



EASTLEIGH PRIMARY SCHOOL has been established as a state-aided multicultural school.

The language medium for instruction is **ENGLISH**.

The school seeks to teach life skills and established values based on multicultural principles.

Revised 2009

AIM HIGH

Many of our boys and girls have had the experience of climbing steep hills or rocky kopjies. Those of you who have done so, will remember how much perseverance and determination was needed to reach the top, which, at times when you were breathless and very tired, seemed so impossibly far away. Remember the tough going, the great slippery boulders, the prickly bushes, the scratches, bruises and bumps that you encountered and collected on the way? Wasn't it a wonderful feeling when at last you reached the peak, the tippity- top of that steep hill? How fine you felt when you stood upright and gazed at the world spread far beneath you and when you saw the difficult rough way by which you had struggled? How proud you felt at not having given up half way, saying, "I can't".

Life, whether at school or later on, is just like the climb up that hill, you know; full of hurts, scratches, bruises and difficulties. If we find life hard and everything seems to go wrong, don't let us give up, but rather let us struggle on and keep trying as we did when we climbed towards that peak.

The "Hill of Struggle and Effort" is shown on our school badge, and at the top is the bright shining light of joy and success which comes only to those who have done their very best.

So not only now, but all your life, remember your school motto:

"AIM HIGH".

Keep you eyes turned up towards the peak of the hill and try, try and try again. Without a shadow of doubt, you will one day reach the top where you will feel the thrill of achievement and the glow of success.

THE SCHOOL SONG

Forward, onward, happily we go,
 Striving, learning, all we have to know,
 Then comes the time when those days are gone,
 We'll always remember our old School song:
 Aim High! Aim High!
 Never be beat,
 Just strive for that peak,
 The height of success and perfection,
 Eastleigh's Motto, that gave us ambition,
 Aim High! Aim High! Aim High!

EASTLEIGH PRIMARY SCHOOL

VISION

1. To develop a deserved reputation as one of the leading multi-cultural schools in Edenvale and on the East Rand.
2. To develop Eastleigh Primary School so that our learners are equipped to successfully engage present and future challenges.

MISSION

Eastleigh Primary School is committed to providing a quality and balanced English language education, focusing on the development of individual strengths and talents in order to meet the demands of a changing and multi-cultural society by:

- Maintaining and encouraging a system of broad-based cultural values and norms, including tolerance and respect for the rights of others.
- Developing learners who can relate, communicate, innovate and adapt.
- Being committed to the academic, physical, emotional and cultural nurture of each learner.
- Involving parents who share socially acceptable ideals and values.
- Investing in committed teachers who strive to achieve the highest standards, through curricular and extra curricular delivery.
- Being an asset to the community, especially by making our facilities available in an accountable, mutually beneficial manner.
- Adapting to the needs of a changing society.

EASTLEIGH PRIMARY SCHOOL

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EASTLEIGH PRIMARY SCHOOL

GENERAL INFORMATION

1. **ABSENCE FROM SCHOOL**

All absences are to be explained by note.

Protracted illnesses are required to be excused by means of a doctor's certificate.

Pupils leaving school during school hours : Parents need to sign them out at the admin. office.

A months notice must be given should a family be going on vacation during the school term.

2. **ASSESSMENT OF A LEARNER'S PROGRESS**

All learners, Grade 1 to 7, are evaluated on a continuous basis. Grade 1 – 6 – no examinations. Progress Reports are issued once per term.

3. **CELLPHONES:**

Cellphones **ARE NOT PERMITTED** at school. If a cellphone is seen or heard during school hours it will be confiscated. The office is open from 7:15 until 16:00 everyday for emergencies. Aftercare closes at 18:00 and a phone is available there after 16:00 for emergencies.

Next to the fish pond are two public phones. One for cash and one for a phone card. **IT IS RECOMMENDED THAT ALL PUPILS CARRY A PHONE CARD.**

PLEASE NOTE THAT SHOULD YOU DEEM IT NECESSARY FOR YOUR CHILD TO CARRY A CELLPHONE TO SCHOOL, THE SCHOOL WILL NOT BE HELD LIABLE OR RESPONSIBLE FOR LOSS, THEFT OR DAMAGE TO THE PHONE. THE RESPONSIBILITY AND ACCOUNTABILITY REMAINS ENTIRELY YOURS.

Should the parent deem it necessary for their child to carry a cellphone, the cellphone must be handed in before school and collected after school, daily.

4. **COMMUNICATION**

(a) Interviews with the Principal

An open door policy exists – all parents are welcome to make an appointment to see the Principal to discuss any problems that may arise **BUT** it must be borne in mind that Academic issues and behavioural issues should first be dealt with by the class teacher and then the Head of Department.

(b) Interviews with Teachers

Communication between parents and teachers is welcomed.

Should you wish to discuss your child's progress, or any problem that may arise in your child's education, please make an appointment to see the teacher **outside of teaching hours**.

(c) Interviews with Parents

It is our policy to communicate with parents should any problems concerning your child's progress come to our notice. In instances of this nature the teacher will communicate with the parent/s requesting an interview.

(d) Issues regarding discipline

This will be communicated via letter at the commencement of each term.

- (e) Issues regarding sport
Parents are to deal directly with the teachers concerned.

Note: Interviews with parents during school hours are discouraged as they interfere with the Academic programme.

5. **EXTRA-MURAL ACTIVITIES**

It is our aim to provide a varied and extensive programme of activities both of a sporting and a cultural nature.

The emphasis in our programme is placed on participation.

All pupils participate in various sports during PE lessons, from Grade 00. Inter-house competitions are organised, giving all pupils the opportunity to compete for their class.

School Houses:

Kiaat ~ Green **Mahogany** ~ Red **Imbuia** ~ Blue **Tamboti** ~ Yellow

Inter-school activities generally begin at the Under 9 level, with some exceptions, at which stage the sports are offered as after school activities.

Where specific potential is identified – individual or team – additional effort will be concentrated to achieve maximum results and develop winners.

<u>First Term:</u>	Swimming Cricket Tennis Choir Chess Drama Girl Talk
<u>Second Term:</u>	Soccer Netball Badminton Choir Chess Drama
<u>Third Term:</u>	Cross country Badminton Tennis Mini-Hockey Choir Chess Drama
<u>Fourth Term:</u>	As for First Term

A detailed timetable is issued at the beginning of each term. The above list is subject to change according to circumstances and parents will be notified.

6. **HOMWORK**

Homework in the primary school is not excessive, and is mainly of the nature of learning of spelling, practising reading, etc., and completion of tasks already begun at school.

It is not our policy to overload children, and, within the bounds of reality, the following times per day **are suggested**: -

Grade 1	:	15 Minutes
Grade 2	:	20 Minutes
Grade 3	:	25 Minutes
Grade 4	:	30 Minutes
Grade 5	:	40 Minutes
Grade 6	:	45 Minutes
Grade 7	:	60 Minutes

7. **LATE ARRIVALS**

The school gates are locked promptly at 7h45, after which all pupils are to enter the school via the office in Central Avenue.

All late arrivals are expected to be explained by note.

While it is not our policy to punish a child who is late for a good reason, it must be noted that regular lateness will not be tolerated. Please bear in mind that a child who is regularly late for school is placed in an embarrassing situation, which he/she may struggle to handle emotionally.

8. **MARKING OF CLOTHING AND POSSESSIONS**

Children lose items of clothing! To enable us to return these to you if found, it is imperative that all items of clothing and other possessions are clearly marked.

If items are lost it is the child's responsibility to go to lost property during breaks or after school.

9. **MEDIA CENTRE**

The Media Centre is open for research and borrowing purposes on Tuesday and Thursday afternoons from 14:00 – 14:40 and Wednesday afternoons from 13:30 to 14:30, and every day at Second Break.

The Computer Centre is open on a Monday, Wednesday and Friday at second break and on a Tuesday and Thursday afternoon until 15:00.

10. **PARENTS' EVENINGS**

Parents' Evenings are held on a regular basis (normally once per term). At these meetings topics specific to your child's education are shared with you as a parent to facilitate the school and the home being able to work together for a common aim.

11. **SCHOOL FEES AND THE PROSPECTUS**

On enrolment, a document "Acknowledgement of Fees and Fee Policy" and The Prospectus is signed by the parent/legal guardian as a condition of acceptance. This is kept in the school office.

12. **SCHOOL GOVERNANCE**

In compliance with the South African Schools' Act, the general affairs of the school are managed by the Governing Body.

The Governing Body is elected for a period of three years and consists of representatives of the parent body, the academic staff and the non-academic staff.

The Governing Body has a number of sub-committees under its jurisdiction to assist with the many affairs of school governance.

These are: Eastleigh Parents' Body (E.P.B.)
 Finance sub-committee
 Grounds & Buildings
 Marketing
 Personnel
 Discipline

Other Sub-Committees are convened when necessary.

13. **SCHOOL HOURS**

Starting Bell	:	7:40	
Closing Bell	:	Grade 00 + 0	May be collected from 12:30, but must be collected by 13:30.
		Gr. 1 – 2	: 13:00
		Gr. 3	: 13:30
		Gr. 4 – 7	: 13:40
Aftercare for enrolled pupils	:	Gr. 00 – 7	: 13:30/13:40 – 17:30

14. **SCHOOL SHOP**

The following items are available from the school shop:–

Communication Bags; Pencil Cases; Chair Bags; Tog Bags; A4 Plastic Covers; A5 Plastic Covers.

Hours during school terms are: Mondays, Wednesdays, Fridays: 13h30 – 14h00.

15. **TUCK SHOP**

A privatised tuck shop operates daily during first break and after school. Nutritional food items plus fruit juices are sold at first break. Sweets and cold-drinks are sold after school.

16. **UNIFORMS (GRADES 1–7)**

It is extremely important that the school uniform is worn with pride. Pupils are expected to wear the correct uniform at all times. The uniform of this school is designed to be practical and of optimum convenience and at a reasonable cost.

The official dress code/uniform for each child at E.P.S. will be:

WINTER: Blue and red school tracksuit
 Blue fleecy long-sleeved top
 Red or blue EPS golf shirt
 Tackies (predominately white, with touches of navy blue or navy blue with touches of white permitted)
 White socks (without stripes)
 EPS beanies

SUMMER: Blue skorts or shorts (no tracksuit pants are permitted)
 Red or blue EPS golf shirt
 Tackies (as above)
 White socks (without stripes)
 EPS peak cap
 Slip-slops – blue or red

N.B. Girls may wear skorts or shorts.

The following dress code is set out for SPORTS:

Hockey:

White EPS golf shirt
 Blue skorts or shorts
 Red and white soccer socks
 Shin pads (any make)

Soccer:

Blue shorts
 Shirts – supplied by the school
 Shin pads (any make)
 Soccer boots

Netball:

Blue skorts
 White EPS golf shirt

Cricket:

White EPS golf shirt
 White shorts
 White socks
 Tackies
 White EPS peak cap.

Tennis:

Blue shorts
 White EPS golf shirts
 White socks
 Tackies

Swimming:

EPS swimming costume
 EPS swimming cap

Badminton:

Blue shorts or skorts
 White EPS golf shirt

Chess:

White EPS golf shirt
 Blue shorts or skorts

Physical Education:

Blue skorts or shorts
 White EPS golf shirt

Regulation tog bag is obtainable for purchase from the school shop. Use of this tog bag for all sports kit is compulsory.

17. **ADDENDA**

- 17.1. Code of Conduct
- 17.2. School Rules
- 17.3. Channels of Communication
- 17.4. Parental Involvement

EASTLEIGH PRIMARY SCHOOL
CHANNELS OF COMMUNICATION : 2008

Whenever parents have "issues" with regard to their child's behaviour / scholastic progress these are the channels of communication that should be followed:–

- Complaint to be put in writing.
- Talk to the class teacher (Make an appointment – please do not just pitch up).
- If not satisfied see the grade leader.
- If parent is not happy with teachers / grade leaders response arrange to see Head of Department, then Deputy Principal and finally as a last resort the Principal.
- All appointments will be made through the office in advance.
- Secretaries will enquire as to the "nature" of appointment – do not be offended as they are expected to complete an appointment form.
- During discussion the child, parent, teacher and relevant management member to be present.
- Interviews to be recorded in writing and signed by parent.
- Should all the above not suffice then parent / child to meet with Governing Body.
- All concerns in respect of sports to be directed to the teacher in charge of that sport.

SCHOOL MANAGEMENT:

Principal:

Mrs Cooke–Tonnesen

Deputy Principal (Acting):

Vacant

FOUNDATION PHASE:

Academics (Grades 00~3)

Mrs Govender

INTERSEN PHASE:

Academics (Grades 4~7)

SPORT:

Mr Myers

AFTERCARE:

Mrs Landman

ADMIN: Admissions / School Admin:

Mrs Robertson

FINANCE: School Fees:

Mrs Gray

Fund Raising / Tours:

Mrs Gray

GOVERNING BODY : CHAIR (SGB):

Mrs White

BEHAVIOUR MANAGEMENT:

Grades 1~7

Mrs Muller

GRADE LEADERS:

Grade 00:

Mrs Landman

Grade 0:

Miss O'Hare

Grade 1:

Mrs Wilson

Grade 2:

Mrs Lochenberg

Grade 3:

Miss von Fintel

Grade 4:

Mrs Juganath

Grade 5:

Mrs Moti

Grade 6:

Mrs Munsaka

Grade 7:

Mrs Muller

