

# Kommetjie Primary School Prospectus



## **SCHOOL SONG**

The Lighthouse every single night  
Shines far and clear and very bright  
It shows the sailors where they are  
Too near the rocks or out too far  
So let God's light show us the way  
Not just at night but every day  
SIC LUCEAT LUX

Matrose in die nag so swart  
Kyk na die lig met blye hart  
Al is hul ver van land en huis  
En hoor die wilde branders bruis  
Weet hul dat God's groter lig  
Hul na 'n veilige hawe rig  
SIC LUCEAT LUX

## **GENERAL INFORMATION**

### **POSTAL ADDRESS**

Kommetjie Primary School  
Teubes Road  
KOMMETJIE  
7975

**TELEPHONE:** (021) 783-2973  
(021) 783-2407

**FAX:** 086 566 6682

**E-MAIL:** Principal - komprim@iafrica.com  
Secretary - secretarykp@iafrica.com  
Bursar - bursarkp@iafrica.com

### **MEDIUM OF INSTRUCTION:**

Grade 1 to Grade 7: English Medium

### **SCHOOL HOURS** - Summer and Winter

Grade 1 and Grade 2 : 08:00 to 12:50 Monday to Thursday  
**(Grade 1's dismissed at 12:00 during the first week of school)**

Grade 3 to Grade 7 : 08:00 to 14:15 Monday to  
Thursday

Grade 1 to 7 : 08:00 to 13:00 Fridays only

### **BREAK TIMES**

Mondays to Thursdays

First Break : 10:30 to 10:50

Second Break : 12:50 to 13:05

There is no 2nd break on a Friday

## **SUBJECTS OFFERED**

All Primary School subjects as well as the following non-examination subjects:

Music (Piano, recorder, violin and guitar)

Library

Art

Computer Skills

Cami Maths

Extension and Enrichment Programme

## **EXTRA-MURAL ACTIVITIES AND FACILITIES**

1. Encourage your child to take part in at least one summer and one winter sport.
2. Should a pupil be unable to attend a practice, (or play in a match) the teacher concerned must be notified as soon as possible during the school day.
3. The following extra-mural activities are provided for at the school:

### **BOYS**

Athletics

Ball Skills

Chess

Cricket

Choir

Mini-Cricket

Mini-Soccer

Mini-Tennis

Music

Soccer

Aerobics

Aquarobics

Cricket

Junior Extra Art

Senior Extra Art

Swimming

### **GIRLS**

Athletics

Ball-Skills

Chess

Choir

Mini-Cricket

Mini-Soccer

Mini-Tennis

Music

Netball

Soccer

Aerobics

Aquarobics

Mini-netball

Swimming

Junior Extra Art

Senior Extra Art

If you require information about extra murals by private individuals please contact the secretary (drama, judo, gymnastics, dance, etc).

## **SCHOOL WEAR FOR SUMMER AND WINTER – GIRLS**

Maroon polar-fleece top, skirt (summer), and skirt with tights(winter) or black cargo pants(winter) golf shirt with school logo, black shoes and black ankle socks. Shoes are compulsory on school outings, choir performances and prize-giving.

## **SPORT AND PHYSICAL EDUCATION**

White shorts and white golf shirt- cricket

80% white sport shoes.

Netball – white shorts and sport top

Maroon peak cap or maroon broad brimmed cricket hat with school logo.

Soccer - Black shorts, sport top and soccer togs

**PLEASE MAKE SURE THAT ALL ARTICLES OF CLOTHING ARE  
CLEARLY MARKED  
IT IS COMPUSLORY FOR ALL CHILDREN TO WEAR A SCHOOL HAT  
DURING THE SUMMER MONTHS  
(1st and 4th terms)**

## **GENERAL**

1. Hair styles must be suitable for school girls. Hair may not hang over the eyes and when long enough, it should be tied back or plaited. Hair is not allowed to be high-lighted or coloured. Boys' hairstyles are to be cut above eyebrows, ears and off the collar. No exotic hairstyle that will attract attention will be allowed.
2. Only maroon, white or black hair ribbons, plain coloured hair bands and hair ties may be worn.
3. Nails must be kept short and clean and free of nail polish.
4. Conspicuous, fancy earrings are not allowed. Only plain gold or silver studs may be worn at the girl's own risk. (The risk of injuries to the ears during sport and physical education must be borne in mind.) Only 1 earring in each ear is allowed.
5. Wrist watches may be worn but bangles, bracelets and necklaces are not allowed. Medic alert discs are not classified as jewellery.
6. No cell phones or electronic devices are allowed at school.
7. No long sleeved vests are to be worn under golf shirts in summer.
8. Nothing to be worn on the head except the school cap or hat.
9. Black, white or maroon scarves are allowed.
10. No earrings are allowed for boys.

## **SCHOOL WEAR SUMMER AND WINTER – BOYS**

Maroon polar-fleece top, black board shorts, black cargo pants, golf shirt with school logo, black shoes and black ankle socks. Shoes are compulsory on school outings, choir performances and at Prize-giving.

## **SPORT AND PHYSICAL EDUCATION**

White shorts /black shorts and cricket/sport shirts. Sport shoes, Maroon peak cap or broad brimmed cricket hat with school Logo, Soccer Togs. (Sport shorts are available from Pep stores.)

**PLEASE MAKE SURE THAT ALL ARTICLES OF CLOTHING  
ARE CLEARLY MARKED**

**IT IS COMPULSORY FOR ALL LEARNERS TO WEAR A  
SCHOOL HAT DURING THE SUMMER MONTHS**  
(first and fourth terms)

## SCHOOL WEAR AND GENERAL APPEARANCE

1. The prescribed school wear is compulsory for all pupils.

The following items are obtainable from school:

swimwear

regulation peak caps and cricket hats

sport golf shirt with logo (general sport and cricket)

black board shorts for boys

black cargo pants for boys or girls (winter)

maroon polar-fleece top

stone golf shirt with school logo

2. Unless otherwise clearly announced, only the prescribed school wear and shoes are to be worn at all school functions, outings or public appearances, where the school is officially represented.
3. All pupils must have an apron or overalls to protect their uniforms during art or handwork classes.
4. It is compulsory to have every item marked with the child's surname. Although the school cannot be held responsible for a pupil's carelessness, we will do our best to find lost articles and return them. Unmarked articles not claimed after 2 weeks, will be transferred to the CLOTHING EXCHANGE and sold. Labels are available from AP Jones, **We strongly recommend this.**
5. Pupils are expected to arrive at school dressed neatly and correctly.
6. Personal hygiene and neatness are of the utmost importance.



## **SCHOOL BOOKS**

1. Children will receive instructions from their teachers pertaining to the covering of books and textbooks.
2. Pupils will be supplied with a detailed list of stationery requirements.
3. Parents are asked not to attempt to repair library books which may be damaged. This will be done by the librarian.
4. All library books must be handed in at the end of each term and when a pupil leaves the school.
5. From time to time parents will be asked to pay for workbooks which are considered indispensable by the teachers.
6. Text books will be provided for all pupils from Grade 4 to 7. Parents will have to pay for books lost by pupils.

## **HOMEWORK**

Although the amount of homework given at Primary School level is not much, it is expected that children do what is given (including non-written work). Parents could give valued assistance by seeing that this work is done.

The Homework Policy is available on our website.

## **PLANNING AND ASSESSMENT PROGRAMME**

In the second week of each term, parents will receive an electronic and hard copy of the Planning and Assessment Programme. All formal assessments and the dates will be indicated on this programme.

## **REPORTS**

### **1. Grade 1 - Grade 3**

These are issued quarterly. Please return the reports to school for safekeeping after perusal and signature. At the end of the year the report may be retained.

### **2. Grade 4 - Grade 7**

Quarterly reports are sent. Reports must be signed by parents and returned to school in the first week of the following term.

## **ABSENCE FROM SCHOOL**

1. Pupils may be absent from school only when ill or for a valid reason.
2. On the child's return to school he/she must bring a letter from home explaining his/her absence. All correspondence must be addressed to the Principal.
3. Please notify the school as soon as possible if your child is seriously ill or admitted to hospital.
4. Parents are requested to try to make dental and doctor's appointments for after school hours.
5. If a child is absent for an assessment, as indicated on the termly Planning and Assessment Programme, a doctors certificate will be required.

## **EXCURSIONS**

Pupils are expected to attend all school outings which may be arranged. If for some reason or another your child cannot go please inform us as soon as possible.

Shoes are to be worn on all excursions.

## **SCHOOL APPOINTMENTS**

1. Parents visiting the school must please report to the secretary's office first.
2. If a parent should wish to discuss a matter with a teacher, they should telephone the school in order to make an appointment for a suitable time. Telephone: 021 783-2973 and 021 783-2407 and fax 086 566 6682. Parents can also reach teachers by email.
3. Parents are requested not to disturb teachers while they are teaching or go to a classroom to converse with a teacher without having made an appointment. We would prefer that these appointments be arranged for after school. \* Thursday afternoons are set aside for teachers to request meetings, with parents, or parents to see teachers
4. Parents who wish to see the Principal, but are unable to do so during the day, are welcome to telephone the school for an evening appointment.

## **TRANSFER FORMS**

Please inform the school as soon as possible when a pupil is to be transferred to another school, in order to give the secretary the time necessary to prepare transfer forms etc, before his/her departure.

## **TUCKSHOP**

The tuckshop operates during first break and second break every day of the week.

## **SCHOOL FEES**

1. School fees are compulsory and you will receive a letter after the AGM at the end of November setting the school fees for the following year.
2. Parents are strongly encouraged to pay their fees by debit order.
3. If for any reason you are unable to make use of our debit order system, please advise the school immediately in order that an acceptable alternative method of payment can be arranged.
4. Although we endeavour to keep the fees as low as possible, the fee structure is reviewed regularly and from time to time adjustments, as determined by the Governing Body, may have to be made.
5. Any money which is sent to the school should be sent in a sealed envelope on which is written the name and grade of the pupil as well as the purpose for which the money is intended, e.g. school fees, excursions, etc.
6. Development Fund: The school welcomes voluntary contributions to our development fund.

## **OUR CODE OF CONDUCT AS PUPILS OF KOMMETJIE PRIMARY SCHOOL**

We expect each pupil to:

- be courteous to each other, to our teachers and to any visitors to our school.
- make sure that all movement inside the school takes place in an orderly fashion.
- line up promptly and orderly at the appointed place when the bell rings after breaks and when school starts in the mornings.
- refrain from littering inside the classroom and in the school grounds.
- stay on the school grounds during the school day and only leave the school grounds with the principal's permission.
- be dressed in the correct uniform at all times.
- refrain from damaging school property or the property of others as this will be viewed in a serious light.
- report any person who scratches names on walls, desks etc.
- be honest in everything we do or say.
- be punctual for any activity or appointment.
- leave our bicycles in the bicycle stands and not to ride them inside the school grounds.
- behave in such a way that the school and community see us as good ambassadors for the school.

## **INFECTIOUS DISEASES AGAINST WHICH PUPILS SHOULD HAVE BEEN IMMUNISED ON ADMISSION TO SCHOOL**

Parents are requested to supply written proof, with the dates of administration of the different doses, of immunisation against the following infectious diseases when enrolling their children for the first time:

1. Poliomyelitis : compulsory for all children (no exemption given)
2. Tuberculosis : compulsory for all children born after 27 September 1973 (written application for exemption necessary)
3. Diphtheria, Whooping Cough and Tetanus
4. Measles, Mumps and Rubella.
5. Hepatitis B (advisable)

### **GENERAL**

Parent Meetings will be held on a regular basis.

The Fundraising Committee: Parents are urged to join the Fundraising Committee which organises fundraising activities, catering for school functions, etc.

The school has a recycling programme for paper, tins and glass. Please support the school in this venture which benefits both the school and the environment. We are a “Green Flag” school and put great emphasis on recycling and environmental issues.