



# GENERAL INFORMATION BROCHURE



This is issued to all parents on enrolment of their children.

**As a tree is known by its fruit,  
so a school is known by the public image projected by its learners.  
A positive image can be achieved only if the school, its activities and policies enjoy the  
complete co-operation and loyal support of all parents and learners.**

Principal: L.J. Steenkamp  
Deputy Principal: A. Nel  
HOD Foundation Phase: J. Matthews  
HOD Intermediate/Senior Phase: L. Luppnow  
HOD Educational Guidance: I. Van Dijk

SCHOOL ADDRESS:  
Eland Road, Nimrod Park  
Kempton Park  
10617, Aston Manor, 1630

SCHOOL OFFICE: (011) 970-2171 / (011) 970-2196  
[admin@amps.za.com](mailto:admin@amps.za.com)

FAX: (011) 970-1385

CURRENT ACCOUNTS: (011) 970-3327  
[accounts@amps.za.com](mailto:accounts@amps.za.com)

OLD / OUTSTANDING ACCOUNTS: (011) 970-2335  
[zelda@amps.za.com](mailto:zelda@amps.za.com)

Web site: <http://www.amps.za.com>

<b>TERM DATES FOR 2013</b>		<b>TERM DATES FOR 2014</b>	
TERM:	DATES:	TERM:	DATES:
<b>One</b>	9 January to 20 March	<b>One</b>	15 January to 28 March
<b>Two</b>	9 April to 21 June	<b>Two</b>	7 April to 27 June
<b>Three</b>	15 July to 20 September	<b>Three</b>	21 July to 3 October
<b>Four</b>	1 October to 4 December	<b>Four</b>	13 October to 10 December

21 <sup>st</sup> March 2013	– Human Rights Day
29 <sup>th</sup> March 2013	– Good Friday
1 <sup>st</sup> April 2013	– Family Day
27 <sup>th</sup> April 2013	– Freedom Day
1 <sup>st</sup> May 2013	– Workers Day
16 <sup>th</sup> June 2013	– Youth Day
17 <sup>th</sup> June 2013	– Public Holiday
9 <sup>th</sup> August 2013	– Women’s Day
24 <sup>th</sup> September 2013	– Heritage Day

## 1. SCHOOL DAY / TIMES / PUNCTUALITY

**School starts at 07h30.** Please ensure that your child is on the premises no later than 07:25 in the morning.

**Foundation Phase (Gr.1, Gr.2 and Gr.3) finish school at 13h45.**

**Intermediate and Senior Phase (Gr.4 to Gr.7) finish school at 13h45.**

Motor vehicles are **not permitted** on the school grounds for the purpose of transporting children at the **start and close** of school.

### GATES

Learners **must enter and exit** the school premises from the following gates: **Oorbietjie, Njala**, and the **Eland Street Hall gate**, before and after school.

**ONLY late-comers and visitors** must use the **visitor's gate** at the main entrance in Eland Street.

Learners are **NOT** allowed to use the **vehicle gate** in Eland Street.

All gates will be locked at 07:30. If children arrive after 07:30, their names will be written down by the prefect on duty, irregardless of the reason, or if the child is accompanied by an adult. If it is determined that the child arrives late for school on a regular basis the child will be sent to detention.

Please assist the school by ensuring that your child / children is / are always punctual. Parents are requested to stay off the school premises during school hours, unless they have made specified appointments.

**Parents are urged to collect their children timeously after school and after extramural activities.** It is unsafe and places your child's life in danger to leave him / her waiting on the pavement for hours on end. However if a situation arises where you collect your child late, he / she must wait at the Oorbietjie gate. All gates are locked at 14:00 and children must then exit via the pedestrian gate in Oorbietjie Street.

## 2. SCHOOL FEES

If a parent stays outside our feeder area, the Governing Body expects them to pay their school fees in full. However, every application for assistance is treated on merit.

If you have any queries regarding current school fees / payments please contact the Accounts Office directly on **(011) 970-3327**. When requiring assistance / financial aid it is the parents / guardians responsibility to contact 011-970-2335 from **January** and **before** the end of **February** of **every current year**. If you have any queries or require assistance with arrear school fees contact the school office on 011-970-2335.

**School fees can be paid over 11 months, termly or annually.**

A discount for fees paid in full is offered as follows:

Fees fully paid up by the end of December for the following year – 15% discount.

Fees fully paid up by the end of January for the current year – 10% discount.

For further information - **SEE CONTRACT – ISSUED IN JANUARY** or **WITH ENROLMENT FORMS**.

**We encourage you to make payments via debit order or the internet as this is obviously a far safer option.**

**BANKING DETAILS:** Standard Bank, Festival Mall, Kempton Park,  
Branch Code (01-24-42-44), Account No (02 02 504 52)

**Please ensure that the deposit slip / internet copy has your child's surname OR family account number and class, plus details of payment, i.e. what the payment is for – school fees, computer club etc.**

**Please ensure that you keep all proof of payments / receipts etc in case you have any queries.**

## 3. COMMUNICATION

From time to time, parents will receive a sms or the following notices. Please be so kind as to read and take note

of the necessary contents.

- a. **General Parent Circulars:**- to all families on matters of departmental and / or domestic policy, education and tuition. (From the Headmaster). These circulars are available from [www.amps.za.com](http://www.amps.za.com) or directly from the school office.
- b. **Special Parent Circulars:**- dealing with specific aspect(s) of the school programme which involves a limited number of learners. (From the Principal and / or HOD / Assistant / Coach). These circulars are handed directly to your child.

*Please teach your children that all notices, documentation, etc from the school are of extreme importance and must be handed directly to you once they are received. This is the only way that we as a school can communicate directly with you as parents.*

### **PERSONAL COMMUNICATION**

Parents may not loiter outside classrooms or visit an educator during school time, unless a prior arrangement has been made with the educator.

The easiest way to communicate with the educator is by writing in the HOMEWORK DIARY or sending a letter with your child.

### **General Parent Afternoon / Evening**

- a. All parents are cordially invited to attend parent afternoons / evenings. The first of such meetings is open to all parents, while the subsequent meetings are usually held by invitation. If a parent however, wishes to discuss something specific with an educator, then an appointment can be made by sending in a letter directly to the class teacher or via the homework diary.
- b. Parents will have the opportunity to discuss matters of mutual concern with the class or subject educator.
- c. Considering the limited time available, discussions should be factual, confined to educational matters and as brief as possible, giving all parents an equal opportunity to converse confidentially with the educators.

### **Special Parent Afternoon / Evening**

- a. The parents of specific learners or learners of a specified grade and or group(s) eg Foundation Phase, Intermediate Phase or Senior Phase are involved.
- b. Attendance by invitation and confirmed appointment.

### **Educator - Parent Communication**

All assessments and homework sent home are to be signed by the parent and returned to school. Learners are to ensure that parents receive any documents, circulars, merits and offences issued by the school. Parents must check the homework diary on a daily basis and sign/date all necessary information/communication.

**All tear off slips attached to circulars or documentation must be returned to the school as soon as possible or by the due date.**

**Parent - Principal Communication** BY APPOINTMENT ONLY , contact the school office.

### **CORRESPONDENCE WITH CLASS / SUBJECT EDUCATOR OR HEADMASTER**

When writing to any of these people, kindly indicate the child's full name and his / her class (eg Gr 31) especially when your correspondence is addressed to the Principal or any other subject teacher.

#### **4. BIRTHDAY PARTIES / TREATS**

**Grade 1 to 3 learners are not allowed to bring chips or sweets to school from Monday to Thursday. This is only allowed on a Friday at second break. For Birthdays: - Please do not send in whole cakes or party packs - only cupcakes.**

Grade 4 to 7 learners - if supplying your child's class with something for his / her birthday - do not send in any whole cakes, rather separate party packs / cupcakes.

Ensure that these items are delivered to the office before first break (09:45) to ensure that these items are handed out timeously.

#### **5. PROBLEMS**

Please go through the necessary channels eg first discuss your problem with the educator concerned, then the Head of Department, then the Deputy Principal, then Principal and then the Governing Body.

<b>6. <u>SCHOOL ATTENDANCE</u> <u>Absence From School</u></b>
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Unwarranted absence during final assessments cannot and will not be condoned. If a learner is absent from school, parents are requested to send a letter explaining the child's absence to the class educator. Learners who are absent for a period of three days or more OR for a test / examination must produce a doctor's certificate on returning to school. No examinations will be written before or after the examination dates. If a child is absent during the examinations, the child's average will be used to determine his / her final mark.

### **Appointments during school times**

Parents must, where at all possible refrain from this practice as it can be detrimental to the progress of the learner. Rather make doctor's appointments etc in the afternoon, however if you are unable to do so, then a letter from the parents or guardians must be submitted to the class teacher well in advance of the appointment date.

Parents fetching their children during school hours must hand in their Identity Document at the **office**.

**A Drivers Licence will not be accepted as means of identification.**

**No child may be taken directly from the classroom.**

PLEASE ENSURE THAT YOU FOLLOW THIS PROCEDURE AS IT IS FOR YOUR CHILD'S SAFETY!!

## **7. HOMEWORK / ASSIGNMENTS / ASSESSMENTS**

All work, whether completed in class, as homework, an assignment or as formal assessments is mark-worthy. Assessment is therefore an ongoing process and learners must always ensure that all work is completed to the best of their ability.

Homework / Assignments are geared to:

- a. Emphasize - by means of suitable, regular repetition - certain aspects, concepts and skills already dealt with in class. Problems experienced with these repetitive exercises indicate to what extent the learner has or has not mastered what has been taught.
- b. Develop beneficial study habits, regularity and diligence being emphasized.
- c. Promote self-activity and the assumption of responsibility - punctuality and originality being of primary importance.
- d. Homework assignments do not necessarily involve written work.
- e. Parental interest and supervision, though commendable and beneficial, could be detrimental if pursued to the limits of active involvement.

**PLEASE DO NOT DO THEIR WORK FOR THEM, RATHER ENSURE THAT IT IS DONE.**

## **8. SCHOOL UNIFORM**

### **BOYS – Summer:**

- a. Navy blue school shorts.
- b. White S/S shirt with collar detail.
- c. Navy blue socks with red/white/blue stripes.
- d. Black lace-up shoes.
- e. Navy blue jersey with badge.
- f. Navy blue school drimac.

### **GIRLS – Summer:**

- a. Check dress.
- b. Navy short ski pants – SHORTER than dress.
- c. White school anklets (above the ankle).
- d. Black school shoes.
- e. Navy blue jersey with badge.
- f. Navy blue school drimac.  
Girls may not wear ANY stockings underneath their school dress.

Learners may wear the official school cap during summer months only, but it must be taken off indoors.

**BOYS AND GIRLS – Winter:** The winter uniform is the same for boys and girls, i.e.

- a. White L/S shirt with collar detail.
- b. Navy blue socks with red/white/blue stripes.
- c. Navy blue drimac.
- d. Learners may wear plain navy/dark blue gloves and scarves in winter. AMPS dark blue "beanies" are only permitted on extremely cold days and must be removed indoors. No ear muffs are permitted.
- e. Long navy blue trousers.
- f. Navy blue jersey with badge.

School Shoes for Boys and Girls are obtainable from most suppliers, ensure that you purchase the correct school shoes – no huge silver buckles or large heels allowed.

### **Physical Education Uniform**

- a. This is the school Red T/shirt and Navy Blue shorts with school badge and is worn to school only on the day that the child has physical education.
- b. "Takkies" must be a sport shoe, only black OR white OR navy blue. No platform takkies, "heelies" , "skater shoes" or brightly coloured / patterned takkies are permitted.
- c. Learners may only wear the official school tracksuit over their Phys. Ed. Uniform in winter on their Phys. Ed day or if requested to do so.
- d. If a learner does not have the official school tracksuit he / she must wear the school uniform to school and change into their Phys. Ed. Uniform before the physical education period (winter months).
- e. Boys are to wear their blue school socks with the physical education uniform and girls the white school anklets (above the ankle).

### **OFFICIAL SCHOOL STOCKISTS:**

**BOUNDARY SILK BAZAAR** - 011-975-2119  
Cnr Pomona & Sarel Road - 011-975-9291/2  
KEMPTON PARK

ASTON MANOR SCHOOL CLOTHING SHOP (2<sup>nd</sup> hand, on premises, Mon to Fri, 13:00 to 14:00)  
(this faces the field, next to the bus shed)

### **9. PERSONAL CLEANLINESS / CARE OF SCHOOL UNIFORM**

The highest standard of personal cleanliness and hygiene is expected from every learner at all times. Uniforms must be clean, uncreased and in good repair and of appropriate size. If continually dressed incorrectly, despite several warnings, the parents will be phoned to fetch the child from school to rectify the matter. The school uniform, physical education clothes and tracksuit must be neat and clean at all times. Shoes must be polished and clean at all times, with laces in good condition.

Should inclement weather be experienced on certain days, additional items of clothing may be worn underneath the school uniform, provided it is NOT visible. Learners will be informed if they must wear their school uniform or physical education uniform on specific occasions, i.e. functions at the school, educational excursions and extra-mural activities. When a uniform's colours are bleached/stained it has to be replaced and may not be worn to school. Please ensure that you heed the washing instructions.

If a learner's dress code is incorrect / inappropriate for an outing / event the learner will not be allowed to attend said function.

**Learners should be made to understand that while in school uniform on their way to school or home, they are, for all practical purposes, under the authority of the school. Any public misconduct is detrimental to the image of the school and will be considered a serious offence.**

### **10. LEARNERS' CODE OF CONDUCT:**

This is issued to new enrolments and printed in the school's homework diary, or alternatively a copy can be collected from the office. It is important that all parents and learners acquaint themselves with the Code of Conduct as it details all aspects of the rules and regulations.

### **11. LEARNER REQUISITES**

A stationery list is provided to each learner at the end of each year for the following year.

New enrolments are given the stationery requirements on enrolment.

Please check your child's stationery before the start of each term. Replace any items that are lost or broken.

During the year, depending on availability of stock, certain items can be purchased or photostating can be done at the office during registration (07:30 - 07:45), first and second break and after school.

**N.B.** Certain subjects / learning areas may require the parent to purchase specific materials from time to time.

### **12. CIVVIES DAYS**

Children **may not** wear makeup, nail varnish, jewellery, high heels or revealing clothes on "civvies" days. Boys and Girls hair must be as per school regulations (code of conduct) on "civvies" days.

13. **PERSONAL PROPERTY**

Personal property (cell phones, toys, games, sporting equipment etc.) may not be brought to school. The school will not be held liable for the loss, theft or damage of such items. Items that are confiscated will only be returned upon payment of a fine, however if the child is a repeat offender the item may be kept for a term or not returned at all. If a child is caught bringing BB guns / toy guns or toy knives / knives etc to school these will be confiscated and destroyed.

14. **LOST PROPERTY**

Please mark all your child's personal possessions clearly. **Abbreviations or initials are impossible to identify** and parents are requested to mark all items **with the name and the surname of the child to facilitate easy identification**.

When marked property is handed in at the school office learners are called to come and collect these items.

**Experience has taught us that most learners fail to identify their own unmarked property.**

Enquiries about lost property are to be made at the office. If claiming **UNMARKED** property from the office a **fine** will be charged. Unclaimed property is either sent to the 2<sup>nd</sup> hand clothing shop or to a welfare organization at the end of each term.

15. **MEDICAL**

Parents / Guardians are urgently requested to arrange medical and other appointments **AFTER** school hours. Whilst the school is equipped to treat minor injuries which occur at school, all further treatment of such injuries is the responsibility of the parent.

**Authorised Medication**

Children who are required to take medicine during the school day are to be provided with **only the required dosage for the period concerned**. Such medicines, with clear directions for use, must be deposited with the class educator (**Gr 1 to Gr 3**). Parents of children in the Senior School, who have subject teaching, must bear in mind that the responsibility of administering such medicines is theirs, and they must ensure that the child understands how and when the medication must be taken.

**Unauthorised Medicines**

Any such medicines found in the possession of children will be confiscated and destroyed.

**Injuries**

In case of serious injuries, the parents will be contacted and failing that, the Principal will act on their behalf by the authority vested in him.

Parents are urged to ensure that the school office has **all new / relevant contact numbers at all times** in case of emergencies.

**Lice**

Should your child's hair be infested with lice, you will be required to fetch your child from school immediately. The child may **only** return to school once the hair is completely clear of all **nits and lice**. **REMEMBER to wash and iron all bedding, clothing and hair accessories as well**. The school may request a clinic clearance certificate when your child returns.

16. **ITEMS LEFT AT HOME**

Learners must realise that leaving books, clothing, sport equipment, lunch or tuck cards at home will result in them having to face the consequences. Phoning home will not be permitted.

Unless there is an emergency, please do not telephone the office and ask for messages to be relayed to learners. When phoning for a message to be conveyed to a learner please endeavour to do so before 13:00.

17. **EXTRA-CURRICULAR ACTIVITIES**

There are occasions during the school year that activities are organised for our learners. These could take the form of a visit to a place of interest or perhaps an organisation or culture group visits our school. A fee is charged for these activities depending on the cost of bus / entrance fare etc.

## 18. **EXTRAMURAL ACTIVITIES**

All extramural activities offered are issued in the form of a circular to the parents at the beginning of each term. Although every effort is made to adhere to the times and dates given these do have to be changed / cancelled on the odd occasion. When this occurs learners are permitted to phone from the office to be fetched earlier.

Athletics	* <b><u>Fees are payable for these activities:</u></b>
Chess	* <b>Aston Goosey (Private)</b>
Choir	* <b>Care Centre (Private)</b>
Cricket	* <b>Karate (Private)</b>
Cross Country	* <b>Computer Club (Gr.4 – 7- fee charged per term)</b>
Cultural Events (plays / musicals etc)	
Local Eisteddfod (parent will be informed regarding fees and times)	
LEP - Limited English Proficiency for all learners who require assistance.	
Extra Maths for learners who require assistance.	
Media Centre (available for all children from Gr.1 to Gr.7)	
Mini Cricket - Mini Netball - Beginners Tennis	
Netball	
Soccer	
Rugby	
Swimming	
Tennis	

## 19. **TUCK SHOP**

Your child needs to be registered to obtain a tuck shop card to be able to make any purchases. This card works like a debit card. Please read the tuck shop procedure which is issued to new learners OR alternatively view [www.amps.za.com](http://www.amps.za.com). A hard copy can also be requested from the school office.

## 20. **REPORTS**

This is an official document and must be kept safe – NO REPRINTS!  
All reports are computer generated, but NO reprints are possible once a child has moved from one grade to another. Grade 6 and 7 reports must be looked after, as these will be requested when applying at a high school.

## 21. **GOOD MANNERS**

Parents are reminded that displaying rude behaviour in the form of aggression, swearing, shouting, bad manners and parking on the wrong side of the road is unacceptable in a school environment. Setting a bad example to all is especially sad when you as an adult should be setting an example to our children at all times. Parents role modelling helps children to be caring and kind – actions really do speak louder than words. Good manners display a sign of respect, care and consideration. It is imperative that parents instil values that will prepare their children for their futures. I remind you that when your child comes home from school with a “story” regarding another child / staff member, it is advisable to contact the school in this regard before jumping to conclusions. It is also unacceptable for parents to confront any children directly regarding a complaint / query – this must be directed to a staff member or the office.

Sadly some children seem to think that they can come to school and be rude and aggressive to all they meet. This will not be accepted under any circumstances. A child is judged by his / her manners or lack thereof. Good manners are a lifetime asset and you are reminded that as a parent it is your responsibility to coach and remind your child in this regard on a daily basis.

Good manners include habits such as :

- Being nice to people,
- When asking for something – don't forget to say “please”,
- Say “thank you” when you are given something,
- Say “you're welcome” when you are thanked,

- Greet people when you see them. Children are expected to greet all staff and parents in a respectable manner,
- Do not interrupt when somebody else is talking,
- Let guests go first,
- Be punctual at all times.

Thank you to those parents who do take the time to teach their children these important life skills. It is a delight to deal with a child who displays sound values and responsible habits.

## 22. **TESTIMONIALS**

Compiling a testimonial for a child includes his / her behaviour towards others – it is a good idea to explain this to your child with reference to the above points. When requesting a testimonial please be so kind as to do so at least 10 days in advance. These need to be compiled by numerous educators (particularly in the upper grades) and cannot be compiled in a day or two.

## 23. **PROMOTION REQUIREMENTS**

<b>KEY to percentages and rating code</b>		
Rating Code	Description of Competence	Percentage
7	Outstanding Achievement	80 – 100 %
6	Meritorious Achievement	70 – 79 %
5	Substantial Achievement	60 – 69 %
4	Adequate Achievement	50 – 59 %
3	Moderate Achievement	40 – 49 %
2	Elementary Achievement	30 – 39 %
1	Not Achieved	0 – 29 %

<b>New CAPS Promotion Requirements Grade 1 to Grade 3.</b>	
Subject	Level
English	4
Afrikaans	3
Mathematics	3

<b>New CAPS Promotion Requirements Grade 4 to Grade 6.</b>		
Subject	Percentage	Level
English	50%	4
Afrikaans	40%	3
Mathematics	40%	3
Social Sciences Natural Sciences & Technology Life Skills	40% in any of these  2 subjects	3

Grade 7 CAPS Promotion Requirements will only be effective from 2014.

## 24. **TRANSFERS**

- The parents / guardians of a learner transferring from one school to another must, in compliance with departmental regulations request official transfer in writing, stating when your child's last day at Aston will be.
- These written requests are addressed to the **CLASS EDUCATOR** and not to the Principal or Administrative Staff.
- A transfer card will only be issued if your child has returned all outstanding text books or media books.