

RICHMOND PRIMARY SCHOOL



SCHOOL AND BOARDING ESTABLISHMENT

BOOKLET

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**

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 TO
PREPARE HIM/HER FOR A SUCCESSFUL LIFE.**



Richmond Primary Boarding Establishment
P O Box 7
Richmond
3780

B.E Phone : 033 2122150
Fax: 033 2122423
Call Box: 033 2122016

Dear Parents

This information booklet has been compiled for your information and guidance. It will make you aware of the School and Boarding Establishment rules, the daily routine, clothing requirements and other relevant information.

If you have any queries, please direct them to the senior matron or me during School hours.

Best Wishes

Q.C. St.Leger

(Principal)

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.

RICHMOND PRIMARY 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 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.

Your child must be **SIX OR TURNING SIX** 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 HOURS

Grade 1 - 2	:	7.55a.m. - 1.00 p.m.	Monday to Friday
Grade 3	:	7:55a.m. - 2:30 p.m.	Monday, Tuesday and Thursday
Grade 3	:	7:55a.m. - 1:00 p.m.	Wednesday and Friday
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.
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 3 to Grade 7 is expected to take part in at least one sport per term. These include:

BOYS

SUMMER	Swimming, Cricket, Tennis
WINTER	Soccer, Rugby, Hockey, Tennis, Athletics

GIRLS

SUMMER	Swimming, Tennis, Netball
WINTER	Hockey, Tennis, Netball, Athletics

There are Ballet, Tennis and Piano lessons by arrangement. 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/ren 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

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

GIRLS

- School dresses*
- Tracksuit in school colours with school badge*
- Regulation T-Shirt - red or blue*
- Swimming cap*
- Long navy blue socks for winter*
- Navy blue jersey - V neck (optional; to be worn UNDER tracksuit)
- Black school swimming costume*
- White/blue boxer shorts for P.E. and sports*
- Coloured socks according to sports played*
- Short white socks in summer
- Navy blue long socks in winter*
- Black shoes - lace-up or buckle
- Red or blue cricket hat according to sport house*
- 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 every school day on demand.

PLEASE ENSURE ALL CLOTHING AND FOOTWEAR ARE CLEARLY MARKED

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 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.

BOARDING ESTABLISHMENT

FEES AND METHOD OF PAYMENT

These fees are set annually by the Governing Body at a budget meeting for all the parents. The Boarding Establishment fees are payable in FULL on the first day of each term. Insurance for your child/ren is available. It is not compulsory but advisable This covers boarders in the event of any accident to, from or at School and the Boarding Establishment during the year.

There are no facilities for monthly payment of Boarding Establishment fees. Boarders who arrive on public transport without fees will immediately be sent home. Fees can only be paid to the Richmond Primary School Hostel through a bank deposit. The deposit slip must accompany your child or be faxed (or posted) to the School (Fax 033 - 212 2423) before the term starts as proof of payment. **Please ensure that your child's name and grade are clearly legible on the deposit slip.** Failure to give these details will mean that your account cannot be credited.

BANKING DETAILS

Banking details:	F.N.B
Branch code:	221826
Account Name:	<u>RICHMOND PRIMARY HOSTEL</u>
Account Number:	53560008486

PROCEDURE AT THE BEGINNING OF EACH NEW TERM

Boarders are to return between 4:00 p.m. and 5:00 p.m. on the afternoon before the School term begins. The Boarding Establishment and School gates will be locked after 5.30 p.m. and no late arrivals will be allowed in. Deposit slips must be presented before learners are allowed into the Boarding Establishment. Separate deposit slips must be made out for Boarding Establishment fees and for School fees. **Please hand in any medication for your child to the Senior Matron making sure that his / her name and dosages are clearly marked on the containers.**

FREE WEEKENDS / HOLIDAYS

Every third weekend is a compulsory free weekend (unless otherwise stated) and all boarders go home. Boarders must make their own arrangements with regard to traveling to and from home by the Wednesday evening preceding the weekend or holidays. The weekend begins on Friday after 1 p.m. and boarders may return on Sunday between 4:00 p.m. and 5.30 p.m. or on the Monday morning. These arrangements will also apply to long weekends when the Friday /Monday is part of the long weekend. Please ensure that your child is signed "out" when departing and signed "in" when returning to the Boarding Establishment. A weekend book is in the foyer for this specific purpose. You will be advised at the beginning of each term of free weekend dates. Boarders must leave and return to the Boarding Establishment in full School uniform.

Closing time on break-up days is 12 noon. Please collect your child/ren before 4.30p.m.

POCKET MONEY

Pocket money must be provided. (R50-00 a term is a good guide). On arrival at the beginning of a term make sure that pocket money (sealed in an envelope and marked with your child's name, Boarding Establishment number and amount) is handed to the teacher on duty. A staff member is in charge of managing the pocket money and a strict record of all spending is kept in a book. Any balance will be carried over to the next term. At the end of the year the pocket money book is closed and any money remaining will be returned to your child.

DAMAGES

You will be charged for any damages caused through your child's negligence or misbehaviour. The cost of replacement and labour will be added to your account.

MEDICAL PROCEDURE

One of the matrons will contact you if your child is sick and request that you fetch him/her and make your own medical arrangements. A matron will assist and take your child to the doctor if YOU arrange an appointment with a doctor in Richmond.

Prior arrangements for account facilities (at the doctor) is your responsibility.

Doctors and the chemist's phone numbers are listed below:

- ◆ Dr J Boulter - 033 - 212 2147
- ◆ Dr P Van Eck - 033 - 212 2944
- ◆ Chemist - Mr M Bhamjee - 033 - 212 2427

PUBLIC TRANSPORT

A growing number of pupils make use (at their own risk) of public transport at free weekends. Please make allowance for fares when giving your child pocket money. Money will not be lent to boarders for public transport.

CLOTHING LIST

The clothing lists are as follows. The items marked with ** may only be purchased from the uniform shop at School (Monday - Friday 8:00am - 13:00pm).

GIRLS

- ◆ ** 1 School Tracksuit with badge
- ◆ ** 4 School dresses
- ◆ ** 3 Blue School T-shirts (for sport and after School casual wear)
- ◆ ** 3 Red School T-shirts (for sport and after School casual wear)
- ◆ 1 Navy Blue School jersey (optional)
- ◆ ** 1 Hat (blue or red depending on School house)
- ◆ ** 1 White golf shirt
- ◆ ** 1 Red/Blue golf shirt
- ◆ **2 Book bags
- ◆ **1 Pair Sports socks

- ◆ ** 6 Pairs of long navy blue socks (winter uniform)
- ◆ Black swimming costume
- ◆ ** 1 Swimming cap (blue or red depending on School house)
- ◆ **4 Pairs of navy blue boxer shorts (for sport and after School as casual wear)
- ◆ **2 Pairs of white boxer shorts for sport
- ◆ 6 Pairs of short white socks (summer uniform)
- ◆ 1 Pair black School shoes (for winter)
- ◆ 1 Dressing gown
- ◆ 1 Pair slippers or slops
- ◆ 1 Pair white tennis shoes (if playing tennis, plus shoe cleaner)
- ◆ 2 Swimming towels
- ◆ 2 Long sleeved play jerseys
- ◆ 2 Pairs of play shoes or slops
- ◆ 3 Pairs of pyjamas
- ◆ 1 Pair of hockey boots (if needed)
- ◆ Coat hangers, toiletries, black shoe polish, casual tracksuits (for winter). No casual multi-coloured play clothing is permitted after School or during weekends.

BOYS

- ◆ ** 1 School Tracksuit with badge
- ◆ 1 Navy Blue School jersey (optional)
- ◆ ** 3 Red School T-shirts (for sport and after School casual wear)
- ◆ ** 3 Blue School T-shirts (for sport and after School casual wear)
- ◆ ** 4 School shorts
- ◆ ** 2 Pairs of white boxer shorts for sport (cricket, tennis, athletics or rugby)
- ◆ 1 Black swimming costume
- ◆ ** 1 Swimming cap (blue or red depending on School house)
- ◆ ** 1 Hat (blue or red depending on School house)
- ◆ ** 1 White golf shirt
- ◆ ** 1 Red/Blue golf shirt
- ◆ **2 Book bags
- ◆ **1 Pair Sports socks
- ◆ 5 Pairs Navy Blue boxer shorts (for sport and after School casual wear)
- ◆ **5 Pairs long blue + red socks
- ◆ 1 Pair white tennis shoes (if playing tennis plus shoe cleaner)
- ◆ **5 White shirts with School badge
- ◆ 1 Pair of black School shoes (winter)
- ◆ 2 Swimming towels
- ◆ 2 Long sleeved play jerseys
- ◆ 1 Pair rugby boots if playing rugby or soccer (2 practice jerseys for rugby/soccer)
- ◆ 8 Pairs underpants
- ◆ 1 Navy raincoat (optional)
- ◆ 3 Pairs pyjamas
- ◆ 1 Dressing gown
- ◆ 1 Pair slippers or slops
- ◆ Coat hangers, toiletries, black shoe polish, casual tracksuit for winter. No casual multi-coloured play clothing is permitted after School or during weekends.

MARKING OF CLOTHES

Many articles of clothing are not properly marked and cause a great deal of frustration and extra work for the laundry staff. Clothes become mislaid or mixed up as a result. It is very important that all items of clothing (and all personal belongings) are suitably and clearly marked. Clothing must be marked with a printed name tape (material) on which your child's name and laundry number are clearly visible. Marking with pens or adhesive labels are unacceptable as they do not stand up to commercial washing detergents. Clothing not properly marked will be put into the unmarked box and will have to be claimed. Articles not claimed within six months will be put into the uniform shop and sold or given to needy children.

EXAMPLE OF CLOTHES LABEL TO BE SEWN ONTO CLOTHING

JOHN BROWN 43

SWIMMING

No boarder is allowed in the pool area unless a duty teacher or other responsible adult is present. The girls are to hang wet costumes and towels on the windy drier in the quadrangle. Boys are to hang wet costumes and towels on the windy drier at their side of the Boarding Establishment. B.E. towels may not be taken to the swimming pool.

SUNDAY SCHOOL

There is an inter-denominational Sunday School every Sunday morning which all boarders attend.

THE DAILY ROUTINE

- ◆ 6.15a.m. Rising bell
- ◆ 7.00a.m. Inspection bell
- ◆ 7.15a.m. Breakfast bell
- ◆ 7.55a.m. School starts
- ◆ 10.30a.m. Tea and sandwiches will be supplied for boarders
- ◆ 12.50p.m. Lunch

AFTER SCHOOL

- ◆ 2.35 p.m. - Boarders to change into sport or play clothes (blue shorts and T-shirts). All boarders to vacate hostel and play outside or take part in organised School sport. School buildings are out of bounds.
- ◆ 4.45p.m. - Boarders line up downstairs. Shoes are polished. Boarders to bath or shower in set groups controlled by the duty staff who will be in attendance. Please make sure that your child has an adequate supply of the necessary toiletries (soap, toothpaste, toothbrush) plus a comb, black shoe polish and brushes, and slops/ slippers.
- ◆ 5.45p.m. - Supper
- ◆ 6.30p.m. - Pupils prep
- ◆ 8.00p.m. - Bed time
- ◆ 8.30p.m. - Lights out

BOARDING ESTABLISHMENT : CODE OF CONDUCT

- ◆ Classrooms are out of bounds after 14h35 unless there is a teacher in attendance.
- ◆ Full regulation uniform will be worn to and from School. Correct sportswear must be worn for practices and for matches. Any boarder in School uniform, whether at School, or after School hours, is subject to the code of conduct of the School.
- ◆ No elaborate hairstyles or extra plaits/ braids are allowed as problems arise when showering or swimming. The wearing of jewellery, earrings, necklaces and make-up are not permitted (unless special permission is granted).
- ◆ The use of bad language, verbal abuse, bullying or stealing is unacceptable and will be firmly dealt with. Our Boarding Establishment is co-educational and multi-cultural where all boarders have a right to be happy, respected and accepted. All boarders will enjoy equal treatment and must understand that action may be taken against them if rules are contravened. We will not tolerate racism, insubordination, cheek or insults from any learner.
- ◆ Boarders may not disrupt the Boarding Establishment procedure in any way and they must conform to the code of conduct. Failure to do so will necessitate finding alternate boarding.
- ◆ Breakages and/or damage costs will be charged to the responsible person if negligence is involved. Grounds and buildings are to be kept clean - littering or defacing of the Boarding Establishment and its grounds will not be tolerated.
- ◆ Library books are to be kept in material drawstring book bags unless being read.
- ◆ Boarders will be disciplined in the following instances :
 - repeated leaving of clothing lying about or for recurring untidy lockers and beds.
 - Poor or incomplete homework or for leaving books at School or in the Boarding Establishment.
 - Disruptive behaviour, bad language, verbal abuse and intimidation by individuals or groups.
 - Failure to comply with duty staff instructions.
 - If found at School or out of bounds after School hours without permission.
 - For not being punctual.
- ◆ A letter will be sent to parents advising them of suspension for up to a week from the Boarding Establishment for any of the following :
 - Bullying or fighting, intimidation by "groups" of learners and disruptive behaviour.
 - stealing from pupils, staff or from the Boarding Establishment.
 - Swearing or obscene behaviour, debilitating actions, sex-related misconduct or indecency.
 - Vandalism, and/or wilful damage to property and belongings.
 - Use of drugs, drinking alcohol or smoking cigarettes.
 - being in possession of pornographic material.
 - Gross insolence or actions provoking racism or gender harassment.
- ◆ Pupils excluded from the Boarding Establishment for bad behaviour must find alternate accommodation if they wish to continue attending the School.