

The school with a view to the future



CAMPS BAY  
PRIMARY SCHOOL

Dunkeld Road, Camps Bay, 8005 • PO Box 32477, Camps Bay, 8040  
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**ENROL NOW FOR 2012!**



*Artwork by Swire Appleby*

Individuals \* Designers \* Inventors \* Entrepreneurs  
Scientists \* Musicians \* Cyber Explorers \* Athletes \* Winners

# ABOUT OUR SCHOOL



Mission



History



Song



Contact Details & Times

## MISSION STATEMENT

We, the staff of the Camps Bay Primary School, wish to work together to create an environment of co-operation, tolerance, support and empathy amongst pupils, parents and staff.

It is our intention to provide an education which will cater for academic, social, emotional, cultural and physical development of all our pupils. We will endeavour to attain this through an integrated curriculum covering a broad spectrum of skills, concepts, attitudes and values, enabling them to cope with life.

In so doing, we aim to adapt to the needs of the changing community we serve.

Furthermore:

We believe that the emotional, physical, spiritual, intellectual and creative abilities of each child must be stimulated and nurtured as no one area can develop fully in isolation from the others.

Our school enjoys a reputation of being caring and progressive, where we:

- ☺ Encourage valuing one another
- ☺ Endeavour to develop a sense of inquiry and honesty
- ☺ Seek excellence
- ☺ Provide facilities and resources conducive to sound education

## OUR HISTORY

The original Camps Bay School was opened on Monday, 28 May 1906 with Mrs Edith M. Adcock as principal and teacher. There were 7 pupils, 4 boys and 3 girls present on the first day (one boy in Std 4, one boy and one girl in Sub B, and two boys and two girls in Sub A).

By 1912, there were 42 children enrolled and a new school building was erected. Miss Joplin was the principal. This charming stone building is at present the Camps Bay Preparatory School.

In 1955, they moved to a new school – the present Camps Bay Primary building – with Mr Botha as principal. The school now had nearly 300 pupils in the primary classes alone and this is when the High School split away and occupied the old stone school building.

In the 1970's, Camps Bay Primary had over 500 pupils and when the High School pupils left for their new school building above Clifton, the old stone school became the Camps Bay Preparatory School. Several new facilities were added to the existing Primary School building: a heated, enclosed swimming pool, 5-a-side soccer court, computer laboratory, a library and a sports field on the Symmonds Field.

In 2009, Mr Stuart Collier was appointed principal of the school. He has taught at Camps Bay High school since 2001.

## SCHOOL SONG

Song of the wind in the pine trees,  
high on the mountain crest.  
Song of the waves of the western sea,  
where the sun sinks down to rest.

Chorus:

*Raise your voices and sing our song, day by day.  
Hear their sound of it loud and long, down our way.  
Sounding o'er the sea and its cries;  
sounding as the mountain replies.  
Praise the school to which we belong  
at Camps Bay.*

Song we shall always remember,  
far away though we roam.  
Thoughts will return from where we may be,  
to the school beside the foam.

Chorus:

## CONTACT DETAILS & TIMES

### CONTACT DETAILS:

Postal Address	-	PO Box 32477, Camps Bay, 8040
Physical Address	-	Dunkeld Road, Camps Bay, 8005
Office	-	+27 21 438 1503
Fax	-	+27 21 438 5651
General Email	-	office@campsbayprimary.co.za
Admissions	-	pa@campsbayprimary.co.za
Web	-	<a href="http://www.campsbayprimary.co.za">http://www.campsbayprimary.co.za</a>

### OFFICE HOURS:

Monday to Thursday  
07:30 – 15:30

Friday  
07:30 – 15:00

### BURSAR HOURS:

Monday to Friday  
07:30 – 14:00

### SCHOOL TIMES:

All pupils are required to be on campus by 07:50 each day.

Monday to Thursday  
07:50 – 14:20

Fridays  
07:50 – 13:00

Punctuality is a valuable skill that we aim to instil in our children from their first day at our school. Parents and teachers play a vital role in this by ensuring that they are always punctual. A class register is taken immediately and this is sent to the office. Thereafter, any late-comers have to report to the office before proceeding to their class.

### BREAK TIMES:

Monday – Thursday  
Grades 3 – 4      09:30 – 10:00  
Grades 5 – 7      10:00 – 10:30  
All Grades        12:30 – 12:55

Friday  
Grades 3 – 4      10:00 – 10:30  
Grades 5 – 7      10:30 – 11:00

### ASSEMBLY:

Assembly takes place on Fridays from 08:10 – 08:45. All parents and friends of the school are welcome to attend.

### AFTERCARE:

Monday to Thursday  
14:20 – 17:30

Friday  
13:00 – 17:30

# STAFF & GENERAL MATTERS



Communication



Parental Involvement



Health

## MEET THE TEAM

Principal:	Mr Stuart Collier
Deputy Principal:	Mrs Liesel Visagie
Grade Three:	Mrs Tina Swart (Head of Foundation Phase) Miss Joanne Goetz Mrs Ruth Pearson
Grade Four:	Miss Elizabeth Jensen (Head) Mrs Hayley Africa Miss Julia Baker
Grade Five:	Mrs Gina de Wit (Head) Mr Daniel Von Ess
Grade Six:	Mr Neil Rykklieff (Head) Mrs Tertia Weldon
Grade Seven:	Mrs Beth Hamber (Head) Mr Luke Rycroft
Music:	Miss Caroline Attwell (Head) Miss Jessica Grassow
Remedial:	Mrs Desiree Payne
IT:	Mrs Deborah Fairhurst
Library:	Mrs Susann Olivier
Xhosa:	Miss Feziwe Selepe
PE & Sports Administrator:	Mr Michael Hagglund
Admissions Secretary:	Mrs Pat Readman
Secretary:	Mrs Raine Balderson
Bursar:	Mrs Belinda Caldis
Marketing Co-ordinator:	Mrs Vivienne Ashcroft
Maintenance:	Mr Jason Abrahams (Foreman) Mrs Linda Anders Mrs Sharon Basson Mr Happymore Madzatunya Mr Innocent Dhungwizha Mr Shepherd Manyere
Aftercare:	Mrs Elaine Allen
Swimming coach:	Mrs Wendy Way

## **COMMUNICATION**

### **NEWSLETTERS:**

Weekly newsletters are circulated each Thursday. These contain important information for parents. From time to time, they have reply slips which parents are asked to complete, sign and return.

Extra-mural timetables are usually circulated together with the last newsletter each term. Parents are encouraged to find a place where they are pinned up for easy, regular reference.

### **HOMEWORK BOOKS/SCHOOL DIARIES:**

The homework book is sent home each day for the parents to check and sign as soon as they are satisfied the homework has been completed to their satisfaction.

Parents are also encouraged to use the homework book or diary as a means to communicate with the class teacher.

### **APPOINTMENTS:**

Parents are afforded regular opportunities to meet with the teachers at Parent-Teacher Meetings. Should parents wish to meet with either the Principal or any of the teachers; they are required to make an appointment through the homework book or by contacting the school Secretary.

### **ABSENCE:**

In the event of any absence from school, immediately upon the return to school, a letter explaining the absence as well as duration is to be presented to the class teacher. Please note that absences of longer than 2 days require a doctor's certificate. Family holidays / trips must be restricted to the official school holidays only. The nature of our school programme is based on learning experiences, which cannot simply be "caught up". Children thrive in a climate of routine, both at home and school. Any absence is disruptive and unsettling for a child.

## **PARENT INVOLVEMENT**

### **GOVERNING BODY:**

Our Board of Governors consists of five elected parents, 2 elected teachers, 1 support staff member and the Principal. They are the school's "head", being responsible for all planning, finance, maintenance and staff appointments of the school. Elections take place every three years. Parents are encouraged to exercise their democratic right and attend and vote at the elections.

### **PTA:**

Our Parent Teacher Association is the "hands" of our school, made up of any parents who are willing to get involved in various fundraising activities at our school. Some are involved more actively than others, as commitments allow. Our parents experience this as a great way to get to meet and know other parents and staff, while working together in the interests of our children!

## **HEALTH**

It is your duty to inform the Principal immediately if your child has contracted an infectious disease. Please ensure that your child does not attend school during the prescribed period to prevent the disease from being spread.

It is the responsibility of the parents to see that their children receive the required injections and immunisations. The Health Department no longer does this at schools.

### **NITS & LICE:**

Sometimes, even in the most meticulous of families, an outbreak of nits and lice can occur. Should this happen, parents are required to keep their child out of school until such time as the condition has been successfully treated, as per your doctor or chemist's guidance. Kindly also inform the school.

# EXTRA-MURAL ACTIVITIES

A variety of extra-mural activities are on offer at Camps Bay Primary School, in an effort to cater for the interests and needs of all pupils. The activities are of a sporting, cultural and academic nature. Most are offered to different age groups. Some activities are seasonal, e.g. cricket and netball. Most are included in the school fees, although a few require an additional fee. This is when a professional coach, an expert in his / her field, is brought in by the school, e.g. ballet. In such cases, the fee is paid directly to the guest teacher.

Each term, a full extra-mural programme is sent home. Parents are requested to sit down with their child to decide on the activities in which their child would like to participate. Each child is required to participate in at least one sport per quarter, and remain committed to any given activity for the duration of the term.

## SUMMER SPORTS:

### **SWIMMING**

Swimming is Camps Bay's "Flagship". Camps Bay Primary School has one of the only heated, indoor swimming pools in the province and boasts many provincial swimmers, as well as an Olympic Swimmer. We are very serious about swimming and train vigorously, holding at least three training sessions per week. Swimmers receive expert training from coach Wendy Way, as well as suitably qualified teachers.



### **CRICKET**

Camps Bay Primary is able to cater for three cricket age groups, u/9, u/11 and u/13. Practices take place in the afternoon and matches are played each week. Teachers and professional coaches coach the children. Camps Bay Primary School also has two sets of cricket nets to develop and improve on bowling and batting skills.

### **ATHLETICS**

The Inter-house Athletics Day is a major event at Camps Bay Primary School. Spirit runs high and athletes compete to the best of their ability. Each of the three houses supports their teams in their endeavours to win the coveted trophy.



The Inter-schools Athletics Day is also a major event on the sporting calendar in which our athletes compete against neighbouring schools.

### **TENNIS**



Camps Bay Primary School has three tennis courts and boasts what is arguably the most sought after location in the world for tennis courts. Tennis is a sport which improves and develops the child's eye-hand co-ordination dramatically. Weekly league matches are played at various venues around the Peninsula.



### **VOLLEYBALL**

Recently introduced, this very energetic sport is catching on fast, with practice sessions on Wednesday mornings between 07:00 to 07:40, during Terms 1 and 4 for Grade 6 and 7 pupils only.

## WINTER SPORTS:

### **SOCCER**

We have three soccer teams, u/9, u/10, u/13. Practices take place in the afternoon and matches are played each week. Teachers and professional coaches coach the children. Camps Bay Primary School boasts amongst its numbers, many boys who have been selected to represent their province in this discipline.

Recently introduced, we are proud of our senior girls' soccer team.

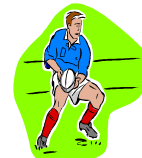


### **NETBALL**

Camps Bay Primary School has five teams from u/9 to u/13, three of whom play weekly matches. The other two teams cater for those girls who are interested in playing less competitive netball. In netball Camps Bay can again boast a number of girls who have been invited to attend provincial trials.

### **RUGBY**

Rugby is offered to Grade 6 and 7 boys only. Coaching and practices take place on the high school rugby field. This is an important sport to prepare children who would like to play rugby in high school.



### **GIRLS HOCKEY**

Hockey is offered to Grade 6 and 7 girls only. Coaching and practices take place with the girls under 14 squad on the high school hockey field. This is important as it prepares those girls who would like to play hockey in high school.

## OTHER SCHOOL ACTIVITIES:

### **CAMI MATHS/MATHLETICS**

Cami Maths/Mathletics is also offered on Wednesday afternoons in the IT lab under the guidance of Mrs Juliette Canales.

### **JUNIOR ART CLUB**

Junior Art Club is a favourite amongst our grade 3 & 4 pupils. Here, the children are introduced to various art styles and media. As places are limited, it's always best to sign up early so as to avoid disappointment.



### **SENIOR ART CLUB**

This club caters for all the budding artists in grades 5 - 7. The focus here is on various art styles and crafts and uses various media. Projects include dressing the set for the annual musical production. Places are limited, so timeous booking is essential.



### **COMPUTER CLUB**

The IT Centre is co-ordinated by our very own IT specialist, Mrs Debbie Fairhurst. Here the children learn the art of animation and web design, as well as a java script programming and a host of other fascinating activities.

### **CHOIR**

One of the very popular activities available at Camps Bay Primary School, members are chosen through the process of audition, and is offered by Miss Caroline Attwell, accompanied by Miss Grassow.



### **ORCHESTRA**

Camps Bay Primary School has one of only two harpsichords owned by schools in the Western Cape. This fascinating instrument, together with a variety of other "Orff" instruments is taught at the weekly orchestra practices. The orchestra provides the accompaniment for the annual musical amongst their many other functions. Primarily consisting of grade 6 music pupils, anybody so inclined is welcome and is carefully trained under the baton of Miss Deborah Ferreira.

### **CHESS**

Chess is offered on a Wednesday afternoon under the guidance of Miss Grassow.

## **EXTRA-MURAL SERVICE PROVIDERS:**

### **STEELBAND**

Camps Bay Primary School's Steelband, under the guidance of the "Steelband Project's", David Wickham, meets weekly and regularly performs at the V&A Waterfront as well as on the Camps Bay beachfront. This group of superb musicians has been invited to perform at the opening of shopping malls and the likes.



### **DRAMA**

One of the newest additions to our extra-mural timetable, these exciting classes take place each week, in two age groups, grades 3 & 4 forming one group and then grade 5 – 7 the other.

### **JUDO**

Offered by guest teacher, Frank Steyn, Judo has become an increasingly popular sport at Camps Bay Primary School, taking place on Tuesday afternoons.



### **BALLET**

Guest teacher, June Gruneberg offers tuition in ballet, as well as in classical Greek. Students in her studio are entered into the Royal Schools Academy of Dancing annually and have achieved excellent results.

### **MODERN DANCE**

Guest teacher, Diane Knight offers both girls and boys a taste of "show biz" in her classes of hip-hop and modern dance.



### **KUMON MATHS & ENGLISH**

Camps Bay Primary School has, for the last 14 years been an official Kumon Centre. Here, guest teacher, Jeremy Nel ensures that those children, who have missed out on vital foundation work in Mathematics and in English, receive the practice and assistance required for getting them to the correct level of competence. Also for those who wish to accelerate their learning in these areas, classes are conducted on Monday and Wednesday afternoons between 14:20 and 17:15.

# UNIFORM MATTERS

☺ Daily uniform

☺ Sport uniform

☺ Uniform shop

☺ Hair

☺ Appearance

☺ Jewellery



## HAIR POLICY

### **Boys**

- ☺ Hair should be clean, neatly trimmed, off the ears, off the collar and not hanging in the eyes.
- ☺ Colouring, shaving and gel are prohibited.
- ☺ No fashion statements.
- ☺ It is at the Principal's discretion as to what is deemed acceptable.

### **Girls**

- ☺ Hair should be clean and neatly styled. Hair that touches the collar should be tied up with bottle-green, white or tortoise shell coloured hair accessories.
- ☺ Hair that hangs in eyes must be tied back with bottle-green, white or tortoise shell coloured clips or Alice-band.
- ☺ Colouring, shaving and gel are prohibited.
- ☺ No fashion statements.
- ☺ It is at the Principal's discretion as to what is deemed acceptable.

## JEWELLERY POLICY

### **Boys**

- ☺ No earrings, body studs, bracelets, necklaces (other than medic-alert), ankle bracelets or tattoos may be worn.

### **Girls**

- ☺ One single, non-decorative gold or silver stud or sleeper per ear lobe.
- ☺ No body studs, bracelets, necklaces (other than medic-alert), ankle bracelets or tattoos may be worn.

## GENERAL APPEARANCE

- ☺ Parents are expected to ensure that their child is correctly dressed at all times.
- ☺ Parents are encouraged to impress upon their child that whilst he / she is in school uniform, each and every child is an ambassador for our school.
- ☺ Tracksuit collars are to be worn flat at all times.

## GENERAL

- ☺ All items of clothing should be clearly marked with the pupil's initials and full surname in indelible ink.
- ☺ Satchels and suitcases are used amongst other things to protect books and pupils should use a case made of stiff fibre. Bags without internal protectors are not acceptable.

# CODE OF CONDUCT FOR LEARNERS

## **Guiding principles**

Every learner must act with respect towards and concern for:

- the bodies, feelings, property, and right to education, of other learners;
- the bodies, feelings, property, duty to educate, and authority, of the principal, deputy principal, teachers and support staff;
- the property, good name, and traditions, of the school.

Every learner must avoid doing anything that might harm his or her own body or education.

Every learner should strive always to be polite, friendly, conscientious, honest, peace-loving, and loyal.

To give effect to these guiding principles, the school has adopted rules setting out conduct that is prohibited (things that no learner may do), conduct that is required (things that every learner must do) and conduct that is desired (things that every learner should strive to do). To get learners to follow these rules the school has adopted measures to encourage and reward good conduct, and measures to correct and discourage misconduct. Primary responsibility for the implementation of these measures lies with the learner's class teacher, the deputy-principal and the principal. However, teachers may be assisted by learner-leaders.

## **Rules**

No learner may:

- bully or deliberately hurt another;
- steal or deliberately destroy or damage another's property;
- spit at or verbally abuse another (such as by racially insulting or swearing at him or her);
- be absent from school without permission;
- be outside the school grounds during school hours without permission;
- be in the school building before school or during breaks without permission;
- be in the school passages unless he or she needs the toilet or is helping a teacher, or it is raining;
- be in the school's reception area and foyer, unless with a teacher or with his or her parents;
- be in an area within the school grounds that is out of bounds without permission (for example, in the girls' toilets if one is a boy, or in the hall);
- be outside his or her class room during class time without permission (permission is indicated by the wearing of the appropriate badge);
- chew bubble gum on the school grounds;
- eat or drink in class without permission;
- talk in class when not permitted to do so, in assembly, or in lines after the second bell;
- miss a sports practice, sports match, or any event at which he or she is representing the school, without permission;
- cheat in a test or examination;
- bring a dangerous object to school;
- ride a bicycle on the school grounds (that includes the sports field); a learner who cycles to school must thus push his or her bicycle into and out of the school grounds;
- bring a skateboard, a scooter, or rollerblades to school;
- litter on the school grounds;
- challenge the principal's, the deputy principal's or a teacher's authority.

Every learner must:

- be on time (learners are expected to be on campus by 07:50);
- be in line by the second bell;
  
- wear the correct, full school uniform;
- wear the correct, full sports uniform during practices and matches;
  
- copy his or her homework off the board into his or her homework book;
- complete his or her homework;
- ensure that his or her homework is, and tests are, signed;
  
- when in a passage, walk (not run) quietly and, if with others, in line on the left-hand side;
- leave the toilets clean after use (a learner must therefore flush after use and pick up toilet paper dropped on the floor);
- avoid eating in, or taking stationery into, the toilets;
  
- keep to his or her playing area;
- when playing a ball game, do so with a soft ball and away from windows;
  
- hand in valuable objects for safe keeping;
  
- respect, listen to, and obey the instructions of, the learner-leaders.

Every learner should strive always to:

- avoid using bad language;
- speak and listen politely to others;
- greet teachers, parents and visitors;
- be helpful to new learners and visitors;
  
- deal with problems by talking about them;
  
- tell the truth;
  
- pay attention in class;
- hand work in on time;
  
- look after his or her possessions (such as by marking all stationary and clothing);
- look after the school's property;
- keep the school tidy;
  
- play fairly;
  
- act as a loyal ambassador for the school;
- support the school's sports teams and players.

### **Measures to reward and encourage good conduct**

For good conduct, a learner:

- will receive encouraging verbal and written comments;
- may be given a sticker, star, or stamp in his or her work book;
- may have work sent to the principal for a principal's award sticker;
- may be issued a merit award;
- will, after receiving 10 merits, be presented with a merit certificate handed out at the weekly assembly; in addition, the learner's name will appear in the weekly newsletter.

If a learner has excelled, his or her parents may receive a telephone call, known as a 'Sunshine Call', from the principal.

## Measures to correct and discourage misconduct

In order to correct less serious misconduct, a learner may be:

- given time out;
- required to write out lines or given additional work;
- issued a demerit.

In order to correct serious misconduct, or persistent less serious misconduct, a learner may be:

- placed in detention;
- put on report;
- removed from class;
- required to do school service;
- suspended.

A learner who is issued a *demerit* is given a demerit slip which must be signed by his or her parent(s) and returned the next day. Learners who receive a demerit, are required to write out commonly misspelt words and do tables and bonds exercises as a learning reinforcement.

A learner who is placed *in detention* is required to remain in a designated class room for a period of one hour, and will be given 'writing out' or extra work to complete after school. The fact that a learner has been placed in detention will be recorded in the school's detention register and in the learner's personal file.

A learner who is put *on report* is issued with an 'On Report Card'. Usually for a period of two weeks, the learner must get the On Report Card signed every morning by the deputy principal, every afternoon by his or her teacher, and every evening by his or her parent(s). The learner's teacher will make notes about the learners' behaviour and work on the On Report Card. The deputy principal and the learner's teacher will check that the learner has obtained the necessary signatures.

A learner who is *removed from class* may not attend his or her class as deemed appropriate by the Principal or Deputy Principal. The learner is required to spend his or her school day at a desk either outside the principal's office or in another class. The learner must report to the deputy principal every morning. Work will be set for the learner, and will be monitored, by his or her teacher. The learner will spend his or her breaks away from other learners.

A learner who is required to do *school service* may be given a duty to perform within the school grounds and in line with the nature of the misconduct: for example sand-papering of desks, removing graffiti from walls, picking up litter, weeding the garden, or sweeping.

A learner who is *suspended* is prohibited from attending the school for a maximum period of one week (5 days).

A learner will *automatically* be:

- placed in detention if he or she has received three demerits in one term;
- put on report if he or she has been placed in detention twice in one term;
- removed from class if he or she has failed to obtain the necessary signatures on his or her On Report Card while on report.

However, the correctional measures, both for serious and less serious misconduct, are not necessarily consecutive. A learner may be given a demerit for less serious misconduct even though he or she has not previously been given time out, or made to write out lines, for that misconduct. Likewise, a learner may be required to do school service for serious misconduct even though he or she has not previously been placed in detention, put on report, or removed from class, for that misconduct.

## Expulsion

In certain cases of serious misconduct, a learner may be expelled.

A learner who is *expelled* is prohibited from attending the school.

## **Procedures**

### *Time out, writing out lines, demerits:*

A learner may be given time out, made to write out lines, or issued a demerit by any teacher, the deputy principal, or the principal.

### *Detention:*

A learner may be placed in detention by any teacher acting in consultation with the deputy principal or principal, by the deputy principal, or by the principal.

A learner who is to be placed in detention must be given a detention form. The detention form must state the reason for the detention. It must be signed by the learner's teacher, the deputy principal or the principal. It must be placed in the learner's homework book for the parent to sign.

A learner who is to be placed in detention will be reminded thereof at the end of the school day.

The only person who may excuse a learner from detention is the principal or the deputy principal.

### *On report:*

A learner may be placed on report by the principal or the deputy principal.

Before a learner is placed on report, the deputy principal should attempt to contact the learner's parent(s) in order to explain why the learner is being put on report.

### *Removal from class and school service:*

A learner may be removed from class or required to do school service by the principal or the deputy principal.

### *Suspension:*

A learner may be suspended only by the governing body of the school.

The governing body may suspend a learner only as a correctional measure, and only if:

- the learner has within the preceding twelve months been required to do school service;
- the learner has again committed, or has continued to commit, the misconduct for which the school service was required, or has committed other misconduct of a comparably serious nature.

The governing body may suspend a learner only after it has conducted a disciplinary enquiry.

At least five working days prior to a disciplinary hearing being conducted by the governing body, the learner concerned and his or her parent(s) must be notified thereof in writing. The notice must state the date of the hearing, and list the reason(s) for it, in particular the misconduct that the learner is alleged to have committed. In addition, the notice must inform the learner and his or her parent(s) of their right to make representations at the hearing as to why the learner should not be suspended.

A decision of the governing body to suspend a learner must be conveyed without delay to the learner's parents.

### *Expulsion:*

A learner may be expelled by the Head of the Western Cape Education Department acting on the recommendation of the governing body.

The governing body may recommend the expulsion of a learner only if:

- the learner has within the preceding twelve months been required to do school service;
- the learner has continued to commit the misconduct for which the school service was required, or other misconduct of a comparably serious nature;
- the school does not have the human resources to manage the problem any longer.

The governing body may recommend the expulsion of a learner only after it has conducted a disciplinary hearing.

At least five working days prior to a disciplinary hearing being conducted by the governing body, the learner concerned and his or her parent(s) must be notified thereof in writing. The notice must state the date of the hearing, and list the reason(s) for it, in particular the misconduct that the learner is alleged to have committed. In addition, the notice must inform the learner and his or her parent(s) of their right to make representations at the hearing as to why the learner should not be suspended.

A decision of the governing body to recommend the expulsion of a learner must be conveyed without delay to the learner's parents.

A learner whose expulsion has been recommended by the governing body will be suspended, pending the decision by the Head of the Western Cape Education Department.

After receiving a recommendation from the governing body that a learner be expelled, the Head of the Western Cape Education Department will make a decision within fourteen days, and will notify the parents and the governing body of his or her decision as soon as possible thereafter.

The parent(s) of a learner who is expelled by the Head of the Western Cape Education Department may appeal to the Provincial Minister of Education.

# **SPORTS POLICY**

## **Preamble:**

Sport at Camps Bay Primary shall be played in a spirit of fun and enjoyment. The emphasis of sport shall be to promote the good health and fitness of our boys and girls and to impart a sense of sportsmanship and camaraderie among peers.

## **PARTICIPATION**

- Participation in one of the school's sporting extra-mural programme codes is compulsory.
- Every child must participate in at least ONE school sport per quarter.
- Attendance at sports practice is compulsory and can only be excused by a written note from the parent, prior to the practice session.
- Failure to attend a practice will result in a detention.
- Good attendance is ONE of the criteria for team selection.
- Practices for field & court games take place between 14:40 -15:40.

## **DRESS CODE**

- Correct Camps Bay physical education togs are to be worn at all practices & matches.
- Failure to bring correct togs will result in a demerit.
- Teachers must be dressed appropriately for coaching.

## **INTER-SCHOOLS COMPETITIONS / MATCHES**

- Selection is based on: MERIT & COMPETENCE, ATTENDANCE, CONDUCT.
- As far as possible an A & B side will be entered into the league in order to provide maximum participation.
- A letter will notify pupils if they have been selected to play in the match, as well as, insofar as is possible, the position for which they have been selected.
- Lifts will be organized through a parent roster system.
- A lifting roster, fixtures & maps to venues should be handed out at the beginning of the term where possible.

## **CANCELLATION OF SPORTS PRACTICE / MATCH**

- This will only happen in the event of extreme weather. (Torrential rain, severe heat or extreme wind).
- If cancelled, the pupils receive a theory lesson in the classroom, may watch a sports video in the theatre or use the hall if it is available.
- In the event of cancellation, parents are notified by the school's sms system.
- Only the Sports Head & the Principal may make the decision to cancel any practices.

## **TEACHER RESPONSIBILITIES**

- Organise kit & coaches for respective codes at the beginning of the season or the end of the term prior to the new season.
- Take a sports inventory at the beginning & end of the season. Report losses or needs to Sports Head.
- Show coaches where to meet teams.
- Keep attendance registers.
- Accompany teams to and from practices and to matches (not necessarily home)
- Monitor behaviour, discipline appropriately.
- Provide copies of fixtures, maps & lifting roster in conjunction with a parent-sports rep at the beginning of the season.
- Send notices out to selected team members for matches.
- Prime TWO team members to provide verbal reports on Match results in assembly.
- Send results to Principal to be included in Newsletter.
- Make sure drinks are ready for home matches.
- Teachers are encouraged to attend courses or read up on their respective code if they do not feel equipped to coach effectively.
- Teachers-in-charge are to ensure that they have with them at any practice and / or match a basic First Aid Kit.
- Teachers are required to complete an Incident report should any injury / incident occur at either a practice session or match.

## **CODE OF CONDUCT**

- Pupils may NEVER argue with the umpire / referee's decision.
- Do not allow back chatting, criticism or un-sportsmanship like comments or behaviour on or off the field, during a match or practice or even when observing a game. This will constitute an IMMEDIATE detention and will result in their forfeiting their place in the team for the next match.
- Encourage the team to thank the ref/coach/umpire after a session/match.
- Encourage the team to thank their opponents appropriately after a match.
- Encourage care of equipment / facilities.

# AGREEMENTS & GUIDELINES

## Passages

- ☺ Walk on the left-hand side of the passage
- ☺ Walk quietly one behind the other
- ☺ Stay out of the passages unless it's raining, you need the toilet or you are helping a teacher

## Reception Area and Foyer

- ☺ The reception area and foyer are for guests
- ☺ Only walk in these areas if you are with a teacher or with your parents

## Toilets

- ☺ Leave the toilet clean after you use them
- ☺ Flush after use
- ☺ Boys, aim straight
- ☺ Pick up extra toilet paper you drop on the floor
- ☺ No eating in the toilets
- ☺ No stationery may be taken in to the toilets

## Playgrounds

- ☺ Playing and having fun is part of being a child, BUT ...
- ☺ Keep to your playing area
- ☺ Play soft ball games, and do so away from windows
- ☺ Never play games that hurt feelings or flesh

## Learner-Leaders

- ☺ They are leaders, not policemen
- ☺ They are teacher helpers
- ☺ RESPECT your Learner-Leaders
- ☺ LISTEN to their guidance
- ☺ OBEY their instructions
- ☺ Remember, one day you may also be a Learner-Leader

## Punctuality

- ☺ Always be on time. All children must be on the school campus by the first bell at 07:50.
- ☺ School starts at 07:55 sharp. If you are late for any reason, you will receive a late slip

## Wheels

- ☺ No bicycles may be ridden on the school grounds. This includes the sports field.
- ☺ Push your bicycle into and out of the school grounds.
- ☺ No skateboards
- ☺ No scooters
- ☺ No rollerblades

# PROMISES

I promise to always strive to be.....

## Friendly

- ☺ being helpful to new pupils and all visitors
- ☺ greeting visitors, parents and teachers
- ☺ and respect other's rights
- ☺ caring for others
- ☺ playing fairly and not hurting anyone

## Polite

- ☺ respectful and polite to adults, teachers and other pupils
- ☺ listening when someone talks to me
- ☺ avoid using bad language

## Self-controlled

- ☺ telling the truth at all times
- ☺ walking quietly down the corridors on the left-hand side in single file

## Conscientious

- ☺ paying attention in class
- ☺ doing my homework
- ☺ making my school a place of learning and fun
- ☺ making an effort in everything I do
- ☺ handing in all work on time
- ☺ giving only of my very best to the school

## Wise

- ☺ leaving all dangerous objects at home
- ☺ handing in valuable items for safe keeping
- ☺ looking after my own possessions by marking all stationery and clothing
- ☺ looking after the school's property

## A positive advert

- ☺ being supportive of sport players
- ☺ being loyal to the school
- ☺ acting as an ambassador for my school

## Peace loving

- ☺ avoiding violence and violent people
- ☺ talking about my difficulties
- ☺ working at solving problems without force

## Proud

- ☺ of myself, my clothes, my hair
- ☺ of my uniform and school
- ☺ keeping my school tidy



# CAMPS BAY PRIMARY SCHOOL

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