

WELGEMOED PRIMARY SCHOOL PROSPECTUS

Welcome to Welgemoed Primary School – *The SMALL school with a BIG heart!* We are confident that all our parents will feel at home and as proud of our school as your child is.

Welgemoed Primary School was founded in 1965 with 41 learners and 2 educators. The school was originally housed across the street where Pick 'n Pay is currently situated. True to our motto - "Prospicimus" (*living our lives to the full*) - the school grew and expanded and thanks to the dedicated assistance and cooperation of an involved parent body, Welgemoed Primary School is both thankful and proud to be able to say that we can offer our learners excellent facilities situated perfect surroundings. Welgemoed Primary School is a parallel-medium school, with approximately 780 learners. Our school has a proud tradition and has produced many learners who have excelled.

It is our aim to create a warm and relaxed atmosphere, where our learners can feel both supported and embraced. It is our mission to guide and educate our learners and to nurture their God-given talents in a climate of love and security.

We are unique, in that we are a relatively small school which has been blessed with many memorable moments. We continue to share the joy of the outstanding accomplishments of our learners across a broad spectrum of activities: academic excellence, sport, arts and culture, and leadership. At Welgemoed Primary School we refer to ourselves as the "Blessie family" because of the Red Knobbed Coot "Blessie" which is depicted on our school badge.

At Welgemoed Primary School we truly have the interests of each and every member of our family at heart. Striving for excellence, we integrate knowledge and technology. We have a fully- equipped media centre, a computer centre where all our learners are taught IT and every classroom is equipped with a computer and plasma screen. Achieving an objective is the culmination of talent, dedication and perseverance. Welgemoed Primary School would like every learner to experience even the most modest of successes and for this reason we offer remedial assistance at our Prospicimus Educational Centre, as well as specialised services such as speech and occupational therapy. We also have a dedicated Teacher Support Team to aid learners requiring assistance. Welgemoed Primary School may be a (relatively) small school, but we have a big heart, filled with expansive dreams for our learners.

WELGEMOED PRIMARY SCHOOL OFFERS:

- Excellent academic tuition
- A dynamic staff fully equipped for the task
- The opportunity for each child to be a winner, as each one excels according to his/her ability
- Remedial training by qualified teachers
- Enrichment tasks for gifted learners
- A fully-equipped Computer Centre with the best programmes
- An aftercare centre with competent educators
- JAM (Jesus And Me), senior and junior choirs, debating, Bible knowledge competitions and drama
- Athletics, rugby, netball, tennis, cricket, hockey, cross country, swimming and chess
- Leadership development
- Educational outings
- Entrepreneurship
- Acknowledgement of all learners for participation in any activity, be it at school or any outside organisation
- A well-organised, secure school environment where your child can be motivated to perform to the best of his/her ability
- Interactive white boards in all Grade 1 classrooms
- Mimio boards in all Grade 2 and 3 class rooms.

VISION

Welgemoed Primary School's vision for the future is to be a institution where every child is prepared for their future in a nurturing environment.

MISSION

Welgemoed Primary School is committed to the following mission:

- excellent academic standards take preference in the education framework;
- teaching is grounded in a good moral and value system;
- efficient communication is used as a tool to build the image of the school, as an excellent institution;
- opportunities are created for all learners to engage within a competitive environment;
- developing the physical amenities for the benefit of all parties;
- enhancing quality education through the availability of modern technology and good facilities.

THE PARENT AND OUR SCHOOL

The educators of Welgemoed Primary School are grateful to parents for entrusting their children to us and being involved in their education. Here starts a new era of cooperation with our school in the interests of your child, where we shall be paying attention to various school activities such as academics, sports, cultural aspects, concerts, exhibitions and tours.

We shall expect you to fully support your child at home so that he/she remains happy and carefree to continue to achieve in all the above areas.

Our school is in the privileged position of being small enough to know and treat learners as individuals, yet also large enough to compete on all academic, cultural and sports terrains. For years there has been a very close association between our parents and educators who strive together to give the budding child only the best education and facilities. Where parents and educators complement each other with respect, gratitude, acknowledgement, understanding and co-operation with regard to the child's education, the child acquires an important advantage in respect of his/her approach towards his/her work, authority and human relationships. At Welgemoed Primary School we particularly strive for an open relationship between parents and educators. In fact, we encourage discussion between parents and educators at all times, not only when a child may encounter a problem.

ADMISSION POLICY

The admission of all learners to the school is dependent on the aims, mission and vision of the school, as well as the guidelines specified by the Western Cape Education Department.

The following age limit may not be deviated from:

Grade 1: 7 years*	Grade 2: 8 years	Grade 5: 11 years	Grade 6: 12 years
Grade 3: 9 years	Grade 4: 10 years	Grade 7: 13 years	

Learners entering any grade from another school must show proof of their most recent assessment report. Behaviour and academic progress must be desirable.

** Learners who turn 6 before 30 June may be accepted into Grade 1, depending on the results of a school readiness test conducted by the school. Parents are required to pay the testing fee.*

CLASS DIVISIONS

All classes from Grade 1 to 7 are grouped heterogeneously. We trust that this system is the most reliable form of division. The question often asked is if stronger learners are not disadvantaged by this system. Therefore, we make provision for this in our teaching to ensure that stronger learners are given the opportunity to do more challenging work and thereby ensure that each learner is developed to his/her full potential.

SCHOOL FEES

Welgemoed Primary is a Quintile 5 public school, which dictates that, by law, our parents must pay school fees. The Governing Body determines the school fees annually and it is approved at a parent meeting. To keep up with the rate of inflation, the fees are adapted annually. Parents may enquire from the administrative personnel what the school fees for this particular year will amount to. The school fees may be paid annually or payment may be made in instalments over ten calendar months.

ATTENDANCE

A learner is obliged by law to attend school from the beginning of the year in which they turn seven. It is imperative that learners attend school regularly. Parents must contact the school before 08:30 to inform the educator, if their child will not attend school that day. Should a child be absent, a letter explaining the circumstances must be handed in on their return to school.

LEADERSHIP DEVELOPMENT

24 Grade 6 learners were chosen to be members of the Student Council in 2017 and they will serve on the Student Council Body of Welgemoed Primary in their Grade 7 year. The Student Council comprise of 25% boys and 25% girls of each language group. The head leaders will comprise of two English learners (boy and girl) and two Afrikaans learners (boy and girl). During the fourth term a leadership programme will be presented by experts to the Grade 6 group. This programme will consist of goal-driven activities and the focus will be on the identification of leadership skills. The current Student Council will also assist and facilitate to ensure that learners get to know one another well. Following the leadership programme, the learners will vote for their leaders. During the prize-giving the parents of the new Student Council members will be called onto the stage to present them with their badges. The head leaders are also announced at this occasion.

A monitor system has also been introduced as from 2017 for the remaining Grade 7 learners to develop leadership throughout the grade. Six monitor groups will function in 2017, VIZ. Media, Computer, Sound, Aesthetic, Sport and Culture. Class captains will also rotate on a two weekly basis from Gr 5 -7.

COMMUNICATION

Regular communication between the school and parents is very important. Circular letters will be made available to parents on a regular basis, to inform them on various achievements and school activities. Our school newspaper, the WellSaid, is published on a quarterly basis. Any businesses are welcome to make use of this newspaper for advertisement purposes.

Furthermore, we communicate on a daily basis with our parents and parent groups through our school's SMS-system and the D6 Communicator which enables us to inform you about sporting events, matches or just to boast about our Blessies.

Our Facebook page is also growing, this social media tool is a line between current Blessie parents and our alma mater.

COMPUTER ACADEMY

Welgemoed Primary has a well-equipped computer academy with a wide range of interesting educational programmes. All learners receive weekly education in Afrikaans, English and Maths in the computer academy. The vision of the computer academy is to empower our learners, via computer technology, as the leaders of tomorrow and to ensure our school maintains its position as a modern, technologically advanced primary school. The mission is to use the latest modern digital computer technology and educational aids to develop our learners to the best of our ability in order for them to answer to the demands of the modern digital world, as well as building a model school that contributes and makes a difference to our community.

AFTERCARE

The aftercare is only available for Welgemoed Primary learners. We offer the following:

- Healthy environment – stimulation, socialisation and emotional development
- Trained staff – foundation, intermediate and senior phases
- Study time supervised by qualified teachers – activities for younger learners
- Holiday service at R55.00 per day; 07:45 – 17:30
- Structured holiday programme
- Tariffs:

Emergencies only	R90 per day
Waiting class Grade 1 – 3	R170 per month (only until 14:30)
Grade 1 – 2	R700 per month
Grade 3 – 7	R585 per month
- Close contact with parents and staff of school
- Equipment and facilities for free play or games
- Aftercare closes daily at 17:30
- Grade 1's are safely accompanied to and fetched from their extra-mural activities.

ACADEMIC INFORMATION

Lesson plans as prescribed by the Western Cape Education Department (WCED) are followed. A learner must take part in the educational programme as prescribed by the school unless written exemption has been provided by the school.

FOUNDATION PHASE

(Grade 1 to Grade 3—CAPS)

LITERACY

- Home Language: English
- First Additional Language: Afrikaans
- Integrated Language Programme:
 - Listening and Speaking
 - Reading and Phonics
 - Writing
 - Handwriting

MATHEMATICS

- Development of numerical skills and knowledge:
 - Physical Knowledge
 - Social Knowledge
 - Logical Knowledge
- Numbers, Operations and Relationships
- Patterns, Functions and Algebra
- Space and Shape (geometry)
- Measurement
- Data handling

LIFE SKILLS

- Elementary knowledge and Personal and Social Well-being.
- Creative Arts
- Physical Education

EXTENSION OF THE CURRICULUM

- Computer-aided education
- Library and research
- Interactive whiteboard
- Multimedia education

INTERMEDIATE PHASE

Grade 4 to Grade 6 - CAPS (New Curriculum)

SUBJECTS

- Home Language: English
- First Additional Language: Afrikaans
- Mathematics
- Natural Sciences and Technology
- Social Sciences (History and Geography)
- Life Skills (Personal and Social Development: Physical Education and Creative Arts)

TEXT BOOKS

Text books are used in all the subjects.

EVALUATION

- Strictly according to the requirements in the CAPS documents.
- Continuous assessment and evaluation of learners' progress takes place with an opportunity for interaction between parents and teachers.

- Test week in first and third term; formal exam in June and November.

SENIOR PHASE (Grade 7 - CAPS)

LEARNING AREAS:

- Home Language: Afrikaans / English. There is an option to take both languages on a Home Language Level – subject to an evaluation.
- First Additional Language: Afrikaans
- Mathematics
- Natural Sciences
- Social Sciences (History and Geography)
- Technology
- Economic and Management Sciences
- Creative Arts
- Life Orientation

LEARNING AREA MATERIAL

Text books: same as IP

Bought in 2013

EVALUATION

- Strictly according to the requirements in the CAPS documents.
- Continuous assessment and evaluation of learners' progress takes place with an opportunity for interaction between parents and teachers.
- Test week in first and third term; formal exam in June and November.

SYSTEM OF ASSESSMENT

Grade 1 to Grade 3

Feedback to parents on learner's progress will take place three or more times per year. Continuous assessment is conducted throughout the year. Should problem areas be identified, parents will be informed.

Grade 4 to Grade 7

To encourage learners to study regularly and to ensure they adopt a positive study routine, we combined the existing examination system with a system of tests. A report is issued at the end of every term. Parent-Teacher opportunities are scheduled for the beginning of every term.

OLYMPIADS & COMPETITIONS:

The objective of participation in Olympiads is to measure standards on national level.

- All learners (Grade 1 – 7) participate in our school's annual spelling Olympiad.
- All learners (Grade 1-7) participate in the annual Mathematics Challenge organised by the Metro North District Office.
- All learners (Grade 4 – 7) participate in the annual South African Mathematics Challenge (AMESA).
- The top 16 Grade 7 Mathematics learners participate annually in the Van Riebeeckstrand Primary School Mathematics Competition.
- Grade 6 and Grade 7 learners participate in the annual Media 24 General Knowledge Challenge.
- The top 20 Grade 6 Mathematics learners participate annually in the Mathematics in Action Competition held by the South African Academy for Science & Art in collaboration with the SAOU.
- All learners exposed to the CAMI Mathematics Speed Challenge.

EXTRAMURAL ACTIVITIES

It is the school's wish that our learners not only excel academically, but that they are able to express and enjoy themselves culturally and on the sport fields. We abide by the idea that a healthy body hosts a healthy mind. Sport and cultural participation improves their academic performance and we aim to

provide ample opportunities for learners to take part in various activities. A healthy balance between competition and enjoyment is important and Welgemoed Primary provides a varied range of activities to encourage this balance.

SPORT

All the facets of sport activities at the school are managed by our own full-time Sports Manager. Coaching is provided after school by educators as well as by chosen outside coaches. A wide variety of sports is available. Regular matches, sports days and tournaments feature regularly.

Costs are included in the school fees for athletics, cross country, cricket, netball, rugby and hockey. For tennis and swimming, it only includes one practice per week for the 1st and 4th term and for chess, it includes two practice sessions per week for 2nd and 3rd term.

A Sport Committee enables parents to be actively involved in the school's sport.

SUMMER SEASON

- Athletics: Team practices on Mondays and Wednesdays. Mass participation on Tuesdays. A team will be chosen after Top 6 meeting.
- Cricket: u/7 - u/13. Matches are played from u/8.
- Chess
- Tennis: u/11s and u/13s play league matches and are chosen for Western Province trials.
- An outside institution presents swimming: Mass participation in the inter-house gala. As well as participation in a number of galas.

WINTER SEASON

- Rugby: Matches are played weekly during the season by u/7 to u/13.
- Netball: Matches are played weekly during the season by u/8 to u/13.
- Hockey: Matches are played weekly during the season by u/8 to u/14.
- Chess: Matches played weekly as well as tournaments.
- Cross Country: Meetings held every Friday during the season.

CULTURE

ART

Classes are presented to all grades by qualified teachers with many years' experience. Learners are introduced to all forms of visual art, e.g. drawing, painting and pottery. Different types of materials are used, such as tempera, acrylic paint, paper maché, wire, etc.

DRAMA – ACT GROUP

These learners are chosen based on specific criteria and they form a small talented group, who will perform play on several occasions. Attention is given to the development of the various aspects of drama.

Private drama lessons by a professional tutor are available. These classes can be attended by any Grade 1 to 7 learner at an additional cost.

EISTEDDFOD

Each year we participate in several Eisteddfods. We participate in the following categories: writing, poetry, creative writing, art, drama, singing, prose, music, public speaking and reading.

Learners from Grades 1-7 are offered the opportunity to participate.

CHOIR

The Grade 2-3 learners sing in the **Junior Choir** after each learner's voice and musical ability has been individually tested.

At the end of the learner's Grade 3 year, he/she auditions again and successful candidates are promoted to the **Senior Choir**, which is made up from Grade 4-7 learners.

Both choirs are very active and by invitation render performances at churches and other social events. Both choirs have achieved outstanding results at Eisteddfods held at Stellenbosch and Tygerberg, as well as the Kaapse Afrikaanse Eisteddfod.

PRIVATE LESSONS

A wide variety of cultural activities, tutored by professionals, are available at additional costs to the students who wish to participate in them. These activities include the following: Drama, Music Theory, Guitar, Violin, Piano, Keyboard, Accordion, Singing, Dance and Ballet. Contact details can be obtained from our secretary.

“Music education provides a child with the ability to enrich their lives and to derive pleasure and genuine enjoyment for the rest of their lives.”

RELIGIOUS INSTRUCTION

Unless a parent specifies on the enrolment form that they do not wish their child to receive Religious Instruction, learners will be exposed to Religious Instruction with Christian morals and values during school hours.

LIBRARY

The school has a well-equipped library, which has its own reference section. The library is open during breaks and certain afternoons for the benefit of our learners.

TUCK SHOP

The tuck shop is run in-house (PTA) and offers wholesome and healthy snacks for sale.

SECURITY

All visitors to the school must announce themselves at reception during school hours (07:50 – 14:20).

- The back school gates will be locked at 07:50 and re-opened at 12:45.
- The front gate will be locked at 08:00 after late learners have arrived.
- Visitors, parents and contractors sign in at reception. They will be expected to wear an identification card giving them permission to be on the premises.
- Only parents displaying the security disc in their window will be permitted to enter freely, otherwise they will be expected to sign the logbook.
- No learner may leave the school grounds during school hours, without permission.

REMEDIAL – PROSPICIMUS EDUCATIONAL CENTRE

Should your son or daughter have a learning problem in a specific subject/programme, a remedial committee will investigate, whereafter a decision can be made as to what should be done to benefit your child. In cooperation with a multi-disciplinary team, a remedial programme will be implemented, which may consist of the following:

REMEDIAL

- Full evaluations
- Screening tests
- Individual and group therapy
- Guidance to parents
- Mathematics
- Home Language: Reading and spelling
- School readiness evaluation

OCCUPATIONAL THERAPY

- Screening tests
- Learning problems
- Sensory integration
- Perceptual development
- Gross and fine motor development

SPEECH AND AUDITORY THERAPY

- Speech / Language Therapy and Audiology
- Early identification of language and speech problems
- Speech and language evaluations

SBST (School Based Support Team)

- Case discussions
- Referrals
- Speaker's evenings
- Transcribers
- Reading development / Computerised reading programme

DIDACTIC SUPPORT TEAM

- Intergration for learners with didactical needs
- Individual / Group therapy
- Computerised reading programme

SOETLIEF PROGRAM

- Development of social and emotional skills

EDUCATOR SUPPORT TEAM

Assists class teacher with the compilation of the IEP (Individual Education Plan) and the planning of individual programmes.

SCHOOL UNIFORM

Learners must comply at all times with the general acceptable standards of personal neatness. Wearing of the prescribed school uniform is compulsory.

Suppliers of the school uniform are **De Jagers** (opposite Tyger Valley, next to Melissa's), tel no 021-914 7816 and **School and Leisure Willowbridge**, tel no 021-914-0495. Please visit the school's clothing bank, where you may find items of clothing in a good condition, at a reasonable price.

All items of clothing must be clearly marked. The learner's name and surname must be written clearly on the inside of each shoe as well.

Only maroon or black elastics and maroon bands and ribbons are allowed. Only small, thin earrings or studs are allowed to be worn by the girls. Only one per ear.

The Grade 1 to 3 learners may come to school barefoot in the summer, but in winter they must wear white socks and predominantly white trainers.

GRADE 1 TO 3

Girls

- Maroon shorts
- Maroon sports top (summer)
- White trainers and white socks
- School tracksuit
- Short or long-sleeved maroon golf sport top
- School jersey
- School rain jacket
- Flip flops

Boys

- Maroon shorts
- Golf sport shirt (summer)
- White trainers and white socks
- School tracksuit
- New golf sport shirt or long-sleeved maroon golf sport shirt
- School jersey
- School rain jacket
- Flip flops

GRADE 4 TO 7

Girls

- **Shirt:** Summer - white, short-sleeved, open-necked
Winter - white, long-sleeved, collar
- **Dress:** Maroon
- **Socks:** Summer - white, short
Winter - long, black tights or grey socks with gold, light blue and maroon stripes.
- **Tie:** Maroon with school badge (Gr. 7's have a special tie which they receive from the School)
- **Jersey:** Maroon school jersey
- **Windbreaker:** Maroon school jacket. This is the only windbreaker allowed.
- **Shoes:** Black
- **Blazer:** Maroon. An optional addition to the school uniform.

WINTER ONLY: School tracksuit with Welgemoed sports top (short or long-sleeved) and predominantly white trainers, except on Fridays.

Boys

- **Shirt:** Summer - white, short-sleeved, open-necked
Winter - white, long-sleeved, collar
- **Trousers:** Grey, short or long
- **Socks:** Grey, with gold, light blue and maroon stripes
- **Tie:** Maroon with school badge (Gr. 7's have a special tie which they receive from the School)
- **Jersey:** Maroon school jersey
- **Windbreaker:** Maroon school rain jacket. This is the only windbreaker allowed.
- **Shoes:** Black
- **Blazer:** Maroon. Introduced in 2012 as an optional addition to the school uniform.

WINTER ONLY: School tracksuit with Welgemoed sport top (short or long-sleeved) and predominantly white trainers, except on Fridays.

Only plain maroon scarves and gloves may be worn.

SPORTSWEAR

Girls

Tennis, hockey and netball

- Navy skirt (Grade 4 - 7)
- Sleeveless top (Grade 4 - 7)
- Maroon shorts and golf shirt (Grade 1 - 3)
- White socks (netball and tennis) and school hockey socks
- White trainers or hockey togs

Boys

Tennis, cricket and hockey

- Maroon shorts
- New golf shirt
- School hockey socks (cricket and hockey)
- White socks (tennis and mini-cricket)
- White trainers or hockey togs

CODE OF CONDUCT

All learners and their parents must sign a Code of Conduct upon admission. The Code of Conduct is for every learner's personal safety and to enhance good school discipline. As part of the admission requirements, every parent and learner must declare that they will honour and support the school's disciplinary style.

A learner is at all times, both inside and outside the school's boundaries, subject to the discipline of the school.

ABSENTEEISM OF LEARNERS

Welgemoed Primary School supports the Education Department's policy on punctuality of learners and regularity of school attendance. Absenteeism without a valid reason is unacceptable and will immediately be followed up.

Should a learner be absent from school, the school must be notified by 08:15. Phone the secretary, email or SMS the class teacher or send a note with a sibling.

If your child is marked absent in the first period, and the school has not been notified by you, you will be contacted to verify that your child is in fact absent.

Learners who arrive after 07:50 must complete a register at reception.

A learner is expected to be at school for a **full** day to be marked present.

A medical certificate must be sent to school if your child is absent for three or more days, or if he/she is absent on a test day.

Should you wish to take your child out of school early to go on holiday, a written notification of your intention must be sent to the headmaster. It is the duty of the parent to see that any work missed is completed on return.

Should your child be absent to attend a sporting event, a letter must be obtained, on an official letterhead, from that institution. This letter must be presented to the principal.

If a learner is absent for a long period without valid reason, the parent may be notified that they run the risk of their child being removed from the register. A learner's name may be removed from the register if they are absent for 10 or more days without a valid reason.

A learner who has missed 52 days or more may be asked to repeat the year.

SCHOOL RULES

We believe in the cultivation and preservation of proper, positive attitudes in each learner towards him/herself, his/her fellow creatures, the parental home, the school, the community, the country and towards God. Sound, acceptable values are formed by means of guidelines from the home, the school and religious institution.

GENERAL RULES OF BEHAVIOUR

- Injuries suffered by learners on the school grounds must be reported immediately and the injured learners must receive treatment.
- No fighting or bullying is allowed on the school grounds. No dangerous games with sharp objects are allowed. Learners may play with soft balls, but not near windows.
- No learner may play on the netball/tennis courts without wearing sports shoes.
- A learner may never ride a bicycle on the school grounds - all bicycles are pushed. Rollerblades and skateboards are not allowed.
- Vandalism must be reported immediately.
- No learner may leave the school grounds during school hours, without the principal's permission.
- Learners must arrive punctually for school and extramural activities.
- Chewing gum is not allowed in the school.
- It is every learner's duty to contribute to the neatness of the school building and grounds.
- No learner may climb over the gates or fences. Damage to school property has to be reported immediately.
- Learners may not run through the sprinklers without permission.

- If a pupil is medically unfit to participate in school activities, a medical certificate has to be produced. If a learner may not participate in physical education, a letter from the parents is required.
- In the event of illness, the school telephone is available.
- Cell phones are not allowed to be on during school hours.
- Learners may not play in the vicinity of vehicles.

PASSAGES

- No learner will be allowed to be in the passages or classrooms before school or during break unless visiting the cloakroom.
- Changing classes and movement in the passages must take place in an orderly way. Learners walk in a straight line on the left-hand side and they may not talk or dawdle. No one may run or play in the school building.
- On rainy days learners may gather in the passages or in the classrooms before school or during break, but they must remain orderly.
- The clothing-hooks in front of classrooms must always appear neat and tidy, clothes must be removed at the end of each school day.
- No learners may be in the administrative passage without the educator's permission.
- Learners use the side entrances to the school and never the main entrance.
- Posters, photos and notices put up in the passages are not to be scribbled on. Notice boards may be checked during breaks.
- Suitcases placed in the passages must be in a neat row.

CLASSROOMS

- The general neatness of classrooms is everybody's responsibility and desks, writing boards and pin-up boards must be kept up to date and neat at all times.
- Desks may not be scribbled on and no text books may be left on the desks at the end of the day.
- No undesirable reading material or games will be allowed in the classroom. If this is found on learner, it will be confiscated.
- No learner may leave the classroom without the educator's permission.
- Learners stand to meet the principal or other educators who enter the classroom.
- Learners may not eat in class without the educator's permission. Learners may only eat in class on rainy days.
- Homework books are not to be left at school and parents must regularly check them.
- Learners may not deface or damage other learners' property. Learners will be held responsible for the damage.
- Damage to property, where the school rules have been transgressed, will be recovered from the learner involved.

BELLS

- When the first bell rings in the morning and after breaks, learners immediately line up at their designated area. When the second bell rings, all learners stand quietly and listen to possible announcements.
- Three long/short rings means evacuation outside or inside respectively.
- During a power failure a hand bell will be used .

PERSONAL APPEARANCE

Girls

- Girls' hair must at all times be kept neat and tidy fringe should be above the eyebrows.
- When hair reaches shoulder length, it has to be fastened.
- Only maroon or black elastics and maroon bands and ribbons are allowed.
- Nails must be kept short and clean and no nail polish is allowed.
- No make-up is allowed.
- Hair may not be permed or coloured (no highlights).
- Only small, thin, golden earrings or studs are allowed – one per ear.
- Only maroon scarves and gloves to be worn.

Boys

- Boys' hair must be kept neat and tidy may not touch their shirt collar or eyebrows.
- Boys' hair may not be cut in layers (step). The hair at the back must take the shape of the head and ears.
- No gel is allowed.
- Hair may not be coloured.
- No fashionable hairstyles will be permitted..

SCHOOL CLOTHES

- Learners must wear the correct summer/winter uniforms. Correct clothing must also be worn for sports practices, matches and physical education.
- Only the maroon windbreaker is allowed.
- Sleeves of jerseys and windbreakers may not be pushed up and may also not be worn over the shoulders or hips.
- Shirts may not hang out and long grey socks must be pulled up at all times.
- No jewellery, except wristwatches and Medic Alert bracelets, is allowed.
- Black shoes must be neat and clean at all times.
- All items of clothing must be marked clearly. Enquiries about lost goods must be made at reception.

CLOAKROOMS

- Cloakrooms must be kept neat and clean at all times.
- Learners do not play or congregate in the cloakrooms.
- It must be quiet there during school hours.
- Learners must visit the cloakrooms before school or during breaks and limit visiting the cloakrooms during class time.
- When learners change for sports practices or matches straight after school, the nearest cloakroom may be used.
- Toiletries must be used sparingly.
- Defects or misconduct must be reported immediately to an educator.
- Learners may not visit the cloakroom while changing classes without permission.

Intermittently you will be informed of rules that are not in the Code of Conduct. These rules will be just as binding as any written rule.

Our School song

At the foot of Tygerberg
In gentle verdure fair –
Rest our school in beauty,
Where our future we prepare.
On our motto – Prospicimus -
We always shall depend.
And our credo we shall live for –
Nurture and defend.

Junior school of Welgemoed
With vista far and fair-
Our alma mater prompts us
E'er to strive, to do and dare.
Let us always look afar
With the knowledge we obtain,
We shall e'er but endeavour,
Striving not in vain.

***E. van der Merwe
20 April 1971***