



# Somerset College

*Celebrating Potential*

## Preparatory School Parent Handbook 2012



## 2012 TERM DATES

Term 1 Begins Term 1 Ends	Wednesday 11 January Tuesday 20 March
Term 2 Begins Term 2 Ends	Wednesday 11 April Friday 22 June
Term 3 Begins Term 3 Ends	Tuesday 17 July Friday 28 September
Term 4 Begins Term 4 Ends	Tuesday 9 October Friday 7 December

### Public and School Holidays during Term

#### Term 2

Freedom Day	27 April 2012
School Holiday	30 April 2012
Worker's Day	1 May 2012
Youth Day	16 June 2012

#### Term 3

National Women's Day	9 August 2012
School Holiday	10 August 2012
Heritage Day	24 September 2012

## IMPORTANT CONTACT DETAILS

Physical Address	Bredell Road, Somerset West, 7130	
Postal Address	P O Box 3512, Somerset West, 7129	
Telephone	021 842 0050	
Fax	021 842 0052	
Sports Office	021 842 8069	
Sports Line	021 842 8059	
Website	<a href="http://www.somersetcollege.co.za">www.somersetcollege.co.za</a>	
E-mail Address	<a href="mailto:prep@somcol.co.za">prep@somcol.co.za</a>	
Headmaster	Mr Jan de Waal	<a href="mailto:j.dewaal@somcol.co.za">j.dewaal@somcol.co.za</a>
Deputy Headmaster	Mr Warren Bevan	<a href="mailto:wb@somcol.co.za">wb@somcol.co.za</a>
Head of Foundation Phase	Mrs Debbie Erasmus	<a href="mailto:d.erasmus@somcol.co.za">d.erasmus@somcol.co.za</a>
School Chaplain	Mr Patrick Cordery	<a href="mailto:p.cordery@somcol.co.za">p.cordery@somcol.co.za</a>
PA to the Headmaster	Mrs Lorna Amm	<a href="mailto:l.amm@somcol.co.za">l.amm@somcol.co.za</a>
School Secretary	Mrs Jean Dawson	<a href="mailto:prep@somcol.co.za">prep@somcol.co.za</a>
Admissions Officer	Mrs Jean Lewin	<a href="mailto:j.lewin@somcol.co.za">j.lewin@somcol.co.za</a>
Account Enquiries	Mrs Ruth Mills	<a href="mailto:rm@somcol.co.za">rm@somcol.co.za</a>
Events Co-ordinator	Mrs Melanie Barnard	<a href="mailto:events@somcol.co.za">events@somcol.co.za</a>

### Bank Account details (School Fees):

Nedbank Somerset West  
Branch: 106012  
Account: 060102919 (current account)

#### Important note:

Please **reference** your deposit slip with the **student's surname and initials**, and fax the deposit slip to Ruth Mills on 021 842 3098.

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## 1. GENERAL

<b>Somerset College Board of Governors 2012</b>	
<b>BOARD MEMBER</b>	<b>PORTFOLIO</b>
Ed du Plessis	Chair of Board & Marketing Committee; all Committees; parent
Dieter Kulenkampff	Vice chair; School's legal advisor; non-parent
Doug Batchelor	No specific portfolio; parent
Duncan Brown	Education Committee member; parent
Terri Coyle	Chair Fundraising; parent
Haydn Franckeiss	Chair Finance Committee; parent
Sue Gardener	Chair Education Committee; non-parent
Eric Kingwill	Chair Senior School Parent Association; parent
Allister Kreft	Alumni (Old Oaks) representative; past pupil
Rev Stafford Moses	Church Unity Commission representative; Chair Spirituality Committee; non-parent
Roleen Murgatroyd	Chair Prep School Parent Association; parent
James Scott	Chair Buildings & Grounds Committee; past parent
Roleen Murgatroyd	Prep Parents' Association, parent
Tim Nuttall	Ex-officio; Headmaster Senior School
Jan de Waal	Ex-officio; Headmaster Prep School
Zane Godwin	Ex-officio; Deputy Head Senior School
Janine Tessendorf	Ex-officio; Deputy Head Senior School
Warren Bevan	Ex-officio; Deputy Head Prep School
Gail Schulschenk	Ex-officio; Business Manager College

## STAFF

### Senior Management:

Mr Jan de Waal	Headmaster	<a href="mailto:j.dewaal@somcol.co.za">j.dewaal@somcol.co.za</a>
Mr Warren Bevan	Deputy Head & Intermediate Phase Head	<a href="mailto:wb@somcol.co.za">wb@somcol.co.za</a>
Mrs Debbie Erasmus	Foundation Phase Head	<a href="mailto:d.erasmus@somcol.co.za">d.erasmus@somcol.co.za</a>

### School Leadership Team:

Mr Jan de Waal	Headmaster	<a href="mailto:j.dewaal@somcol.co.za">j.dewaal@somcol.co.za</a>
Mr Warren Bevan	Deputy Head	<a href="mailto:wb@somcol.co.za">wb@somcol.co.za</a>
Mrs Debbie Erasmus	Head of Foundation Phase	<a href="mailto:d.erasmus@somcol.co.za">d.erasmus@somcol.co.za</a>
Mrs Jane Burke	Head of Pre-primary	<a href="mailto:j.burke@somcol.co.za">j.burke@somcol.co.za</a>
Mr Eduard de Jager	Information Technology Facilities Management	<a href="mailto:edj@somcol.co.za">edj@somcol.co.za</a>
Mrs Dianne de Villiers	Library and Media	<a href="mailto:dianne@somcol.co.za">dianne@somcol.co.za</a>
Mrs Erica Bester	ECO Co-ordinator and Liaison	<a href="mailto:e.bester@somcol.co.za">e.bester@somcol.co.za</a>
Mrs Elizabeth van Tonder	Academic Planning (Intermediate Phase)	<a href="mailto:e.vantonder@somcol.co.za">e.vantonder@somcol.co.za</a>
Mrs Marisa van Wyk	Arts and Culture	<a href="mailto:m.vwyk@somcol.co.za">m.vwyk@somcol.co.za</a>
Mrs Karen Roberg	Head of Sport	<a href="mailto:kr@somcol.co.za">kr@somcol.co.za</a>

### Staff Members:

Mrs Victoria Akdogan	Intermediate Phase Teacher	<a href="mailto:v.akdogan@somcol.co.za">v.akdogan@somcol.co.za</a>
Mrs Lauren Barrow	Pre-Primary Teacher's Assistant	
Mrs Loryn Basson	Sports Coach and Kinetics (Pre-primary)	<a href="mailto:lorynbasson@gmail.com">lorynbasson@gmail.com</a>
Mrs Erica Bester	Intermediate Phase Teacher	<a href="mailto:e.bester@somcol.co.za">e.bester@somcol.co.za</a>
Mr Warren Bevan	Intermediate Phase Teacher	<a href="mailto:wb@somcol.co.za">wb@somcol.co.za</a>
Miss Esbé Boshoff	Foundation Phase Teacher	<a href="mailto:ebf@somcol.co.za">ebf@somcol.co.za</a>
Mrs Jane Burke	Pre-primary Teacher	<a href="mailto:j.burke@somcol.co.za">j.burke@somcol.co.za</a>
Mr Robert Clarke	Intermediate Phase Teacher	<a href="mailto:rcl@somcol.co.za">rcl@somcol.co.za</a>
Mr Patrick Cordery	Chaplain	<a href="mailto:p.cordery@somcol.co.za">p.cordery@somcol.co.za</a>
Mrs Jade Davis	Foundation Phase Teacher	
Ms Roxanne de Coito	Assistant in Linger Longer	<a href="mailto:roxannedecoito@gmail.com">roxannedecoito@gmail.com</a>
Mrs Liz de Gouveia	Foundation Phase Teacher	<a href="mailto:ldg@somcol.co.za">ldg@somcol.co.za</a>
Mr Eduard de Jager	Information Technology Teacher	<a href="mailto:edj@somcol.co.za">edj@somcol.co.za</a>
Mrs Kirsty de Kock	PE Teacher	<a href="mailto:kdk@somcol.co.za">kdk@somcol.co.za</a>
Mrs Dianne de Villiers	Preparatory Librarian	<a href="mailto:dianne@somcol.co.za">dianne@somcol.co.za</a>
Mrs Ruth Evans	Intermediate Phase Teacher	<a href="mailto:re@somcol.co.za">re@somcol.co.za</a>
Mrs Jolene Faria	Foundation Phase Teacher's Assistant	
Mrs Tarryn Frost	Foundation Phase Teacher	
Ms Anslin Fry	Pre-primary Teacher's Assistant	<a href="mailto:afr@somcol.co.za">afr@somcol.co.za</a>
Mrs Tracy Gebers	Foundation Phase Teacher	<a href="mailto:tg@somcol.co.za">tg@somcol.co.za</a>
Miss Janine Groenewald	Intermediate Phase Teacher	<a href="mailto:janinegroenewald@gmail.com">janinegroenewald@gmail.com</a>
Mr John Herman	Intermediate Phase Teacher	<a href="mailto:jherman@somcol.co.za">jherman@somcol.co.za</a>
Mrs Karin Hobson	PE Teacher	

Miss Adri Hofmeyr	Foundation Phase Teacher	<a href="mailto:ah@somcol.co.za">ah@somcol.co.za</a>
Mrs Janine Jerling	Science & Technology Teacher	<a href="mailto:jj@somcol.co.za">jj@somcol.co.za</a>
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Ms Valerie Kirchner	Learner Support	<a href="mailto:vk@somcol.co.za">vk@somcol.co.za</a>
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Mrs Laetitia Labuschagne	<i>Linger Longer</i> Manager	<a href="mailto:llab@somcol.co.za">llab@somcol.co.za</a>
Mrs Julie Le Roux	Pre-primary Teacher	<a href="mailto:jlir@somcol.co.za">jlir@somcol.co.za</a>
Mr Steve Nock	Grade 7 Head	<a href="mailto:steve@somcol.co.za">steve@somcol.co.za</a>
Mrs Jeanetta Oosthuizen	Literacy Teacher	<a href="mailto:j.oosthuizen@somcol.co.za">j.oosthuizen@somcol.co.za</a>
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Miss Beth Pohl	Pre-primary Teacher	<a href="mailto:bp@somcol.co.za">bp@somcol.co.za</a>
Mrs Eileen Putterill	Pre-primary Music Teacher	<a href="mailto:ep@somcol.co.za">ep@somcol.co.za</a>
Ms Mandy Qhata	Pre-primary Assistant Teacher	<a href="mailto:mq@somcol.co.za">mq@somcol.co.za</a>
Mrs Karen Roberg	Head of Sport	<a href="mailto:kr@somcol.co.za">kr@somcol.co.za</a>
Mrs Riana Rórich	Foundation Phase Teacher	<a href="mailto:rr@somcol.co.za">rr@somcol.co.za</a>
Mrs Taryn Rose-Innes	Intermediate Phase Teacher	<a href="mailto:tri@somcol.co.za">tri@somcol.co.za</a>
Mrs Lynne Rothman	Happy Feet Teacher	<a href="mailto:lr@somcol.co.za">lr@somcol.co.za</a>
Miss Katy Salter	Facilitator – Learner Support	<a href="mailto:ks@somcol.co.za">ks@somcol.co.za</a>
Ms Eunice Selai	Pre-primary Teacher's Assistant	<a href="mailto:es@somcol.co.za">es@somcol.co.za</a>
Mr Hilton Toro	Sports Coach	<a href="mailto:ht@somcol.co.za">ht@somcol.co.za</a>
Mrs Marietjie van Graan	Art Teacher (Intermediate Phase)	<a href="mailto:thehotgecko@mweb.co.za">thehotgecko@mweb.co.za</a>
Mrs Elizabeth van Tonder	Intermediate Phase Teacher	<a href="mailto:evt@somcol.co.za">evt@somcol.co.za</a>
Mrs Marisa van Wyk	Head of Music & Music Teacher (IP)	<a href="mailto:mvwyk@somcol.co.za">mvwyk@somcol.co.za</a>
Mrs Ronel Viljoen	Music Teacher (Foundation Phase)	<a href="mailto:rviljoen@somcol.co.za">rviljoen@somcol.co.za</a>
Mrs Janet Webber	Pre-primary Teacher	<a href="mailto:jwebber@somcol.co.za">jwebber@somcol.co.za</a>
Mrs Kelly Westraad	Drama Teacher (FP and IP)	<a href="mailto:kwd@somcol.co.za">kwd@somcol.co.za</a>
Mrs Elzena Williams	Pre-primary Teacher's Assistant	<a href="mailto:ew@somcol.co.za">ew@somcol.co.za</a>

### **Administrative Staff**

Mrs Lorna Amm	PA to the Headmaster
Mrs Jean Dawson	School Secretary
Mrs Jean Lewin	Admissions Officer
Mrs Melanie Barnard	Events Co-ordinator
Mrs Gillian Wyness	Uniform Shop / Pavillion Co-ordinator
Mrs Brenda Wynne	Uniform Shop

### **Finance Staff**

Mrs Ruth Mills	Debtors Control
Mr Dirk Bester	Accountant
Ms Joanne Gibson	Budget Control & Board Secretary
Mr Jacques Groenewald	Assistant Accountant
Mrs Caron Slade	Enrollments
Mrs Gail Shulschenk	Business Manager



# Somerset College

*Celebrating Potential*

## **Strategic Intent**

Discovering, nurturing and fulfilling potential

## **College Motto**

*Pietas – Do what is right*

## **Preamble**

Somerset College is a leading, independent, co-educational South African school set in the beautiful Western Cape winelands. It serves the local Helderberg communities from Pre-Primary to Grade 12. Senior School students from further afield live in boarding facilities on the campus.

Founded in 1997, the College has earned a reputation for all-round educational excellence. We have a record of strong academic, cultural and sporting achievements, and an impressive environmental and outdoor education programme.

Somerset College has a Christian ethos and promotes values education. The school places a strong emphasis on relationships, community involvement and environmental responsibility.

## **Vision**

We envisage a College which

- offers a world-class standard of education, within the context of South Africa
- strives for excellence in all activities according to each individual's unique ability
- nurtures sound, caring relationships
- has a Christian foundation and fosters respect and understanding of other religions
- creates a stimulating and challenging working environment for the entire College community
- provides an educational asset which serves the wider community

## **Mission**

Somerset College

- encourages students to think and act independently and to take responsibility for their decisions
- provides the opportunity for the unique talents and abilities of each pupil to flourish
- provides a broad and balanced programme which enhances the acquisition of life skills
- acknowledges and embraces innovation and change
- inculcates lifelong learning
- engages with our wider community
- is managed on sound business principles

Giving expression to our Christian ethos, Somerset College is committed to the core values of

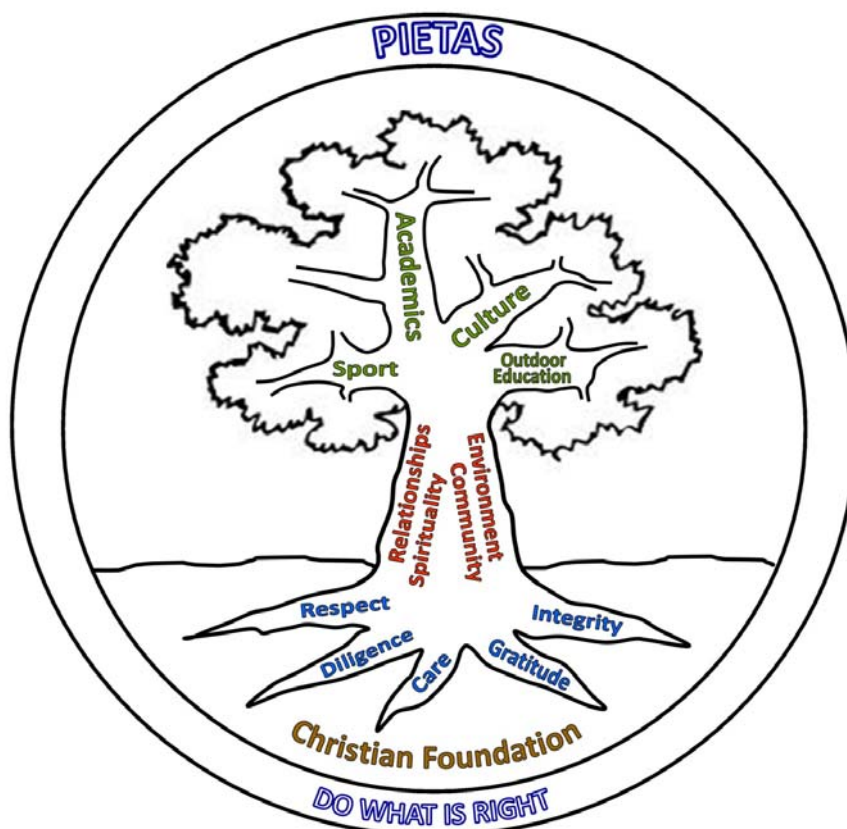
- respect
- integrity
- care
- diligence
- gratitude

## Educational Excellence – The Somerset College Model

In support of the vision and mission, the educational offerings and organisational DNA at Somerset College are:

- grounded in our core values
- given unique and meaningful expression through the nature of our relationships, spirituality, community involvement and environmental responsibility
- discovered, nurtured and fulfilled through our academic, cultural, sporting and outdoor education programmes.

In celebration of the beautiful trees which grace the campus, and drawing on their symbolism, we represent our College as a tree of potential and achievement:



## **Somerset College Prayer**

We come before You, O Lord with praise and thanksgiving as the day brings us another round of tasks and duties.

We thank You for this College, for the opportunities which we have here, and for the people with whom we work.

Help us to be kind in thought, gentle in word, generous in deed, and always mindful of the needs of others.

Help us to develop the talents which You have given us, and to use them to do Your will.

Above all, Lord, we ask Your blessing on our work and play, so that all that we do may be acceptable to You.

We ask these things in the name of Jesus Christ, our Lord.

Amen.

# FUNDRAISING POLICY

## DEFINITION

Fundraising is defined as 'any voluntary contribution to school funds'. 'Voluntary contribution' may be as result of spontaneous donation/s or organized fundraising campaigns.

### A. FUNDAMENTALS

- 1.1 Fundraising is an integral part of the school's community life.
- 1.2 This policy applies to both the College and the Preparatory.
- 1.3 Fundraising is an operational function of the school and is managed by the Headmasters.
- 1.4 Fundraising is represented on the school's Board of Governors by the presiding Fundraising Committee Chairperson.
- 1.5 Fundraising should have as one of its primary objectives the development of co-operation amongst parents and other members of the school community.
- 1.6 Fundraising should not impact negatively on the good name of the school.
- 1.7 The giving of time, money, goods and services should be an entirely voluntary act on the part of the school community, and at no time should any group or individual feel coerced or pressurized into participating in any fundraising initiative.
- 1.8 Fundraising should be sensitively handled and centrally co-ordinate, so that every attempt is made to ensure that the College and wider community does not suffer from 'donor fatigue' or that the school's resources are not placed under strain.

### B. THE FUNDRAISING COMMITTEE

- 2.1 The Fundraising Committee, through the Chairperson and Headmasters, assumes the responsibility for all fundraising in the school.
- 2.2 **Powers and functions:**
  - 2.2.1 Through the Chairperson, this body reports to the Board
  - 2.2.2 Whilst the Headmasters and Chairperson have day-to-day management of fundraising in the school as part of their executive function, the Board of Governors carries the ultimate responsibility for determining the scope of fundraising in the school.
  - 2.2.3 All proposed fundraising activities and events must be approved by the Fundraising Chairperson before being committed to
  - 2.2.4 The Chairperson will obtain the approval of the Headmasters for extraordinary fundraising requests that fall outside the agreed ambit of the Committee' function and authority
  - 2.2.5 The Committee, through the Headmasters, may choose to disallow requests for fundraising in the school at large.

## **2.3 Composition:**

- 2.3.1 The Fundraising Committee is a self-perpetuating body which falls under the control of the headmasters.
- 2.3.2 The chair and members of the Committee are appointed by the Headmasters and may serve a maximum of three years. Should there be a need to extend this term for any individual member; the Board's approval would be sought.
- 2.3.3 The Committee is made up of parents from both schools, and it may from time-to-time co-opt other members for specific functions.
- 2.3.4 Parents are invited to join the Committee by the Headmasters and the Chair, who act in unison on decisions of this nature.

## **C. CORE VALUES**

The Committee will be committed to and recognized for the following core values as they pertain to fundraising for the school

- 3.1 The interests of both schools will always be paramount in all fundraising decision making
- 3.2 The Committee will work through the Chair who in turn will report to the Headmasters. No member will give unilateral commitments without prior Committee approval and the consent of the Chair
- 3.3 Parental views and pressure will be regarded but not given preference over the outcomes on the school at large
- 3.4 Parental support and involvement is recognized as being very important to the success of all school fundraising and as such effort will be made to create trust and synergy between the Committee and the parent base
- 3.5 The objectives and activities of the Committee will be transparent.
- 3.6 Fundraising objectives will be targeted and made as specific as possible to solicit support from the parent/sponsor body
- 3.7 The Committee will communicate with the respective interested school groups [Heads, Board of Governors, Parents, Teachers, sponsors and potential sponsors] on a regular basis and at least monthly. A formal Fundraising Committee report will be made to the Board quarterly.
- 3.8 The Committee will be committed to speedy and effective decision making and outcomes. Every effort will be made to avoid unnecessary red tape.
- 3.9 Members of the Committee are committed to give of their time, skills and experience as required by the school and the Committee.

#### **D. FUNDRAISING BY ESTABLISHED SCHOOL BODIES**

- 4.1 Interest groups such as Parent Association, sports groupings and subject department may raise funds outside of the Fundraising Committee' functions but such fundraising must be communicated to the Committee through the Chair for general approval before such fundraising is embarked upon. Any fundraising of this nature must be cleared by the Headmasters or Committee using the due processes in place.
- 4.2 Allocation of these funds is at the discretion of the body which has raised the funds. This, however must be communicated to the Headmaster of the particular school in which the activity takes place and to the Chair of the Committee.
- 4.3 The Board, at its discretion, may task an individual or a group to raise funds for a specific project. However, all proposed activities by this body must be cleared by the Fundraising Committee, or by the Headmasters.
- 4.4 Fundraising by other individuals is permitted with the express permission of the Committee or the Headmasters, and must take place under the following conditions:
  - 4.4.1 The activity does not target a school-wide or grade-wide group.
  - 4.4.2 It is not compulsory for students and/or parents to participate in the activity.

#### **E. ALLOCATION OF FUNDS**

- 5.1 All funds raised will be accounted for separately before any allocation takes place.
- 5.2 Disbursement of funds will be according to the school's priorities list for capital development. All disbursement will be ratified by the Board's Executive Committee.
- 5.3 Signatories to any movement of monies are any two of: The Headmasters and the Chair.
- 5.4 In the event of a group or an individual choosing to allocate a donation to a specific project or activity, this will be honoured, and the Board will be informed of the donation and its destination.

#### **F. CHARITY**

It is recommended that a percentage of every fundraising initiative, activity or drive be allocated to a worthy charitable cause. This amount should be decided upon by the Fundraising Committee or the Fundraising Group involved, at the outset of the project. The Board should be kept informed of such decisions.

## 2. THE SCHOOL DAY (includes Sport Practices)

	School starts	Mon – Thurs School ends	Fridays School ends
Gr 000 (Happy Feet)	08:30	12:00	12:00
Gr 00	08:30	12:30	12:30
Gr R	08:00	12:30	12:30
Gr 1 & 2	07:40	13:45	13:45
Gr 3 – 7	07:40	15:00	13:45

A teacher will be on duty at the school from 07:30 (Pre-primary and Foundation Phase only).

## 3. ORIENTATION DAY

Orientation Day takes place in the fourth term whereby new pupils entering the school in the New Year are invited to participate in activities as well as meet their perspective peers. Please liaise with the school secretary for further details surrounding the date and time of this day.

## 4. AFTERCARE – LINGER LONGER

Time: Monday to Friday from 12:30 to 17:00.

The Aftercare runs two sessions per afternoon. The first session ends at 15:00 and the second at 17:00. A letter giving you more information may be obtained on the School Communicator at the Preparatory School reception. Children need to be signed out when fetched.

Grade 4 – 7 children attend a homework class from 15:00 – 16:00. This is supervised by Intermediate Phase teachers in the class of the teacher on duty. Thereafter the children are taken to *Linger Longer* and need to be fetched from there.

## 5. ABSENCE FROM SCHOOL

Please inform the school secretary if your child is ill and is not present at school. If a child is absent for periods of more than 2 days, a doctor's certificate or a letter to the Headmaster is required.

## 6. ASSESSMENTS

This topic is under review and will updated in 2012.

## 7. BIRTHDAYS

Your child's birthday can be celebrated at school. Parents may supply cake/cookies/treats for all the children in the class. Please chat about the arrangements with your child's teacher a few days before the event. ***It is customary to donate a story book to the school's library to mark this happy occasion!***

## 8. OUTDOOR EDUCATION PROGRAMME: FOUNDATION PHASE (Possible)

GRADE 000	Term 1	Outings to be advised
	Term 2	
	Term 3	
	Term 4	
GRADE 00	Term 1	Helderberg Nature Reserve: Recycling
	Term 2	Cheetah Outreach at Spier
	Term 3	Bugs Family Play Park
	Term 4	Snake Man, Puppet Show, Drumming Circle
GRADE R	Term 1	Itemba Laboratory
	Term 2	Fire Station
	Term 3	Scratch Patch
	Term 4	Butterfly World
GRADE 1	Term 1	Aquarium
	Term 2	Giraffe House
	Term 3	Planetarium
	Term 4	CAMP: Overnight with Grade 7's at school
GRADE 2	Term 1	Stellenbosch Art Outing Silver Oaks Old Age Home : Outreach
	Term 2	Science Centre
	Term 3	Nature Reserve: Fynbos hike Stellenbosch Forest Walk
	Term 4	New Green Point Stadium Beach Outing
GRADE 3	Term 1	Helderberg Nature Reserve: Pond Study Cape Town Museum
	Term 2	Movie and popcorn Day Anna Foundation Outreach Project
	Term 3	Mantellis Biscuit Factory Pick 'n Pay and Italian Restaurant
	Term 4	Camp and Gold Museum

## 9. OUTDOOR EDUCATION PROGRAMME: INTERMEDIATE PHASE

GRADE 4	Possible Outings	Stellenbosch Museum
		Hike to the wagon trails and historical tour of Somerset West
		Kleinplasië
		Klapmutskop
GRADE 5	Possible Outings	CAMP Party
		Helderberg Nature Reserve
		Table Mountain
		Iziko S.A. Museum (Cape Town) BUSHMAN'S KLOOF (Cedarberg Area)
GRADE 6	Possible Outings	Eco Village (near Spier)
		CAMP: Soetwater Environmental Camp (Kommetjie)
		Gold Museum
		Eskom – Palmiet Power Station
GRADE 7	Possible Outings	Medical Museum
		CAMP: High Africa
		KFM outing
		TOUR: Cape Peninsula Cultural Tour, incorporating activities related to the Social Science curriculum Maths and English sleep-over as well as Afrikaans sleep-over
GRADE 7	Possible Outings	Natural Science Outing
		International Day
		Grade 7 Experience The Grade 7 Experience, which takes place during their last two weeks of school, is a time of challenge and enjoyment. It begins with a camp and continues with various activities throughout. The traditional 'swim across the dam' marks the end of the Grade 7 Experience and signifies the end of the Grade 7 pupil's Prep School era.

## 10. CLUBS

Clubs and activities are offered as part of the school programme. The choice of clubs may change. **Clubs Programme:** during 1<sup>st</sup> term and 3<sup>rd</sup> term.

## 11. EXTRA-MURAL ACTIVITIES

The following are all **private** extra-mural activities for pupils from **Grade 00 to 7**. Please contact the relevant teachers.

<b>Karate-Jutsu</b>	Jerome Petersen Marius Hartzenberg	083 462 9089 072 390 7746
<b>Playball</b>	Toni Booyens	076 413 3307
<b>Kids Clay</b>	Yolanda Engelbrecht	079 575 1253
<b>Drama</b>	Kelly Westraad	072 142 1584
<b>Ballet</b>	Julie Symmonds	082 978 2399
<b>Arts and Crafts</b>	Marietjie van Graan	083 387 3313
<b>Hip Hop</b>	Ru Fitzhenry	071 366 1840
<b>Football</b>	Caleb van Oudsthoorn	074 133 1229
<b>Golf Buddies</b>	Pieter Coetzee	083 694 4998
<b>Private Cricket</b>	Hilton Toro	072 933 4858
<b>French</b>	Caroline Schuermans	072 464 1988
<b>Marimba</b>	Ronel Viljoen	074 143 0878

## 12. LEARNER SUPPORT CENTRE

The Learner Support Centre at Somerset College Preparatory School aims to provide support and assistance to any learner who may experience difficulties. These difficulties may be academic, social or emotional.

The support team is made up of two psychologists, a speech therapist, two occupational therapists and two remedial therapists. These team members, together with the Learner Support Centre co-ordinator, educators and the Headmaster, form a team offering support to learners.

The progress of each learner at the school is closely monitored and support offered where deemed necessary.

## 13. LOST PROPERTY

The Lost Property Bins are kept outside the Science Room. **Please remember to mark all items of clothing clearly.** The P.A. holds lost property, second-hand uniform and sports equipment sales through the course of the year. Pre-primary Lost Property is kept on a desk as you enter the Pre-Primary gate on the right-hand side, and unclaimed items are donated to Charity at the end of each term. Aftercare Lost Property is taken to the Pre-primary on a daily basis.

## 14. LUNCHES

Please pack a healthy lunch for school each day. We suggest a fruit juice, water, fruit and a brown/whole-wheat sandwich.

Pre-packed lunches are available at both first and second breaks for children in Grades 1-7. Please arrange with the *Preppies at Snack Attack* (073 811 4444) situated on the Prep School premises and open daily from 1<sup>st</sup> break until 15h00 daily.

**Please note that it is not possible to arrange for ad hoc snack orders for children who have forgotten their lunch at home.**

**NB: Pupils from the Preparatory School are NOT permitted to purchase from the Senior School tuckshop.**

## 15. **STUDENT MEDICAL INFORMATION FORM**

Please download this form from the website and complete and return to Caron Slade at Enrollments (Finance Department).

## 16. **SCHOOL COMMUNICATOR**

The newsletter and the Awards and Applause newsletter is distributed via the *School Communicator* every Thursday.

## 17. **MUSIC**

At Somerset College Preparatory School, music starts at the age of four years. Pupils are involved in various music activities in Grade 000, Grade 00 and Grade R where they get the opportunity to play Orff instruments and do music through movement and dance. All grades have Class Music during which they learn more about the different elements and history of music. Our Grade 3 learners are introduced to 8 orchestral instruments. A professional on each of these instruments introduces the instruments to the learners after which they have the opportunity to play on the instrument, and also to familiarise themselves with the sound. These lessons offer an introduction to the instruments we make available on an individual basis and also to trigger an interest in all the instruments of the orchestra.

From Grades 1 to Grade 7 we offer individual tuition on a variety of instruments including piano, keyboard, voice, marimba, recorder, guitar, flute, clarinet, trumpet, trombone, saxophone, violin, cello and drums. Some instruments only start in later grades when the pupils are physically more mature. Grade 1s can start with Marimba lessons after school. No Grade 1's are allowed to go for music lessons during academic time in the first 6 months of the year. They will be placed from June onwards. A Grade 1 pupil who is not yet settled into class or into the school, will not be placed immediately. This decision will be made on consultation with the class teacher.

Somerset College Preparatory participates in a number of Eisteddfods and at formal and informal concerts which afford the children the opportunity to participate as a soloist, a member of the choir or in the orchestra. They have the opportunity to join the Jazz Band, String Orchestra, Junior or Senior choir and the Marimba bands. We also form various ensembles and bands throughout the year to give the pupils the opportunity to play in groups. Individual music lessons take place during academic lessons and it is each individual child's responsibility to catch up the work missed.

## 18. **NOTICES / REPLY SLIPS / PAYMENTS**

The return of school notices should always be in a clearly marked envelope stating name of child, grade and the reason for payment. This envelope must be handed to the teacher or posted into the relevant box in the reception office. No cash for school fees may be placed in the 'Fees and Miscellaneous Payments' box, only cheque payments and proof of internet transfers.

## 19. **PARENT INVOLVEMENT**

We welcome your interest and involvement in our school. Please feel free to discuss any problems or ideas with us. We invite you to get involved on our different parent committees and appreciate your assistance in providing lifts to and from our outings.

The Preparatory School **Parents' Association**, commonly referred to as the PA, is a committee of elected parents. The PA's principle objective is to improve communication and positive interaction between parents and the school's teaching and administrative body thus ultimately positively influencing the school environment for its learners. Member parents give voluntarily of their time, skills and resources during their tenure on this committee. Membership is usually for 2 years and not more than 3 years. PA members are involved in school life insofar as this involvement assists class teachers, sports coaches, specialist teachers to provide a better level of service.

The PA meeting is chaired by an elected Parent Chairperson. There are 6 – 8 meetings held during the year and all proceedings are minuted. These minutes are available for all enrolled parents and teachers to view upon request. Once a year the PA holds an Annual General Meeting that summarizes the keynote achievements of the PA for the past year, and allows for questions to be put to it by attendees.

The PA is comprised of duly elected Class Representatives (elected in either the last term of the existing year or the first term of the next year) of these, several are elected as Office Bearers. Also in attendance at the meetings are our Head and a nominated teacher.

#### SELECTION OF CLASS REPS

Class Reps are nominated by Prep PA members. All parents of learners enrolled at Somerset College Prep, as well as the teachers are automatically members of the Prep PA. There is one rep per class. Nomination forms are available from either any current serving rep or the chair of the PA. If more than one person is nominated per class, class parents will vote confidentially and the candidate with the most votes will become the class rep.

The class votes will be managed by the PA Chairperson and the Vice-Chair of the committee. Class reps are announced at the AGM of the Parents Association, which is usually held in January each year.

The normal term of office is 2 years. After 1 year, the current class rep will move on to the next grade with their class i.e. the current grade 3 class rep will serve as a grade 4 class rep the following year. At the end of his/her term of office the PA member shall retire and may be eligible for re-election for one further year. Thereafter he/she shall not be eligible for re-election for at least one year. No member of the PA committee shall serve for more than five years or two terms of office. Should a class rep wish to resign from the PA, they are requested to give at least one month's notice and to try and assist in finding a replacement. The class rep can be supported by an assistant (i.e. fellow class parent). This is entirely at the discretion of the class rep and is usually determined by the class rep's availability/ability to cope with the responsibilities of class representative.

#### MAIN ROLE OF CLASS REPRESENTATIVES

Class representatives are a vital link between parents and the school and the main role of a class representative is to make **communication** between parents and the school more effective and to **implement the objectives of the PA**. The objectives of the PA are to:

- ✓ bring parents together and promote communication and involvement with the school
- ✓ provide a forum for discussion of preparatory school issues.
- ✓ maintain close and positive links between the home and the school by maintaining contact between parents and the school so that they may be aware of each other's views and interests.
- ✓ Provide a convenient and effective forum of communication between parents and the Board of Governors of Somerset College
- ✓ promote equality, respect and understanding of all people in the school
- ✓ support the Headmaster and the Board in upholding the values, vision, mission and public image of the school
- ✓ Support the School in all sport, cultural and any ad hoc activities by providing the necessary arrangements and catering for these events

## 20. PERSONAL TOYS / GAMES AT SCHOOL

Children are not permitted to bring their own toys and games to school unless specifically asked to do so by the class teacher. **Cell phones**, iPods, etc. are **NOT** permitted in the Preparatory School.

## 21. SPORT AND PHYSICAL EDUCATION

Children today live very differently to previous generations. They are able to communicate with people and places around the world in an instant – with a press of a button! They spend hours watching TV or playing computer games. The physical development of the child is completely neglected in this type of lifestyle. How do the pupils develop their gross motor or fine motor skills? Or be self-confident in their appearance? Also where do they learn to work as a team? Or tolerate differences? Or learn to play sports that one day they could make a living from?

### ***What should Somerset College Preparatory be doing? (Aim of Somerset College)***

The school needs to provide a Physical Education and Sport Programme from Pre-primary to Grade 7 that answers these questions. The programme should be based upon the following broad principles:

1. To provide opportunities for pupils to develop physically.
2. To provide opportunities to develop a positive attitude towards physical exercise – a lifestyle. (Mentally)
3. To provide opportunities for pupils to develop emotionally.
4. Pupils should be water competent.
5. Pupils should be exposed to sport tours.
6. Pupils need to be exposed to a wide range of skills and sports. This allows for the optimum development of gross and fine motor skills. If children are allowed to experience a wide range of sports at a young age, it allows them to discover which sports they enjoy, and which sports they may have a talent for. This puts them into a position to make an educated choice as to which sports they would like to focus on when they move into the senior school.
7. Our programme must link into the senior school programme and we must be preparing our children for a successful sporting career in the senior school.
8. The PE and Sports programme must enable each child from Grade 00 to Grade 7 to move through a structured programme that adequately deals with points 1 through 7 above.

## 22. AN OVERVIEW OF THE PE and SPORT PROGRAMME

### **PRE-PRIMARY**

THREE-pronged approach by school

- BALL SKILLS: co-ordination with hand/feet/eye
- KINETICS / GYMNASTICS: agility, balance, suppleness, posture, etc
- SWIMMING: ability to swim

### **GRADE 1**

THREE-pronged approach by school

- PE/KINETICS/GYMNASTICS: agility, balance, suppleness, posture, co-ordination with hand/feet/eye, etc
- SWIMMING: ability to swim
- SPORT: teaching/coaching of specific sports – introduction to competitions through mini-festivals and internal games

### **GRADE 2**

THREE-pronged approach by school

- PE/KINETICS/GYMNASTICS: agility, balance, suppleness, posture, co-ordination with hand/feet/eye, etc
- SWIMMING: ability to swim
- SPORT: teaching/coaching of specific sports (entry into leagues – competitive matches)

### GRADE 3

THREE-pronged approach by school

- PE: co-ordination with hand/feet/eye, agility, balance, suppleness, posture, etc
- SWIMMING: ability to swim
- SPORT: teaching/coaching of specific sports (entry into leagues – competitive matches)

### GRADE 4 – 7

TWO-pronged approach by school

- PE: co-ordination with hand/feet/eye; cardio-vascular (Cross Country), agility, balance, suppleness, posture, etc
- SPORT: teaching/coaching of specific sports (entry into leagues – competitive matches)

**All pupils (Grade 1 – 7) have an opportunity to participate in the following sports:**

<b>BOYS</b>	<b>GIRLS</b>
Hockey	Hockey
Rugby	Netball
Swimming	Swimming
Athletics	Athletics
Tennis	Tennis
Cricket	

## 23. FINDING OUT INFORMATION REGARDING SPORT

Information about forthcoming fixtures, teams and times can be found in the following ways:

- **Weekly Sports Letter: On School Communicator (under Resources):** A 2 week schedule of sporting events will be placed on the School Communicator. We try and keep this as fixed as possible, but the odd change does occur in the event of a cancellation from another school or if we are able to find an extra fixture for one of our teams. Please consult this weekly to stay abreast of any changes that may arise.
- **Sports Line:** The Somerset College sports line number is 021 842 8059. This is updated daily. In the event of fixtures having to be cancelled as a result of weather, a decision is taken at 12:30 during week days and 06:30 on Saturdays. This decision is then placed on the sports line.
- **Weekly Notice:** A weekly notice with all the week's events goes up on the door of the foyer of the school, on the notice board outside the grade 7 classrooms, and on the notice boards outside the science block as well as Communicator.
- **Sports Notice Boards:** All fixture information is placed on the sports notice boards in the corridors of the school. You will find team lists, times of fixtures, fixture venues, transport arrangements and dress codes on these team lists. They are displayed after the final match preparation practice has taken place. It is crucial that both parents and children check these details.
- **Team List Slip (Foundation Phase):** In the Foundation Phase, we provide each child with a copy of the team list, providing all the information in the point listed above.

## **24. WINTER SPORTS**

### **HOCKEY**

Our school participates in the Helderberg Zonal League. The schools involved in this league are from Somerset West and surrounding areas (Strand, Gordon's Bay, Macassar, Stellenbosch etc). The league works as follows:

The host school is responsible for faxing/emailing a list of their teams. We then match our teams against what they have. This information is then sent back to the host school's Hockey co-ordinator who then draws up a fixture list for Match Day. Often we receive the Fixture List on Monday/Tuesday of the week that we are to play a particular school. The information from the Fixture List is then placed on the Sports Notice Board with the relevant team lists. These lists are placed on the board on Wednesday morning depending on when we receive the Fixture List.

Our aim is to make sure that as many of our teams participate in matches on Thursday afternoons. However this is often difficult as some schools have fewer teams in certain age groups than we have and this would mean that on occasions some of our teams will not play a match during that particular week. We have also found that the A teams participate on a more regularly basis than the B and C Teams.

### **NETBALL**

We have entered the netball league and participate from under 8 through to under 13. We feel that exposing the girls to as many games as possible will only help to improve the standard of netball at our school.

League matches take place on Wednesday afternoons. Every week we make contact with the school that we are playing next to find out what teams they have available (not all schools have both an A and a B team available in all age groups). Once these teams have been confirmed, teams are then chosen and put up on the notice board during school on Tuesday. The girls that are not chosen that week have a normal practice session on our courts on a Wednesday.

### **RUGBY**

We feel that rugby is a sport that is critical in boosting the physical and psychological development of our boys. There is a lot of hype and emotion that surrounds the sport, so we have taken the decision to run rugby in way which will suit our own interests the best.

We are involved in the WP Rugby League and ask for fixtures against schools who are roughly our strength. We also try to organize our own fixtures against schools. This sometimes means that we struggle to give advanced warning for fixtures. Relationships have been built up with certain schools and it is these schools whom we approach for fixtures. At times they are only able to accommodate us when they receive cancellations themselves. Other times they can accommodate us when their B and C teams do not have fixtures.

## 25. **SUMMER SPORTS**

### **SUMMER SPORT CHOICES**

In summer we allow children in Grade 6 and 7 to choose between main sports and secondary sports. The Grade 7s do afternoons of sport, 2 of these must be a main sport, the other 2 days may be secondary sports. They have to do four afternoons of sport if they so choose to. This allows those children who do not enjoy competitive sport the opportunity to do something they do enjoy doing in the afternoons. It also decreases the numbers of children involved in the main sport slots, allowing more intensive coaching for the children who are motivated to improve.

### **SWIMMING**

Swimming as a sport has two primary objectives. The first is to make all children water confident and the second is to provide an avenue for those children who are talented in swimming to excel in the sport. Swimming is the main girls sport in summer. In addition to the normal swimming slots during school time, we have implemented swimming squad sessions where the children train after school in order to develop them to their potential. Commitment to these squad sessions is crucial. Our swimming team participates in local galas in the Helderberg and Franschoek basin. Children who show particular talent are entered into the Western Province Trials. We also hold an annual inter-house gala in which we try to get as many children as possible involved. We have also introduced water polo to the Grade 6 and 7 boys and girls.

### **CRICKET**

We are involved in the Helderberg cricket league. We have cricket matches on Tuesday and Wednesday afternoons. We try to give all players the opportunity to play in a competitive match and as a result have had to go outside the league to organize fixtures against some of the Cape Town schools to give our C teams an opportunity for a game. We also enter the Wynberg Super Skills in which our children are able to display their skills and compete against schools from all over the Western Cape.

In practice sessions our programme ensures that all our teams are rotated through our facilities so that everyone has the opportunity to use the nets, bowling machine and fields. This provides a solid basis for building the skills involved in batting, bowling and fielding. We try to give as many of our players the opportunity to bat and bowl as possible, but the players have to prove themselves in practices before they are given this opportunity. Unfortunately, due to the nature of cricket, we can't guarantee that every player will be given the opportunity to bat and bowl in every game.

### **ATHLETICS**

In the fourth term, the children who choose athletics are given the ability to build up their fitness levels and skills in preparation for the first term which is our main athletics term. During the first three weeks of the first term, athletics trials are held and these culminate in our inter-house athletics meeting. Once we have run this we select our best athletes to participate in our inter schools triangular against Bridge House and Somerset House.

We hold voluntary athletics squad sessions in which we get experienced coaches in to develop our athletes so that they are able to produce their best performances in those athletics meetings. Commitment to these squad sessions is crucial. These are usually held before school as a result of time constraints and high temperatures in the afternoons. They start in the first term and end once the Triangular athletics meeting has been run.

### **TENNIS**

We are involved in the local tennis league. Matches are played on Thursday afternoons. In addition to the tennis practices which are run during normal school hours, we run two tennis squads which operate after school. One is a senior squad and the other is a junior squad. Children who show potential during normal practice sessions are invited to join the squad. These squad sessions are run by a professional tennis coach. Commitment to these squad sessions is crucial. We select our tennis teams to play against other schools based on performances within these squads. As a result of time constraints on our courts, our home tennis matches are split between the Somerset College courts and the Recreation Tennis Club courts.

We hold annual Tennis Championships in which we find a school champion in the U11 and U13 age groups for both boys and girls. These take place during squad tennis times, but as a result of time constraints, we sometimes have to use a Saturday morning to get through the matches.

#### INDOOR HOCKEY

We enter boys and girls U13A and B hockey teams into the Indoor Hockey League hosted by Somerset College in the first term and U12A by Somerset House in the fourth term. Our U12 and U13 pupils are involved in the Somerset College league and only our U11/U12 pupils are involved in the Somerset House league. League matches take place on Monday evenings and run from 16:30 to 21:00. Indoor Hockey is not a main summer sport and as a result, practices are fitted into slots where most of the children are available. These times are then communicated to the parents once they have been established.

## 26. FURTHER INFORMATION REGARDING SPORT

### SELECTION POLICY

Pupils who consistently display a negative attitude and/or poor behavior during the sport practices will not be selected to represent their school. Teams are selected and finalised during the practice before the upcoming match, for example: the U10A netball team is finalised on a Monday for Wednesday match. Players who do not attend practices cannot be selected for matches.

### CANCELLATION / POSTPONEMENT OF SPORT MATCHES DUE TO POOR WEATHER

A decision will be made by 12:30. Please make use of the Sports Line (021) 842 8059 to confirm matches after 12:30.

### DRESS CODE

The correct sport uniform must be worn for matches. **Gum guards** (hockey and rugby) are compulsory and coaches have been instructed to not allow players onto the field if they are not wearing a gum guard.

### COMPETITIVE POLICY

Pupils from U8 to U13 participate in various competitive leagues. For the Grade 1s we have introduced fun mini-matches during their sport slots in order to prepare them for the inter-school matches at a later stage. Grade 1s are also exposed to mini festivals as well as fixtures – when we feel they are ready.

### COMMITMENT TO MATCHES

Somerset College pupils are expected to fulfill their sports match commitments ahead of other non-school extra-mural activities. Some fixtures take place over a weekend and all children selected for matches are expected to fulfill their commitments on that day. Only in exceptional circumstances, and after personal consultation with the Headmaster and Head of Sport, will pupils be excused from his/her commitment. Your co-operation and understanding in this matter will be much appreciated.

### OVER-AGED AND UNDER AGED PLAYERS IN SPORT TEAMS

Somerset College Preparatory School plays regular fixtures in the Western Province, Helderberg Zone. We have to adhere strictly to the age group guideline as set out by USASA, the national controlling sports body. This means that in our official sports fixtures against other schools in our zone we may not field over-age players. Although this only affects a small number of pupils, it is a very emotive issue which, if ignored by Somerset College, can lead to us being suspended from local competitions.

If a child is too young for their Grade, we give them the opportunity to choose which age group they would like to play in. If they choose to play in their correct age group they may produce better results and achieve more, but the trade off is that they won't be with their grade friends. If they choose to play in the older age group, they will be with their grade friends, but the competition would be greater and they may not necessarily make the team they would like to be in. The result of this decision is often dependent on the ability and maturity of the child and is decided by the parents and the Head of Sport. We trust that our parents will understand and support us in this regard. U14 Grade 7s will be given the opportunity to be involved in the senior school programme if they so choose.

## 27. TELEPHONE

Cell phones are **NOT** permitted in the Preparatory School.

## 28. UNIFORM SHOP HOURS

TUES	WED	THURS
09H30 – 15H30	07H30 – 15H30	09H30 – 15H30

For the week in which each term opens, the shop will open every day, from Monday to Friday, from 09:30 to 15:30. The Uniform Shop is situated on the school property at the rear of the Manor House. Payment in the form of cheque or cash only please.

## 29. CLOTHING AND UNIFORM REQUIREMENTS

### FOUNDATION PHASE – GRADE 1 – 3

#### GENERAL INFORMATION REGARDING UNIFORMS

- Shoes must be clean and laced at all times.
- Long socks must be pulled up at all times.
- On occasions when pupils are permitted to come to school wearing civvies they should be appropriately dressed.
- The School and Sport Uniforms should be appropriately worn at all times, **especially when in the public eye (malls, shops etc).**
- \* **NUMBER ONES** are to be worn on Fridays and other special school events (e.g.: Founder's Day)
- For Inter-House events pupils must wear the school Inter-House shirts.

#### GIRLS

- Hair must be tied up if it is longer than shoulder length. Only blue, red or white ribbons, Alice bands, clips etc., may be worn.
- No pupil may dye or highlight their hair.
- No decorative jewellery of any sort allowed. Girls may wear one plain stud or sleeper in the bottom of each ear.

#### BOYS

- Hair must be appropriately short, neat and styled. "Stepped" hair cuts and gel are not allowed.
- No pupil may dye or highlight their hair.

### SCHOOL SUMMER UNIFORM – GRADE 1 – 3

Boys	Girls
Monday – Thursday: <ul style="list-style-type: none"><li>• Sport shirt</li><li>• Blue quantec sport shorts with short white socks with blue stripes and trainers/takkies</li><li>• Wide brimmed school hat</li><li>• Tracksuit (optional)</li></ul> Friday: <b>NUMBER ONES*</b> <ul style="list-style-type: none"><li>• Short sleeved school golf shirt</li><li>• Blue bermuda shorts with long dark blue socks and black shoes</li><li>• School jersey</li><li>• Wide brimmed school hat</li></ul>	Monday – Thursday: <ul style="list-style-type: none"><li>• Sport shirt</li><li>• Blue quantec sport shorts with short white socks with blue stripes and trainers/takkies</li><li>• Wide brimmed school hat</li><li>• Tracksuit (optional)</li></ul> Friday: <b>NUMBER ONES*</b> <ul style="list-style-type: none"><li>• Short sleeved school golf shirt</li><li>• Blue culottes with short white socks with blue stripes and black shoes</li><li>• School jersey</li><li>• Wide brimmed school hat</li></ul>

## SPORT and PHYSICAL EDUCATION UNIFORM

Boys	Girls
<ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec sport shorts</li> <li>• Short white socks with blue stripes</li> <li>• Trainers/takkies</li> <li>• Swimming costume and cap (slipslops allowed)</li> <li>• Tracksuit</li> <li>• Wide brimmed school hat</li> <li>• House shirts</li> </ul>	<ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec sport shorts</li> <li>• Short white socks with blue stripes</li> <li>• Trainers/takkies</li> <li>• Swimming costume and cap (slipslops allowed)</li> <li>• Tracksuit</li> <li>• Wide brimmed school hat</li> <li>• House shirts</li> </ul>

## SCHOOL WINTER UNIFORM – GRADE 1 – 3

Boys	Girls
<p>Monday – Thursday:</p> <ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec sport shorts with short white socks with blue stripes and trainers/takkies</li> <li>• School jersey</li> <li>• School fleece</li> <li>• Wide brimmed school hat</li> <li>• School rain jacket (optional)</li> <li>• Tracksuit (optional)</li> </ul> <p>Friday: <b>NUMBER ONES*</b></p> <ul style="list-style-type: none"> <li>• Short sleeved school golf shirt</li> <li>• Blue bermuda shorts with long dark blue socks or tracksuit with short white socks with blue stripes and black shoes</li> <li>• School jersey</li> <li>• Wide brimmed school hat</li> <li>• School rain jacket (optional)</li> </ul>	<p>Monday – Thursday:</p> <ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec sport shorts with short white socks with blue stripes and trainers/takkies</li> <li>• School jersey</li> <li>• School fleece</li> <li>• Wide brimmed school hat</li> <li>• School rain jacket (optional)</li> <li>• Tracksuit (optional)</li> </ul> <p>Friday: <b>NUMBER ONES*</b></p> <ul style="list-style-type: none"> <li>• Short sleeved school golf shirt</li> <li>• Blue culottes with short white socks with blue stripes or school tracksuit with short white socks with blue stripes (navy stockings may be worn instead of short white socks) and black shoes</li> <li>• School jersey</li> <li>• Wide brimmed school hat</li> <li>• School rain jacket (optional)</li> </ul>

## PHYSICAL EDUCATION and SPORT UNIFORM

Boys	Girls
<ul style="list-style-type: none"> <li>• Sports shirt</li> <li>• Blue quantec sport shorts</li> <li>• Short white socks with blue stripes (Other sports)</li> <li>• Long sport socks (Hockey)</li> <li>• Boots Trainers or takkies (Hockey/Other sports)</li> <li>• Bare Feet (Rugby)</li> <li>• Tracksuit</li> <li>• House shirt</li> </ul>	<ul style="list-style-type: none"> <li>• Sports shirt</li> <li>• Blue quantec sport shorts</li> <li>• Short white socks with blue stripes (Netball /Other sports)</li> <li>• Long sport socks (Hockey)</li> <li>• Boots/Trainers or takkies (Hockey/Other sports)</li> <li>• Trainers or takkies (Netball)</li> <li>• Tracksuit</li> <li>• House shirt</li> </ul>

## INTERMEDIATE PHASE – GRADE 4 -7

### GENERAL INFORMATION REGARDING UNIFORMS

- Shoes must be clean and laced at all times.
- Long socks must be pulled up at all times.
- On occasions when pupils are permitted to come to school wearing civvies they should be appropriately dressed.
- The school and sport uniforms should be appropriately worn at all times, **especially when in the public eye (malls, shops etc).**
- **For special school events (i.e.: outings, Founder’s Day, etc) pupils are not allowed to wear the school fleece with their school uniform. Only jerseys are allowed.**
- For Inter-House events pupils must wear the school Inter-House shirts.

**GIRLS**

- Hair must be tied up if it is longer than shoulder length. Only blue, red or white ribbons, Alice bands, clips etc., may be worn.
- No pupil may dye or highlight their hair.
- No decorative jewellery of any sort allowed. Girls may wear one plain stud or sleeper in the bottom of each ear.

**BOYS**

- Hair must be appropriately short, neat and styled. "Stepped" haircuts and gel are not allowed.
- No pupil may dye or highlight their hair.

**SCHOOL SUMMER UNIFORM – GRADE 4 – 7**

<b>Boys</b>	<b>Girls</b>
<ul style="list-style-type: none"> <li>• Short sleeved school golf shirt</li> <li>• Blue bermuda shorts with long dark blue socks and black shoes</li> <li>• School jersey</li> <li>• Wide brimmed school hat or school cap</li> <li>• School fleece (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Short sleeved school golf shirt</li> <li>• Blue culottes with short white socks with blue stripes and black shoes</li> <li>• School jersey</li> <li>• Wide brimmed school hat or school cap</li> <li>• School fleece (optional)</li> </ul>

**SPORT UNIFORM**

<b>Boys</b>	<b>Girls</b>
<ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec sport shorts</li> <li>• Long sport socks (Cricket)</li> <li>• Short white socks with blue stripes (Other sports)</li> <li>• Trainers/takkies</li> <li>• Swimming costume and cap (slipslops allowed)</li> <li>• Tracksuit</li> <li>• Wide brimmed school hat or school cap</li> <li>• House shirt</li> </ul>	<ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec sport shorts/skorts</li> <li>• Long sport socks (Cricket)</li> <li>• Short white socks with blue stripes (Other sports)</li> <li>• Trainers/takkies</li> <li>• Swimming costume and cap (slipslops allowed)</li> <li>• Tracksuit</li> <li>• Wide brimmed school hat or school cap</li> <li>• House shirt</li> </ul>

**PHYSICAL EDUCATION**

<b>Boys</b>	<b>Girls</b>
<ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec sport shorts</li> <li>• Short white socks with blue stripes</li> <li>• Trainers/takkies</li> <li>• Tracksuit (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec sport shorts/skorts</li> <li>• Short white socks with blue stripes</li> <li>• Trainers/takkies</li> <li>• Tracksuit (optional)</li> </ul>

## SCHOOL WINTER UNIFORM – GRADE 4 – 7

Boys	Girls
<ul style="list-style-type: none"> <li>• Short sleeved school golf shirt</li> <li>• Blue bermuda shorts with long dark blue socks and black shoes</li> <li style="text-align: center;">OR</li> <li>• <b>Long blue trousers with blue socks and black shoes (note change)</b></li> <li>• School jersey</li> <li>• School fleece</li> <li>• School rain jacket</li> <li>• Wide brimmed school hat</li> </ul>	<ul style="list-style-type: none"> <li>• Short sleeved school golf shirt</li> <li>• Blue culottes with navy blue stockings or short white socks with blue stripes and black shoes</li> <li style="text-align: center;">OR</li> <li>• <b>Long blue trousers with blue socks and black shoes (note change)</b></li> <li>• School jersey</li> <li>• School fleece</li> <li>• School rain jacket</li> <li>• Wide brimmed school hat</li> </ul>

## SPORT UNIFORM

Boys	Girls
Hockey	Hockey
<ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec sport shorts</li> <li>• Long sport socks</li> <li>• Boots or trainers/takkies</li> <li>• Gum guards/shin pads/sticks</li> <li>• Tracksuit (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec sport shorts/skorts</li> <li>• Long sport socks</li> <li>• Boots or trainers/takkies</li> <li>• Gum guards/shin pads/sticks</li> <li>• Tracksuit (optional)</li> </ul>
Rugby	Netball
<ul style="list-style-type: none"> <li>• Rugby jersey</li> <li>• Blue rugby shorts</li> <li>• Bare feet</li> <li>• Tracksuit (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Sport shirt</li> <li>• Blue quantec shorts/skorts</li> <li>• Short white socks with blue stripes</li> <li>• Trainers/takkies</li> <li>• Tracksuit (optional)</li> </ul>

## PHYSICAL EDUCATION

Boys	Girls
<ul style="list-style-type: none"> <li>• Sports shirt</li> <li>• Blue quantec sport shorts</li> <li>• Short white socks with blue stripes</li> <li>• Trainers/takkies</li> <li>• Tracksuit (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Sports shirt</li> <li>• Blue quantec sport shorts/skorts</li> <li>• Short white socks with blue stripes</li> <li>• Trainers/takkies</li> <li>• Tracksuit (optional)</li> </ul>

### 30. STATIONERY AND TEXTBOOKS

Please take note of the following when purchasing stationery and textbooks:

- Please purchase good quality (Primeline) Flip Files as these can be re-used the following year.
- Keep extra stationery at home until needed.
- Cover books neatly, use good quality plastic (heavy duty plastic covers are available from Waltons).
- Label correctly.
- Stationery needs to be brought to school on the 1<sup>st</sup> day of the New Year.
- All items are to be clearly marked.
- Re-use stationery whenever possible.

### FOUNDATION PHASE: STATIONERY REQUIREMENTS

#### GRADE 000, GRADE 00 & GRADE 0

In the past years we had supplied parents with a detailed list of the stationery required in the Pre-primary grades. Despite this, we inevitably landed up with items not to our specifications. To ensure **uniformity**, we will buy the stationery for 2011 and add R390.00 to your school account.

#### GRADE 1

QTY	DESCRIPTION
8	Staedtler HB pencils
8	Staedtler triangular grip HB pencils
1	Mon Ami retractable crayons
2	Moni Ami permanent koki black
6	Pentel dry eraser marker (black)
1	Soft eraser
1	Croxley ruler 30cm
1	Sharpener metal double hole
8	Pritt
1	Box Carioca felt tips (10)
1	Oil pastels (16)
1	PVC carry folder A4
1	Blunt nosed scissors
2	A4 heavy duty plastic covers (5)
1	A4 Whiteboard
1	Whiteboard eraser (learner's)
1	Set Colleen colouring pencils
1	Book bag (Uniform Shop)
1	Set of glitter glue
1	A4 Flip File 20 pocket (Primeline)
1	A4 Ring File
1	Clear plastic container for storing stationery
1	Box tissues

**GRADE 2**

QTY	DESCRIPTION
10	Staedtler HB pencils
2	Staedler 2H pencils
1	Box pencil crayons (12) Colleen/Crayola
1	Carioca felt tips (10)
2	Permanent marker – black
4	Whiteboard markers – black
2	Soft erasers
2	Croxley rulers 30cm
2	Sharpener metal double hole
4	Pritt (20g)
1	Oil pastels (16)
2	Carry folder PVC
1	Ring file PVC
1	A4 Heavy duty plastic covers (5) transparent
1	A5 Heavy duty plastic covers (5) transparent
1	A4 Flip file 20 pocket (Primeline)
1	Blunt nose pair of scissors
1	Book bag (Uniform Shop)
1	Small whiteboard eraser
1	A4 Whiteboard
1	2ℓ Ice-cream container
2	Boxes tissues

**GRADE 3**

QTY	DESCRIPTION
8	Staedtler HB pencils
1	Box Pencil crayons (24) thin, Crayola / Colleen
1	Box Carioca felt tips (10)
4	Whiteboard markers – any colour
4	Soft erasers
2	Croxley ruler 30cm
2	Sharpener metal
6	Pritt (20g)
1	Carry folder PVC
3	A4 Flip File 10 pocket (Primeline)
1	A4 Flip File 20 pocket (Primeline)
1	A4 Flip File 30 pocket (Primeline)
2	Oil pastels (25)
2	2 pkts of A4 <b>heavy duty</b> plastic covers (pkt 5)
4	Highlighters (any colours)
1	Space case
2	Art Line 90 Black permanent markers
1	Book bag (Uniform Shop)
1	Student size whiteboard duster
1	Croxley Project Boards Assorted Colour Pad
1	Small A4 white board
1	Library Book Bag (available from Waltons)
1	2ℓ Ice-cream container
2	Boxes tissues
1	Blunt nose pair of scissors

## INTERMEDIATE PHASE: STATIONERY REQUIREMENTS

<b>GRADE 4</b>	
<b>QTY</b>	<b>DESCRIPTION</b>
2	Staedtler HB pencils
1	Box pencil crayons
1	Calculator (non-scientific)
1	Box oil Pastels (25)
1	A4 Whiteboard and eraser
4	Whiteboard marker (4 different colours)
1	Pair of scissors
1	Soft eraser
1	Pritt
1	Croxley ruler 30cm
1	Sharpener
20	A4 plastic sleeves
1	Highlighter set (4 different colours)
1	Black Fineliner (Science)
1	Exam pad
1	PVC Ring File
1	A4 Lever arch File (Science)
1	A4 Flip File 10 pockets (music)
1	Box tissues

<b>GRADE 5</b>	
<b>QTY</b>	<b>DESCRIPTION</b>
2	Staedtler HB pencils
1	Blue ballpoint pen
1	Box pencil crayons
1	Calculator (non-scientific)
1	Box oil Pastels (25)
1	A4 Whiteboard and eraser
4	Whiteboard marker (4 different colours)
1	Pair of scissors
1	Soft eraser
1	Pritt
1	Croxley ruler 30cm
1	Sharpener
20	A4 plastic sleeves
1	Highlighter set (4 different colours)
1	Black Fineliner (Science)
1	Exam pad
1	PVC Ring File
1	A4 Lever arch File (Science)
1	A4 Flip File 10 pockets (music)
3	A4 Flip File 30 pockets (Primeline)
1	Box tissues

<b>GRADE 6</b>	
<b>QTY</b>	<b>DESCRIPTION</b>
1	Clutch pencil with 0.5mm lead
2	Staedtler HB pencils
1	Blue ballpoint pen
1	Box pencil crayons
1	CASIO scientific calculator fx-82ES
1	Box oil pastels (25)
1	A4 Whiteboard and eraser
4	Whiteboard markers (4 different colours)
1	Pair of scissors
1	Soft eraser
1	Pritt
1	Croxley ruler 30cm
1	Sharpener
20	A4 plastic sleeves
1	Highlighter set (4 different colours)
1	Black Fineliner (Science)
1	Exam pad
1	13 pocket expanding file (concertina)
2	A4 Lever arch Files (Science and Admin)
1	Set of 10 A4 File dividers (cardboard)
1	A4 Flip File 10 pockets (music)
2	A4 Flip File 30 pockets (Xhosa)
1	Box tissues

<b>GRADE 7</b>	
<b>QTY</b>	<b>DESCRIPTION</b>
1	Clutch pencil with 0.5mm lead
2	Staedtler HB pencils
1	Blue ballpoint pen
1	Box pencil crayons
1	CASIO scientific calculator fx-82ES
1	Box oil pastels (25)
1	A4 Whiteboard and eraser
4	Whiteboard markers (4 different colours)
1	Pair of scissors
1	Soft eraser
1	Pritt
1	Croxley ruler 30cm
1	Sharpener
20	A4 plastic sleeves
1	Highlighter set (4 different colours)
1	Black Fineliner (Science)
1	Exam pad
1	13 pocket expanding file (concertina)
2	A4 Lever arch File (Science and Admin)
1	Set of 10 A4 File dividers (cardboard)
1	A4 Flip File 10 pockets (Music)
2	A4 Flip File 30 pockets (Xhosa)
1	Box tissues
1	Oxford Mathematics Geometry Set

## 31. SCHOOL'S CODE OF CONDUCT

We have a Code of Conduct so that we can enjoy a safe, happy and balanced education.

**As a Pupil of this School, I will try my best to ...**

### **Respect other pupils**

- by being friendly and kind
- by being honest
- by accepting that different languages and cultures exist
- by helping those with special needs
- by listening to the opinions of others

### **Respect teachers, visitors and parents**

- by greeting politely
- by listening to instructions
- by offering to help

### **Respect the environment**

- by not littering or damaging the school surroundings
- by being kind to animals and appreciating nature
- by taking care of school property

### **Respect myself**

- by accepting that I am unique and special just as I am
- by taking care of my body
- by not doing anything violent or dangerous
- by doing my best at schoolwork and extra-mural activities

***“Love your neighbour as you love yourself”  
(Mark 12:31)***

## 32. CODE OF CONDUCT: SPORT

**While taking part in Sport at this School, I will try my best to ...**

### **Show pride in my school**

- by wearing clean, tidy and correct sports kit at all times
- by being loyal and committed to all matches and practices
- by taking care of all equipment and using it appropriately

### **Be a good sport**

- by encouraging and respecting my fellow team members
- by being polite to the opposing team
- by congratulating or thanking the other team and referee
- by controlling my temper and emotions
- by accepting instructions and decisions of the coach or referee
- by obeying all the rules of the game

### **Be a good team player**

- by being as fit and healthy as I can be
- by playing my hardest
- by enjoying the game, whether we win or lose

## THE COLLEGE SONG

We sing of Somerset College  
Centre of learning and knowledge  
Set midst mountains and the vine  
Blessed with vistas so sublime  
Let us through every endeavour  
Serve, live and foster forever  
Values that will make us worthy of  
Our school.

Lord, as we stand here together  
May we do Your will forever  
Grant that as we pass through here  
We may always witness bear  
To lessons taught by our Saviour  
In all our thoughts and behaviour  
And create a school which glorifies  
Your name.

