

# NEW HANOVER PREPARATORY SCHOOL



# Information Booklet

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### Cricket

White boxer shorts  
Maroon and white sports shirt/house shirt  
Grey socks  
White Takkies

### Hockey

White boxer shorts  
Maroon and white sports shirt OR House shirt\* OR Fishing competition shirt  
Grey socks  
White Takkies

### Tennis

White boxer shorts  
Maroon and white sports shirt/house shirt\*  
White school socks  
White Takkies

### Athletics

White boxer shorts  
Maroon and white sports shirt OR House shirt\* OR Fishing competition shirt  
Grey socks  
White Takkies

### Spectators:

Children who watch a Home fixture must wear their school uniform or full sports kit (tracksuit).  
Children who are scoring or assisting with some aspect of the match are to wear No 1's.  
Children who accompany their parents or siblings to an away fixture must wear their school uniform or full sports kit (tracksuit).

### **29. Uniform Shop**

Uniforms are available from the front office.  
We offer a high quality range of uniforms and sundries including the following. Parents are encouraged to purchase these in order to have a degree of uniformity.  
School bags\*  
Sports bags\*  
Pencil bags\*  
Cooler/lunch bags\*  
Supporters Gear\*

Black Rash vests (optional)  
Children may be barefoot  
Towel (optional)\*

Tennis/Basketball: Boys

White boxer shorts  
Maroon and white sports shirt\*  
White ankle socks  
White takkies

Tennis/Netball/Basketball/Soccer: Girls

Maroon skorts (White shorts for Soccer)\*  
Maroon and white sports shirt\*  
White ankle socks  
White takkies

Hockey/Soccer: Boys

White boxer shorts  
Maroon and white sports shirt\*  
Long maroon\*/white socks  
Takkies or boots  
School Tracksuit\*

Hockey: Girls

Maroon skorts\*  
Sleeveless grey top\*  
Long maroon/white socks\*  
Takkies or boots  
School Tracksuit\*

Mini-Rugby: (Grades 1 and 2)

White boxer shorts  
School rugby jersey\*  
Barefoot

Rugby: Match

White boxer shorts  
School rugby jersey\*  
Rugby socks (Under 10 upwards)\*  
Boots (Under 10 upwards)  
Blazer (Grade 5—7)\*  
School Tracksuit\*

**Sport Practices**

Rugby:

Practice jersey/fishing competition T-shirts  
Boots

**1. Contact Details**

Telephone: 033 502 0184  
Admin Fax: 086 519 7161  
Sport Fax: 086 519 7175  
PO Box 55, New Hanover, 3230  
Email: [info@newhanover.co.za](mailto:info@newhanover.co.za)  
Website: [www.newhanover.co.za](http://www.newhanover.co.za)

**2. Absenteeism**

If a child is sick and unable to attend school, a phone call to the secretary is necessary. A note should be handed to the child's class teacher on his/her return to school. Should a child be absent for two or more days, a doctor's certificate must accompany them on their return.

Written notice must be submitted in advance if a child will be absent from school for a specific reason.

A note is also required if a child has to miss a compulsory sports practice.

**3. Aftercare**

Aftercare takes place at the Pre-Primary School.

Grade 1 and 2: (12h40 to 17h00)

Children are to be collected from aftercare by their care-giver. A snack is provided, homework is supervised and play activities take place.

Grades 3 to 7: (14h00 to 17h00)

Aftercare takes place in the aftercare grounds at school. A snack is provided, homework is supervised and play activities take place.

**4. Annual General Meeting**

This is held in the 4th week of the first term.

**5. School Board and Parents Association**

The members of these committees are made up of various representatives from the Pre-Primary, Church Council and Parents.

## 6. Complaints Procedure

It is in the interests of New Hanover Preparatory School and the parents of the children who attend the school to observe a complaints procedure for the purpose of considering and resolving any dissatisfaction or feeling of injustice in connection with matters concerning the school. This procedure is drawn up to ensure that effective and official channels for consultation are used where matters have developed into a complaint to:-

- prevent complaints from escalating into major disagreements;
- give parents laid-down channels to use for the airing of complaints
- deal with complaints as quickly and as fairly as possible
- eradicate the causes of genuine complaints

It is important that every effort is made to resolve any and all problems as soon as possible. A full explanation of the complaints procedure is available on request.

## 7. Cultural / Extra Curricular Activities on the Premises

Ballet

Music (piano, guitar, marimba's and recorder)

Swimming

The above are offered privately. Contact the front office for details.

## 8. Discipline

Should a child not adhere to the school rules, the following procedure will be followed.

Step 1: Detention: This is held on a Friday afternoon from 13:30 to 14:30.

Step 2: On Report: A form is signed by the teacher after every lesson and by the headmaster daily. Parents sign the form at the end of the week.

Step 3: If there is no improvement in the child's behaviour and attitude, the parents will be asked to attend a meeting.

Step 4: The child may be suspended.

Step 5: If all of the above fails, the child may be asked to leave the school.

Grey jersey

Black blazer with school badge (Gr.5 to Gr.7)\*

Number Ones are worn every Friday. Number ones are also worn on Photo Day.

### Number Twos

As for Number Ones but without Blazer

Maroon NHP Hat

## BOYS AND GIRLS

**In Winter** a school Tracksuit may be worn:

School tracksuit\*

Maroon and white sport shirt\*

Black shoes

(Only a **complete** tracksuit must be worn, no tracksuit pants and jerseys.)

School scarf (optional)\*

School gloves (optional)

Raincoat or Black "Drillac" (Optional, may only be worn to and from school when it is raining. It may not be worn during school.)

### **Sports Wear for Matches**

#### Cricket:

White boxer shorts

Maroon and white sports shirt\*

Long white socks

White Takkies

White Cricket hat/black cap

Blazer (to be worn to and from the match as well as during the "toss up".)

#### Swimming: Boys

School NHP Speedo\*

School swimming cap\*

School tracksuit\*

Goggles and nose plugs (optional)

Black rash vests (optional)

Children may be barefoot

Towel (optional)\*

#### Swimming: Girls

NHP School full-piece\*

School swimming cap\*

School tracksuit\*

Goggles and nose plugs (optional)

## 27. Tuck-Shop

Tuck-Shop is open on a Friday at break and at certain sports events. The school tuckshop will be opened only after the 10 minute bell, in order to allow children to eat their lunch first.

Children are limited to buying 3 items at the tuck-shop, in order to discourage unhealthy eating. Healthy “alternative treats” such as snack bars, popcorn, water etc are available together with “treats” like sweets, cool drinks, chips, peanuts, etc.

Food items are sold on Wednesday at first break as part of our Grade 7 Business initiative. These have to be ordered and paid for in advance.

## 28. Uniforms and Sports Wear

(See uniform requirements. All items marked with a \* are available from the front office.)

### BOYS

#### Number Ones

White shirt

Tie\*

Grey shorts (Grade 1 – Grade 4)

Grey longs (Grade 5 – Grade 7)

Long grey socks

Maroon jersey

Black blazer with school badge (Grade 5 – Grade 7)\*

Black shoes

Number Ones are worn every Friday.

Number ones are also worn on Photo Day.

Blazer and school shirt badges are also available from the office.

#### Number Twos

Grey Shirt with school badge on pocket

Grey shorts (not flannels)

Long grey socks

Black shoes

Maroon Jersey

Maroon NHP hat\*

### GIRLS

#### Number Ones

Maroon dress\*

Short white socks (**Summer**)

Long grey socks or black stockings or thick black tights (**Winter**)

Black shoes

## 9. Dress Code

### Hair:

Boys are to keep their hair neatly cut. Hair may not touch the collar or the ears, and fringes may not touch the eyebrows.

Girls with long hair (touching the collar) need to tie it up with a scrunchie or elastic (black, maroon or white). Fringes hanging below the eyebrow must be kept back with an aliceband or clips (black, maroon or white).

**UNDER NO CIRCUMSTANCES MAY CHILDREN DYE, PERM, BLEACH OR GEL THEIR HAIR. EXOTIC HAIRSTYLES ARE NOT PERMITTED.**

Some traditional variations may be permitted at the discretion of the Principal.

### Nails:

Nails must be short and neat.

**NO NAIL VARNISH MAY BE WORN – ON FINGERNAILS OR TOENAILS.**

### Jewellery:

Girls may wear plain gold/silver studs or sleepers.

Neither boys nor girls may wear any other form of jewellery or religious symbols.

## 10. Finances

School Fees are payable in advance and may be paid in cash, through Internet banking, or by direct deposit into the school account as follows. Payment is due by the 10<sup>th</sup> of the month. Please note that “extra’s” may appear on statements eg. Costs of Excursions, travelling, plays, stationery.

Account Name: NH School Activity Fund

Bank: FNB

Branch: Dalton (Branch no: 220231)

Acc no: 51992612304

Deposit slips are to be faxed to the school at 033 5020184/

086 519 7161 with the child’s account number/name as reference.

## 11. Fundraisers

There are various fundraisers throughout the year and the school relies on these for funding of special projects. Eg: Fishing competition and the Annual Duck race.

Parents play a vital role in these events and are encouraged to participate.

## 12. First Day Procedure and Special Assemblies

### First Day:

All parents are encouraged to attend opening assembly on the first day of school.

It takes place in the Church at 08h00. Boys and Girls are to wear no. 1's. The Grade 1's are to follow their class teacher into the church. After the service they remain in the church while the rest of the school form a tunnel for them to walk down out of the rear doors of the church. A Grade 6 pupil will present them with their Zuckertüte (specially prepared gift package) and they will ring the hand bell. Thereafter parents are invited for a cup of tea and may take photos of their children.

### Special Assemblies:

The final assembly of each term is when awards and recognitions are issued and all parents are invited to attend these assemblies which take place on the last day of term at 9:30, before school closes at 10:00.

## 13. Homework

Grade's 1-4 Homework is to be done on Mondays to Thursdays.

Grade's 5-6 Homework is to be done on Mondays to Thursdays. Homework may be given over weekends occasionally.

Grade 7 Homework is to be done on Mondays to Thursdays, and Homework tasks will be assigned for completion over weekends on a regular basis. The amount of homework given is guided by our homework policy, however, the time it takes each child to complete may vary between individuals.

Every child has a Homework book which must be signed by a parent once the homework has been checked.

## 14. Notice of Termination of Enrolment

**Written notice must be submitted one term in advance of the child leaving the school. Should one term's notice not be given, the parents will be responsible for payment of one term's fees.**

Any outstanding text books and library books will be charged to the parents' account.

## 24. School Times

### Grades 1 and 2:

Monday to Thursday: 08h00 to 12h40  
Friday: 08h00 to 13h00  
Sport: 13h00 to 13h40

### Grades 3 to 7:

Monday to Thursday: 08h00 to 14h00  
Friday: 08h00 to 13h30  
Sport: 14h00 to 15h30  
Please be punctual.

### Breaks:

#### Monday to Thursday

1st Break: 10h15 to 10h40  
2nd Break: 12h40 to 13h00

#### Friday

1st Break: 10h25 to 11h00

## 25. Sport Arrangements

- A sport timetable will be published at the start of each term. Sport for the grade 1 and 2's will be cancelled on rainy days, but sport may continue for grades 3 – 7 as we may make use of our smart board facilities and cover theory with the children. If it is cancelled parents will be notified by sms. They may then fetch their children, or leave them in the care of a teacher on duty.
- Children will be informed in advance via notification informing parents of date, time and venue of the sporting event.
- If your child is ill please let the coach concerned know a day in advance where applicable for matches, so that other arrangements can be made.

## 26. Stationery

We make use of Waltons Stationers 'Back to School' service. You will receive a requirements list and the order form to fill in. Our school secretary does keep a small stock of essential items on hand in case the need for these arises. The children are allowed to collect replacement glues etc. and these items will be added to your monthly account.



### Certificates for Grades 5-7

Overall Academic Excellence: 80% Aggregate

Subject Awards: 80% English, Afrikaans and Maths,  
Deutsch  
85% History, Geography and  
Science

### Foundation Phase:

All children will receive an award certificate.

### **20. Public Holidays**

Generally, if a public holiday falls on a Tuesday, Wednesday or Thursday, this is regarded a normal school day. The following year's calendar is published well in advance, outlining all of these dates.

### **21. School Houses**

The two houses are Rietbok (red) and Duiker (yellow). Each child must have a house shirt. Supporter Shirts for Parents and friends of NHP are also available from the Front office.

### **22. School Prayer and Motto**

“Wir gehen aus der Schule fort.  
Herr bleib bei uns mit Deinem Wort.  
Mit Gnaden und mit Segen  
auf allen unsern Wegen.”

Our motto is “Treu und Wahr”. This means faithful and true.

### **23. School Rules (See Code of Conduct)**

- Children are expected to stand when a teacher or a visitor enters a classroom. When on the playground, the pupils are expected to stand before politely greeting the person concerned.
- Abusive language or swearing will not be tolerated.
- Stealing is a serious offence and any pupil found guilty of this faces severe consequences which may include expulsion.
- Boys are not to walk with their hands in their pockets or have their hands in their pockets when speaking to others.
- No littering will be permitted.
- School property may not be defaced or marked in any way. Any costs incurred as a result of willful damage to property will be recovered from the parents of the guilty party/ies.
- Chewing of gum is forbidden at school and whilst on any school excursions.
- Games and toys of an electronic nature are not to be brought to school.
- Walkmans, CD players and MP3 players are also forbidden at school.
- Any cellphones brought to school are to be handed in to the class teacher upon arrival at school and may be collected after school.
- Bicycles, skateboards, scooters, rollerblades, etc may not be ridden on the school corridors at any time.
- When walking from one class to another, children are to walk quietly. This also applies to the beginning and end of the school day, as well as after assembly.
- Running on the corridors is forbidden.
- Maroon NHP hats are compulsory and must be worn every break. An area outside the staffroom is specified for children to sit who have not adhered to the requirement of wearing a hat at break times. These are also encouraged to be worn for sport practices where applicable.
- No children are allowed on the corridors after the 'ten-minute eating bell' has rung, unless they do not have their hats and are restricted to sitting on benches outside their classroom.
- The quad grass is out of bounds.
- Children may use the library in the mornings as all classrooms are out of bounds before school, and during break except when a teacher is present in the classroom.
- No ball games are to be played within the confines of the school buildings. All ball games are to be played on the fields.
- No child may leave the school grounds during school times.
- At doors, children stand aside for adults, and boys stand aside for girls.