

GORDON'S BAY PRIMARY SCHOOL



PROSPECTUS

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FOREWORD AND WELCOME

Welcome to Gordon's Bay Primary School. I trust that your **Gordon's Bay experience** will be a new and meaningful one for you and your child(ren). It is indeed a privilege to be associated with this dynamic school that has produced some wonderful achievements over the years and that serves the community with pride. The recipe for a successful school, as an educational institution, rests upon three pillars:

- **enthusiastic educators**
- **positive learners and**
- **involved parents**

We, therefore, request you to please **become involved in the school** and its activities. This will not only ensure that you quickly become part of the school community, but as an involved parent, you will also be an informed parent. Remember, the school and your child is dependent upon your loyal support!

The children of today find themselves in the middle of an ever-changing world and through mutual support, the school and the parent can contribute towards the successful education of your child. It is our aim to help children in such a way that they will become **well-balanced and responsible citizens** in society one day.

Kind regards

PN Botha
PRINCIPAL

THE PRINCIPAL
GORDON'S BAY PRIMARY SCHOOL
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e-mail
admin@gbprimary.co.za

webpage
www.gbprimary.co.za

Waar elke kind spesiaal is!

Where every child is special!

HISTORY OF THE SCHOOL

The oldest available documents state that the school was **founded in 1895**. The first children were educated in the hall of the Dutch Reformed Church. In 1907, the school was placed under the control of the Stellenbosch School Board. By 1910, the school had grown to a total of 29 pupils and 2 educators, including the principal, Miss Swart. In 1916, Miss Joubert was appointed as the new principal. By 1919, the school experienced a shortage of space so an old horse shed was added to provide room for the pupils.



In 1920, they applied for land to erect a new building. The building contract was signed in 1925. This building is situated in **School Street** and today it houses the traffic offices. In the early 1970's, after several prefab classes were added, it became evident that a bigger school was much needed to comply with the needs of the fast-growing town. In 1977, the Department of Education began with the building of the present school which was **officially opened on 9 September 1980**.

SCHOOL HERALDRY



School flag

The **wave effect** on the flag represents the mountains, hills and the waves of the sea which form part of the natural surroundings in which the school is situated. The **royal blue and light blue** represent the sea and sky respectively. The **yellow** represents the intellectual growth and potential of our youth, while the **white background** is indicative of the purity of the youth.



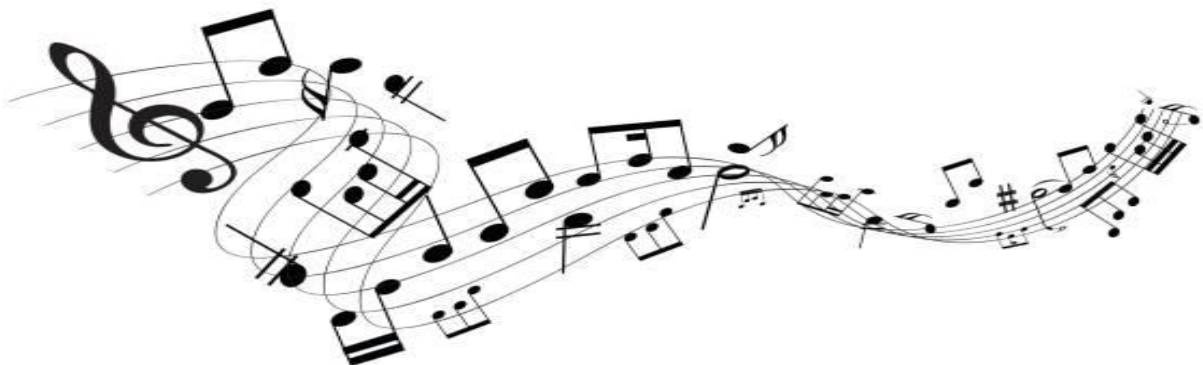
School badge

SCHOOL SONG



Come let us all rejoice and sing
and praise our school today
Where mount and sea in sweet accord
unite at Gordon's Bay
To you our school we shall be true
We pledge our love our all

In work and play we'll do our best
in answer to your call
We look up to the mountains high
the sky above so blue
And shout for joy with all our heart
WE CAN, WE CAN, FOR YOU!



ADMINISTRATION

SCHOOL HOURS (throughout the year)

Parents must see to it that learners are on time for school in the mornings and also collected on time in the afternoons. Learners should be made aware of the importance of **punctuality** at a young age.

Gr R	Monday to Friday	08:00 - 12:45
Gr 1 - 3	Monday to Friday	07:30 - 13:00
Gr 4 - 7	Monday to Thursday	07:30 - 14:00
Gr 4 - 7	Friday	07:30 - 13:30



Learners are not allowed to loiter on the school grounds after school. They either attend extra-mural activities, or they must go home immediately after school. The educators are not responsible to look after **Gr 1 - 3 learners** who are waiting for older brothers / sisters. We do have an aftercare facility available to you.

OFFICE HOURS (throughout the year)

RECEPTION	(Mo - Thu)	07:00 - 15:00
	(Fr)	07:00 - 14:30
PAYMENTS		07:00 - 14:00
SECRETARY	(Mo - Th)	07:00 - 15:00
	(Fr)	07:00 - 14:30
FINANCES	(Mo - Th)	07:00 - 14:30
	(Fr)	07:00 - 14:00



SCHOOL FEES

Gordon's Bay Primary school is a fee-paying school. According to legislation, the payment of school fees is **compulsory**. Parents, who are unable to pay school fees, may apply for partial / full exemption. These persons need to supply the necessary documents and statements as proof of their income in their application. **The payment of school fees ensures an effective school.** The Governing Body is responsible for drawing up the annual budget. This budget is then presented to the parents at the budget meeting for approval. It is important that parents attend this meeting.

For further information please contact the Finance Office: 021-856 1288.

Methods of payment:

- Debit order on the 1st or the 15th of every month
- Cash / internet payments before the 2nd of every month
- One month's discount if the annual fees are paid in advance. To qualify for this discount, the money must reflect in the school's account by 31 December of the previous year.
- Half a month's discount if the annual fees are paid in advance before 28 February of that specific year.

SCHOOL UNIFORM & SUPPLIERS

The official school uniform is:

Boys	Girls
• White school shirt (any supplier) • Grey shorts or long trousers (any supplier) • Grey knee-high school socks • Black school shoes or barefoot (any supplier) • Dark navy pullover (any supplier) • Dark navy jersey (any supplier) • School tracksuit (Things) • PE shirt / sports shirt (Things) • Dark navy sports shorts (Things) • Special school blazer for Grade 7 learners (Things) • Navy school blazer (optional) • School sandals may only be worn during summer (dark navy only)	• White school shirt (any supplier) • Dark navy school skirt (any supplier) or grey long trousers (winter) • Dark navy short ski pants • White ankle socks (summer) and black stockings (winter) • Black school shoes or barefoot (summer only) • Dark navy pullover (any supplier) • Dark navy jersey (any supplier) • School tracksuit (Things) • PE shirt / sports shirt (Things) • Dark navy skirt (Things) • Special school blazer for Grade 7 learners (Things) • Navy school blazer (optional) • School sandals may only be worn during summer (dark navy only)

Learners who have received **provincial colours** in sport are allowed to wear their provincial tracksuits to school on Mondays. Learners are allowed to wear normal **civilian clothes** to school on their **birthdays**.

The official supplier of our sport uniform is:

Mrs Charmaine Steenkamp
"Things"
Shop 4
Lancaster Road
Gordon's Bay
Cell: 082 448 4002



ABSENTEEISM OF LEARNERS

Learners who are absent must provide the school with a **letter** where in the reason for being absent is stated. A **letter from the doctor** is required when a learner is absent for three days or longer. Requests to keep learners out of school for other reasons than illness should be done in writing and handed in, in due time. According to departmental prescriptions, absenteeism could be considered when learners are promoted to the next grade – especially in cases where the learner was often absent from school. **Truancy will not be tolerated.** According to the South

African School's Act, it is the responsibility of the parents/guardians to ensure that their children attend school.

VISITATION BY PARENTS

Parents are encouraged to visit the school, but for safety purposes everybody visiting the school should strictly adhere to the following:

- All visitors to enter the building only through the **main gate**.
- Use the **intercom** at the main gate. Enter the premises and proceed to the main entrance of the school building as soon as the gate is opened by the receptionist. Ring the **bell at the main door** and enter as soon as the magnetic lock unlocks the door.
- Report to reception – **no parent is allowed to visit the classroom without the permission of the office**.
- If you wish to see the principal/an educator, you must **make an appointment** beforehand.
- Parents may not accompany their children to their classrooms in the morning.

KEEPING PARENTS INFORMED

Please visit the school's web page: www.gbprimary.co.za

CIRCULARS

Circulars from the school to parents are posted on the D6 app. Parents are kindly requested to download this app to receive important information from the school. Informed and involved parents are happy parents.

PROGRESS REPORTS

Parents must collect the progress reports for terms 1 to 3 from the class teacher in the afternoon / evening on the day before the school closes. The educators will request an interview with the parents to discuss the academic progress of their children. At the end of term 4, the progress reports will be sent home with the learners on the last school day.

HOMEWORK & HOMEWORK BOOKS

Parents should **check their children's homework and homework books daily**. By doing this, they are keeping track of their children's academic progress and attitude towards the academics.

D6 COMMUNICATOR, FACEBOOK & INSTAGRAM

These platforms are especially useful when parents need to be informed urgently about school activities and/or changes to arrangements. The D6 Communicator is therefore a very important app to download.

AFTERCARE

The aftercare renders a very important service to the parent community. It is an extension of the school and, therefore, structure and routine also play an important role here. Learners receive a nutritious lunch and get the opportunity to do homework under the necessary supervision before they are allowed to play.

For more information, please contact Mrs Lila Hattingh at 082 898 5755.

CURRICULAR

CLASSES

Gordon's Bay Primary School is a **parallel medium school**. We have three classes per grade. From 2027 there will be two English classes and one Afrikaans class in Gr R – 6.

Gr 7 will have one Afrikaans class, one English class and one combined Afrikaans / English class. The combined class will be phased out this year and be replaced with a second English class.



All classes are equipped with a **computer**, a **data projector** and an **air conditioner**. The classroom is complimented by a well-equipped **computer centre** with quality technology and software programmes.

LEARNING AREAS & EDUCATIONAL MATERIAL

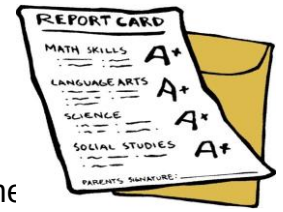
We follow the CAPS curriculum as prescribed by the Department of Basic Education. Four subjects are taught in the Foundation Phase: English Home Language, Afrikaans Additional Language, Mathematics and Life Skills.

In the Intermediate Phase six subjects are taught and in the Senior Phase nine subjects. The teaching material in Gr 4-7 is a combination of **textbooks and modules**. Parents are supplied with a list of educational material, at the end of the academic year, that is needed for the following year. This can then be purchased at a local supplier of books and stationery. It is very

important that the learners should be made aware of taking care of their books from a young age.

ASSESSMENT

Learners are continuously assessed throughout the year. In the Foundation Phase, one formal assessment task per learning area is written per term. In the Intermediate and Senior Phases, several assessments are written each term.



The assessment tasks of term 2 and term 4 are exams/tests which are written in June and November. A progress report is handed to the parents at the end of each term. Parents are then given the opportunity to discuss their child(ren)'s academic progress with the class educators. Appointments can be made with the subject educators in the new term, should parents have concerns with the specific subjects.

HOMEWORK

Responsible and supportive parents will see to it that their children spend time on their schoolwork daily. The learner's age and ability will determine the amount of time to be spent on schoolwork. This should become a **non-negotiable routine**. By doing this, the child will develop important qualities such as responsibility and a positive attitude towards schoolwork. Parents should take note of the fact that the primary school is the place where a **sound and strong foundation** needs to be laid. It is, therefore, important that a strong partnership develops between the school and the home.

OUTDOOR EDUCATION AND EXCURSIONS

Outdoor education forms a part of the school's curriculum. It is an **important component** in learning and shaping children. The school fees do not cover this, and parents are requested to plan in advance to give their children the opportunity to attend these very valuable excursions. It remains one of the learners' highlights on the academic calendar.

EXTRA CURRICULAR ACTIVITIES

SPORT

"A healthy body is home to a healthy mind."

Learners who take part in sport don't just **develop physically**, but they are also exposed to valuable qualities such as **teamwork, commitment, responsibility, dedication, respect and pride.**



Learners must be encouraged to participate in as many activities as possible. This will enable them to make a well-informed decision in high school regarding the sport that they want to specialize in. **The school expects all learners to take part in at least one summer and one winter sport.**

The school offers the following sport:

Summer

Athletics
Cricket
Mini Cricket
Tennis
Mini Tennis

Winter

Rugby
Mini Rugby
Netball
Hockey
Chess
Cross Country

Our sports' motto is:

***To win is good,
to take part is better,
but to enjoy is the best.***

The following sport is offered by private people / clubs at the school:

Gymnastics
Hip-Hop
Ballet

CULTURE AND OTHERS

We constantly strive towards developing our children in their **totality** to become **well-balanced citizens**. It is, therefore, important that the children are also exposed to cultural activities.

The following activities are offered by the school:

Junior and Senior Choir
Entrepreneur Days for Gr 7
Individual piano tuition
Individual recorder tuition
Group recorder tuition
Eisteddfods



DISCIPLINE

The South African Schools' Act provides Governing Bodies with the authority to establish a **Code of Conduct** to give all children the opportunity to reach their full potential within a safe and sound environment. This resulted in the parents of Gordon's Bay drawing up a code of conduct with the aim to optimize the education of each child.

To achieve this, it is of utmost importance that all the role-players – the Governing Body, the principal, the educators, the parents, as well as the learners themselves – accept responsibility for creating a healthy school discipline.

The code of conduct makes provision for addressing positive as well as negative behaviour. **Positive behaviour is rewarded, but negative behaviour will not be tolerated.**

Acting upon negative behaviour:

- verbal reprimand
- entry in the Code of Conduct
- detention after school
- parent interviews when the learners constantly transgress
- temporary suspension
- disciplinary hearing and possible permanent expulsion



For a more detailed account, parents are referred to the school's Code of Conduct.

GENERAL RULES WITH REGARDS TO UNIFORM AND APPEARANCE

- | | | |
|-------------------|---|--|
| JEWELLERY | - | No accessories, pendants, rings etc. with the school uniform.
Only a watch and "medic-alert" pendant/bracelet are allowed. |
| EARRINGS | - | Only gold/silver studs or sleepers (1cm in diameter) may be worn, and only one per ear. |
| COLLAR BADGES | - | Only official badges of the school may be worn. |
| NAILS | - | Must always be short and clean. No colourful nail polish is allowed. |
| MAKE-UP | - | No make-up is allowed. |
| CHEWINGGUM | - | Chewing gum is not allowed at the school or any school function. |
| SCHOOL BAG | - | A strong and sturdy school bag with a handle is recommended. Only navy blue, dark green, dark maroon or black suitcases are allowed. |
| RAIN JACKETS | - | Only GBPS navy blue rain jackets may be worn to school and only on rainy days. |
| SCARVES | - | Only navy blue or white scarves are allowed and only during 2 nd and 3 rd terms |
| BEANIES / HOODIES | - | Beanies and hoodies are not allowed inside the school building. |

HAIR POLICY

- | | | |
|------|---|---|
| BOYS | - | Hair must be neatly always cut and tidy. |
| | - | If hair is combed forward, it may not touch the eyebrows. |

- Hair may not touch the ears.
- Hair, in the neck, may not touch the collar.
- A step cut is not allowed. Hair must gradually be cut shorter on the side of the head.
- Hair may not be coloured nor may highlights be used.

GIRLS

- If hair is combed forward, it may not touch the eyebrows.
- Loose hair must be fastened with clips.
- Only navy blue or white hair ribbons and hair clips are allowed.
- Hair may not be coloured nor may highlights be used.
- Hair over the back of the collar must be tied up.

PARENT INVOLVEMENT

By becoming involved in the school and its activities, parents accept dual **ownership** of the school. The days schools were the sole responsibility of the principal educators are long gone.

Your positive involvement will necessarily lead to a healthy relationship between the home and the school.



“Involved parents are not only informed parents – their children are also happy children.”

GOVERNING BODY

The Governing Body consists of **5 parent members and 4 staff members** that according to legislation are chosen every 3 years by the parent body and the staff respectively. The purpose of the Governing Body is to govern the school effectively. For this purpose, the 5 function management areas were identified, and the Governing Body was subsequently divided into 5 sub-committees.

The sub-committees meet regularly or when the need arises and the Governing Body meets at least once a term. Parents who feel that they can contribute towards one of these 5 areas, are invited to join the sub-committees. The expertise of our parents is needed to maintain high standards and good facilities.

The sub-committees of the Governing Body are:

- **Personnel & Administration**

- **Finances**
- **Grounds, Buildings and Movable Assets**
- **Sport & Marketing / IT**
- **Fundraising**

GORDON'S BAY PARENT AND TEACHERS FUNDRAISING ASSOCIATION (PTFA)

The main purpose of this association is to generate funds that can be utilized to the benefit of the whole school. **Every parent of the school automatically becomes a member of this association.**

All enthusiastic parents are urged to please become involved in the fundraising activities of the PTFA. Your contribution should be seen as an investment in the education of your child.



SUPPORTERS CLUB

The purpose of the Supporters Club is to involve parents and past learners in various sporting and cultural events, as well as, to become involved in fundraising to improve our sport and cultural facilities.

POLICY

The club functions according to the South African Schools' Act, no 84 from 1996.

The club will not be of a political nature. The club cannot, as an entity, act on behalf of the parents and influence the management of the school.

The club has no right to influence the decision-making process of the Governing Body and the Management Team of the school.

Supporters' merchandise is also available to purchase to show support.

AIM

- To deliver a supportive role to the school
- To raise funds for:
 - Purchasing equipment (sport)
 - To pay outside coaches
 - To help finance sport tours
 - To help finance special projects
- Funds can be generated by selling goods at sporting matches, sponsorships and Supporters Club social functions.

