



HOËRSKOOL ELSPARK

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Circular 1 of 2024

Dear Parent/Guardian

Welcome to Hoërskool Elspark for 2024. I hope that we all had a blessed time with our families during the school holidays and that 2024 will be a prosperous year for all our learners and parents.

Just a few important issues that needs your attention at the beginning of the year:

1. SCHOOL STARTING TIME, LATE COMING AND APPEARANCE OF LEARNERS

- 1.1. All transport arrangements must accommodate the fact that learners need to be inside the School premises by 7:20. All gates in Tierhout street, Raven Street, and the drop-off zone in Waaiboom street will then be locked and latecomers need to report to the main gate.
- 1.2. The Main Gate will then also be locked at 7:30. Learners will only be allowed after 7:30 when accompanied by a parent/guardian. This is to comply with the legal requirements regarding safety of learners and contact time. Thank you to all parents and learners for your cooperation in this regard.
- 1.3. The appearance of learners must be correct as per the code of conduct, FROM DAY ONE. Common transgressions are hair, jewellery, length of girls' dresses and boys' pants, altered (narrowed) or incorrect pants e.g. chinos are not allowed. (see extractions from COC below).

2. Grade 12 PARENT EVENING

Grade 12 parent evening will take place on Thursday 18 January from 19:00. Important information regarding the grade 12 entries, academic and assessment programmes for the year will be shared.

3. Book Loan and Purchase Information for Parents/Guardians:

All learners will be provided with loaned books from the school. It is imperative that you ensure your child covers these books and takes responsibility for the textbooks loaned to them throughout the year. These books must be returned in good condition at the end of the academic year. In the event of loss or damage to a loaned textbook, a replacement must be provided, or an amount of R300 needs to be paid to the finance office. Learners are expected to maintain and return these books in the same or even better condition than they received them.

Additionally, according to the stationary lists provided to learners last year with their report cards, there are specific books that parents/guardians are required to purchase from the school. Please send proof of payment with your child on the first day the school opens on Wednesday, 17 January 2024. If there is no proof of payment please come to the school to make arrangements with the SGB on the dates below. Additionally, PARENTS THAT ARE IN ARREARS with school fees, must also please come to school the following dates to see the SGB (School Governing Body) for further arrangements:

17 January 2024: 7:00 – 16:00 Grade 8 and 9

18 January 2024 : 7:00 – 16:00 Grade 10 – 12

The above arrangement is from the SGB. If there is any enquiries please refer back to the SGB.

4. SUBJECT CHANGES

4.1 The Subject Change Policy as promulgated in the Regulations Pertaining to the National Curriculum Statement Grades R-12 as amended in the Government Gazette, No. 39435 of 20 November 2015.

4.2 Subject change in Grade 10 and 11:

- A learner may change a maximum of two subjects in Grade 10 and 11 as stipulated in the circular.
- The closing dates for requests from parents to schools for subject changes in 2024, are 31 March for Grade 11 and 30 June for Grade 10.

4.3 All **Grade 12** requests for a single subject change (by the end of grade 11) will be approved by the Assessment Body, provided all supporting documents are submitted as evidence, stipulating, and detailing the exceptional circumstances as motivation for the change.

- ***No subject change will be allowed for a Grade 12 learner after the start of the academic programme or without an official approval letter.***

5. MESSAGE FROM OUR SCHOOL SUPPORT TEAM.

It is with a sense of responsibility and compassion that we address you today regarding the pressing needs of some families within our school community.

Last year, our dedicated teachers initiated a heartwarming "Santa Secret Box" program, benefitting 55 of our underprivileged learners. This year, we are extending an earnest plea to you, as parents and guardians, to join us in making a positive impact on the lives of these children.

Here are several ways you can contribute:

A. Adopt a Child:

- Consider funding a child's school uniform, stationary, or school fees.

B. Donations:

- Provide donations such as bread, spreads, used stationary, or used school uniforms.

C. Organizations:

- Connect us with organizations that specialize in supporting educational initiatives for underprivileged children.

D. Fundraising:

- Participate in or organize fundraising activities to generate resources for the benefit of our students.

E. Advocate for our Children:

- Take a stand for the well-being of our children within the community.

F. Donate Your Time:

- Volunteer your time to assist in organizing events or supporting initiatives aimed at improving the lives of our underprivileged learners.

Your generosity and support can make a significant difference in the lives of these children. If you are able to contribute in any way, please contact Mrs. A Pretorius, who will be coordinating these efforts. We believe that, as a united school community, we can create a positive impact and provide a brighter future for all our learners. Thank you for your consideration and for being a vital part of this collective effort. Contact Mrs. A Pretorius to contribute. Let's unite for the well-being of our learners.

Thanking you in advance

Kind regards


J.H. van Niekerk
Principal

CODE OF CONDUCT

1. In accordance with Article 8(2) of the South African Schools Act of 1996, our school has established a Code of Conduct for learners. The primary objective of this code is to foster a disciplined and goal-oriented environment that enhances the quality of the learning process. We place significant emphasis on the appearance of students when they arrive at school, and we rely on parents/guardians to collaborate with us in ensuring that their children adhere to the specified standards.
2. Moreover, we have outlined specific procedures for parents/guardians to follow concerning the accommodation of religious or cultural rights. It is essential that these procedures be understood and followed to guarantee the respectful inclusion of diverse religious and cultural practices.
3. The most frequently emphasized issue about the effects of absenteeism on academic success is that learners have difficulty and fail subjects due to lessons and learning activities that they cannot attend. Absenteeism leads to loss of the gains in the curriculum. Make school attendance a priority. Help your child maintain daily routines, such as finishing homework and getting a good night's sleep. Stay on top of academic progress and seek help early from teachers if necessary.

If you have any specific inquiries or require further clarification on this information, please feel free to ask.

Find below parts extracted from the learner Code of Conduct:

1. Appearance of girls

Grade 8 – 11 girls

SUMMER UNIFORM (everything below is compulsory with summer wear) 1 Sept – 30 April

- Prescribed tunic dress (with length just above knee) – you may not alter the pattern
- White short sleeved school shirt
- Brown tie
- White ankle length regulation school socks
- Brown flat heeled school shoes with black soles
- The school blazer
- No slacks allowed during the summer
- No tracksuit pants will be worn as part of school uniform
- In the case of very cold weather during summer months, you may wear short sleeve or long sleeve school jersey under your blazer or school tracksuit top.

Grade 12 girls

SUMMER UNIFORM (everything below is compulsory with summer wear) 1 Sept – 30 April

- Prescribed khaki coloured skirt (with length just above knee) – you may not alter the pattern
- White short sleeved school shirt
- Matric tie
- Beach bronze/Blackmail stockings
- Dark-brown court shoes with black soles
- White matric pull-over
- The school blazer
- No slacks allowed during the summer
- In the case of very cold weather during summer months, you may wear long sleeve school jersey under your blazer

Appearance of hair for all girls

- Cornrows, natural dreadlock and braids (with or without extensions) will be allowed – maximum of 10 mm in diameter. Hair extensions are only permitted if it is the same colour as your own hair and must be tied.
- No beads or decorations will be allowed
- Braids etc. that is longer than the collar must be tied
- All hairstyles should be conservative, neat and in agreement with the school uniform
- No eccentric/fashion styles will be allowed

2. Appearance of boys

SUMMER UNIFORM (everything below is compulsory with summer wear) 1 Sept – 30 April

- White short sleeved school shirt with school badge
- Khaki coloured long school trousers for grade 10 and 11 boys as supplied by our school uniform suppliers only. (No other type of pants e.g. “Chino” will be allowed. Pants legs must cover socks when standing and the width may not be altered.
- Khaki coloured school shorts for grade 8 and 9 boys (with school badge) – no long school trousers will be allowed for grade 8 and 9 boys during summer.
- Dark brown school shoes with black soles
- Dark brown school socks
- School blazer (no jersey during summer – only if very cold with tracksuit top or blazer)
- Dark brown tie
- No tracksuit pants will be worn as part of school uniform
- Prescribed school cap
- Dark brown leather belt with a plain buckle is compulsory

BOYS: GRADE 12

- White pull-over/jersey in place of brown
- Matric tie
- Rest of school uniform same than above for Gr.8-11

HAIR - BOYS

- Maximum length of hair on head is 4cm
- Hair must be neatly cut, short in neck and around ears
- Long hair and foreign styles are not permitted

- Hair may not cover any part of ears
- Length of hair at the back must be gradually shorter with no steps. Square cut is allowed, but not thicker than 5mm
- Hair at back may not extend below bottom part of ear.
- No hair may hang over eyes or any part of face
- Fringes are allowed but must be kept short
- Sides may not be longer than middle of the ear
- No gel or 'relaxer' is permitted in hair
- No mullets, mohawks or "comb overs" are permitted
- No beard or moustache are allowed (not even one day old)
- Boy's not shaving beards/moustache will be sent to office to shave immediately. The cost of a disposable razor will be for the learners own account.
- No coloured hair is allowed.
- No extensions, dreadlocks or beads are allowed in hair.
- No steps, patterns or shaved heads are allowed.
- Simple straight and V-shape braiding with max width of 1.5 cm are allowed against head skin, but no extensions are allowed.
- All hair styles should be conservative, neat and matching the school uniform
- No eccentric/fashion styles are allowed
- If a learner does not co-operate regarding the hair rules above, the school will arrange for a qualified hairdresser to cut their hair and the account will be the responsibility of the parent/guardian.

3. Absenteeism

- If a learner is absent, the school will send an SMS to the parent to confirm the absenteeism
- Learners absent during a test/exam/portfolio/practical assessment task must submit a doctor's note as soon as he/she returns to school in order to avoid getting a zero for the test/exam/portfolio/practical assessment task.
- For absenteeism of one or two days, an absentee note signed by the parent must be handed in at the time table office as soon as the learner returns to school. If not, the learner will be awarded de-merits as in par 3 above.
- Learners who are absent for more than two consecutive school days must also submit a doctor's note as soon as he/she returns to school. If not, the learner will be awarded de-merits as in par 3 above.
- No learner may be absent without a valid reason. Absenteeism without a valid reason will be treated as bunking and the necessary demerit points will be awarded.

ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

- The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
- This application must be written and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
- This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.

- The learner must provide proof that he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his true beliefs and commitments.
- The religious conduct or practice must be lawful.
- The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- The written permission by the Governing Body must be carried by the learner and available when there is a query.