



RHENISH PRIMARY

*Parent
Handbook*



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A. CONTACT DETAILS:

School Address: Rhenish Primary School
Doornbosch Road
Krigeville
Stellenbosch 7600

Telephone Numbers: 021-883 3152

Website: <https://www.rhenishprimary.co.za>

Email: [\(secretary@rhenishprimary.co.za\)](mailto:secretary@rhenishprimary.co.za)

Principal: Mr Alexander Hall

Deputy Principal: Mr Neil Pretorius

Heads of Department:

- | | |
|--|--------------------|
| • Foundation Phase | Mrs Sonja Boyes |
| • Senior Primary Phase | Mrs Nicole Berry |
| • Community and Stakeholder Engagement and logistics | Mrs Nicola Vickery |
| • Culture | Mrs Jenny Lombard |
| • SENCO (Learner Support) | Mrs Janet du Bois |
| • Sport | Ms Nikita Davis |

Reception and Secretary: To be appointed (reception@rhenishprimary.co.za)

Principal's PA and Admissions: Lezanne Augustin (secretary@rhenishprimary.co.za)

Financial Assistant: Mrs Karen De Franchi (defranchi.karen@rhenishprimary.co.za)

Business Manager: Mrs Melissa Swart Haasbroek (finance@rhenishprimary.co.za)

Extra-Mural Co-ordinator: Ms Nikita Davis (sport@rhenishprimary.co.za)

Caretaker: Mr Nolan Siebritz (073 716 9530)

B. A BRIEF HISTORY OF THE SCHOOL

The Rhenish School was founded in 1860 by the missionaries of the Rhenish Society, as the first girls' boarding school in the Cape Colony. The school opened on 1 May 1860 in a building in Alexander Street belonging to the Rev. PD Luckhoff. The first principal of the school, which started with eight children, was Miss Bertha Voight. In 1862 Rev. Terlinden bequeathed to the school, a single storey house on the Braak, which later became the double-storeyed building now housing the PJ Olivier Art Centre. It then had an enrolment of 29 boarders and 18 day scholars.

It was largely due to the efforts of the Rev. J Weber that Rhenish survived and remained self-supporting during difficult times in the country. He served on the committee for nearly 40 years and his descendants have retained their links with the school ever since. The school was taken over by the Government in 1901 and four years later the foundation stone of a new building, alongside the building bequeathed by Rev. Terlinden, was laid and the building was officially opened as "The Rhenish Girls' High School" on 10 February 1906. In 1958 when the High School moved to its present location in Krigeville this building became the Rhenish Girls' Primary School, with Ms Molly W Archibald as the first principal. In 1958 there were 205 children enrolled at the Primary School. In 1966, when Ms Archibald retired after 7 years as principal of the school, 318 children were enrolled at the school.

In 1967 Ms Rosalye van Dijk was appointed as the next principal of the Primary School. In September 1984 the Primary School moved to its present buildings in Krigeville. Ms van Dijk retired at the end of 1984, after 18 years as principal of the school. At the end of 1984, 250 children were enrolled at the school. A new era began for the Rhenish Primary School in 1985 when the school became co-educational and Mr Bruce W Niland was appointed as the first Headmaster of the school. He retired after 27 years' service in December 2011. In 2012 Mrs Anne Tarr was appointed as principal following Mr Niland's retirement. She left Rhenish in May 2014. Mr Neil Pretorius was Acting Principal until December 2015. Mr Gary Skeeles was then appointed principal in 2016. Our present principal, Mr Alexander Hall, began his tenure at Rhenish Primary in January 2022. The number of children enrolled remains at just more than 700.

In spite of the many changes and advances that have been made to keep abreast of trends in education, Rhenish Primary School still remains steeped in history, tradition and its English ethos. 2020 was the school's 160th year of existence. Our motto remains, "*Ebenezer*" - *Hitherto hath the Lord helped us*.

C. VISION:

The vision of RPS is to nurture in our children the spirit of curiosity, creativity and commitment to the community in the changing global context.

MISSION STATEMENT:

The realisation of our vision will be achieved by:

- Ensuring that teachers are well-qualified to teach the various learning areas.
- Providing a staff with a high degree of professional integrity.
- Providing a safe, caring and happy environment which is conducive to learning.
- Maintaining realistic class sizes conducive to optimal learning.
- Teaching skills for effective living in a changing world.
- Encouraging children to give of their best, whether academically, in appreciation of music, artistic endeavour, honour on the sports field, or coping with the trials and tribulations of growing up.
- Maintaining a balanced approach to academic, cultural and sporting activities.
- Providing stimulation and challenge for both the talented and less-talented children.
- Recognising and praising effort and excellence.
- Empowering the child to cope with both success and failure.
- Encouraging the child to persevere and to fulfill his/her holistic potential. Success for the individual is prized.
- Encouraging the development of those interests and skills which contribute to a fuller enjoyment of life.

D. ETHOS AND VALUES:

Rhenish Primary is R.I.C.H in values.

Core Values

- Respect
- Integrity
- Compassion
- Honesty

Additional Values

- Perseverance
- Accountability
- Humility
- Gratitude
- Courage
- Responsibility

E. SCHOOL HOUSES:

There are three School Houses: Terlinden (*Green*), named after Rev. Terlinden; Weber (*Red*), named after Rev. Weber; and Van der Stel (*Yellow*) after Simon van der Stel, the founder of Stellenbosch.

Once a child is allocated a House, all family members are allocated the same House, even if it is years later when a child joins the school. If both parents attended Rhenish, the eldest child, if a boy, will be placed in his father's House. If the eldest child is a girl, she will be placed in her mother's House. All additional children will be placed in the same House as the eldest child. Children are encouraged to have a T-shirt in their House colour, to identify with their House and participate in Inter-House activities.

F. ADMISSIONS:

1. MINIMUM AGE FOR ADMISSION TO THE PRE-RECEPTION CLASS

To be admitted to a Pre-Reception class, a child must turn **five** years old during the year.

2. MINIMUM AGE FOR ADMISSION TO THE RECEPTION CLASS

To be admitted to a Reception Class, a child must turn **six** years old during the year. A child shall not attend a reception class, without the Western Cape Education Department's (WCED) approval, after the end of the year in which s/he has reached the age of six years.

3. MINIMUM AGE FOR ADMISSION TO GRADE ONE

To be admitted to a Gr.1 class, a child must turn **seven** years old during the year s/he is in Gr.1.

4. COMPULSORY AGE FOR SCHOOL ATTENDANCE

Sections 50(c) (ii) of the Education Affairs Act of 1988 states that it is compulsory for children to attend school (Gr.1) in the year in which they turn **SEVEN** years old. If parents wish to deviate from this rule, written permission must be obtained from the WCED.

5. ATTENDANCE AT SCHOOL

Regular school attendance is essential to educational progress; therefore absenteeism must be kept to a minimum. Dentist or doctor appointments should be after school, or during vacations or weekends.

When a child is absent from school or an extra-mural activity, an excuse note from the parents must be presented to the front office (for absence from school) or to the teacher responsible for the particular activity (for absence from an extra-mural activity).

Teachers are not responsible for catching up work due to prolonged absences from school. Parents may need to organise private extra lessons. If children are absent from school for a few days, it is their responsibility to find out what they missed, and to catch up as soon as possible.

G. SCHOOL'S LANGUAGE POLICY:

Rhenish Primary is an English-medium primary school. Although English is the language of learning and teaching, the school promotes multilingualism. The First Additional Language offered is Afrikaans for all children from Gr.1-7. In 2019, IsiXhosa was added to the timetable for Gr.1-6.

H. SCHOOL HOURS:

1. SCHOOL TIMES

Warning bell	07:40
End of school Grade RR	12:30
End of school for Grade R	12:45
End of school for Grade One and Two	13:50 (Mondays to Thursdays)
End of school for Grade One and Two	13:00 (Fridays)
End of school for Grade Three to Seven	14:00

SCHOOL ENDS AT 11:00 ON THE LAST DAY OF EACH TERM.

2. PUNCTUALITY

Please ensure that your child is not late for school. It creates stress, disrupts the rest of the class and starts the day off very poorly.

3. COLLECTION OF CHILDREN

Children should be fetched as soon as possible after extra-mural activities. It is not safe to leave children after the school has been locked in the afternoon. It is not the responsibility of the school to supervise children after hours.

Pre-Reception and Reception Class children may not be left unattended between 12:30 and 14:00.

4. AFTERCARE

Aftercare facilities are run by an independent company on the school premises. They can be contacted at 021 881 3214; 084 040 7272 or at info@barnyardschool.co.za for more detail.

I. FEES:

1. SCHOOL FEES

- Please see the 'fees' page on the school website.

There is not normally a fee increase during the year, but this is possible. Fees are used for the running expenses of the school e.g. for repairs, water, electricity, maintenance of the grounds and sports fields (including the swimming pool and tennis courts), the purchase of sports equipment, stationery, photocopying machine rental, salaries of staff not paid by the WCED, prize-giving, insurance etc. In addition, fees are used for the purchase of capital equipment e.g. computers, musical instruments, library books, readers, teaching aids, furniture, playground equipment, buildings, school vehicles etc.

Exemption from school fees

If parents are unable to pay the full school fee it is necessary to complete the Exemption Application forms and write to the Chairman of the Rhenish Primary School's Governing Body explaining their situation. Forms for exemption or partial exemption, are available from the Finance Office where a register must be signed (forms cannot be emailed). In addition, parents must furnish the necessary supporting documents for both parents as listed in the application form. This procedure must be completed by 28 February. New parents to the school, who are unable to pay the full school fees, must complete these forms as soon as

possible after their children have been enrolled at the school. A Governing Body sub-committee will meet with each applicant to assess their application. School fee exemption will not be granted for children in Grades RR and R.

Electronic payments must reflect the child's name or account number and *"Fees"/ "Learning Support"/ "Levy"* as reference. (Please email proof of payment to finance@rhenishprimary.co.za)

Rhenish Primary School's banking details are:

Bank:	Standard Bank (Stellenbosch)
Branch Code:	050610
Account Number:	073000957 (Cheque Account)
Name of Account:	Rhenish Primary School
Reference:	Learner first name and surname

2. LOAN LEVY

A loan levy of **R2 500** is payable per child, on entry to the school. This levy is refundable, on written application **within one term's notice (+3months) of the child leaving the school**. (If there are outstanding school fees, the loan levy will be used to settle the outstanding fees, and the balance refunded.)

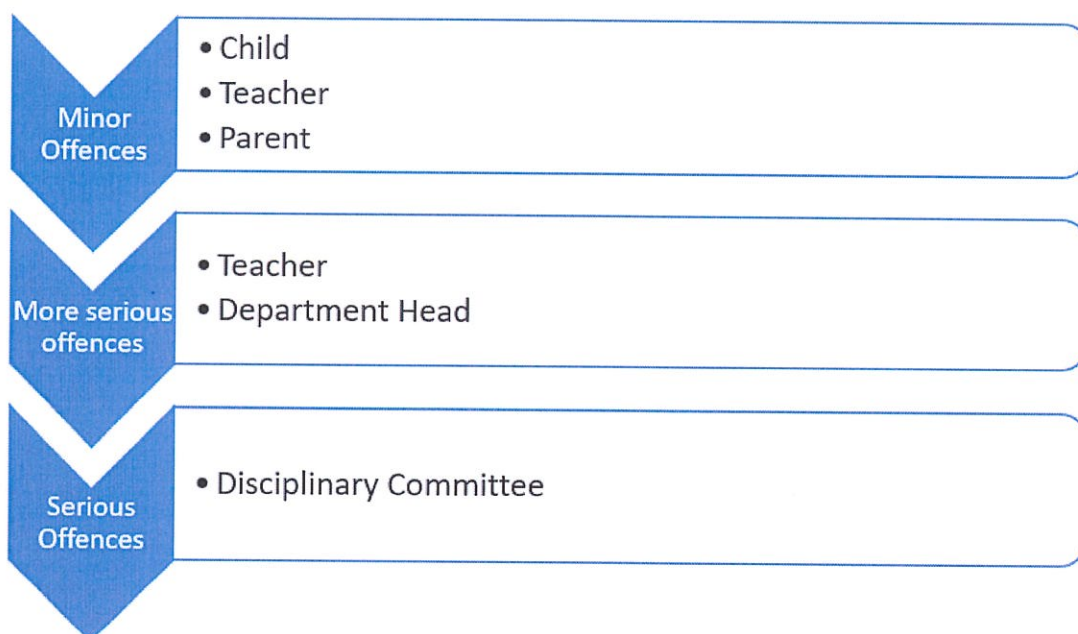
3. COMMUNICATION

RPS uses the d6 Connect. This is an app that allows us to communicate all school/ community and child/ user information to you with a two-way communication system. It is vital that parents download this as all the weekly sport schedules and changes thereof, along with important notices are sent out daily. We use the Cashless Wallet which facilitates the ease of school payments or ad hoc charges (outings, projects etc.) from your phone, in a secure manner.

The d6 Connect Application – which is free for parents to download from the Google Play Store, iTunes Store and on the d6 education website – will send the information directly to your phone. We strongly encourage you to use this to be able to stay in touch. Please contact the Finance Office for assistance.

J. DISCIPLINE POLICY AND SCHOOL RULES:

1. DISCIPLINE CHANNELS



2. POSITIVE REINFORCEMENT

The Rhenish staff would far rather recognise and reward good behaviour, or improvement in poor or unacceptable behaviour, as this positive approach is more likely to have beneficial long-term effects in desirable behavioural change.

3. SCHOOL RULES

The rules are approved by the WCED and will not deal with obvious matters of behaviour. Common sense and accepted norms are an expectation. In addition, there is a set of internal school rules for the purpose of efficient organization, the safety of children, and sound discipline. These rules are continually brought to the attention of the children and must be adhered to by all children. The corrective action to be meted out for transgressions will depend on the seriousness of the transgression, but could include suspension or expulsion from school or other corrective actions the Principal may deem suitable.

4.1 Attendance and Participation

- 4.1.1. Children must attend school for the full duration of the school day. They may not be absent without the Principal's permission. If a child is absent, parents must furnish the Principal with a **written explanation** as to the child's absence, accompanied by a doctor's certificate, if need be.
- 4.1.2. If it is necessary for a child to be absent to enable him/ her to attend an important appointment, a **prior written request** must be submitted to the Principal stating the full particulars.
- 4.1.3. Children must be punctual for all school activities. Children who arrive late for school must report to the secretary's office immediately on arrival at school.
- 4.1.4. A child shall participate in the educational programme as prescribed by the WCED, unless exemption has been granted by them.
- 4.1.5. If parents wish their child to be exempted from attending religious ceremonies, they must make a written application to the Principal.
- 4.1.6. When a child has voluntarily joined an extra-mural school activity, s/he shall fulfil his/her obligations, unless s/he is granted exemption by the Principal.
- 4.1.7. While a child is under the school's supervision, s/he may not leave the school grounds without the prior permission of the Principal or Deputy Principal.

4.2 General

- 4.2.1. Children walk in single file, keeping left, and may not run inside the school building.
- 4.2.2. No child may use foul or unacceptable language, or be in possession of pornographic literature.
- 4.2.3. No child may assault, injure, victimize or tease a fellow learner. Children may not be in possession of weapons, toys or materials which could cause physical injury.
- 4.2.4. Children must show the necessary respect towards others, namely the teaching staff, administrative staff, cleaning staff, their fellow children and other members of the Rhenish Community.
- 4.2.5. Children must stand when an adult visitor or staff member enters their classroom. Children must also stand when an adult visitor or staff member speaks to them when they are seated, be it in the classroom or on the sports fields.

- 4.2.6. School property, or anything at the school which is the property of someone else, may not be damaged, defaced or soiled. Theft or damage of school property is a serious offence. Parents of children who damage property will be held responsible for all costs involved.
- 4.2.7. Children must keep the buildings and grounds neat and tidy at all times. Littering will not be tolerated.
- 4.2.8. No child shall in any manner bring the name of the school into disrepute.
- 4.2.9. Bullying in any form (physical, emotional, cyber) will not be tolerated and must be brought to the attention of staff as soon as possible.
- 4.2.10. Discrimination on the grounds of race, gender or religion will not be tolerated.

K. GRADE 7 LEADERSHIP PROGRAMME:

All Gr.7s have the opportunity to take part in the Gr.7 Leadership Programme. At Rhenish Primary we believe that every child should be given an opportunity to show leadership potential and this programme is therefore designed to help each Gr.7 child to develop their leadership skills and to grow as individuals.

The children work towards achieving in three leadership areas or pillars: Service to the School, Service to the Community, and Self-Improvement.

For the first pillar, the children select which areas of the school they will lead in. This allows them to work in areas that they feel passionately about. They perform duties and are encouraged to take initiative and make changes in these areas.

In order to achieve the second pillar, children are encouraged to show leadership in the form of serving their community (this could be the school community or the community in which they live).

The third pillar is designed to teach children that: 'Skilful leaders work on self-improvement rather than the improvement of others. They are encouraged to learn a new skill or attend classes to better themselves in a particular area.

This programme culminates in Leadership Awards being handed, at the annual Prize Giving Ceremony, to those Gr.7s who have served the school consistently and have shown initiative in all three Leadership Pillars.

L. ELECTRONIC DEVICES – see Electronic Devices Policy

Children bring these devices to school at their own risk. Cell phones and watches used as phones must be switched off between 08:00 and 14:00 and be packed away while at school. Electronic devices may only be used for educational purposes under the supervision of a teacher. In addition, no messages of any kind may be sent during school hours. Videos and/ or photos may not be taken during school hours.

Cell Phones: If these rules are not obeyed, the child's cell phone may be confiscated for a suitable period of time. If a learner continues to transgress the cell phone rules, they will not be permitted to bring a cell phone to school. Cell phones are not the responsibility of the school. The following slogan is displayed in all classrooms. *"If it's on, it's gone."*

Electronic Devices: Children who fail to use these devices for academic purposes only, will have their access to the school network restricted, or face disciplinary action.

M. SCHOOL ETIQUETTE:

1. ENTRANCE TO SCHOOL

Children may not use the foyer entrance to the school. They may use any of the other entrances.

2. PARKING

Parents are requested not to use the staff parking area as parking space is reserved for staff only.

3. EXCUSE NOTES

If children are unable to attend a particular activity or practice, it is expected that the child will PERSONALLY excuse him/ herself from the teacher concerned, with the necessary excuse note from either of the parents, as this is only good manners.

4. TELEPHONE

The school telephones are primarily business telephones. Plans for after school activities should be made at home before the child comes to school. Children may not phone from the secretaries' offices.

5. VISITING THE SCHOOL

Parents are welcome at the school. If they wish to meet with a teacher, they are required to report to the office upon arrival, after having made the appointment. If a child must be taken out of class, permission must first be obtained from the Grade Head. When parents arrive at the school to collect their child, they must report to the front office.

NOTE: parents may not interrupt a class to speak to a teacher or to call a child.

N. UNIFORM – see Uniform Policy

O. ACADEMICS:

1. HOMEWORK POLICY

1.1 FOUNDATION PHASE

Gr.1-2 children should not have to spend more than 30 minutes on homework each day. Gr.3 children may need more time on their homework tasks. Parents are expected to check that all homework assignments are completed and that the reading record book or the homework diary is signed daily.

The Rhenish School diary is compulsory for all Gr.3 children.

	Grade One	Grade Two	Grade Three
ENGLISH:			
Reading	Daily	Daily	Daily
Sight words	Revise daily	Revise daily	
Phonics	Revise weekly phonics	Revised daily, assessed weekly (spelling lists)	Revised daily, assessed weekly (spelling lists)
Oral/Research			Prepare for these tasks – at least one week's notice given
AFRIKAANS:			
Reading		Twice weekly	Twice weekly
Phonics		Revised daily, assessed weekly (spelling lists)	Revised daily, assessed weekly (spelling lists)
MATHEMATICS:			
Mathematics revision		Revision exercises at least once a week	Revised daily Formal homework Monday to Thursday from second term onwards

1.2 INTERMEDIATE AND SENIOR PHASE:

Rhenish Primary requires that the following daily, supervised (parent / tutor), homework programme, be followed by its children for the optimal development and consolidation of knowledge and skills:

ENGLISH: Reading - 10 to 20 minutes per day (grade appropriate)

AFRIKAANS: Reading - 5 minutes aloud per day

MATHEMATICS: Monday - Thursday (teacher-selected exercises)

- Revision of each day's notes / exercises (encourage summarising and self-testing)
- Preparation for Assessment Tasks e.g. orals, research, material collection
- Catching up missed / incomplete work
- Studying for tests/ examinations (consult Important Dates List on d6)

Generally, Monday to Thursday (weekends, if extra time necessary): pack books, stationery and any other necessary equipment for the next day.

Tips for parental assistance:

- Encourage and check the regular use of a homework diary
- Provide a suitable work area
- Assist in developing routines
- Provide encouragement
- Encourage independence (help, but don't take over)
- Encourage responsibility and accountability
- Be interested and aware
- Communicate with the teachers

Parents should regularly check their child's workbooks to monitor progress, read teacher comments and sign assessment tasks.

2. COVERING OF BOOKS

Children's books should be covered neatly to create a feeling of pride. All books must be covered and handled with care and respect. Any books belonging to the school that are lost or damaged by a child will be charged to that child's parents at the price of a **new** book.

The method of covering books varies:

Foundation Phase - A picture is pasted on the front cover (drawn at school). Some books may be covered in patterned paper, depending on the individual teacher's choice. Books must be covered in plastic.

Intermediate and Senior Phase - Classwork books need to be covered neatly. Individual teachers will give instructions. All books must be covered in plastic. Each book must have the child's name, grade and class neatly written at the top right hand corner of the book.

3. SCHOOL REPORTS

3.1 Reports are sent to parents as follows:

Pre-Reception Class (5 year olds):

In June, September and December

i) Foundation Phase:

Reception Class (6 year olds), and Gr.1-3:

In March, June, September and December

Grade 1 to Grade 3: via **ReportMaker** online portal

ii) Intermediate and Senior Phase: via **ReportMaker** online portal

Gr.4-7:

In March, June, September and December

3.2 Collection of Reports

Reports are electronically distributed on the last day of each term. The Grade R and Pre Reception Classes receive a printed report and not an electronic report.

3.3 Returning of Reports

Reports for Grades RR and R are to be returned within the first week of the next term. Reports for Grades 1 - 7 are sent electronically and therefore do not need to be returned.

NOTE: The report is written to the **parents** and **not** the child. Please discuss the report with your child.

4. LIBRARY

4.1 Children need to be taught to handle library books with care and respect. Each child is required to have a large reading bag or plastic envelope to protect the books they have on loan.

4.2 If a child damages or loses a library book, parents will be charged with the **replacement cost of a new book**.

5. LEARNER SUPPORT

Academic, social, emotional and or physical needs may become a barrier to learning.

5.1. Learner Support Coordinator

The **Learner Support Coordinator** is the central point for teachers and parents to seek assistance and advice regarding any barrier to learning that a child may experience. The School Based Support Teams (SBST) include relevant staff members, specialists and parents who collaborate to put individual child support plans in place. Contact: dubois.janet@rhenishprimary.co.za

5.2. **Learning Support lessons** (Remedial lessons): The SBST may refer a child to Learning Support if an academic barrier to learning is identified. These lessons are offered during normal school hours. There is an additional charge for these lessons, at a reduced rate. An invitation to attend Learning Support lessons will be sent home for parents to accept or not.

5.3. **Teacher Aided Tuition classes (TAT):** Teachers may refer children to TAT classes if they are concerned about their progress in English, Afrikaans or Mathematics. These group lessons are offered after school by teachers and are free of charge. An invitation to attend TAT classes will be sent home for parents to accept or not.

5.4 **Educational Psychologist:** Children may be referred for short term therapeutic intervention, trauma debriefing and or Psychometric assessments. There is an additional charge for these services at a reduced rate.

6. MUSIC TUITION – see Music Policy

Private music tuition is paid directly to the music teacher.

Individual and Group Tuition

We offer instruction on various instruments, provided by a selection of teachers listed on our Music Teachers Directory on the d6 Communicator. This allows parents to contact the teacher of their choice to secure lessons with him/her as a private arrangement. Lessons are available to children from Gr.1-7.

Requirements

- Music fees must be paid by the first week of each term
- A child should have access to an instrument on which to practise.
- Parents must be prepared to allow their children to miss academic subjects for their music lessons if lessons are held during school hours.

Hiring of Instruments

A limited number of instruments are available for hire, for a maximum period of one year. Parents need to sign a hiring contact. (No pianos, electronic keyboards, guitars or drums are available for hire.)

7. PHYSICAL EDUCATION LESSONS

It is compulsory for children to attend Physical Education lessons, as part of Life Skills and Life Orientation Learning Area (Gr.7). If children are unable to participate, a letter must be given to the teacher. A medical certificate may also be required. Children must attend these lessons in the correct physical education dress (see Uniform addendum).

8. TEXT BOOKS

Class readers, atlases, dictionaries and *woordeboeke* are supplied by the school, but children are encouraged to have their own dictionaries and *woordeboeke*. CAPS compliant textbooks are supplied by the WCED and remain their property. All CAPS textbooks are to be covered with heavy-duty plastic.

P. EXTRA-MURAL ACTIVITIES:

1. As part of the child's education, the extra-mural programme caters for all children in a diverse spectrum of activities, allowing for limitations of time, finances, facilities and manpower, and interest shown by children. We strive to develop the whole child; believing early specialisation at primary school level is not in keeping with our holistic approach. Our policy is one of mass participation with exposure to as many disciplines as possible, having excellence as an important by-product, but not a specific goal. Where children show potential, parents should seek additional outside expertise to develop this to the fullest.

2. Aims

- To provide fun, enjoyment and a healthy lifestyle.
- To develop skills in the following domains: physical, social, intellectual, moral and ethical.
- To promote values such as commitment, participation, self-discipline, perseverance, tolerance, respect, acceptance, generosity, honesty and modesty.
- To cultivate sportsmanship.
- To improve coaching skills by financing and encouraging staff members to attend courses.

3. Guiding Principles

The extra-mural programme is an extension of the broad curriculum of the school and, like the academic curriculum, falls under the supervision of the Principal and the professional staff. To consider the child holistically, the extra-mural programme differentiates between the type of activities offered and the duration of the sessions, according to the educational phase of the child.

A compulsory Mini Sports Programme for Gr.1-2 children takes place during the academic day from Monday to Thursday. Children are exposed to a range of sports. Gr.3-7 children must participate in at least one activity per term. There is no extra-mural programme for U/5 and U/6 children.

4. Activities

From Gr.3, children must participate in their correct age groups, irrespective of their grade. No over-age children will be allowed in an age group, or under-age children. The age groups may not cater for children with more than two years difference in age i.e. U/9 and U/10 together, but not U/12, U/13 and U/14. The only exception is for children who are in Gr.3 who are under-age. These children may participate with their grade, but from Gr.4 they must return to their correct age group. The decisions about children in Gr.1 and Gr.2 who are in a different age group from their classmates, will be made on an individual basis considering what is best for that child.

Foundation Phase**Intermediate and Senior Phase****Summer Sports**

Athletics
Mini-Cricket
Swimming
Tennis

Athletics
Cricket
Swimming
Tennis
Waterpolo

Winter Sports

Cross country
Mini-Hockey
Mini-Netball
Mini-Rugby

Cross country
Hockey
Netball
Rugby

Cultural Activities

Junior Choir
Chess
Production
Orff Ensemble
Junior Scripture Union
Junior Art Club
Orchestra/ Instrumental Group

Senior Choir
Chess
Production
Marimba Band
Senior Scripture Union
Senior Art Club
Orchestra/ Instrumental Group
Environmental Club
Drama Club
Photography Club
Cheerleading Squad

5. Sport in General

The following is applicable to all activities:

Rhenish may accept an invitation to play on a Saturday, provided it does not clash with the school's programme. If there are more than two teams in an age group, an A team will be selected on merit and the other teams will be chosen on a rotational basis, to ensure that children who **regularly** attend practices get an opportunity to play matches.

If a fixture is cancelled by another school, an internal game will be played or a training session will be conducted for the duration of the normal practice, if possible. This will be at the discretion of the teacher-in-charge in consultation with the Head of Sport. Parents will be notified of cancellations via the d6 Communicator. When a fixture is cancelled on the day it is to take place, and parents cannot make arrangements, children will be supervised for the duration of time the activity would have lasted. If there is a bye or no fixture for a particular week, an internal game will be played or a training session will be conducted. Decisions to cancel sport due to inclement weather will be made by 12:00

Each sport has a teacher-in-charge. The teacher's responsibilities include: attending regional meetings, obtaining and implementing fixtures, ensuring matches are confirmed, maintaining and replenishing kit, keeping an inventory, budget control and liaising with the Head of Sport.

6. Inter-House Activities

The Inter-House Shield is presented at the annual Prize-Giving ceremony. It is awarded to the House which has accumulated the highest number of points during the year, taking academic, cultural and sporting results into account.

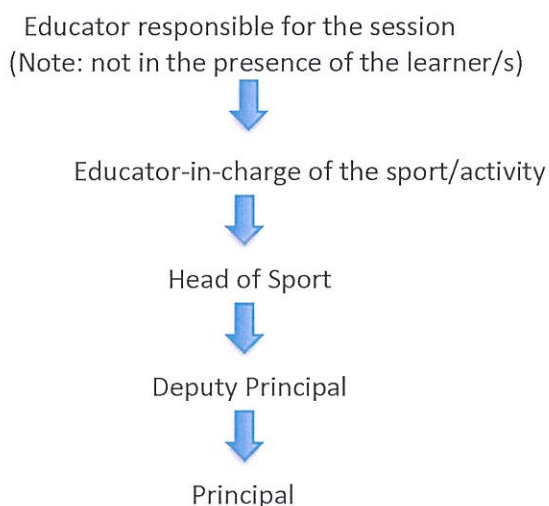
7. Child Commitment

- Children must commit to an activity for the duration of the season, attending all practices and matches from the start until that activity has been completed. Children must be punctual and be appropriately dressed. Coaches reserve the right to exclude incorrectly dressed players.
- Children are expected to display sportsmanship. Behaviour and attitude will be regularly monitored.
- Staff members have the right to exclude children from cultural or sporting competitions, matches, tournaments etc. if criteria concerning commitment are not met. If fees have been paid by participants they will not be refundable in such cases.

Note: Practices and matches are only deemed to have ended once all equipment has been put away and staff members have dismissed the teams.

8. Parent Commitment

- Parents must excuse their children for valid reasons only.
- Parents must ensure that their child/ren are correctly dressed and fulfil all commitment criteria.
- Queries should follow the correct channel of communication:



- All queries may be directed to the teacher/ coach before or after, but not during, the practice.
- Parents should try to understand and support the teacher's decisions.
- Parents must be objective and consider the good of the whole group above that of their own child.
- Parents should strive to attend some of their child's activities as this motivates the child.
- Parents shall under no circumstance be permitted to interfere with team selection, organising additional practices or coaches or entering teams / individuals as Rhenish representatives.
- Parents must ensure that their children arrive punctually for an activity.
- Parents must fetch children within 15 minutes of the scheduled return of a team to school or on completion of the activity. Latecomers will be given two warnings, after which the child will be barred from extra-mural activities for a period determined by the Principal. In the event of barring, the parent will be notified by letter.
- If children enter regional and /or provincial trials and are selected, then they should honour that commitment at their parents' expense.

9. Tours

- Tours are desirable but not obligatory and planned at least a year in advance. A detailed proposal will be submitted to the Head of Sport who will discuss it with the Principal for final approval.
- Weekend tours may be added to the programme.
- Teachers reserve the right to cancel if lack of funds or interest is detrimental to the quality of that tour.

- Children involved in a tour are part of a representative school group, and must remain with the group at all times. If parents are in the area of the tour, they are encouraged to be spectators. They **may not** request that a child leaves the group at any time and may not themselves join the group as this is detrimental to the educational aim of teamwork and spirit building.
- As payment for school fees must take precedence, children whose school fee account is in arrears will not be invited to go on a tour.
- Fees for tours must be paid in full prior to departure. Unpaid fees will result in the child being barred from departing.
- Sports tours are offered on a voluntary basis. The fees for school tours are not included in the annual compulsory school fees. If a tour is cancelled for reasons out of the control of the school, costs paid by the parents will not be refunded.

10. Awards

- Sport and Cultural Badges will be awarded to the top achievers at the end of each season.
- In addition, those who qualify for awards are required to:
 - regularly attend team practices or training sessions organised by the school
 - be present from the start to the end of both practices and matches
 - display an attitude, behaviour and sportsmanship that is expected
- Sporting Awards in the form of certificates and trophies are awarded at Prize-Giving
- Parents are expected to accept the staff's decisions as being fair and well-considered.

Q. SERVICE TO LEARNERS:

1. TUCKSHOP

This is run by an external entity.

2. LOCKERS

Lockers to store books, sports clothes etc. are available to Gr.6 & 7 children at no cost. These must be kept neat and tidy. They will be informed when to remove the padlocks to clear the lockers, failing which the padlocks will be cut off. Children may use their lockers before school, during breaks and after school. They may **NOT** go to their lockers during lessons or between periods as this interrupts valuable instruction time. Children must supply their own padlocks.

3. LOST PROPERTY

Found Property can be retrieved at the Lost and Found shelves. Articles neither labelled nor claimed will be sold second-hand at *The School Shop* or donated to charity.

R. CHILDREN' SAFETY:

1. FIRE DRILLS AND EMERGENCY EVACUATION AND LOCKDOWN

Instruction regarding evacuation of the school in case of fire or other emergencies is regularly provided, with every effort made to help children grasp the seriousness of these rehearsals. Drills are held without prior warning.

2. BICYCLES

Racks are provided for bicycles to be locked safely during school hours. The school is not responsible for lost, stolen or damaged bicycles. Children must wear cycle helmets. Bicycles must be **pushed** in the school grounds. Children from Grades 4 to 7 must store their bicycles in the music quad during the day. Parents should remind their children that:

- Bicycles are vehicles and cyclists should obey all traffic laws and road signs.
- No lifting - one bicycle, one rider!
- Keep the bicycle in good working order.
- Ride in single file when in a group.
- Bicycles should have a front and a rear light for dark winter mornings/ evenings.
- Be courteous on the road at all times.

3. PARENTAL GUIDANCE

Children should be taught:

- Never to accept lifts or gifts from strangers.
- To report any strangers seen loitering on foot or in a car near the school or the playgrounds.
- To try to write down or memorise the licence number of a suspicious car.
- To try to describe what the driver and any passenger in a suspicious car looked like.
- To contact any staff member or police officer when help is needed.

Digital and Electronic devices:

- We encourage parents to monitor the screen time of their children
- Parents should monitor their children's devices frequently and keep communication channels open at all times
- We encourage parents to be aware of what social media and instant messaging platforms their child/ren is using
- Rhenish children are encouraged at all times to be positive digital citizens

4. PERSONAL INFORMATION

4.1. Change of Address or Telephone Number

If changes of address of the place of residence, contact phone numbers, or of either parent's place of employment and phone numbers occur, the school must be notified.

4.2. In Case of Emergencies

If a child is ill or has an accident while at school, parents will be notified. If unable to do this, the child may be referred to the family doctor. It is essential the school has up-to-date contact details of the family physician/ dentist.

5. HEALTH PROGRAMME:

1. HEALTH

A child has a right to the best possible health. Regular physical and dental examinations should take place. Children displaying any of the following symptoms should not be at school. Professional medical attention should be obtained:

- Acute cold/ sore throat and/ or earache
- Swollen glands
- Skin eruptions/ bad rashes
- Raised temperature
- Signs of listlessness, weakness, drowsiness, flushed skin, headaches
- Red eyes
- Head lice

2. MEDICATION

Staff members may not administer medication without a parent's written instruction. Contact the Learner Support Coordinator at dubois.janet@rhenishprimary.co.za in this regard.

3. ALLERGIES

The school must be informed of any allergies, reactions, communicable diseases, chronic illnesses or serious physical problems, epilepsy, or chronic diabetes etc. or if a child is taking any medication.

4. SUN PROTECTION

A high protection factor sunscreen should be used. It is recommended that children wear the broad-brimmed Rhenish hat when they are in the sun, whether for breaks or for sport.

T. PARENTAL REPRESENTATION:

As a departmental school, Rhenish Primary is under the control of the Executive Director of the WCED and the chain of authority goes through his staff to the Principal and Governing Body.

1. THE RHENISH PRIMARY SCHOOL'S GOVERNING BODY

Our Governing Body consists of eight elected members and the Principal, all of whom must be South African citizens. There are five parent representatives elected by the parents, two educators elected by the teaching staff and one non-educator elected by the non-teaching staff. They serve the school for a three year term of office before a new committee is elected.

Members for 2023

<i>Chair:</i>	Mr Grant Malan (Parent)
<i>Principal:</i>	Mr Alexander Hall
<i>Secretary:</i>	Mrs Nicole Berry (Educator)
<i>Treasurer:</i>	Mr Peter Koch (Parent)
<i>Additional members:</i>	Mrs Janet du Bois (Educator)
	Mrs Lisel Mödinger (Parent)
	Mrs Melissa Swart Haasbroek (Non-educator)
	Mrs Hayley Philp (Parent)
	Mr Mark Tobin (Parent)
<i>Co-opted member:</i>	Mr Neil Pretorius (Deputy Principal)

The Governing Body is responsible for:

- The hours of attendance at school
- The school uniform
- The school prospectus
- Obtaining Departmental approval for naming any school property
- The collection and disbursement of school funds
- Staff appointments

If a parent wishes the Governing Body to discuss a particular issue, s/he should write to the Chair at the SGB email address: sgb@rhenishprimary.co.za

The Principal is responsible for:

- The planning and allocation of work (curricular and co-curricular) to the staff and entire curriculum delivery
- The internal organisation and discipline of the school
- The evaluation of staff
- Control over and supervision of teaching
- The evaluation of children (tests, examinations, promotion)
- The day-to-day management of the school in all its aspects

2. THE PARENT-TEACHERS' ASSOCIATION (PTA)

This committee has no legal standing but promotes inter-communication between staff, parents and children. It is not directly answerable to the WCED but to the Governing Body. The PTA committee consists of representatives from staff and parents and organises regular meetings of interest. This committee is elected annually at the PTA AGM and supplies voluntary helpers to plan the gardens, cater at school functions, and arrange flowers at the school. In addition, the PTA is involved in fundraising for the school e.g. Annual Golf Day. Any parents are welcome to offer their services. If parents would like to be involved, they can contact the PTA Chair via: pta@rhenishprimary.co.za.

U. <u>2024 Staff:</u>	
Principal:	- Mr Alexander Hall
Deputy Principal:	- Mr Neil Pretorius
Foundation Phase Head of Department	- Mrs Sonja Boyes
Senior Primary Head of Department	- Mrs Nicole Berry
Head of Culture	- Mrs Jenny Lombard
Head of Stakeholder engagement and logistics	- Mrs Nicola Vickery
Learner Support Coordinator	- Mrs Janet du Bois
Head of Sport	- Ms Nikita Davis
 Gr.7:	 - Mrs Tammy Looms (Grade Head) - Mrs Karin Hobson - Mr Francis Geraghty
 Gr.6:	 - Mrs Nicola Vickery (Grade Head) - Mrs Carmen Roos-De Kock/Mrs Andrea van Eck - Ms Ali White
 Gr.5:	 - Ms Marié Vink (Grade Head) - Ms Allené van Zyl - Mr Jonathan Browne
 Gr.4:	 - Mrs Amy-Lee Heneke (Grade Head) - Mrs Patricia Combrink - Ms Lisa Wolhuter
 Gr.3:	 - Mrs Jody Martins (Grade Head) - Mrs Jenny Lombard - Mrs Carey Schöfmann
 Gr.2:	 - Mrs Celeste Combrinck (Grade Head) - Mrs Marcelle Toms - Mrs Katherine Lockley
 Gr.1:	 - Mrs Sadé Jack (Grade Head) - Mrs Sonja Boyes - Ms Nadine De Kock
 Reception Class (6 year olds):	 - Mrs Olwyn Launder (Grade Head) - Mrs Noakes Barnard - Mrs Claire Cronjé
 Pre-Reception Class (5 year olds):	 - Mrs Kate Morrison (Grade Head) - Mrs Ami Bauer-Stöter - Mrs Kirsten Blume
 Educational Psychologist	 - Mrs Mandè Venter
FP Learning Support Teacher	- Mrs Lynn Mitchell
SP Learning Support Teacher & Gr.4&5 Maths	- Mrs Shelley Hill
Library	- Mrs Andriette Meier
IT	- Mr Leon Heavyside
PE	- Mr Yandisa Xundu (boys) - Ms Nikita Davis (girls)

Visual Arts (Gr.4 -7)
Performing Arts (Music - InterSen)
Performing Arts (Music - FP)
Performing Arts (Dance and Drama)
Music Department

- Mrs iNandi Smit
- Mr Mark du Plessis (InterSen)
- Mrs Belinda Hanekom
- Mrs Inandi Smit
- Mr Mark du Plessis (Head of Music)

isiXhosa

- Mr Yandisa Xundu

* Interns

- Ms Nicole Maree
- Ms Nicole Vermeulen
- Ms Nicola Van Zyl
- Mr Luke Bowler
- Mr Tristan Haller
- Ms Heather Ortelee
- Ms Zulpha Borraine
- Ms Nicole du Toit
- Ms Luane Wessels

2024 Support Staff

Pre-Primary Class Assistants:

- Mrs Antoinette Malgas
- Mrs Gail Siebritz
- Mrs Lizette Horton
- Ms Celeste Antonie
- Mrs Sumayah Mohamed
- Ms Unathi Sikade
- Mr Nolan Siebritz
- Mr Brian Williams
- Mr Johannes Jantjies
- Mr Riaan Jooste
- Mr Tenswell Wenn
- Mr Wayne Valtyn
- Mr Loyiso Geni

Caretaker:

Security:

Groundsmen:

Administration Support:

- Ms Awethu Nosilela

