

PROSPECTUS

2020

OUR VISION

To contribute towards the transformation of rural communities through the provision of holistic and quality foundation phase education.



Royal Drakensberg Primary School is a small independent school, founded by God's grace, in KZN's magnificent Northern Drakensberg. Our aim is to create opportunities for every child to grow aware of their potential and to equip them to act on it. In the classroom, outdoors and in themselves, children are nurtured and encouraged to be their best. A solid academic program, our situation in one of SA's most beautiful regions, and a dedicated team of staff ensure that children leaving Royal Drakensberg have a strong foundation on which to flourish.

Our Core Values are Integrity, Kindness, Respect and Work

PBO Reference number: 930030293

Income Tax Reference number: 9116654170

Registered section 18A

ADMISSIONS

1. Admission will be at the discretion of the Head Teacher. An application form must be completed and a R100 application fee is payable.
2. Children between the ages of 3 and 5 are eligible for admission for the pre-primary group. Children should be turning 4 in the year of admission.
3. Children turning 6 will be eligible for Grade R and children turning 7 will be eligible for Grade 1 unless otherwise advised.
4. Once the child has been accepted, an entrance fee of R500 is payable. The entrance fee is not deductible from the actual school fees and is non-refundable.
5. The following information must be handed to the school: copy of birth certificate, inoculation record, contact details for parents & fee payer, signed indemnity and a signed acceptance form.

FEE STRUCTURE

As an independent school, without Government support, it is of the utmost importance that we exercise sound financial management to maintain a strong financial position for the future.

1. Fees shall be set by the Board of Governors and shall be revised each year.
2. Fees for 2020 will be as follows:

Primary & Grade R	R1750 per month, payable over 10 months OR R17500 per annum
Pre-primary	R1400 (full time) per month, payable over 10 months OR R14000 per annum
Pre-primary	R820 (2 days per week – Tuesday & Thursday) or R8200 per annum
	R1170 (3 days per week – Monday, Wednesday & Friday) or R11700 per annum

School fees are payable over 10 months, the first month payable by 31st January and the last payment should be made by the 31st October.

3. Taxi fee of R175 per child per month, payable over 10 months
4. Parents who pay the annual school fees in full before the 31st January will be entitled to a 5% discount
5. Where possible we request that school fees be paid by bank transfer to avoid cash deposit fees.
6. One term's written notice is required should you wish to withdraw your child from the school, failing which, parents are liable for a full term's fees in lieu of such notice.
7. There are no refunds in the event of absenteeism.
8. **School fees must be paid in full to gain access for the following term.**
9. **School fees paid on a monthly basis must be paid by debit order.**

Your school fees will also cover things like outings, photographs and contribute to the extra mural programs offered at the school.

BANKING DETAILS

Banking Details:

Royal Drakensberg Primary School Society

First National Bank Bergville

Branch Code: 22 06 25

Account Number: 621 2535 5893

Please use your SCHOOL ACCOUNT NUMBER as a reference. E.g.: Bedingham BED001

Please what's app proof of payment to the school phone: 076 088 1496

CASH PAYMENTS

Any cash payments may be handed to the admin person on a Monday. Please make a note in the Child's Note Book (including the date and the amount sent) and ensure that a receipt is in your child's message book when they get home.

Term Dates 2020

Term 1

Tuesday 14 January to Friday 20 March
(Half Term: Thu 13 to Mon 17 Feb)

RDPS MTB & Trail Run: 21st March

Term 2

Tuesday 14 April to Friday 19 June
(Half Term: Thu 21 to Mon 25 May)

Big5Hike: 16th May

Term 3

Tuesday 14 July to Friday 18 September
(Half Term: Thu 13 to Mon 17 August)

Term 4

Tuesday 29 September to Friday 4th December
(Half term: Thu 29 October to Mon 2 November)

RDPS Market Day: Saturday 3rd October (school day)

Please note that we work on all public holidays if they fall within the school term

HOURS

1. School hours are from 07:40 to 14:00 each week day. Pre-primary and Grade R finish school at 13:00. Gr 1 to 3 finish at 14:00. The school doors open from 07:15 to 14:30 for the arrival and departure of children. Children should arrive at school before 07:30 and be collected before 14:30.
2. Children in pre-primary and Grade R must be collected between 12:50 and 13:00. We do ask that parents collect children promptly so that the day is not disrupted for the other learners.
3. Parents wishing to chat to class teachers are advised to make an appointment in advance.
4. Children must be brought to the teacher on duty at the front gate when they arrive and be collected from the front gate at closing time. Children should not arrive or depart without adult supervision.
5. Please advise the Head Teacher about lift schemes and any changes in lifts. The staff will not allow a child to leave with someone to whom they have not been introduced. Any changes to lift schemes must be sent to the teacher in writing.
6. Afternoon play days at friends' homes must be organised prior to the beginning of the school day.

EXTRA MURALS

Extra mural activities will take place during the school term. Each term parents will be notified by letter.

SCHOOL UNIFORMS

1. Children in Grade 1-3 are required to wear the Royal Drakensberg School white school shirt with school badge or the Royal Drakensberg golf shirt each day. They may wear Jeans or **navy blue** trousers, shorts or skirts. Children must wear a navy school jersey, Royal Drakensberg fleece or a navy school jacket. Children may wear takkies, slops or sandals to school with white socks. Shoes should be black, brown, grey, white or navy.
2. Children in Grade R are required to wear the Royal Drakensberg School golf shirt each day. Children may wear any shorts, trousers or skirts with their shirts.
3. Pre-primary children may wear civvies. For outings pre-primary children will be required to wear the Royal Drakensberg School golf shirt.
4. For the arrival and departure from school all children must wear shoes suitable for outdoor play and walking.
5. **All children** need a Royal Drakensberg **school cap**.
6. **Royal Drakensberg branded clothing** is available from the Cavern Shop. Cash only.

CLOTHING AND HAIR

1. A full change of clothing must be packed in each pre-primary child's bag each day.
2. Ensure that all clothing and shoes are marked with his/her name.
3. Each child requires a suitcase/bag marked with his/her name.
4. Remember that inappropriate clothing will be restrictive to the child's play and educational discovery.
5. Big fashion extensions which restrict the wearing of a school cap, must be avoided.
6. Girls' long hair must be tied back.
7. We encourage Grade 1 – 3 boys' hair to be kept short and neat.

HATS & SUNTAN LOTION

1. **All children** are required to wear a **school cap** during outdoor play and whilst on outings.
2. Please apply sun tan lotion each day before school starts.

SNACKS

Each child requires a healthy sandwich or an equivalent health snack and fruit for a mid-morning snack with a bottle of juice. **No sweets** are permitted except on the occasion of birthdays. Children staying until 14:00 will require a snack for lunch time at 12:30 as well. Children are encouraged to also bring a bottle of water to school, as well as their snack time juice.

Suitable snacks include:

All savoury biscuits	Raisins	Sausage rolls	Cheese snacks	Muffins
Cold Meats	Fruit sticks	Crunchies	Marie Biscuits	Carrot sticks
Fruit	Cucumber	Yoghurt	Samosas	Gwinya

Please no peanuts – as we are worried about children choking. **NO fizzy drinks or energy drinks.**

TOYS & JEWELLERY

Please do not allow your child to bring any toys or jewellery to school.

BIRTHDAYS

Parents are invited to share in their child's birthday celebrations at school. Please organise with your child's teacher in advance. The birthday boy/girl usually brings a cake or cupcakes for **his/her class**. Please no ice cream as we do not have an appropriate freezer.

SPECIAL GET TOGETHERS AT SCHOOL

At least once a term there will be an opportunity for parents and friends to visit the school and enjoy a special program put on by the children. Look out in the calendar for our Valentines Tea, Winter Wonderland, Sports Day and the School Play.

LIBRARY DAY

Children will have the opportunity to take a book home once a week. These books are to be placed in the library bag and great care must be taken when handling the books. Parents will be charged R100.00 for any damaged or lost books.

CREATIVE EFFORT

Please make a point of displaying your children's art. Recognition of his or her creative effort is very important.

REWARD SYSTEM

Children will be encouraged through a merit system to work hard and to behave well. Each child will have their own score-card and each term those that have achieved well will have a special reward.

CELL PHONE POLICY

Children are not allowed phones at school.

YOUR CONTACT DETAILS

Please ensure that any change of address or telephone / cell numbers are forwarded to the school so that we can make contact with you should there be any concerns.

EMERGENCY CONTACT DETAILS

Parents are advised to call the following members in case of an emergency or change of plan:
School Cell 076 088 1496

Please respect that our Head Teacher is also teaching. Please call between 07:15-08:00 and 10:30-15:00

Alternatively, please send an email to head@royal-drakensberg.org.za

Management Committee: Megan 083 416 1079

Loretta 082 406 8980

ABSENTEEISM

A great deal of planning has gone into the school term and we encourage children to attend school each day. Parents are requested to advise the school in writing or by SMS if a child is going to be absent. This will assist with the planning for the week.

ILLNESS

A child who is not feeling well, has a bad cold or has been ill during the night should not attend school. Children with gastro-enteritis or chicken pox, or skin infections such as ring worm or scabies cannot unfortunately be readmitted to the school without a medical certificate.

CHILDHOOD ILLNESSES - Quarantine Periods / Periods of Infectivity

Chicken Pox	From 2 days before rash until last scab has disappeared.
Conjunctivitis	Until eyes are no longer red or discharging
Diphtheria	Until 6 daily throat swabs test negative
Hepatitis-infectious	Until complete recovery – Minimum period of exclusion – 7 days
Lice	After complete cleansing and freeing of head, body and clothing from nits and lice
Measles	7 days after first appearance of rash
Measles (German)	7 days after first appearance of rash
Mumps	From the time that the symptoms start until swelling has disappeared
Ringworm	Return to school immediately if under appropriate treatment and affected parts are covered
Scarlet Fever Or Strep Throat	If no sore throat, no discharge from ears or nose, no recently enlarged glands or discharging sores and on production of a medical certificate. Minimum period of exclusion – 14 days after commencement of treatment
Whooping Cough	For 6 weeks after onset

ROYAL DRAKENSBERG KIDS CODE

Integrity

We always tell the truth
We do what we say
We admit when we are wrong
We don't sulk

We respect our bodies
We respect each other's bodies
We can say no
When somebody says no, we stop
We don't hit each other
We don't say bad words

Kindness

We are kind to each other
We share
We help each other
We always say please and thank you

Work

We work hard
We give of our best
We do what we do for God

Respect

We look after our things
We take care of our school
We greet teachers, visitors and each other
We stand up when speaking to adults

Children are to uphold the values of the school at all times. When difficulties arise, parents and guardians will be contacted and required to work in conjunction with the school to help remedy troublesome behaviour.