

RICHMOND PRIMARY SCHOOL



INFORMATION BOOKLET

RICHMOND PRIMARY SCHOOL

MISSION STATEMENT

OUR AIM IS TO PROVIDE A WELL
BALANCED QUALITY EDUCATION WHICH
EMPHASISES THE POSITIVE QUALITIES OF
ACADEMIC, MORAL AND SPORTING
DISCIPLINES.

WE ENDEAVOUR TO PROVIDE OUR
LEARNERS WITH AN
EDUCATION HIGHLIGHTING
CROSS-CULTURAL ENRICHMENT,
INDEPENDENT THINKING, RESPECT OF
OTHERS, COMMITMENT AND LOYALTY.

WE GIVE OF OUR BEST TO ALLOW
OUR LEARNERS TO ACHIEVE
THEIR BEST

Dear Parents

I am pleased that you have enrolled your child at Richmond Primary School and I sincerely hope that you and your child will have a long and happy association with this school.

The primary goal of any school is to prepare its pupils for a fulfilling and productive school career and to meet the demands of our fast changing world.

At Richmond School we hope to satisfy our pupils needs - i.e. love, security, discipline, exercise, mental stimulation and understanding.

We strive to provide an equitable balance between the academic, sporting and cultural spheres thus making your child a confident and caring member of society - in short, we hope to provide an Education for Life.

This booklet will serve to inform you about our school and its activities. We do welcome direct communication between you and the staff, and hope that your association with our school will be a rewarding one. Please feel free to make an appointment through the secretary to come and discuss any matters of concern or interest.

The staff of the school looks forward to meeting you.

Q.C. St. Leger
(Principal)

VISION OF THE SCHOOL

We at Richmond Primary School are committed to providing each learner with every possible opportunity to strive for excellence in order to achieve his/her individual potential through an effective holistic education and prepare him/her for a successful life.

HISTORY

Richmond Primary School was founded in 1851, making it the oldest primary school in Kwa Zulu Natal. Its first schoolmaster was Mr William McKenzie who came from Scotland to Natal in 1850 on Mr Joseph Byrne's Settler Immigration Scheme. Various buildings were used by the school until the farm, Emoyeni, was purchased in 1920. The farmhouse was altered to become the Boarding Establishment. The pupils attended school in Chilley Street until 1936 when the school was moved to its present site. A new Boarding Establishment was built in 1946 and the old one demolished. The school hall was built at a later stage and a modern classroom block was added in 1994.

A former headmaster, Mr R C A Lindsay (a Commander of Naval Defences in Durban Harbour during his time in the navy) designed the present school badge which depicts an anchor. When Admiral Edwards saw this badge on a visit to our school, he made a gift of an anchor to the school. This anchor played a vital role in the defence of Durban harbour during World War II being one of the anchors which held in place a huge steel net which was stretched across the entrance of the bay to prevent the entry of German U-boats. It now stands on a plinth at the entrance to the school.

YOUR CHILD'S NEW SCHOOL

When your child enters our school for the first time, he/she will need to feel secure - it is up to you as parents to encourage and support your child in his/her new surroundings and most of all, listen when he/she wants to tell you all about the day in the classroom. See that all clothing is clearly marked and that food is provided for at break times. It is important to be punctual when fetching your child from school, as parents who are late cause pupils to become very anxious.

Every school is different and pupils coming from other schools will have to adapt to their new school. Encourage your child to ask the teacher if he / she is not sure of any aspect of the work being done. The building of friendship may take a little while as he/she needs to feel accepted in established social groups.

APPLICATION FORM

Your child **MUST** be **SIX OR TURNING SIX** before **30th June** in the year he/she enters **Grade One**.

When completing the application form, it is important that you inform us of any illness/allergies which could affect your child at school.

CHILDREN WITH SPECIAL NEEDS

Specialists such as psychologists, speech therapists and occupational therapists can be called in to identify problems and give specific and specialised treatment. This will **ONLY** be done with your consent. You will have to pay for the services rendered.

SCHOOL FEES

These fees are compulsory for every pupil and are used amongst other things to provide text and exercise books, media centre books, sports equipment, cater for fixtures, maintain the swimming pool and provide transport. Fees also cover electricity, water, sewerage, maintenance and equipment. Education is **NOT FREE** and all parents are **EXPECTED** to share the load equally. The Principal will interview those in arrears. Your support in paying fees timeously is essential in order to run the school effectively.

Fees can be paid annually, quarterly or monthly over 10 months. Fees are to be paid by Bank Deposit Slip at First National Bank. Please ensure that you indicate your child's name or account number in the reference block. A copy of the deposit slip must be handed to or sent to the Financial Secretary as proof of payment. Cash will not be accepted for security reasons.

Our bank details are as follows:

**FIRST NATIONAL BANK - RICHMOND
BRANCH CODE 221826
ACCOUNT NO. 53564335025**

SCHOOL HOURS

Grade 1 - 2	:	7.55a.m. - 1.00 p.m.	Monday to Friday
Grade 3	:	7:55a.m. - 1:00 p.m.	Wednesday and Friday
Grade 3	:	7:55a.m. - 2:30 p.m.	Monday, Tuesday and Thursday
Grade 4 - 7	:	7.55a.m. - 2.30 p.m.	Monday, Tuesday, Wednesday and Thursday
Grade 4 - 7	:	7.55a.m. - 1.00 p.m.	Friday

On the **last day of each term school will close at 12 noon**. School will not close early on days preceding public holidays or long weekends and permission will not be given for pupils to leave early.

ABSENCE FROM SCHOOL

We cannot give permission for extended holidays or early "get-a-ways" before school officially closes. When a pupil has been absent a brief note to explain his / her absence must be handed to the teacher and a doctor's certificate to be produced if applicable.

INFECTIOUS DISEASES

Please inform the School if your child contracts an Infectious Disease. Your child may return after the following time periods:

Measles	:	7 days after the appearance of a rash
Mumps	:	7 days after swelling has disappeared.
Chicken Pox	:	14 days after the onset of the disease and when all blisters have healed.
Lice & Nits	:	After treatment and establishment of egg free hair. Hair to be checked by a medical official and a clearance certificate is to be provided.
Pink eye	:	Not until cleared by a doctor.
Scabies	:	Not until cleared by a doctor.

DISCUSSION WITH TEACHERS

We encourage you to take a keen interest in your child's scholastic progress. The principal, head of Department (Junior and Senior Primary) and teachers welcome contact with parents. Open days are arranged so that you can see your son's / daughter's work and discuss his / her progress with his / her teachers.

HOMEWORK

All pupils have homework from Mondays to Thursdays. The amount of homework will differ from class to class. Please sign the book **after** homework has been completed to your satisfaction. This book will also serve to convey messages between school and home.

EDUCATIONAL EXCURSIONS

Excursions are arranged for class groups from time to time. Parents are therefore asked to complete an indemnity form before pupils travel on excursions or to sport matches. Pupils whose indemnity forms are not on file will not go on the excursion. Pupils whose fees are not up to date will not be included in the group.

DRESS WHEN GOING ON EXCURSIONS OR TO SPORT FIXTURES

Pupils going out as a school group must be properly dressed in full school uniform unless they have been given specific instructions to the contrary. Any pupils not properly dressed will be refused permission to accompany the group.

MONEY AND VALUABLES

We accept no responsibility for money and valuables lost by pupils while at school. Money must be handed to the teacher for safekeeping. The correct amount (cash) should be sent to school for any payment as we do not always have the correct change. Please make cheques payable to Richmond Primary School or Richmond School Hostel as the case dictates.

SPORT

Every pupil from Grade 1 to Grade 7 is expected to take part in at least one sport per term. These include:

BOYS

SUMMER	<i>Basketball, Cricket, Swimming, Tennis</i>
WINTER	<i>Athletics, Basketball,, Hockey, Rugby, Soccer, Tennis</i>

GIRLS

SUMMER	<i>Basketball, Cricket, Swimming, Tennis</i>
WINTER	<i>Athletics, Basketball,, Hockey, Soccer, Tennis</i>

Piano and dance lessons can be arranged. Fees are charged for these extra-mural activities. The respective Instructor's Contact details is available through the office.

If learners are selected to represent the school at sport on a Saturday they will **be** expected to take part. (Please write a note to excuse your child from taking part in sport if he/she is unable to participate for any reason). On rainy and hot days a decision to cancel sport will be taken by 12.00 noon. **Please do not phone the secretaries before this time.** School sport fixtures and practices take preference over **private coaching** arrangements.

GROUP ACCIDENT INSURANCE

Parents are well advised to make use of this scheme. Annual premiums are payable before the end of February each year. The scheme covers injuries resulting from accidents during sport or excursions and on route to and from school. Full details of the scheme are obtainable from the financial secretary. Loss of personal property is not covered by any policy held by the school.

Every care and precaution is taken for the safety and welfare of the pupils. Nevertheless, one must accept that unforeseen circumstances may occur. Would you please take note that participation in school activities is taken at the pupil's own risk and that no claim may be lodged against the Principal, Staff or Governing Body should an injury occur.

SCHOOL UNIFORMS

The following items of clothing constitute our uniform and **are required by every pupil** attending this school. Please make sure that the clothing and shoes are always in good condition.

BOYS

- White shirts with school badge*
- Navy blue school shorts
- Long navy blue socks
- Black school shoes with laces
- Tracksuit in school colours with school badge *
- Red & Blue "golf shirt" with badge for matches and tracksuit*
- Regulation T-Shirts - red or blue*
- White/navy boxer shorts for P.E. and sport
- School swimming costume
- Swimming cap*
- Navy blue jersey - with V neck (optional; to be worn UNDER tracksuit)
- Coloured socks according to sports played*
- Long navy /red socks*
- Peak cap*

GIRLS

- School dresses*
- Tracksuit in school colours with school badge*
- Short white socks in summer
- Long navy blue socks for winter*
- Black shoes - lace-up or buckle
- Regulation T-Shirt - red or blue*
- White/blue boxer shorts for P.E. and sports
- Golf shirt for matches and tracksuit
- School swimming costume
- Swimming cap*
- Peak cap*
- Navy blue jersey - V neck (optional; to be worn UNDER tracksuit)
- Coloured socks according to sports played*
- Ribbons/clips/bobbles in dark blue, red or white if needed.

The items marked with a * are only obtainable from the school's Uniform Shop.

The Uniform Shop is open daily from 8:30am to 1pm.

PLEASE ENSURE ALL CLOTHING AND FOOTWEAR ARE CLEARLY MARKED

CODE OF CONDUCT

RICHMOND PRIMARY SCHOOL

1. Learners must arrive by 07h45. Bell for lining up rings at 07h55. Learners may not be absent without valid reason and on return to school. An absence note needs to be provided.
2. No pupil to go into classrooms, Hall, Media-Centre, Pool and Pool area, Art-room before, during or after school without a teacher being present.
3. No pupil may leave the school grounds during normal school hours without the permission of the School Principal. Classrooms are out of bounds after 14h30 unless there is a teacher in attendance.
4. Pupils finish school daily at 14h30 and at 12h00 on break up days.
5. Full regulation uniform is to be worn to and from school. Correct sportswear must be worn for practices and for matches.
6. Boys to have neat haircuts. Girls who have long hair must tie hair up - fringes to be above eyebrows. Ribbons to be school blue or red only. No elaborate hairstyles will be allowed.
7. The use of bad language, verbal abuse, bullying or stealing is unacceptable and will be firmly dealt with.
8. Learners may not disrupt the learning process in any way.
9. Learners must respect school property, books must be properly cared for and replaced by the learner if lost or damaged at full cost to the learner.
10. Grounds, buildings and verandahs to be kept clean and litter free. No graffiti is allowed unless permission is granted by the Principal.
11. Talking ceases after "lining-up" bell. No running on stairs and verandahs.
12. Any pupil in school uniform, whether at school, or after school hours, is subject to the code of conduct of this school while wearing our uniform.
13. The cleaner's quarters, laundry and Pied Piper School are out of bounds.
14. A learner must understand that action may be taken against him/her if rules are contravened.