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WELCOME

Welcome to **Hatfield Christian School**. We are incredibly privileged to journey with you as you seek to raise and establish your children as excellent citizens of the world and the Kingdom. This is not a rule book. Rather, because it helps to walk and talk, we've put together a conversation – your questions, our answers – so that you'll feel happy and well equipped for the journey ahead. You're free at any time to take this conversation off these pages and into our offices and inboxes, onto our playgrounds and sports fields, because we're real, approachable people committed to this real, welcoming community.



WHO'S WHO AND WHAT STANDS FOR WHAT?

WHAT IS THE SCHOOL COUNCIL?

It's the legal governing body of the school and makes decisions on policy matters affecting the school. The School Council is made up of School Principals, Academic Director, Chairperson of the Parents' Association and other co-opted members acting in an advisory capacity. The chairman is elected by the Church Executive Committee. Our current School Council Chairman is Mr Neil Bester.

WHAT IS THE SCHOOL EXECUTIVE?

The School Executive Team sets the rhythm and pace of day-to-day school life and policy implementation. It comprises the Principal, Heads of Schools and other senior staff. There's a list of Executive Members in the school diary.

CAN YOU GIVE ME THE LOW DOWN ON ABBREVIATIONS AND ACRONYMS?

- HCS - Hatfield Christian School
- HCC - Hatfield Christian Church
- PS - Primary School
- HS - High School
- PP - Pre-Primary - Gr 00 & Gr 000
- JP - Junior Primary - Gr 0-3 (occasionally referred to as The Foundation Phase)
- SP - Senior Primary - Gr 4-6
- JS - Junior Secondary - Gr 7-9
- FET - Further Education and Training - Gr 10-12 (also referred to as Senior Secondary)
- IEB - Independent Examination Board
- GDE - Gauteng Department of Education
- S&R - Sport and Recreation
- PA - Parents Association
- EGD - Engineering, Graphics & Design
- IT - Information Technology
- CAT - Computer Applications Technology
- YPF - Young People's Facility
- MA - Minor Auditorium
- NSC - National Senior Certificate
- WECAL - Weekly Extra-curricular Activities List

HOW CAN I GET INVOLVED? (PICK ME! PICK ME!)

AM I FREE TO BE A PRESENT, PASSIONATE PARENT?

Yes! Please. All sorts of ad hoc volunteer opportunities for parents will arise, but the official channel of volunteerism in the school is our Parents Association. The PA loves to promote community, cooperation and fellowship between parents and school staff. It's also committed to raising funds for school projects and helping out at various functions. Parents are invited to join this association and we like to have a parent representative from each class. The current chairperson is Mrs Debbie Payne and she represents the PA on the School Council. If you're keen to get involved in the PA, please mail Debbie at pa@hatfieldcs.co.za.

IS THE PA LOADS OF WORK?

Our current PA is very active, and very flexible. Some members are able to give more of their time than others. We hold about three meetings a term, usually on Monday evenings. The activity does intensify a bit in the run up to big school events, but so does the fun.

WHAT IF I'M CONCERNED ABOUT SOME STUFF?

WHAT DO I DO WITH MY PROBLEMS OR COMPLAINTS?

We get it – you don't want to be that difficult parent. But in a 14-year school journey, something will go wrong somewhere, for sure, and we would love you to feel free to bring your big or small grievance to our attention. We're all about running an efficient, happy school and hearing from you will help us to serve you better. Please don't feel reluctant to come in for a chat. Also know that your child will never be victimized if you raise a concern.

There are various ways you can bring an issue to our attention, depending on its severity:

- Firstly, if appropriate, start with the staff member concerned. You can email them (addresses are in the back of the diary) or phone and make an appointment to see them. Remember that teachers are actively teaching and should not respond to emails while in the classroom.

They might only reply to you much later in the day.

- If the issue is very serious, or if you don't get a response from the staff member within 24 hours, or if the response is unsatisfactory, go to the Phase Leader or Head of School (these details are also in the diary.) Again, pop them an email or call the school office for an appointment.
- If you're still not satisfied, request an appointment with the Executive Principal.
- Your last port of call would be the Chairman of the School Council.

I'M SERIOUSLY MAD. GIVE ME SOME WISDOM ON HOW TO SETTLE THE MATTER?

- Know that our end goal is always a peaceful and amicable school-parent relationship, and a happy child.
- Try not to make a judgement until you've heard all sides of the story. Try to believe the best instead of assuming the worst.
- Experience has taught us that it's better not to tackle the issue while you're angry. Give yourself space and grace to cool off, and prepare for a reasonable conversation. Be open to persuasion since you may not have the whole picture.
- It's always a good idea to approach staff in private. Outbursts in public are not appropriate or conducive to open, constructive dialogue. (They also embarrass your children.)
- Never approach another child in anger. If your grievance concerns another child, work through the school (and in certain cases the parents) but it's never okay to reprimand someone else's child.
- Teachers are superheroes, sure, but they are also very busy and they have responsibilities that go beyond the classroom. Please don't wait outside the teachers' classrooms or stalk them during break. Rather make a formal appointment to see them.
- We're a small community and staff and parents mingle at parties, churches and various social events. Please give our staff chance to enjoy these events and interactions. Raise your concerns formally at school.
- And finally, we have a big, sociable car park, but it will help us to help you if you avoid airing your grievances there or around the sports fields, at children's birthday parties or during play dates.

HOW DO I MAKE AN APPOINTMENT WITH THE PRINCIPAL OR PHASE LEADER?

Please phone the school and speak to their respective PAs. They will gladly oblige.

WILL THE SCHOOL TELL ME WHAT'S GOING ON?

HOW DOES THE SCHOOL COMMUNICATE WITH US?

- On the first day of the school year, each pupil receives a comprehensive diary with tons of relevant information. If they wish to, parents may purchase a extra copy for themselves at Reception.
- You'll receive an electronic newsletter from us every Friday. This newsletter will also be on our app, website, or you can pick up a hardcopy at Reception on request.
- We ask all parents to download the D6 communicator and subscribe to the channels relevant to you.
- If there is a schedule change, an important reminder, or an unforeseen alien invasion, we will send a bulk SMS.

WHAT IF I STILL HAVE A QUERY?

- Feel free to direct queries to relevant staff members (email addresses are in diary).
- You can be sure of a prompt reply if you email admin@hatfieldcs.co.za
- Our School Receptionist is always willing to assist.

I DON'T SEEM TO GET SMSES OR LETTERS FROM THE SCHOOL

Uh-oh. We may need your updated details. Please email all your current contact info to admin@hatfieldcs.co.za

WHAT IF I WANT MY CAKE AND I WANT TO EAT IT?

IS THERE A PLACE FOR ME TO HAVE A GOOD CUP OF COFFEE OR A SNACK?

It's awesome to have a great coffee shop on our property. Café Cre-Ate is open from 7h00 on Mondays to Fridays, and offers de-LISH breakfasts and light meals. They close at 16h00 each day. Consider stopping by

for your early morning appointments once you've dropped the children. Cre-Ate is situated on the east side of the main church building (adjacent to the Toddlers World).

IT'S MY CHILD'S BIRTHDAY. CAN WE CELEBRATE THIS AT SCHOOL?

- You're so welcome to send one little something for each child in the class (e.g. a cup cake) and not a whole party pack. Or a jumping castle. Or a balloon-tying clown. Or anything that will result in the teacher dealing with mass stickiness.
- Please ensure that it's something that's easy for the teacher to distribute.
- If you do choose to send something, make sure that there's enough for the whole class and don't exclude any children.
- The goodies can be dropped at Reception, and are usually distributed at 2nd break (because of the sugar content).
- From Gr 0 it's not necessary for you to be at your child's classroom birthday celebration (unless you want to and have made an arrangement with the teacher).
- Children from Gr 0 – 6 may wear civvies on their birthdays.

WHAT ABOUT MY BIRTHDAY PARTY PLANNING?

We are totally pro-birthday and believe in taking every opportunity to celebrate. But please try to work around school activities in your party planning. A party is never an excuse to miss detention and we ask that you don't plan a party on the day of a fixture, gala or school event. We're unable to facilitate parties for you during school time, and regretfully, legislation prevents us from giving you other families' phone numbers.

WHAT SHOULD I KNOW ABOUT CAKE SALES?

- Each class in the PS has an opportunity to host a cake sale and the rest of the school purchases.
- Funds raised go to the class teacher for small classroom improvements, books or educational equipment.
- Cake sale dates are published in the diary and almost always take place on a Friday (unless the school programme doesn't allow).
- At 1st break we sell non-sugary food (e.g. hot dogs). At 2nd break the kids can buy the yummy sticky stuff that may or may not adversely affect the learning process (which is why they're only sold at 2nd break).
- If it's your class's turn, the Flock Teacher will be in touch to request a contribution / assistance on the morning.

- While this is at your discretion, we suggest that pupils should not bring more than R20 to shop on cake sale days.

AND THE TUCK SHOP?

- The tuck shop is run by a school parent and is located in the school pavilion. It's open daily until 15h00 (and on Saturdays if we host a big event at HCS).
- All children are allowed to buy food (sandwiches etc.) at any break.
- Gr 0s may only buy sweets after school.
- Gr 1 – 3 may not buy sweets at 1st break. In fact, we recommend that they don't buy at 2nd break either. Depending on the lesson after 2nd break, a teacher may veto the children's right to buy sweets during this break.
- R25 is sufficient for a healthy option and we recommend that you don't send more than that.
- Our tuck shop ladies assist us with the above and don't sell junk food before 2nd break.

HOW CAN I AVOID THE WRATH OF THE LUNCHBOX POLICE?

Please give your child a healthy snack. We ask you kindly not to put sugary treats in lunchboxes at PS level.



WHAT ABOUT APPLICATIONS, ADMISSIONS AND ADIOS?

If you're reading this, you've successfully navigated our admissions process, but we don't want you to be surprised by anything. Take note of the following FAQs:

I HAVE ONE CHILD AT HATFIELD. IS ACCEPTANCE GUARANTEED FOR MY OTHER CHILDREN?

It's our intention to keep families together wherever possible but acceptance of siblings does depend on space availability and other factors. You can apply for your other children in the January of the year before they will be coming (or sooner.) Please don't leave it later than that.

WHAT'S THE ANNUAL RE-ENROLMENT THAT I HEAR ABOUT?

Each year pupils receive application forms for re-enrolment for the following year, as re-enrolment at HCS is not guaranteed. For most, the process is a formality. However, occasionally a pupil has not complied with the requirements of the ethos of the school and the school reserves the right in its sole and unfettered discretion not to re-enrol him/her.

IF I WANT TO TAKE MY CHILD OUT OF HATFIELD WHAT DO I DO?

If for any reason you are in doubt about the direction that you feel God is leading you with regard to your child's schooling, we ask that you give serious and prayerful consideration to the matter in good time as we require a term's written notice if you intend withdrawing your child from the school. Should you want to discuss your situation, please speak to any member of our School Executive. Once your decision is made, request a Termination of Enrolment Form from the school office and ensure that this is completed a term in advance. If a term's notice is not given, fees are charged in lieu of notice. You are most welcome to an exit interview with either of the principals on request.



WHAT REALLY HAPPENS IN THE CLASSROOM?

WHAT CURRICULUM DOES HATFIELD FOLLOW?

As a private independent school we write the IEB Matric Examinations. We follow the GDE core curriculum and seek to interpret it from a Biblical perspective.

WHAT SUBJECTS CAN MY CHILD TAKE?

- **The curriculum for Grades 4 - 9** provides for a broad exposure to all learning areas, including: Languages, Mathematics, Natural Science, History & Geography, Technology & IT, Business & Accounting (EMS) Music, Art & Drama, Biblical Life Orientation, Bible Education, Sport & Recreation
- **At present we offer the following subjects to Matric level:** (in certain combinations) English, Life Science (Biology), Mathematics, Afrikaans, Geography, Information Technology (Programming), Physical Science, History, Accountancy, Business Studies, Life Orientation, Mathematical Literacy, Dramatic Arts, Engineering, Graphics & Design (EGD), Computer Applications Technology (CAT), Visual Arts, AP Maths

- Although Matric subjects such as French, German, African languages (e.g. Zulu and Sepedi), AP Maths, Music and Underwater Basket Weaving are not offered by the school, they may be taken extramurally at the parents' expense and facilitation.

HOW OFTEN DO HS CHILDREN WRITE TESTS?

All pupils from Gr 7 – 12 write regular, scheduled assessments each Tuesday and Thursday morning as set out in the school diary. Assessments aren't limited to these days and other forms of evaluation take place all the time. Twice in the year (dates diarized) Gr 12s will have a longer test for portfolio purposes and will be required to arrive earlier on those days.

HOW OFTEN DO SP CHILDREN WRITE TESTS?

The SP has a gentler introduction to assessments as reflected in the diary.

- Gr 4s start midyear and have one test per week.
- Gr 5s write one test per week.
- Gr 6s will write one test per week until midyear after which time they will write two per week.

WHAT ABOUT EXAMS?

- We do not have any formal exams in the PS.
- Gr 12s write exams as follows:
 - June
 - Late Aug – September (Prelims)
 - Final NSC exams usually begin late in October.
- Gr 7 – 11 write exams in June and again in November.
- If your child misses an exam, a doctor's certificate is required.
- If he/she misses an official IEB exam (i.e. a final exam in November of the Matric year), the following applies, according to the Umalusi policy: "...a candidate who is unable to write the November examination, due to illness or trauma, must apply to the assessment body concerned (i.e. the IEB) to write a supplementary examination." These exams usually take place in March of the following year. A doctor's certificate is required in this case as well. It's in the best interests of your child to write the original exam if at all possible.

WHAT ARE THE ACADEMIC CYCLES MENTIONED IN THE DIARY?

- We work on a system of three Academic Cycles per year for Gr 7 – 12. Basically we count the number of academic days and divide by three. Reports are issued accordingly.

- We have four Academic Cycles in the PS. These coincide with the four terms.

WHEN CAN I EXPECT TO GET REPORTS?

We're one of the few schools that go from Gr 000 through to Gr 12 and each phase has very different academic needs. If you have an academic concern about your child, please red flag us. Don't feel you need to wait for a report. We encourage continual discussions with teachers and Phase Leaders. Here's a summary of when you can expect progress reports:

JP PHASE (Gr 000 – 3)

- 1st term - Parent Interview (usually early March) and a written summary
- 2nd term - Full Report
- 4th term - Full Report

SP PHASE (Gr 4 – 6)

- Interim mark statement - 1st term
- Full report at end of 2nd term
- Interim mark statement - 3rd term
- Full report at end of 4th term

HIGH SCHOOL (Gr 7 – 12)

- Midterm mark statement at the end of February
- Full reports at the end of 1st academic cycle (May)
- Gr 10, 11 & 12 June exam report
- Mark Statement at the end of 2nd cycle (middle of August)
- Gr 12 prelim reports at the end of 3rd term
- Full reports at the end of the year

WHAT DO I DO IF MY CHILD IS SICK AND MISSES A TEST OR AN EXAM?

- Here's the drill:
 - Pupils are required to write the test(s) on the first day of their return to school.
 - If for some very good reason this isn't possible, please send a letter of explanation (from you or a doctor) and this will be considered.
 - If these steps aren't followed your child will be given 0% for the test concerned.
 - Please make sure your children understand that it's their

responsibility to arrive on time at the test venue on the day of their return without having to be reminded.

- Details regarding times and venues are communicated clearly every year.
- Any pupils arriving late on the day of a test write it that same day.
- As with exams, if a child misses a test we request a parent email and a doctor's letter after 3 days.

OUR FAMILY HOLIDAY IS GOING TO SPILL OVER INTO SCHOOL TIME. OOPS. WHAT SHOULD WE DO?

Legally: There are a few recognized excuses for a child missing school. Vacations are not on the list.

Practically: We recognize the once-in-a-lifetime benefits of some trips, but these school-time holidays still disrupt your child's schooling and are not encouraged.

Our policy in the PS is that children will be marked absent and will only catch up missed assessments if the teacher deems it necessary.

Tests won't be written early to accommodate these absences. We can't expect our teachers to prepare special work packs for your child to complete on the beach or the ski slopes. However, teachers may be able to assist with certain things ahead of time. You'd be wise to suss out an organised class buddy to collect task sheets, etc. for your child during the time of absence (Gr 4 – 12).

The onus is on your child to catch up the missed work.

WHAT CAN I EXPECT OF HOMEWORK IN THE JP?

This is just a guideline and it comes with the disclaimer that homework times will vary greatly from child to child and on different days.

Gr 0: Approximately 30 minutes

Gr 1: Approximately 45 minutes to 1 hour

Gr 2 and 3: Approximately 1 hour

HOW INVOLVED SHOULD I BE WITH HOMEWORK IN JP?

Parent involvement at this stage is crucial. Don't take your finger off the pulse. However, when your child can do something for himself, please allow

that. This independence will increase as the child matures. Remember that we're not looking for a perfect project or piece of work but rather we're hoping for your child's realistic effort and sincere attempt.

WHAT CAN I EXPECT OF HOMEWORK IN SP?

Once again, the disclaimers apply; but in this phase homework should take around 1 hour a day.

WHAT CAN I EXPECT OF HOMEWORK IN HS?

As your child moves through HS, homework will gradually increase in time and rigour. The purpose of homework is to apply and reinforce what was learnt in class. Contrary to urban legend, teachers don't hang out in the staffroom late at night devising secret handshakes and random and meaningless activities for their students. Homework, revision and studying should take approximately 2 hours per day in Gr 8 to 4 hours in Gr 12. (This is over six days a week. Sundays are for chilling.) Again, this time allocation will vary from child to child, depending on ability, work speed, and how much time they're prepared to commit to various assignments.

Failure to complete homework on time will incur 5 demerits which results in an hour's detention. If the homework is partially completed and your child can demonstrate some attempt then fewer demerits may be assigned.

It shouldn't be necessary for you to be actively involved in your child's homework much beyond Grade 7. However, if you're a super smart parent with specialist knowledge in a particular subject, you may prove to be a valuable resource to your child and they would be smart to milk you. Your interest and encouragement when it comes to homework are a great support to your child. Providing a quiet environment with minimal distractions goes a long way to fostering good study habits, as does creating the rhythm of a regular routine in the home.

DO YOU NEED MY MILLION DOLLAR SIGNATURE IN THE DIARY EACH DAY?

Yes, if your child is in the PS. It's important that you sign off that the work is satisfactorily completed.

WHAT'S THE STUDENT COACHING PROGRAMME?

We have a Student Coaching Programme in the HS, designed to meet some students' need for homework supervision and assistance with managing their schoolwork and study schedules. Gr 10 and 11 pupils volunteer to serve the school community in this way and have been selected on their academic results and ability to lead balanced lives, manage their own academic and extra-curricular schedules or overcome challenges to academic achievement. They have received training in how to mentor others and each student will be matched with one to three mentees (students wanting help with study skills, time management, etc.). Some will also be able to help others with subject specific needs e.g. Maths and Science problem solving. They will meet once weekly, either from 07h00 - 07h30 or 14h00 - 14h30. Enrolment forms are available at reception.

WHAT SUPPORT SYSTEMS DO YOU HAVE FOR A STRUGGLING PS CHILD?

- The place to start is with your child's individual teachers. Please don't hesitate to contact the teacher as soon as you're concerned.
- If the class teacher sees an academic need, she will begin by providing extra lessons straight after school.
- Extra lessons are provided by the subject related staff.
- It may be good for the teachers, Phase Leader and parents to meet and chat through different options.
- We may then refer your child to one of the following:
 - Occupational Therapist (on site)
 - Speech and Language Therapists (on site)
 - Educational Psychologist (off site)
 - Social Worker and Counsellor (off site)
 - Learner Support (on site)
- In addition to the above, we provide online support structures such as:
 - Time2Read
 - Reading Lab
 - Lector SA
 - Maths Buddy

If the therapies described don't benefit your child, we will help you find a suitable practitioner. It's our heart's desire to walk closely with you if you experience any difficulties. We are here to partner with you and help in any way that we can.

CAN MY HS STUDENT ATTEND EXTRA LESSONS?

Absolutely. The specifics of these lessons change from time to time, so the details are published in a school newsletter at the beginning of each year. Some lessons are free and some are paid services (to be negotiated by the teacher and parents directly).

IF I THINK THAT MY CHILD NEEDS AN ACADEMIC CONCESSION, WHAT DO I DO?

The IEB makes provision for pupils with barriers to learning to be accommodated in tests and exams through various concessions. These concessions or accommodations may include extra time (between 5 and 15 minutes per hour depending on the severity of the case), a scribe or reader, or use of a computer if there are writing difficulties. This is not for everyone who struggles to finish tests on time but is for very specific cases – intrinsic learning difficulties – identified by a psychologist, and where parents can demonstrate a history of diagnosis and intervention.

The first step is to discuss the perceived problem with your child's Phase Leader, providing a history of any previous testing and therapy. Thereafter the school may consider assisting the pupil with relevant concessions and refer the parents to a psychologist who will do the specific battery of tests required by the IEB for such an application. Once the test results have been achieved, the school will make application to the IEB for the relevant accommodation. It's important that this be done relatively early in HS, although the testing cannot be done before Gr 8. Halfway through Gr 11 or Gr 12 is too late. It's also highly unlikely that a problem of this nature will only surface in Gr 10 or 11.

The cost of the necessary assessments and evaluation is borne by you as the parents.

MY HS CHILD WANTS TO CHANGE HIS/HER SUBJECT SELECTION. IS THIS POSSIBLE?

At the end of Gr 9, pupils select their subjects. Thereafter a subject change shouldn't be taken lightly. You and your child should take note of the following:

- You need to make an appointment with the Academic Director to discuss the issue.
- Subject teachers should be consulted.

- A subject change form is available from Reception and this must be completed and signed.
- The rules in the FET phase of schooling don't permit subject changes after Gr 11. A Gr 11 pupil who needs to make a change will need to do so before 31 January.
- Ideally a Gr 10 pupil wanting to change subjects should do so at the beginning or end of an academic cycle.

WHAT ARE IBTs AND CORE SKILLS?

The IBTs and Core Skills tests are external benchmarking tests facilitated by the IEB. The Core Skills test is set by the IEB and assesses thinking skills as opposed to specific curriculum content. We usually write this in Gr 6 and 9. The IBTs are international benchmarking tests set by ACER, an Australian assessment body. These assess specific Maths and English skills, and are generally written in Gr 3, 6 and 9. Comprehensive feedback, including an individual report for each pupil, is given for both tests.

HOW ARE CHILDREN ALLOCATED TO CLASSES?

Flock teachers make this decision in consultation with Phase Leaders. We do stream children according to their abilities and what is in the best interests of the individual and group. This usually only occurs in Maths and Eng and only in the HS.

I KNOW THAT YOU HAVE AN AMAZING ONLINE SCHOOL. IS IT POSSIBLE FOR MY HS CHILD TO DO A SUBJECT ONLINE?

It most certainly is! And many of our pupils do. There is an extra charge (over and above regular school fees) for online subjects because we train and employ teachers specifically for the online school.

HOW DOES THE SCHOOL HANDLE DISCIPLINE?

CAN YOU FILL ME IN ON HCS DISCIPLINE?

We aim to run an orderly and grace-filled school organization while building self-discipline in the lives of individuals.

- Discipline in the JP rests with the Flock Teachers who implement a system appropriate to the children in their care.

- Gr 4 – 12: To supervise pupils' conduct and encourage good habits, we use a computerized system on which merits and demerits are recorded.

Merits for exemplary behaviour, work ethic and good character, or other positive contributions such as participation in co-curricular activities and academic achievements are awarded wherever possible. Likewise, a pupil may be given demerits for disobeying the school rules. Minor transgressions usually result in anything between 2 and 4 demerits. However, some transgressions e.g. homework not done, failure to obey a repeated instruction, insolent behaviour, dishonesty etc., may result in 5 or more demerits. 5 demerits = 1 hour of detention.

WHAT ARE THE SCHOOL RULES?

You can check out the Code of Conduct in the diary. And we explain them to all our students, every year.

HOW DOES THE DETENTION PROCESS WORK?

Detention is usually sat on a Friday afternoon between 14h00 and 17h00, unless otherwise advised, for instance in exam time when it may start at 12h00, or at the end of a term, when catch-up detention may happen when school closes or on a Saturday morning.

Parents are notified by email on Tuesday of the week in which the detention is to be sat, and the pupil brings home a printed copy of the detention notification which must be signed and brought with them to detention on Friday. An explanation as to how to interpret the Code of Conduct report appears on the report itself.

A pupil is not allowed to sit their detention without proof that their parents are aware of it. If a pupil fails to arrive at detention, and there is no valid excuse in the form of a letter from their parent/s, an extra 10 demerits are added automatically, increasing the existing detention hours by an extra 2 hours.

WHAT IF MY CHILD ACCUMULATES AN EXCESSIVE NUMBER OF DEMERITS?

If the number of demerits on a pupil's Conduct Report rises to 50, the pupil is addressed by the School Principal and Phase Leader and parents are notified.

If the number of hours in detention rises to 10, a meeting is held with the School Principal, Phase Leader and parents to find the best way forward. If the issues in question are of a moral nature, the process may lead to a formal disciplinary hearing conducted by outside legal counsel, to the account of parents.

WHAT IF I WANT TO QUERY MY CHILD'S DETENTION?

Note that detention queries are NOT handled by admin staff. They should be addressed as follows:

Queries are to be lodged by 12 noon on a Thursday.

- SP to Mr Bleeker directly or mailed to ableeker@hatfieldcs.co.za
 - JS to Mrs Botha directly or mailed to gbotha@hatfieldcs.co.za
 - SS to Mr Hitchcock directly or mailed to jhitchcock@hatfieldcs.co.za
- Again, admin staff are to be spared from dealing with these issues.

DETENTION MAY CLASH WITH OTHER ACTIVITIES. WHAT SHOULD WE DO?

- Detention first; play dates and birthday parties second.
- Detention also takes priority over sports practices.
- If your child has detention and is representing the school at a match or event, they are to speak to the manager who will see if they have a suitable reserve. If not, pupils represent the school and sit detention the following week.

MY CHILD HAS BEEN GIVEN A MERIT OR DEMERIT BY A STUDENT LEADER. IS THAT LEGIT?

Student Leaders, monitored by Phase Leaders, assist in the discipline process as part of their leadership training. This generally works well and assists the teachers. If your child is on the receiving end of a yellow slip (demerit) issued by a student leader for one of a limited number of indiscretions, he/she is always free to appeal it, if it is deemed to be unfair.

? WHAT SHOULD MY CHILD WEAR?

WHERE DO I FIND THE LIST OF UNIFORM REQUIREMENTS?

Uniform lists are given to you on acceptance into the school. Thereafter updated lists are in the diary and on the school website.

WHERE CAN I GET THE UNIFORM?

Our main suppliers are:

- Constantia Outfitters (469 Mendelsohn Street, Constantia Park)
- Monument Park Outfitters (73 Skilpad Road, Monument Park)

WHEN DO CHILDREN WEAR SUMMER AND WINTER UNIFORM?

- We wear winter uniform from 1 May (with the option of wearing winter uniform sooner if it's cold).
- Summer uniform is worn from 1 September.

A TEACHER AND/OR STUDENT LEADER CORRECTED MY CHILD FOR A UNIFORM VIOLATION OFF THE PROPERTY. IS THAT OK?

Absolutely yes; but please help us in this as it's super awkward for a staff member or Student Leader to do this in front of you. When your child leaves the property, they are to be neatly and fully attired in uniform or sports kit. They may not leave barefoot and may certainly not walk around shops in partial uniform. Please understand that consequences will follow a violation of this (JP included).

IS THERE SOMEWHERE I CAN SCROUNGE FOR LOST PROPERTY?

- All Lost Property is kept in plastic bins in the cupboard underneath the stairs that lead to the Finance office.
- Every Wednesday the lost property is sorted.
- Marked items are placed in the relevant Flock Teacher's pigeon hole.
- Unmarked items are dated with a sticker. These items are kept for a month in the cupboard and thereafter placed in black bags and kept in the Thrift Shop until the end of the term.
- Anyone is welcome to search for their own items in either the cupboard or in the Thrift Shop during the term.
- At the end of the term the unmarked items are sorted, and school uniform items that are in good condition are placed in the Thrift Shop for sale. The rest of the items are given to a children's home.
- Teachers won't send messages to class parents requesting them to check if they have someone else's lost property.

HOW THRIFTY IS THE THRIFT SHOP?

- Our Thrift Shop sells good condition, second hand school clothes.
- It's located between the staffroom and aftercare centre (Toddlers World).

- It's open during the school term on Tuesdays and Thursdays from 13h00 – 14h00 and on Wednesdays from 07h30 – 08h00.
- It's a no cash zone, so your purchases will be added to your school account.
- When your child has outgrown any good quality school clothes, these may be either donated or resold to the Thrift Shop. For resale purposes your items will be marked and as the items are sold your school account will be credited accordingly.
- The Thrift Shop is run by a volunteer parent.

TELL ME ABOUT WEARING CIVVIES TO SCHOOL

- Occasionally your child may be allowed to wear civvies around our campus:
 - PS birthdays
 - When JP pupils receive a special 'civvies letter' as a reward
 - Friendship Day and Spring Day (a nominal fee is charged and the funds go towards the Matric farewell)
 - Certain school events (you'll be notified accordingly)
- 'Civvies' doesn't mean that 'anything goes.' We're all about modesty and neatness. You'll find some practical guidelines in the school diary.

TEACHERS KEEP ASKING ME TO MARK MY CHILD'S CLOTHES. WHAT'S UP WITH THAT?

It's a very strong request from the school that every single item of school clothing is marked. Picture dozens of children changing for sport. The chance of your child's socks making it into the right kitbag are seriously compromised if they're not marked.

WHAT ABOUT THE BIG AFRICAN SUN?

We ask that your child wears a hat when outside. We have regulation HCS hats for PS pupils.



? WHAT ABOUT TERMS, TIMES AND TARDINESS?

DOES HATFIELD FOLLOW THE GDE TERM DATES?

Not exactly. Mostly, we do open each term in sync with the GDE but we have slightly different end of term dates. Our annual term dates are released in the 1st term of the preceding year, in a newsletter and on the website. We strongly urge you to plan around these dates.

WHAT TIME DOES SCHOOL OPEN AND CLOSE EACH DAY?

School starts at 07h30 sharp for all pupils from Gr 0 - 12. You can drop off your Gr 000 + 00 child between 07h30 and 08h00 but not after 08h00 as the programme starts at that time. The various finishing times for different grades look like this:

GRADE	FINISHING TIME
Gr 000, 00 & 0	12h30
Gr 1 - 2	13h00
Gr 3	13h10
Gr 4 - 6	13h25 Monday 13h45 Tuesday - Friday
Gr 7 - 12	14h00 Monday 13h45 Tuesday - Friday

HOW EARLY CAN I DROP MY CHILD IN THE MORNING?

- We have staff on the playground from 07h00. We cannot take responsibility for pupils dropped earlier than this.
- Gr 000 + 00 shouldn't be dropped off earlier than 07h10.

WHERE DO I DROP MY CHILD?

- Please walk your Gr 000 & 00 Child into Toddlers World and hand them over to the teacher.
- Your Gr 0 child can be left in the safe hands of the JP playground duty staff.
- If you have a child in Gr 1 – 3, you can walk and talk (escort them to the playground), or drop and drive (allow them to walk up from the carpark on their own, through the main gate).

- The first bell rings at 07h27 and all JP children line up on the JP playground. The second bell rings at 07h30.
- Once the whistle is blown, children settle down and wait quietly for their teachers.

WHAT HAPPENS IF MY CHILD IS LATE IN THE MORNING?

Punctuality is an incredibly important life habit to teach our children and crucial to the smooth running of the school.

- If your child is late, he/she doesn't go straight to class but via Reception where a late slip is issued. A teacher will not allow a late child into the school without a slip.
- Three lates in a term result in a consequence (Gr 4 – 12.)
- Note that lessons begin at 07h30 – as in, teaching and learning starts happening at 07h30 – so you'll need to make sure your child arrives at least a few minutes before that, to settle in.
- Please be kind and gracious to our office staff as they follow our instructions in this regard.

WHAT HAPPENS IF I CAN'T COLLECT MY CHILD PROMPTLY AFTER SCHOOL?

We do our best to minimize risk by supervising your children and taking care of them.

- JP children are supervised for 45 minutes on their playground after school ends. If they are not fetched by a parent or other authorized person in that time, they are to accompany the escorting staff member to the HCS aftercare facility where they can be fed, assisted with homework and supervised in their play. This facility caters for children from Gr 000-6. There is an extra charge for this.
- SP children have options of co-curricular activities for which they can sign up on most afternoons. They need to be fetched from these within 10 minutes of the ending time.
- When an SP child is not collected within 30 minutes of the school day ending or within 10 minutes of an afternoon co-curricular activity, they must immediately head to the HCS aftercare facility. This is so that we can ensure their safety on the property.
- Your child can't be left unsupervised in the Media Centre or at Café Cre-Ate. Our aftercare is in place to feed, supervise and care for pupils not collected promptly. It's dangerous and disruptive for your child to be wandering around elsewhere in the afternoons.

TELL ME A BIT MORE ABOUT THE AFTERCARE FACILITIES.

Our aftercare runs from Monday to Friday until 17h15. As mentioned above, it's compulsory for PS children who are not either collected from school within 30 minutes, or in a supervised school activity. It's intensively staffed with homework help, a light meal and supervised play time. Casual (no prior notice needed) and subscription options exist. Details and rates are available from Reception.

CAN MY JP CHILD USE THE MEDIA CENTRE IN THE AFTERNOONS?

- The Media Centre is open every day after school until 15h30.
- Pupils are allowed to visit the media centre after school until 13h45 without being accompanied by a parent. Library rules apply.
- From 13h45 pupils may sit and do homework in the Media Centre, but need to be accompanied by a parent.
- Again, the Media Centre isn't an aftercare.



HOW CAN I SET AN EXAMPLE IN THE CAR PARK?

REFRESH ME ON CARPARK ETIQUETTE

We have the biggest school carpark in the known universe. It's awesome. But we do still experience challenges from time to time.

- Our primary concern is safety and a close second is smooth, efficient flow allowing you to get to work on time. Please check out our website for a map indicating how the traffic is directed in the mornings.
- We have a one-way system operating in the morning, made clear by chevron tape, cones and points men. Please drop your children on the school side. No child should be walking through the traffic.
- We are gravely concerned that some parents drive too fast in the mornings when they drop off their children. We understand that some mornings you're pressed for time, but we urge you to exercise extreme caution when driving on our campus. And don't take it personally if you're corrected by any of our staff members or students on duty. Please interpret it in light of our concern for the safety of the children in our care.
- Parents may not park in the staff parking area allocated to school staff. Also, please don't take parking spots allocated to church staff on the Toddlers World side.

WHEN ARE THE SCHOOL GATES OPEN?

- You can always enter the school via January Masilela Drive
- For safety reasons the Corobay Street gate may be closed from time to time.
- The Gay Street gate is open from 06h00 to 08h00 on week day mornings

WHAT'S THE DEAL WITH RANDS AND CENTS?

WILL I BE SURPRISED/SHOCKED/TERRIFIED BY EXTRA COSTS ON MY ACCOUNT?

On an annual basis in our final parents' letter, we release anticipated costs for the following year (these are not school fees but additional costs). These are an estimate to assist you in your budgets and will cover the majority of extra costs. If there are any additional smaller charges, these will be communicated in advance via the newsletter.

WHEN WILL I GET AN ACCOUNT?

You will receive an account via email on the 25th of every month, for the following month.

WHEN IS MY FEE PAYMENT DUE?

On the 7th of each month.

WHEN DOES MY DEBIT ORDER GO OFF?

On the 1st working day of the month.

WHAT DO I DO WITH MY ACCOUNT QUERIES?

Phone the school and ask for the finance office or email finance@hatfieldcs.co.za

WHAT ARE TEXTBOOK LEVIES AND WORKBOOK CHARGES?

- We buy textbooks for your child and charge you a 25% rental. The textbooks are then re-used.
- Workbooks are used by the pupils (they write in them) and can't be re-used. We charge 100% of the cost of workbooks.
- Textbook and workbook charges are added to your March account annually.

WHAT'S THE EDUCATIONAL FUND AND WHY WOULD I WANT TO PARTICIPATE IN THIS?

The vast majority of parents have been making use of this for years as it's of mutual benefit to both the parents and the school. Essentially the school has registered a fund with the South African Revenue Services and parents of the school may make extra payments to this fund and enjoy substantial tax savings. Once registered, you'll receive a tax certificate for the current tax year. The benefit is available for each child, and is proportional to your income. It's a simple, annual procedure prompted by us in January. And don't stress; the finance office welcomes any questions about all this.

WHAT'S THE RE-ENROLMENT FEE?

This is so we can be sure your child intends to return to school in the New Year, and it reserves his/her place. We charge the fee in November and if your child returns to school, we credit you in the following March. This helps to offset the book levies. Bonus. We levy this fee for your first two children only.

WHAT'S THE REFUNDABLE DEPOSIT?

This is part of the entrance fee upon being accepted into HCS and is limited to the first two children per family. This is refunded after three years or on termination (whichever comes first).

WHAT'S THE BUILDING FUND?

These funds are used exclusively for building projects and are ring-fenced as such by the School Council.

CAN I PAY ALL THE ANNUAL FEES IN ADVANCE?

Certainly! We'll even knock off 5%. This applies only to the school fee amount and is payable by 28 February each year. The discount will be reflected on the statements sent out at the end of March.

DO I GET A DISCOUNT IF WE HAVE TWO OR MORE CHILDREN IN THE SCHOOL?

We'll give you a 5% discount on the school fee amount of your third and fourth child.

AM I GOING TO FEEL OVERWHELMED WITH FUNDRAISING REQUESTS?

At HCS we intentionally do very little fundraising because we understand that many parents are pushed for time (and cash). We usually have one big fund raiser (maybe a carnival or cycling event) and there might be one or two smaller events, which are usually optional. We put them together to build community and they're always great fun for your whole family.

MySchool is a fundraising initiative which is as painless as swiping a card when you buy something from Woolies, Waltons and various other retail outlets. Ask at Reception for your MySchool card.

I PAY AN ANNUAL PUPIL INSURANCE. WHAT'S THIS FOR?

The cost is currently R125 per year and is automatically deducted for each child. This is for any injury to your child which occurs during school time or during a school activity. It's generally for parents without a good medical aid although it can be invoked to protect your self-payment gap. It is your choice whether to choose this option or your own medical aid in making a claim. It covers up to R20 000.

HOW DO I GO ABOUT MAKING A CLAIM ON THIS INSURANCE?

Speak to our School Receptionist or the PA to the Heads of School. They'll be able to help you out.

WHAT ARE THE FINANCE OFFICE HOURS?

Monday to Friday 07h30 – 14h00



CAN I HELP TO MAKE THIS A SAFE SCHOOL?

WHAT IS THE THEFT SITUATION LIKE AT HCS?

Theft is an unfortunate but real part of our lives and yes, sadly it does happen from time to time at school. We aim to provide a safe environment but can't guarantee the safety of possessions. We ask that:

- Valuable property is not brought to school. (We suggest that a JP child never has more than R20 at school.)
- All property is marked.
- Sport or other equipment is kept in allocated places.
- For evening functions, park your car in a brightly lit spot if at all possible and preferably at the front of the church.

WHAT DO I DO IN THE EVENT OF SOMETHING BEING STOLEN AT SCHOOL?

You or your child should report the theft immediately to:

- The Flock Teacher / School Reception
- Mrs Lauren Smith at lsmith@hatfieldcs.co.za

WHAT SECURITY DO YOU HAVE?

Security is one of our highest priorities. We have 24 hour protection from Allsafe Security Guards and in addition we have a dedicated staff member who is often positioned at the front of the school. It would be good for him to get to know you and your children. We also have CCTV cameras at various points, alarms and secure finger printing systems for staff. Please understand why we will never release codes to parents or why we don't allow parents to walk into the school without going past Reception first.

WHERE SHOULD MY CHILD KEEP HIS/HER THINGS?

- PS Children keep their stuff in their classrooms.
- It's optional for Gr 7 – 12 pupils to rent a locker and the cost is currently R75 per year. Lockers must be locked, so your child will need a padlock. Should it be deemed necessary, the staff will have access to the locker and may open it in the presence of your child.



AM I FREE TO ATTEND SCHOOL EVENTS?

We love to have parents at events!

WHICH PARENTS MEETINGS ARE A MUST EACH YEAR?

- At least one parent in each family is asked to attend the General Parents Meeting which takes place in January each year.
- After the first reporting cycle (Gr 4 – 12) you will be invited to a parent interview evening where you get to speak to individual teachers about your child's progress. It goes without saying that this is an important meeting.
- From time to time we request that parents from a specific grade attend meetings e.g.
 - Gr 6 Relationship Training
 - Gr 9 Subject Choice Meeting
 - Gr 12 'Finishing Well' Briefing

WHAT IS THE CHILD DEVELOPMENT SEMINAR AND WHY DO I HAVE TO ATTEND?

Since the inception of the school, we have run this seminar each year for new parents and staff. It's essential that we have a unity and clarity when it comes to the purpose and methods of our partnering with you to raise your children. The seminar is a great way for new parents to discover the heart of the school. Details are always communicated well in advance.

CAN I ATTEND CHAPEL SERVICES?

You are most welcome to do so. As our programme and the venue may change from time to time, it's a good idea to check those details first. The norm is that we have chapel in the Minor Auditorium (HCC) as follows:

- Gr 00 & 0 Monday 08h20 to 09h00-ish
- Gr 1 – 3 Monday 08h45 to 09h30-ish
- Gr 4 – 6 Monday 07h30 to 08h30
- Gr 7 – 12 Wednesday 07h30 to 08h25

I'D LOVE TO PRAY FOR THE SCHOOL WITH OTHER PARENTS. HOW CAN I GET INVOLVED?

- We have a Dads' prayer meeting in the school boardroom once a term from 06h00 – 07h00. The dates are communicated in the newsletter and diary. Any and all Dads are so welcome.
- Our Moms pray from time to time and this will be communicated in the newsletter. Feel free to come along.

DO YOU HAVE OTHER PARENTS MEETINGS?

From time to time we host open, informal, smaller evening events in our staffroom. These are usually topic specific and are advertised in the newsletter.

DO I HAVE ACCESS TO MY CHILDREN AND THEIR TEACHERS DURING SCHOOL HOURS?

We have enormous respect for the God-given mandate of parents, but we ask that you help us by sticking to some practical boundaries.

- Once the school day has started, never walk into the school without express permission from the School Receptionist.
- Please never walk into a teacher's classroom or disrupt a lesson. Our teachers' focus on the learners in their care must be undivided. We've asked our teachers not to stop their teaching for a quick word with a parent.

- Please don't wait in the corridor for teachers during break times or after school. They're often rushing for a quick cup of tea or heading to an extra-mural activity.
- Please don't gather for conversations with other parents outside a teacher's door. Rather hang out on the JP playground benches, or elsewhere, while you wait for your children.



WHAT CAN I EXPECT WHEN I WALK INTO RECEPTION?

CAN THE SCHOOL RECEPTIONIST REALLY BRING ABOUT WORLD PEACE?

Just about. You will find our School Reception a warm and inviting first port of call for most of your needs.

WHAT HAS THE SCHOOL MANAGEMENT ASKED RECEPTION NOT TO DO?

- We are prohibited by law from dispensing medicines.
- The Receptionist doesn't accept lunchboxes, money, clothes for play dates etc.
- Reception is not a drop off area.
- The Receptionist is not a hotel concierge. She will not make transport arrangements for children.
- The Receptionist isn't responsible for phoning parents for forgotten sports clothes, homework etc.
- The Receptionist will not call children out of class for doctor's appointments etc. (You'll need to communicate arrangements with your child and Flock Teacher wherever possible.)

Emergencies do arise and we will willingly assist in these circumstances. Our Receptionist is a wise, experienced and discerning lady.

WHAT'S THE GOLDEN RULE OF RECEPTION?

If ever you need to take your child out during the school day, you need to sign them out (and back in) at Reception. And... it's all in the interests of security.

WHAT ABOUT BOOKS, STATIONERY & PRINTING?

DOES THE SCHOOL SUPPLY TEXTBOOKS?

We will issue your child with textbooks and workbooks on the first day of the year. (See above for costs incurred.)

WHAT IF MY CHILD LOSES A TEXTBOOK?

Your child should inform the teachers concerned and we will issue them with another one for which a charge will be levied.

HOW DO I KNOW WHAT STATIONERY MY CHILD NEEDS?

We'll make sure you get the relevant stationery lists at the end of the preceding year. These are also available on the website. It's important that your child comes to school fully equipped on the first day.

CAN MY CHILD PRINT AT SCHOOL?

Yes, provided what's being printed is school related. Students can print in allocated times and a small charge is levied.

WHAT ABOUT A BIBLE?

Please ensure that your child (from Gr 2) has a standard NIV Bible at school each day.

CAN MY CHILD TAKE PART IN SPORT, MUSIC AND CULTURE?

We have loads of activities in each of these areas and these options will be made clear at the beginning of each year.

DOES MY CHILD HAVE TO PLAY SPORT?

All pupils from Gr 4 are required to participate in a sport each term.

HOW DO I CONTACT THE SPORTS DEPARTMENT?

All staff members (including the Sports Department) begin each day with a staff meeting at 07h10 or 07h20. They are unable to handle queries in the corridor or carpark in the mornings. The preferred channels of

communication for sports staff are as follows:

- Email them (details are in the diary).
- Phone the school office and request to be transferred to the sports office.
- Report at Reception and raise your query with the Receptionist who will call the sports staff.
- For queries requiring a discussion, please phone and make an appointment.
- We respectfully requests that parents don't walk directly into the sports office.

HOW WILL I KNOW THE SPORTS PRACTICE SCHEDULE?

At the end of each term (or beginning of a new term) a sports schedule is released. In addition an annual one is published in the last newsletter of the preceeding year.

AND WHEN DO MATCHES AND GALAS HAPPEN?

- Pupils will receive written notification of fixtures in which they are involved.
- Each week with the newsletter we send a WECAL (Weekly Extra Co-Curricular Activity List) and this will itemise the upcoming week's fixtures.
- If there are changes, an SMS will be sent.

CAN I WATCH SPORTS MATCHES AND PRACTICES?

For sure. Your children really value your support and encouragement at these events. Please come and cheer them on, and enjoy fellowship with parents on the side of the field.

An exception is that we ask parents not to be on the pool deck while children are having regular lessons. Parents sometimes want to talk to coaches who need to be focused solely on the children and their safety. But, do come to galas!

WHAT ARE THE NO-NOs AROUND THE SPORTS FIELD?

- Don't be on the field. Keep a healthy distance from the action.
- Never shout at your child, another child, the coach, the manager, the opposition, the ref or another parent. If you raise your voice, it's only to offer encouragement.

- Resist the urge to do the job of the coach, manager or ref. Don't tell the coach who should be benched for the rest of the game, or advise him/her on the line up for next week's fixture.

WHAT'S THE ISASA CODE OF CONDUCT FOR PARENTS ON THE SPORTS FIELD?

ISASA is the body representing private schools in SA and together we agree to uphold their Code of Conduct which is available on the school website. It largely overlaps with the HCS policy but we publish it here for clarity and emphasis:

- Parents are asked to make their presence and support as positive as possible.
- If our school is the host, we ask you to assume some responsibility for making visiting parents feel at home.
- When visiting another school, the host school's premises and rules – in matters of parking, tidiness, etc. – should be respected.
- Parents should never seek, during or immediately after a match, to give advice to coaches, umpires/referees or to players.
- Barracking may be enthusiastic, should be positive rather than negative, avoiding excessive attention to the individual even to praise him. A good example should be set by applauding skilful performance and play regardless of school.
- Parents can assist their child's fuller education by being sensible about the number and length of his/her sporting commitments. While these are regulated within the school context, parents should see that other outside sporting involvement does not interfere unduly with academic study, spiritual activities, cultural and social life, as well as time spent with the family.

I HEAR SOME PARENTS TAKE CHILDREN TO MUSIC LESSONS ON THE PROPERTY. WHAT IS THAT?

HCC has a music school offering lessons in drums, keyboard, guitar, vocals etc. These are offered in a safe environment, on the church property. From time to time we will alert you of other short courses offered by HCC (Flower arranging & table décor, Music Theory 101, Craft classes for kids, Cookery classes, Worship 101, Musical interpretation, Creative writing, etc.). Should you want to know more, you can contact the church offices. Parents and HCC enter into an agreement that does not involve the school (i.e. payment and lesson planning is not part of the school service). See www.hac.za.org

AND WHAT IS COLOURSTRINGS?

Colourstrings Kindergarten Pre-instrumental training classes are offered to Gr 00 pupils privately in small groups. Musical development takes place through play, movement, playing of percussion instruments, listening and developing the singing voice. It is an approach which enhances the child's academic, emotional and social development. It is offered by Mrs Millie-Marié Pienaar, music teacher at HCS, who is a qualified Colourstrings Kindergarten teacher and has a degree in music education. There is an extra cost for this activity.

WHAT ABOUT CLUBS?

Clubs form part of the weekly schedule in the SP Phase. The options vary from time to time and could include things like robotics, needlework, Lego, debating etc. There may be a cost for some of these clubs.



HOW WILL THE SCHOOL HANDLE MY CHILD'S MEDICAL ISSUES?

MY CHILD IS SICK AND CAN'T COME TO SCHOOL; WHAT SHOULD I DO?

It's important that we account for each pupil on a daily basis. If your child is sick:

- Email absent@hatfieldcs.co.za which will alert the necessary staff.
- Please copy your child's Flock Teacher on this mail. All email addresses are at the back of the diary.
- If you do have the teacher's cell number (JP), please WhatsApp her.
- It is your responsibility to supply a doctor's letter if your child has been absent for three days.
- It is your child's responsibility to catch up on missed work. There is an efficient buddy system operating in the HS in this regard. PS children can fetch work after school on the day of their return.
- Please see the relevant section for the procedure if a test has been missed.
- If there is something seriously wrong or your child is hospitalized, please ensure that Phase Leaders and the School Pastor know.

WHAT IF MY CHILD HAS A MEDICAL APPOINTMENT DURING SCHOOL TIME?

- Wherever possible, make medical appointments outside of school hours.
- If they are in school time, please notify the Flock Teacher and child, telling them what time they should meet you at Reception. As a rule we don't call children out of class.
- You will need to sign your child in and out at Reception.
- Please bring your child back to school after the appointment if possible.

MY CHILD IS IN COUNSELLING OR THERAPY. DOES THE SCHOOL NEED TO KNOW?

It is very important that we know. Please keep Phase Leaders and Flock Teachers updated on all interventions.

WHO DO I TELL IF MY CHILD IS ON STRONG MEDICATION?

If your child is on any strong medication (e.g. Roaccutane, Ritalin, etc.) please notify the staff who teach him/her. It may be helpful to jot down a short summary of the possible side effects of the medication and give the Phase Leader a copy. This really helps us to understand and support your child.

CAN THE SCHOOL DISPENSE MEDICINES?

We are not allowed to dispense medicines but we will call you to bring medicine to school if it's deemed necessary.

CAN I SEND MY CHILD'S MEDICATION TO SCHOOL?

Sure. Send the medicine to the School Receptionist with written consent and instructions.

WHO DO I NOTIFY OF MY CHILD'S ALLERGIES?

Please notify HCS of your child's allergies and the appropriate treatment. This is best done on an annual basis by mailing admin@hatfieldcs.co.za, the School Receptionist, the Flock Teacher, Phase Leader and anyone else who should know (e.g. sports department).

WHAT IF MY CHILD HAS A COMMUNICABLE ILLNESS?

The school needs to know if your child has any infectious disease. And please only send your child back to school when you have the go ahead from your doctor.

MY CHILD IS NOT WELL, BUT I WORK. WHAT DO I DO?

It is a very firm request from the school that sick children are kept at home. This is in the best interests of the child and the greater school community. Please make alternate child minding arrangements.



WILL YOU RECOGNISE HOW AMAZING MY CHILD IS?

WHAT'S THE HEART BEHIND HANDING OUT AWARDS?

It's twofold.

- Firstly, the awards processes and functions create space for us to thank God for how incredibly he has blessed our children with such a variety of gifts and talents.
- Secondly, they give us an opportunity to honour your children if they've excelled through diligence and making good choices.

Our awards reflect our values. Like other schools, we acknowledge academic, sport and cultural achievements, but we also recognise and reward the cultivation of the Fruit of the Spirit in our children's lives. In certain categories (e.g. Dux Scholar) there is no subjectivity in the process but other categories require subjectivity (e.g. Most Outstanding Christian Character). In these more subjective cases, pupils and staff select the candidates, the final veto lying with The School Executive. We love to honour and bless as many pupils as we can and to be as generous as we reasonably can with our applause of their efforts.

WHAT AWARDS CEREMONIES DOES THE SCHOOL HAVE?

- We invite parents to the following ceremonies that take place in the 4th term:
 - HS Awards
 - SP Awards
 - JP Awards
 - Gr 00 Graduation
- We do try to keep awards processes quick and smooth (really, we do). Towards this end, we hand out a number of minor awards in the chapel services leading up to the awards evening.

MY CHILD EXCELS IN AN ACTIVITY THAT THE SCHOOL DOESN'T OFFER. DOES THE SCHOOL RECOGNISE THIS?

Most achievements are recognised at school assemblies.

External awards are given for certain, recognised non-school activities. At the awards ceremony, the student will receive a Certificate of Excellence in recognition of having achieved Provincial Colours, for example. The Executive Principal will make the final decision regarding these awards. School Colours will only be awarded for school activities.

WHAT ACCOUNTABILITY MEASURES ARE IN PLACE TO ENSURE THAT AWARDS SYSTEMS ARE FAIR?

We really want to honour, encourage and bless all our pupils and we will never willingly or intentionally discriminate against a pupil.

- We do have an awards policy that governs our decisions.
- An awards committee is in place to handle processes.
- A comprehensive list of academic criteria for awards is in the diary.
- Each year, parents will receive a summary sheet requiring input that we use to check our co-curricular awards. It is essential that parents hand this form back by the required date.
- As mentioned above, some awards require a subjective call (e.g. Christian character awards) in which cases pupils vote and input is received from staff.
- Whenever staff children are in line for an award, the staff member concerned recuses him/herself entirely from the process.

WHAT IF I FEEL THAT MY CHILD WAS OVERLOOKED FOR AN AWARD?

It can happen that the school has made a mistake or it could be that a parent doesn't have the correct facts. If you would like to query an award:

- Never do this at the awards evening.
- Mail the staff member concerned soon after the event and we will follow up immediately. If there has been an oversight on our side, we will rectify it in the best way that we can.

A FINAL REMINDER ON AWARDS...

Awards are a time to celebrate God's gifts in our children and in the host of other beautiful, talented children that we have in our community. Let's approach these events with generosity of spirit and joy in the achievements of our and others' children.

WILL MY CHILD GO ON CAMPS AND FIELD TRIPS?

WHEN WILL MY CHILD GO ON HIS/HER FIRST CAMP?

The first time a child goes on a camp is in Gr 4 (one night away from home) and there is usually a camp each year after that.

ARE THESE CAMPS COMPULSORY?

Yes. Unless there is a very valid reason, all pupils attend camps. Fear not – it's usually the children's highlight of the entire year. We actively use this time to teach skills that are better taught outside the classroom.

WHAT ABOUT FIELD TRIPS?

From time to time a teacher will arrange a field trip which will take place during the school day, to enhance your child's learning experience. These day outings are communicated well in advance. And, for the first time parents amongst us... we needn't follow the bus and peek from behind the nearest bush. :) Children are in safe hands and they will benefit from the independence.

WHAT ELSE MAKES HCS TICK?

HOW DO I FAMILIARIZE MYSELF WITH SCHOOL DOCUMENTATION?

As stipulated in the Parent Contract, there is a policy file in the offices of the PA to the Executive Principal which you may peruse on request.

WHAT HOUSES DOES THE SCHOOL HAVE?

We have two Houses and sports and cultural competition takes place between them.

- Eagles - Blue
- Buffaloes - Red

Your child's House affiliation will be communicated at the new pupil orientation day or during the first week of school.

WHAT'S THE ROLE OF THE SCHOOL PASTOR?

We employ a full time pastor to minister to the spiritual needs of the school community, pupils and staff. He co-ordinates chapel services, Discipleship

and Bible Education classes, and is involved in counselling, school camps and leadership programmes.

We encourage you to notify the pastor of any home circumstances that may affect your child's emotional wellbeing at school, such as a serious illness or death in the family.

The pastor's office is in the main admin building, and he can be contacted via email or through the school switchboard should you have any pastoral needs or concerns related to your children.

I RUN AN EXCITING BUSINESS AND I'M SURE OTHER PARENTS WOULD BENEFIT FROM KNOWING ABOUT IT. MAY I LET THEM KNOW WHAT I CAN OFFER?

That's great. As a school, we bravely and tirelessly protect you, our school community, from a barrage of relentless advertisers who want your money. However, we do have a school notice board to accommodate people who sincerely and legitimately like to advertise their assistance. Our Media Manager is the contact person. Email her on media@hatfieldcs.co.za

FROM TIME TO TIME YOU MAKE REFERENCE TO THE HOPE CENTRE; WHAT IS THAT?

The Hope Centre is a ministry of HCC that offers counselling and a great selection of short courses. We advertise some of these courses to our school community because they have the potential to add excellent value to individuals and families. In particular, we like you to be aware of the Griefshare and Divorce Care courses on offer. You don't have to attend HCC to attend a course at the Hope Centre; it's simply a great service we offer to the community. Counselling is done in confidence but as always we request that you inform Flock Teachers and Therapists of your process as it relates to your child.

**We hope that this is
a good starting point
for your journey.
You are sure to find
some bends in the
road and vistas
for which you are
unprepared.**

**Please don't hesitate
to contact us!**

