat.

This form of giving also consolidates part of our Life Orientation programme which includes caring for people in need.

Community Responsibility

We support 'The School SleepOut™' projects and give food parcels to children's homes. Our learners move beyond the boundary of the school to pick up litter along the main road and the areas along the school fence.

Refer to *COMMUNITY PROJECTS*.

68. SPORTS HOUSES

Loyalty and team spirit are encouraged through inter-house competitions. Numerous opportunities involving mass participation provide all the learners with the chance to participate in at least one sport. There are three houses consisting of boys and girls. Every effort is made to place members of the same family in the same house. T-shirts in the relevant house colours may be purchased at the Uniform Shop.

HOUSE	COLOUR
Leopards	Blue
Lions	Red
Tigers	Yellow

69. STATIONERY REQUIREMENTS

Grade R – Grade 3

Grade R–3 learners are issued with the necessary stationery pack by their class teacher. The cost of the stationery pack is added to the school fees account. The stationery remains at school.

Grade 4 – Grade 7

Below is a list of compulsory equipment and stationery needed by each learner. All equipment and stationery must be available on the first day of term. Please make sure each item is marked with the learner's name.

GENERAL	
2 x black ballpoint pens	2 x punched examination pads
2 x green ballpoint pens	1 x set of colour pencil crayons
2 x HB pencils	1 x pair of scissors
1 x pencil sharpener with cover	1 x 40g Pritt
1 x 30cm ruler	1 x highlighter
1 x good quality eraser	1 x spacecase
2 x flip file (20 pages)	Paper and thick plastic / DC Fix to cover at least 14 A4 workbooks
1 x dictionary: English – Oxford Mini School Dictionary	1 x dictionary: Afrikaans – Pharos Mini Dictionary English and Afrikaans ISBN 978-1-86890-064-0
1 x geometry set and a calculator – NOT a scientific calculator (Do not buy these items until the teacher asks you to do so.)	
1 x document holder for each subject and workbook (Plastic)	
GRADE 6 AND 7 MATHEMATICS	
2 x blue ballpoint pens	1 x set of colour pens
GRADE 7 ENGLISH	
1 x set of paper tags / 'stick it' notes	1 x A5 book for journal writing
1 x set of highlighters	

Covering books

Exercise books and textbooks will be sent home to be covered. Please adhere to instructions from the subject teachers. Please encourage your child to look after all exercise books, textbooks and library books.

70. SUPPORTERS' CARDS

My School Card

Applications for these cards can be obtained at the school or at Woolworths.

Benefits:

- You raise funds for your child's school without it costing you a cent.
- It is convenient using one card at many different stores. There are over 11 national partners and over 2000 partner stores where you can use your card across the country.
- Cardholders get exclusive discounts and special offers.
- You will receive a monthly e-mail statement showing exactly how much your beneficiary received.

Makro Cards

Applications for these cards can be obtained at the school or at Makro.

Benefits:

- You raise funds for your child's school without it costing you a cent.
- It is an access card that allows you to shop in any of their stores.
- It is issued free of charge and is not a credit card.
- You receive advance notice of promotional details and other events.
- If you return goods for repair or credit, you do not need to provide your invoice.

71. TEXTBOOKS

All learners are issued with textbooks for the relevant subjects. In order to maintain the quality of these books, we ask parents to adhere to the following procedure:

- Textbooks must be covered carefully with paper and thick plastic.
- Use sellotape and not packaging tape. The paper and plastic is removed at the end of the year and therefore the sellotape must not cover the stamp on the inner cover.
- Name of learner must be written in the book on the stamp in the front of the book.
- Encourage learners to take care of their books.
- Supply learner with a suitable bag that does not damage books.

Lost/damaged textbooks

If a text book is damaged or lost, the teacher must be informed. A new book will then be ordered at the parent's cost. If a book is not returned at the end of the year, no report will be issued until the book has been returned or paid for by the parent/guardian.

72. TRANSPORT

Learners arrive at and depart from school in the following manner:

- Parents collect their child personally. (Only option for Grade R, unless an arrangement is made with the teacher.)
- A driver collects the child.
- Learners travel by bus or taxi.

Transport to and from school is the parents' responsibility. Your child must be collected promptly after school or an afternoon activity (unless school transport is used). In the event of matches and competitions at other venues, the school bus will transport participants to and from the venue whenever the buses are available.

Bus fees/tickets

If you would like your child to make use of the school's bus service, please contact the office or make a note of it on your application form. Your child will be issued with a bus ticket at the beginning of every term.

Bus routes

There are two school bus routes available at a monthly fee to learners. If you would like your child to make use of this bus service please contact the office or make a note of it on your application form.

Additional bus services - only for learners who have bus tickets

To encourage our learners to participate in afternoon activities, the school has added an additional bus trip. Please note that this additional trip is not for the use of learners who want to 'play' after school.

Monday – Thursday: Departure time: 16:00

73. TUCKSHOP

The tuckshop, a private concern, is located on the school premises. It is well stocked with a variety of foods including chicken rolls, hamburgers, pies, muffins as well as a variety of refreshments. It is open during break times and after school until 15:30. Grade R learners may not buy from the tuckshop. Grade 1-3 learners may only buy from the tuckshop one day a week:

Wednesdays	-	Grade 3
Thursdays	-	Grade 2
Fridays	-	Grade 1

74. UNIFORM SHOP TIMES

Mondays and Wednesdays:	Tuesdays and Thursdays:	Fridays:
07:15 – 08:00	07:15 – 08:00	07:15 – 08:00
10:00 – 11:00	10:00 – 11:30	10:00 – 11:00
12:15 – 14:15	12:15 – 14:15	12:15 – 13:15

The price list is available on our webpage

75. UNIFORM POLICY

Learners are to dress in accordance with the school uniform policy, whether in school uniform or civvies. The uniform must be worn with pride. No learner may be seen in public wearing slippers, slops or going barefoot whilst wearing the school uniform. The uniform must be clean, with no rips and tears and buttons missing. Shirts must be tucked in. Uniform items which have been outgrown will not be tolerated.

SUMMER UNIFORM

SUMMER UNIFORM	
GIRLS	BOYS
FORMAL <ul style="list-style-type: none">- Skorts- Red golf shirt with blue collar- Navy blue short socks- Black buckle or Velcro Bata Toughees - must be polished regularly	FORMAL <ul style="list-style-type: none">- Bermuda shorts- Red golf shirt with blue collar- Navy blue short socks- Black lace up Bata Toughees - must be polished regularly
SPORT <ul style="list-style-type: none">- Navy blue Quantex shorts with PEPPS embroidery on the leg- Red sports top- Navy blue short socks- Plain white takkies - no fashion takkies- School hat (compulsory)	SPORT <ul style="list-style-type: none">- Navy blue Quantex shorts with PEPPS embroidery on the leg- Red sports top- Navy blue short socks- Plain white takkies - no fashion takkies- School hat (compulsory)

WINTER UNIFORM

GIRLS	BOYS
<p>FORMAL</p> <ul style="list-style-type: none"> - School tracksuit (full) - Red golf shirt with blue collar - Navy blue short socks - Black buckle or Velcro Bata Toughees - School jersey/pullover may be worn underneath the tracksuit - Navy tights/stockings may not be worn 	<p>FORMAL</p> <ul style="list-style-type: none"> - School tracksuit (full) - Red golf shirt with blue collar - Navy blue short socks - Black lace up Bata Toughees - School jersey/pullover may be worn underneath the tracksuit
<p>SPORT</p> <ul style="list-style-type: none"> - School tracksuit - Red sports top - Navy blue short socks - Plain white takkies - no fashion takkies <p>During a netball match the players wear the red skirt, the matching red top, short blue socks and white takkies.</p> <p>PEPPS long socks are to be worn for hockey, soccer and cricket matches.</p>	<p>SPORT</p> <ul style="list-style-type: none"> - School tracksuit - Red sports top - Navy blue short socks - Plain white takkies - no fashion takkies <p>During a soccer match the players wear the navy blue Quantex shorts, the red sports top, soccer boots (togs) and shin guards.</p> <p>PEPPS long socks are to be worn for hockey, soccer and cricket matches.</p>

Uniform worn on:	Sportswear brought to school in the PEPPS tog bag on:	
Monday	Formal	1. Physical Education days (according to timetable). 2. Tuesdays and Thursdays and on days specified by sports coaches. Foundation Phase to refer to the Information Booklet issued at the Grade R-1 Information meeting concerning sportswear.
Tuesday	Formal	
Wednesday	Formal	
Thursday	Formal	
Friday	Formal	

GRADE R BOYS AND GIRLS

SUMMER: PEPPS PE shorts, red golf shirt with blue collar, sensible foot wear and the school hat.
WINTER: Navy blue tracksuit bottom, red golf shirt with blue collar and the school pull-over/jersey.

SWIMWEAR

GIRLS

- Navy Speedo-style swimming costume
- PEPPS swimming caps are compulsory and must be bought at the Uniform Shop.

BOYS

- Navy Speedo-style swimming costume
- PEPPS swimming caps are compulsory and must be bought at the Uniform shop.

ADDITIONS

- The PEPPS pullovers and jerseys may be worn on cooler days in summer.
- The PEPPS beanie, scarf and gloves may be worn on cold winter days only.
- Learners may wear thermal underwear that is not visible beneath their uniform on colder days. No T-shirts permitted.

HAIR REGULATIONS

GIRLS

- Hairstyles must be suitable to wear the PEPPS school hat over them.
- Hair may not hang in the eyes - must be tied /clipped back.
- Hair longer than shoulder length must be tied up.
- Hair may not be dyed, peroxided or highlighted.
- No fancy/gelled hairstyles allowed.
- Hair bands/scrunchies must be red or navy in colour.

BOYS

- Hair must be short, neat and conventionally styled.
- Hair may not touch the collar of the shirt or hang in the eyes.
- Hair may not be dyed, peroxided or highlighted.
- No fancy / gelled hairstyles allowed.
- No dreadlocks/Rastafarian styles

JEWELLERY REGULATIONS

For safety purpose, the Grade R learners may not wear any jewellery.

GIRLS

- Jewellery is restricted to a wrist-watch and earrings.
- Earrings are restricted to **small** gold/silver sleepers or studs.
- Only one pair worn at a time in the lobe.
- No tongue, body or face rings are permitted.
- No necklaces, bracelets or rings may be worn.

BOYS

- May only wear wrist watches.
- No tongue, body or face rings are permitted.
- No necklaces, armbands, bracelets or rings are permitted.

NAIL AND MAKE-UP REGULATIONS

- Nails are to be kept short and clean at all times. No nail varnish is permitted on either fingers or toes.
- Make-up of any form may not be worn. This includes lip gloss and eye liner.
- No visible tattoos permitted.

CIVVIES DAY DRESS CODE

- No revealing clothing, i.e. showing of cleavage or underwear.
- Appropriate underwear must be worn.
- Clothes may not be worn that display inappropriate language, signs or symbols.
- No make-up or nail polish.

Changing from the summer uniform to the winter uniform and vice versa:

Learners will be informed of the specific date, each year, when the change takes place. From the specified date, the previous season's uniform may no longer be worn.

All school uniform is available from the Uniform Shop.

Hats are compulsory

The wearing of regulation sun-hats is compulsory. Times when this protective headgear must be worn include physical education lessons, tea/lunch breaks and after-school sport. Standard school hats and sport hats are available at the Uniform Shop. We urge parents to apply sun protection cream before school daily to the neck, arms, legs and face. Application later in the day will be the responsibility of the learners. Please help your children to become aware of the dangers of the sun's rays, teach them to be sun-wise, and to take all necessary precautions before going outdoors. Hairstyles must be suitable to wear the PEPPS school hat over them.

76. VISITORS

Visitors to the school

All parents and visitors entering the school premises are to report to the security guard at the main gate and then proceed to the office where they will be assisted. Please do not go directly to any classroom or teaching area during school hours as this causes interruptions of learning activities.

77. WITHDRAWING YOUR CHILD FROM PEPPS

It is our school policy that should you remove your child/ren from PEPPS, a full term's notice is required in writing. Notice of withdrawal must be emailed to the PEPPS bursar, prior to the withdrawal. All school fees and any other outstanding amounts must be paid in full before withdrawing your child/ren.

78. MERIT AWARDS

CODE	MERITS	AWARD	RESPONSIBLE PERSON
		GENERAL	
M001	10	most merits accumulated during a term per class	School Data Base
M002	10	most merits accumulated in merit system during the year throughout the School	School Data Base
		GOOD ATTITUDE	
M003	2	helping/working at a school event	Reverent Teacher
M004	2	offering the most help/assistance for a teacher in a term	Reverent Teacher
M005	2	most frequent picking up of litter per term per register class	Register Teacher
M006	2	fulfils all the duties of a class leader	Subject and Register Teacher
		ACADEMIC	
M007	10	placing in the Top Ten in a specific term	School Data Base
M008	15	first in the Top Ten per grade	Register Teacher

M009	3	10% or more improvement from an assessment to the next assessment in a specific subject	Subject Teacher
M010	5	15% or more improvement from an assessment to the next assessment in a specific subject	Subject Teacher
M011	10	20% or more improvement from an assessment to the next assessment in a specific subject	Subject Teacher
M012	15	90 - 100% for a formal assessment	Subject Teacher
M013	10	80 – 89% for a formal assessment	Subject Teacher
M014	5	70 – 79% for a formal assessment	Subject Teacher
M015	15	a report overall average mark of 90 - 100% (per term)	School Data Base
M016	10	a report overall average mark of 80 - 89% (per term)	School Data Base
M017	5	a report overall average mark of 70 – 79% (per term)	School Data Base
M018	3	consistency in work ethic	Subject Teacher
M019	3	diligent effort in classwork	Subject Teacher
		SUBJECT	
M020	10	work being exhibited at the Art Exhibit	Art Teacher
M021	2	taking part in the Language Festival	Language Teacher
		CULTURE	
M022	10	achieving 90% or above at an Eisteddfod	Language Teacher/Certificate
M023	5	achieving 80 - 89% at an Eisteddfod	Language Teacher/Certificate
M024	2	Eisteddfod participation recognition	Language Teacher/Entry List
M025	10	achieving 90% and above in Bosveld Kunstefees	Language Teacher/Certificate
M026	5	achieving 80 – 89% in Bosveld Kunstefees	Language Teacher/Certificate
M027	3	Bosveld Kunstefees participation recognition	Language Teacher/Entry List
M028	5	exemplary performance in Language Festival	Language Teacher/English Dept.
M029	3	participation in Language Festival	Language Teacher/Entry List
M030	3	participation in Art Festival	Art Teacher/Entry List
M031	5	exemplary performance in Art Festival	Art Teacher
M032	3	participation in art club	Culture Department
M033	5	80% or more attendance at a school club	Culture Department
M034	3	80% attendance and punctuality for practice / club sessions / events	Teacher
M035	5	participation in iKnow Science as a Grade 6 volunteer	Science Department

M036	5	participation in iKnow Science as a Grade 7 finalist	Science Department
M037	10	winners of iKnow Science for Grade 6 and 7	Science Department
M038	5	Grade 7 Entrepreneurs' Day participation as finalists of Shark Tank	EMS Department
M039	10	Grade 7 Entrepreneurs' Day winners	EMS Department
M040	12	exceptional dedication to Community Club (per term)	Teacher
M041	5	participation in a cultural activity	Teacher
M042	10	third place / equivalent achievement	Teacher
M043	15	second place / equivalent achievement	Teacher
M044	20	first place / equivalent achievement	Teacher
M045	25	Provincial Colours / equivalent	Teacher
M046	25	first placement Provincial	Teacher
M047	15	second placement Provincial	Teacher
M048	10	third placement Provincial	Teacher
M049	30	National Colours / equivalent	Teacher
M050	30	first placement National	Teacher
M051	25	second placement National	Teacher
M052	20	third placement National	Teacher
M053	40	International participation	Teacher
M054	40	first placement International	Teacher
M055	35	second placement International	Teacher
M056	30	third placement International	Teacher
		SPORT	
M057	5	100% attendance per code per age group at sport or cultural practices during a term	Coach/Records
M058	5	best performance during a sport event	Coach/Records
M059	5	being captain for athletics for a team or other different internal sport codes during a match / meeting	Coach/Records
		PARTICIPATION: EXTERNAL EVENTS	
M060	3	equestrian competitions (per event)	Certificate/Official Letter
M061	3	swimming (per club event)	Certificate/Official Letter
M062	3	cultural competitions (per non-school event)	Certificate/Official Letter
M063	3	dancing (per event)	Certificate/Official Letter
M064	3	gymnastics (per event)	Certificate/Official Letter
M065	3	Modelling	Certificate/Official Letter

M066	3	Cycling	Certificate/Official Letter
		PARTICIPATION: SPORT EVENTS	
M067	3	participation in school sport event: Inter House	Sport Register
M068	3	participation in school sport event: Team represents school	Sport Register
M069	3	attendance of team practices: 80% or more	Sport Register
M070	5	player of the match (any code)	Coach's Records
M071	10	record broken (all codes)	Coach's Records
M072	3	goals stopped – per match (Football and Hockey)	Coach's Records
M073	3	goals scored – per match (Football and Hockey)	Coach's Records
M074	3	wickets taken – per match (Cricket)	Coach's Records
M075	3	runs scored – per match (Cricket)	Coach's Records
M076	5	personal best improvement on (all codes)	Coach's Records
M077	5	team Vice Captain	Coach's Records
M078	10	Provincial Colours – School Activity	Official Letter
M079	10	Provincial Colours – External Activity	Official Letter
M080	20	SA Colours – School Activity	Official Letter
M081	20	SA Colours – External Activity	Official Letter
M082	5	most promising player	Coach's Records
M083	10	most improved player	Coach's Records
M084	15	Sportsman/Woman of the year	Coach's Records
		GENERAL	
M085	3	consistent exemplar behaviour	Staff Member
M086	3	helpful and proactive	Staff Member
M087	3 to 5	honesty – situation specific	Staff Member
M088	3 to 5	uniform – consistently tidy and correct	Staff Member
M089	3 to 5	consistently wearing hat	Staff Member
M090	3 to 5	punctuality	Staff Member
M091	5	100% school attendance per term	School Database
		PRIZE GIVING	
M091	5	certificate received	Specific Teacher/List
M093	10	trophy received	Specific Teacher/List
M094	5	book prize/voucher received	Specific Teacher/List
M095	20	100% school attendance for the year	School Database

		AGAPE AWARD	
M096	5	loving and kind behaviour towards peers	Staff Member
M097	5	loving and kind behaviour towards younger learners	Staff Member
M098	5	loving and kind behaviour towards elders or teachers	Staff Member
		LEADERS	
M099	3	showing leadership qualities outside classroom	Staff Member
M100	3	showing leadership qualities during group work	Staff Member
M101	3	leadership qualities shown during sport participation	Staff Member
M102	3	showing leadership qualities during cultural participation	Staff Member
M103	3	showing leadership qualities during participation in large events	Staff Member

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