



## **PARENT AND LEARNER GUIDE 2018**

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## **WELCOME TO OLYFKRANS COLLEGE**

Olyfkrans College was founded in 1964 by Mr. M.A. Mocke (Rector of this establishment) and Mr. F Geel. The primary purpose for its establishment and continued existence was and is to provide assistance to learners who fail to make progress in mainstream schools, but who do have the potential to excel given the right guidance and support.

### **SCHOOL MISSION STATEMENT**

Olyfkrans College strives to serve the community by developing the youth of today through education and other personal growth opportunities which would lead them to become worthy and exemplary citizens of South Africa.

In our quest for excellence we are committed to:

- Equality of education and the development of our learners so that each individual can reach his/her full potential;
- Provide them with a curriculum which is not only informative, but which will also lead to insight and further development of valuable skills;
- Be sustainable regarding the human resources and needs of the community;
- Be actively receptive of the needs of the broader community;
- Spread the true spirit of Ubuntu by teaching tolerance, respect and empathy for others.
- To encourage individuality and self-esteem, by motivating learners towards their optimal potential. To follow a well-structured program in an informal manner, but with firm, constructive discipline based upon sound educational principles. Hence learners experience the satisfaction of a task well executed.
- To involve and integrate learners in community initiatives to ensure the development of well-rounded individuals.

### **ACADEMICS**

#### **CURRICULUM:**

Olyfkrans College follows the CAPS curriculum of the National Department of Education. The new CAPS curriculum is fully implemented in all offered grades. Therefore subjects offered until the end of grade 9 are in line with the requirements of a mainstream school. At times certain adaptations to the curriculum are made to accommodate learners' needs. This is only done with the approval of subject advisors of the department.

From grade 10-12 learners choose their subjects according to the list.

- One Home Language (English/Afrikaans)
- One First Additional Language (English/Afrikaans) (Concessions are available for immigrants who experience language barriers/also dyslexia)
- Life Orientation
- Mathematical Literacy (concessions for dyscalculia)
- Any 3 of the following selective subjects: (if no language or mathematical literacy concessions applicable)
  1. Tourism
  2. Business Studies
  3. Geography
  4. Computer Applications Technology
- German second additional language (this must be taken as an additional 8<sup>th</sup> subject as not all learners are on the required level). Any learner (primary and secondary school) may

request to take German on a beginner's level. Only learners who take it on Second Additional level will be able to write the NCS exam at the end of grade 12.

**GRADE 12 EXAMS:** The school is an official exam centre of the Western Cape Education department. Our learners write the National Senior Certificate examinations. No exam fee is charged for learners writing the exam, but grade 12 parents have to carry the costs of tests done for the application of concessions. Learners who make use of a reader or scribe during the October/November exams must also pay the required fee for the reader. Information regarding this will be given to the relevant parents.

**PASS REQUIREMENTS:**

**GRADE 7-9:**

The final promotion mark consists of a 40% year mark and the final end of year examination will be 60%.

50% Home Language

40% First Additional language

40% Mathematics

40% for 3 other subjects

30% for 2 other subjects

**GRADE 10-12:**

The final promotion mark consists of a 25% year mark and the final end of year examination will be 75%.

40% Home Language

40% in any 2 other subjects

30% in 3 other subjects

Learners may achieve a Code 1 (0-29%) for one subject only. (Except for the Home Language)

Any condonations which might be applicable to a specific phase may only be done if approved by the Department of Education. We endeavor to act in the best interest of the learner where possible.

**LANGUAGE POLICY:** Olyfkrans College is a dual medium school, therefore all classes are taught in English and Afrikaans. Please note that all official/administrative documents are available in English, but not necessarily in Afrikaans.

**POLICIES:** Olyfkrans College has various policies e.g. Financial Policy. These are reviewed / updated from time to time. They are there to assist us in ensuring sound management and achieving our goals. Parents will be informed of any changes which could affect them or the learner.

**FORMAL ASSESSMENTS AND REPORTING:**

Quarterly reports are sent to the parents regarding the learner's academic progress at the school. If a parent would like an academic update before the end of the quarter, the request needs to be e-mailed directly to the principal of the school. Please note that a test series is written in March and September and examinations in June and November each year. The first and third term marks are also partly compiled from various other assignments and therefore results are often higher than during the exams. Parents may contact the principal to request a schedule of the term's assessment tasks and dates. These are subject to change.

Please note that a short feedback report will be sent to parents / guardians of new learners by the middle of the first term to provide the parent with feedback regarding the learner's performance and behaviour at school and in the hostel. This report will not have any marks, but a reflection of whether the learner is settling down and whether the learner is coping with the routine of the school and hostel.

It is the parent's responsibility to ensure that we have a workable e-mail address (other contact details as well) as all reports and other communications are e-mailed to the parents. **If you do not receive your report by the end of the first week of holiday, please contact the principal via e-mail.** In the instance where there are outstanding tuition or hostel fees, the report will not be sent to the parents until the situation has been addressed. Refer to the information pertaining to fee payments etc. for further information.

The school does not have an in-house psychologist and therefore any such services required must be arranged by the parent. (See list of facilitators) Please note that we are available if a learner does need our guidance and support.

#### **RELIGION:**

Learners are encouraged to participate and pursue their various religious orientations which formed part of their grounding at home. Olyfkrans College has always had a non-discriminative policy regarding religion and will therefore support our learners. We do not encourage learners to change their denomination without a parent's approval. Various churches are very active in the Swellendam community. Many of our learners attend 'Youth' on a Friday evening or sermons on a Sunday morning. Please give an indication if you wish us to assist a learner who wishes to make contact with his specific church group.

#### **INTERNET USE:**

Pupils are responsible for appropriate behaviour on the Internet just as they are in a classroom or sports field. **Communications on the Internet are often public in nature and general school rules for behaviour and communications will therefore apply.** Pupils are personally responsible for their actions in accessing and utilizing the school's computer resources. **Pupils are advised never to access, keep or send anything that they would not want their parents or teachers to see.** It is expected that users will comply with the standards and rules set out in the internet policy of the school.

#### **SCHOOL CALENDAR:**

Please study the relevant school calendar attached. The opening and closing times of the school as well as dates must be adhered to at all times. (Information can be found on the school website)

#### **ABSENCE:**

Learners who are absent from school must have a valid reason. If a learner is booked off by a doctor, a copy of the doctor's certificate needs to be handed to the principal. It is the responsibility of the learner to catch up on any work missed during the period of absence. Parents can arrange that work be sent home to ensure that the backlog does not become too great.

### **SCHOOL TEXT BOOKS, NOTES AND WRITING BOOKS/STATIONERY:**

All parents are responsible for ordering and paying for the learner's own text books, writing books and stationary. Additional note money is charged for certain subjects. This is to cover the costs for additional notes provided to the learner. This is a once-off fee to be paid at the beginning of the academic year. We will provide all learners with relevant notes where necessary but will not continue to make copies in the event of a learner losing his notes or not having the relevant textbook.

### **SECONDHAND BOOKS:**

The purchasing of secondhand books is the responsibility of the learner and parent. The school is willing to take in secondhand books which parents wish to sell and match it with a learner who wishes to purchase books. The relevant information and contact details will then be forwarded to the parents involved. Payment must be arranged between the parents. The school will not manage such transactions and we cannot take responsibility for non-payments.

Please refer to the relevant booklist as seen on our website. New books can be ordered directly from Protea Bookstore, or any other supplier of your choice.

### **SCHOOL FEES AND HOSTEL FEES:**

All fees (Addendum A) are payable on the first of each month, for **12** months of the year. If a parent does not pay the fees a learner will not be permitted to continue using the hostel and school facilities. In such an instance no records, reports or other relevant documentation will be released by the School Management Team, unless a suitable arrangement has been reached. If a parent chooses to remove a learner from Olyfkrans College, notification of this needs to be given 3 months prior to the date of removal. If a parent fails to do this, the parent will be responsible for the relevant fees.

If a learner is suspended, the parent is still required to pay the full boarding and school fees for the duration of suspension. All financial queries/requests must be done in writing and addressed to the school bursar/financial committee in writing. This must be done by e-mail to [Olyfkrans@telkomsa.net](mailto:Olyfkrans@telkomsa.net). Correspondence regarding financial issues with other staff members will not be accepted.

Please note that an additional R10.00 must be added to all cash payments made into our accounts to cover the bank costs.

Please note that parents are responsible for obtaining the annual school fee schedule from our website.

The 3 payment options are as follows:

- Annual: 1 full settlement by the first school day in January each year.
- Quarterly: payment by the first day of each term in January, April, July and October each year.
- Monthly: monthly payments on the first of each month from January to December each year.

All extra charges form part of the school fee account and are payable on presentation of the monthly account.

Please note that note money and computer fees are payable at the beginning of the year.

### **STATEMENTS AND PAYMENTS:**

Monthly statements will be sent by e-mail. **The onus is on the parents to ensure that they receive the monthly account or request a copy from the accounts office.** Annual and

quarterly payments may be made by direct deposit, via internet banking and a copy should be forwarded to the accounts office. (Cathy: olyfkrans@swdconnect.co.za) Any cash payments for tuition fees will be accepted at the school by Mrs. L Mocke or another designated staff member.

Monthly debit orders must be arranged with your bank. Please ensure that the financial undertaking is signed and returned to the bursar by the beginning of the new academic year.

The school reserves the right to:

- Do a credit check on the parent or person responsible for the fee payment on application for enrolment at the school or at any time while the pupil is at the school.
- Refuse entry to the pupil or to require him/her to leave the school/hostel on one (1) month's written notice should any of the aforesaid amounts not be paid by the due date.
- Discuss the details of the non-payment at Finance Committee and Board level.
- It is to be noted that the school is completely reliant on the payment of tuition and boarding fees, the school is unable to accommodate any learner at Olyfkrans College without payment of the relevant fees. Therefore the above measures are applicable throughout the academic year.
- Payments made on an alternative date must be arranged with the bursar before the commencement of the new academic year.
- Parents of weekly boarders need to apply in writing for a reduction in fees.

### **DISCIPLINARY MEASURES**

Please ensure that your son/daughter is aware of the School Code of Conduct. Olyfkrans College takes disciplinary issues very seriously and will not tolerate poor behaviour. It is the parent/guardian's responsibility to support the decisions and actions taken by the school and hostel governance to ensure sound disciplinary measures at all times.

#### **Behaviour Goals:**

- Regular school and class attendance
- Adherence to the uniform code
- Punctuality
- Tolerance, acceptance and goodwill
- Courtesy
- Respect for individuals and property
- Co-operation and participation
- Reasonable decision-making
- Constructive critical thinking
- Diligence in study
- Good sportsmanship
- The pursuit of excellence
- Trustworthiness and honesty
- Respect for the whole environment

At all times our learners are expected to behave, act and dress in a way that brings credit to themselves, the school and the wider community.

#### **Unacceptable behaviours:**

It will never be acceptable for a learner to indulge in behaviour that is regarded as antisocial or inappropriate by the school community. This specifically includes behaviour as listed below.

- Drugging
- Consumption of Alcohol
- Sexual Activity
- Smoking
- Bullying
- Insolence
- Vandalism
- Theft
- Repeated misbehaviour
- Carrying of weapons
- Initiation
- Use of offensive language
- Gender, religious or other discrimination
- Dishonesty

Learners are expected to comply with the specific rules that apply to the use of the library as well as the computer centre, stipulated by the staff member on duty. Please note that the above code is applicable whilst at school or at boarding school, or when it is possible to associate the pupil with the school.

### **DISCIPLINARY PROCEDURES**

No corporal punishment or other unjust punishments are allowed.

In less serious cases, the consequence for inappropriate behaviour, as ruled by the teacher or principal must be appropriate to the offence. Consequences could include detention, chores and repair of damage caused. Parents of day scholars must accept that detention may inconvenience them by having to fetch their child at a later time. Costs of repairs may be levied on the school accounts.

Additional study on a Friday afternoon for learners who receive more than one day of detention a week. Learners may also lose privileges such as free time, cell phones if deemed necessary. Depending on the nature of the offence first warnings can be of a verbal nature, followed by first, second and third written warnings. The warning letters will be placed on the pupil's file. Parents may be asked to sign acknowledgement of these warning letters. In serious cases, a final warning may be issued without any previous warnings having been given.

The consequence of extremely serious misconduct will result: parents being called in, and/or the suspension of the pupil from the school for a period, and/or the expulsion of the pupil from the school.

The Principal of the College will keep a record of serious offences and letters of warning will be sent to parents, if appropriate.

In very serious cases, the Principal of Olyfkrans College may summarily expel a pupil without any warnings having been given. Parents of an expelled pupil have the right of appeal to the Board of Governors. Grounds for appeal must be stated in writing.

Please note that all new learners are accepted provisionally for one term.

Disciplinary Procedures Guidelines: This Code of Conduct is to be read in conjunction with the Disciplinary Procedures Guidelines as found in the school safety policy.

## **CLOTHING AND HAIR LIST (SCHOOL)**

### **CLOTHING LIST:**

Please note that the formal uniform is compulsory unless indicated otherwise. Due to the fact that school uniform is very costly, we do accommodate learners who still have some of the former formal attire, but cannot allow other clothing which would normally be worn for casual attire. We ask that parents cooperate in this regard. It is very difficult to deny a child the right to wear a jacket when he is cold, but when this is allowed, the learners start looking very untidy and it affects the discipline of the school.

**Please ensure that all clothing be marked clearly with the learner's name and surname.**

Please also bear in mind that our learners attend social events and sport activities with our local high school, it is of the utmost importance that we have a positive image in our community. Town days are only on Fridays and Saturdays, our learners are not permitted to go to the chemist or banks during the week. We have a specific programme that all learners need to follow and it is important that we keep to our structure. We encourage our learners to be involved in activities and events hosted by local organizations and believe that this will contribute to forming well-rounded adults. Our school is represented well at events such as the 'Double Century Cycling race' and the Railton foundation Youth Council. This is all part of making your child's schooling at Olyfkrans College a success.

### **ACHIEVEMENTS AND CREDIT**

At the end of each academic year learners are given credit for their hard work and achievements throughout the year. Please note that it is the parent/learner's responsibility to inform the principal of any such achievements which might fall outside of the normal curricular and extra-curricular activities of the school so that we can give credit where it is deserved. Learners receive certificates for general progress (academic or social) as well as for other achievements in certain categories. Trophies are also awarded to learners who are academic or consistent achievers. There are also trophies for top sportsman (general achiever and participant – not necessarily the learner with the highest ranking in a specific sport) and general achiever/an all-rounder.

Together with the learners of the school, we annually select a number of leaders, from our senior group to represent the school and its members, both at school and elsewhere. The duties of these youth leaders are stipulated in a signed agreement.

Please take note of the new POSITIVITY program that will be launched in 2018. Parents will receive information regarding this at the beginning of 2018.

### **CONTACT DETAILS OF PARENTS**

It is the parent's responsibility to ensure that the school is always in possession of your contact details. Therefore, if your telephone number, address or e-mail changes, it is your responsibility to ensure that we are notified of this so that our database can be updated.

If a learner has a cell phone at school, the school must also be given the relevant number.



## **DAILY PROGRAM**

Please note that the staff of Olyfkrans College is there to help and assist you, but it is important to know that we are all involved in the daily activities and duties of the management of Olyfkrans College. Therefore it is essential that you are aware of the programme when you contact staff members.

Daily Programme: (Monday to Friday including boarding)

06:15: Boarders are woken up by staff

06:30-07:10: Breakfast

07:15-07:25: Inspection starts (learners should ensure that everything is neat and valuables are locked away)

07:30-14:00: Official school times (Break at 10:00-10:20 & 12:20-12:30)

14:00-14:30: Lunch for boarders

15:00-16:00 Senior Gym and soccer boys' study on a Monday and Wednesday (roll-call done in class)

15:30-16:30: Study for other learners (roll-call in class)

16:30-17:15: Sport/School Gym/Cycling/Soccer etc.

18:00-19:00: Dinner

19:00-20:00: Study

20:00-21:00: Learners get ready for bed

21:00: All lights are switched off, hostel staff members do rounds.

(Senior learners may get permission to study later in the evenings, but this must be arranged with the relevant staff/Parents may contact learners during their free time, but not after 21:00 in the evenings or during study)

Weekend programs at the 2 hostels are run separately by the various hostel staff members. Learners are not allowed to leave the school grounds without permission.

All Heuningbos boys will be transported on days when it rains, or for evening study.

Please do not contact your child after 21:00 in the evenings or during school, study or meal times, unless you are phoning on the school line (028 5141112). There are times in between which are not allocated for a specific activity. This is 'free time' for the learners; therefore they should be using this time to shower, make personal phone calls or socialize with their friends within the perimeters of the school grounds. In the case of any emergency, please contact the school or hostel master directly.

## **COLLECTION OF DAY SCHOLARS AND GENERAL SAFETY DURING SCHOOL HOURS**

Official academic hours are from 07:30 – 14:00. The parents of day scholars must ensure that learners are dropped off on time and collected straight after school, unless arrangements are made that the learner stays at school for study/sport. It is essential that we are informed if your son is following the afternoon program offered by the school.

Additional lessons are offered to grade 12 learners, but this will be indicated on the timetable which the learner receives at the beginning of the academic term.

## **MAIN BOARDING FACILITY and HEUNINGBOS**

Olyfkrans College offers 2 separate hostel facilities. Learners are either housed in the main boarding facility which consists of various units. Learners are placed age and grade appropriately. The main boarding facility can accommodate 55 learners in total.

Heuningbos hostel is smaller and accommodates 20 learners. All requests for hostel placement must be sent in writing to the principal. Learners are placed according to what we perceive to be in their best interest. If a learner transgresses in either one of the boarding facilities, the normal disciplinary procedures will be followed as stipulated by the Disciplinary policy of the school. Please ensure that you speak directly to the relevant hostel parent regarding any problem which might arise during your son's stay there.

The learners eat and sleep at their individual hostel facilities, but must at all times attend the Monday to Friday afternoon programme as stipulated by Olyfkrans College management. Learners are to follow the programme offered by the individual hostels and should at all times get the necessary permission from the hostel parent before leaving hostel premises over weekends. Please note the specific stipulations of the Heuningbos hostel.

The Boarding House closes on the last day of the school term and only opens on the day that learners are indicated to return. Please ensure that your travel arrangements correlate with these dates as meals will not be provided after closing or before opening dates. If you are uncertain of any of the arrangements, please do not hesitate to ask.

## **STORAGE OF LEARNER POSSESSIONS AT MAIN BOARDING FACILITY:**

Learners may leave their trunks with bedding in the school cellar during school holidays. Although this is a secure area, it is still done at own risk. Learners must not leave any valuables in the classroom.

Learners who leave the school at the end of the year may not store their belongings at the school for longer than one month. Parents need to make arrangements for the transport of such items.

## **TRANSPORT**

Parents must contact the school via e-mail or fax prior to a learner leaving for a weekend. Without written permission the learner will not be permitted to leave. Only weekly boarders where written notification of this had been received at the beginning of that year/term do not have to adhere to the above arrangement.

## **PRIVATE TRANSPORT SERVICES**

We use the services of 2 private transport companies in Swellendam. If you use either of these services the school will forward an agreement regarding the use of this transport which you will have to sign.

Mr. Davids: This shuttle only travels from the school to Cape Town International Airport at the beginning and end of term, as well as with the mid-term. Please contact Mrs. Mocke at [louize@telkomsa.net](mailto:louize@telkomsa.net) for further information regarding this service. Please note that bookings are confirmed only with the payment. Please let her know well in advance as space on this shuttle is limited. Please ensure that you confirm payment into the relevant account.

Mr. Tops: Please contact him directly at 028 5142149/0739941717

## **MEDICAL INFORMATION**

Parents need to inform the hostel staff of the following on the day of enrolment:

Any prescriptive medication (The medication will be locked away by hostel staff, learners must not administer this themselves, unless a very clear arrangement has been made in writing)

Ensure that all your information regarding your medical plan has been given to the school.

A cellphone number which can be used during an emergency or when a parent needs to be notified regarding illness.

It is advisable that you contact one of the local medical centers in Swellendam on the day of enrolment to ensure that the doctor's offices have the necessary information, especially where immigrant learners are concerned. Please note that we are not allowed to make doctors or dentist appointments for learners. Parents will be informed of the learner's condition after which you have to contact the practice to make an appointment. Please inform the school office of the time of the appointment so that we can ensure that the learner arrives punctually for his appointment.

In the event of medical care being required by a hostel learner, the learners need to report to Mrs. Mocke/Mrs. Cathy van Eeden (depending on which hostel the learner stays at). She will advise whether in her opinion any medical care is required. It remains the parent's decision whether a learner needs to see the doctor or not.

### **BIRTHDAYS**

Parents who wish to make special arrangements for a learner's birthday are welcome to contact the hostel management for support in arranging something special for the learner. Please make a clear arrangement as to how much you wish to spend.

### **LAUNDRY SERVICE**

Please note that a quarterly laundry fee is charged. This is not compulsory and parents are welcome to use the alternative laundry service in Swellendam. (Please see contact details)

Laundry is handed in on a Sunday evening/Monday morning and returned to the learner on a Thursday after school. Please ensure that **all items are clearly marked**. Learners should be provided with sufficient clothing to see then through the previously mentioned days.

Learners must check their laundry on return. A list will be placed inside the bag of items handed in. Any missing items or other problems must be reported to the hostel master as soon as the learner received and checked the laundry. (This must be done immediately)

**How much clothing is enough?** You know your son and his individual needs. Packing space is limited and all extras can be locked away in the dark room for storage. (Refer to Addendum 1 & 4)

### **GENERAL HOSTEL POLICIES**

Electrical appliances, computers: Learners are not allowed to have any heaters, electrical heaters, electrical blankets, open elements or cooking appliances in their rooms. Computers, kettles etc. may be used in a room at an additional cost of R150 per term per item.

Some boarders bring computers, cell phones and other expensive equipment. It is up to the individual boarders to take responsibility for his belongings.

#### **Cell phones:**

Parents may not phone learners in the mornings during school times or in the evenings after 21:00. Phones of learners who do not adhere to these times, will be confiscated. Cell phones, bicycles, computers etc. are the sole responsibility of the learner and the school cannot take any responsibility for loss, damage or theft thereof.

Learners who use cellphones or computers etc. for means which do not comply with the rules and regulations of this school and hostel (communications on social networks, internet, use of devices at inappropriate times etc.) will run the risk of having the device confiscated and locked away for safekeeping. We reserve the right to ban a learner from having a cellphone or computer at the school or hostel if we find it to be too much of a distraction.

**Bicycles:**

Learners may not let other learners use their bicycles. It must be locked away in the shed when not used.

**School property:**

A learner is responsible for his own bed and cupboard. Learners will be held responsible for any damage done by them to school or other learners' property.

**Pocket Money:**

Parents must use their discretion regarding a learner's pocket money. They will get the opportunity to go to the ATM on a Friday afternoon to draw money for the weekend.

**GENERAL HOSTEL RULES AND REGULATIONS**

The School Code of Conduct as stipulated in this document applies at all times to all learners. Smoking is prohibited at the hostel and therefore cigarettes will be confiscated and destroyed. It is important that parents support us in this regard.

No boarder is allowed to leave the school grounds without permission of a hostel staff member. Boarders will not be allowed to come and go at will during the weekends and, if they are not signed out for the weekend, may leave the school premises only for school-sanctioned activities.

No boarder may be transported by a person who is not an official staff member of Olyfkrans College, unless a parent has given permission in writing.

Boarders going out for the weekends with anyone other than people indicated on the attached form, will need written permission from parents as well as an invitation from the host. These arrangements must be finalised with the relevant Head of Boarding staff by the Thursday prior to the weekend. An e-mail must be sent to the principal ([Andreev@telkomsa.net](mailto:Andreev@telkomsa.net)) after which the relevant parties will be notified of the decision. Any arrangements such as above which are made over the weekend will not necessarily be permitted.

No boarder will be allowed to sleep out in Swellendam unless this is an arrangement that has been approved by the hostel master/principal. This will only be considered if it is a family member or a close friend of the learner's family. All such correspondence need to be done via e-mail.

Dinner is served at 18:00 over weekends. Parents must make alternative arrangements for learners who arrive after dinner on a Sunday evening or after a mid-term break/holiday. (Please inform the hostel staff when a learner will be back at the hostel so that we know whether to cater for a learner)

There is one compulsory out-weekend for Boarders every term. At this time, the Boarding Houses are closed and no staff is on duty. Boarding Houses are also closed during the school holidays. Pupils may not remain in the boarding houses at these times unless a specific arrangement has been made. Please refer to the Term Calendars under General Information / Calendars / Term Dates.

Heuningbos learners who stay in the Heuningbos hostel are not allowed to walk alone when moving to and from the school. They are not allowed to walk at night and must keep to the designated route. They will only be allowed to go out on a Friday evening as a staff member of the main hostel has to transport the learners back and forth in the evenings. If the hostel parent of Heuningbos is unable to be at her hostel due to unforeseen events, she will arrange that one of her hostel staff members takes up her supervisory position. It is expected that these learners cooperate with the appointed staff member. Heuningbos hostel learners must still attend the

normal program from Mondays to Friday afternoons and are not permitted to go to town during the week, unless given permission by the hostel master at the main boarding school.

**All grade 12's who are placed at Heuningbos must attend all extra classes and studies during the week and over weekends. These learners must ensure that they make the necessary arrangements for their meals.**

#### **A FINAL WORD**

We truly hope that this document will be the beginning of a smooth transition to boarding school life and that it will assist you in being more informed. Please note that we regularly review and update documents at the school and that all new information will either be uploaded on our website or a notification will be sent to you to inform you of this. This document was drawn up in accordance with the presumed needs of the parents and learners. If there are any further suggestions please do not hesitate to contact the principal in writing.

## ADDENDUM 1: CHECKLIST FOR NEW PARENTS

	ITEM	NUMBER/AMOUNT
1	Textbooks, writing books and stationery	See stationery list and textbooks for grade (available on website or contact principal for assistance)
2	2018 School and boarding fees (please note where applicable parents must provide school with certified copy of study permit)	2018 list
3	Note money and computer fees	Textbook list and computer letter
4	School uniform (CLEARLY MARKED)	See clothing list
5	Casual clothing (CLEARLY MARKED)	Depending on the learner's preference
6	Pajamas	2/3 sets
7	Laundry bag	2 (laundry goes in on a Monday – returned at the latest on Thursday)
8	Toiletries	4 x Toothpaste, toothbrush, 3 x roll-on, shaving accessories if applicable
9	Shoe polish for school shoes	Black polish and brush
10	Duvet and pillow plus covers and sheet (an extra blanket for winter) / Mattress protector (1)	2/3 sets
11	Metal trunk	1
12	Clothing Hangers	Your choice
13	Locks for cupboard and trunk (SSK: 028 5148764)	2/3 sets – spare keys must be clearly marked and handed in for safe keeping
14	Certain electronic devices allowed at additional electricity fee (a torch can be handy too)	Chargers compatible with SA electricity, two point plug.
15	Medical aid information/card	Hand in to office, clearly stating if any allergies or chronic illness
16	Bank card/Pocket money	Depends on parents
17	Towels for swimming, showering and swimming trunks and sunblock, hat for sun (learners who require the use of a life jacket must please be identified by the parent)	2/3 bath towels 1 / 2 swimming towels
18	Any snacks must be placed in sealable plastic containers to avoid attracting ants	

**ADDENDUM 2:****SCHOOL FEES 2018**

Please note that we have two bank accounts – one is for the tuition fees/note money and the computer fees. The other one is for the boarding fees and the laundry money.

**TUITION:****ABSA BANK - OLYFKRANS GRAMMAR SCHOOL TRUST****ACCOUNT NO 4090458110 BRANCH CODE - 632005**

PER MONTH	PER TERM	PER ANNUM
R 2567.00	R7700.00	R30800.00

The Computer fee and the note money amounts are to be found on the booklists on the school website. This must be paid into the above banking account.

**BOARDING:****ABSA BANK OLYFKRANS COLLEGE****ACCOUNT NO 2220146645 BRANCH CODE SWELLENDAM 632005**


PER MONTH	PER TERM	PER ANNUM
R 3382.00	R10146.00	R40584.00

The laundry fee is payable at the beginning of each term – to be paid into the Boarding Bank account **R432.00** per term (only 9 laundry bags per learner per term). No large items like blankets or duvets.

- Annual payments received on or before 21 January 2018 qualify for a 2.5% discount. Please apply to the school in writing.
- Weekly boarders or where a second child of the same family is enrolled at Olyfkrans College you may apply for a discount. Please apply in writing. [Olyfkrans@swdconnect.co.za](mailto:Olyfkrans@swdconnect.co.za)
- School fees paid monthly are due by the 1<sup>st</sup> day of the month starting on 1 January 2018 and ending on 1 December 2018. (12 payments per annum)
- The school is dependent on the prompt payment of school fees. Fees are due in advance. In the event of payment not being made within the prescribed period the principal reserves the right to refuse entry to the pupil or to require him/her to leave the school.
- No boarder shall be admitted to the boarding house if there are outstanding school fees.
- Please mark all deposits clearly with the learner's first name and surname.
- The note money and the annual computer fees are due at the beginning of the year. Please pay these into Olyfkrans Grammar School Trust account.
- Statements will be sent out by the school termly/monthly but it remains the responsibility of the parent/guardian to keep a record of the school fees account with the school. If you do not receive a statement please email the bursar at [Olyfkrans@swdconnect.co.za](mailto:Olyfkrans@swdconnect.co.za).
- All Financial correspondence must be addressed to the School Bursar and emailed to [Olyfkrans@swdconnect.co.za](mailto:Olyfkrans@swdconnect.co.za)

It is to be noted that as the school is completely reliant on the payment of tuition and boarding fees; the school is unable to accommodate any learner at Olyfkrans College without payment of the relevant fees. The school may add interest to any outstanding accounts. All overdue accounts will be handed over to our attorneys for collection.

## ADDENDUM 3: SCHOOL CALENDAR

 <b>OLYFKRANS</b> COLLEGE <small>SWELLENHAM GRAMMAR SCHOOL</small> KOLLEGE		
<b>Term 1</b>		
January 16, 2018	Tuesday	New Boys arrive: 11:00-13:00 (Boarders) Old Boys arrive: 11:00-19:00
January 17, 2018	Wednesday	School opens: Day Scholars and Boarders at 07:30
February 14, 2018	Wednesday	Mid-term break starts at 13:00 Transport to airport arrives at 12:00
February 18, 2018	Sunday	Mid-term break ends: All boarders arrive between 17:00-20:00 Transport from airport departs 16:00
February 19, 2018	Monday	School re-opens at 07:30
March 28, 2018	Wednesday	School closes at 10:30 Transport to the airport arrives 12:00
<b>Term 2</b>		
April 9, 2018	Monday	Boarders arrive between 17:00-20:00.
April 10, 2018	Tuesday	School opens 07:30 Transport from airport departs 16:00
April 26, 2018	Thursday	Mid-term break starts at 12:00 Transport to the airport arrives 12:00
May 2, 2018	Wednesday	Mid-term break ends: All learners arrive between 11:00 and 18:00 Transport from airport departs at 16:00
May 3, 2018	Thursday	School re-opens 07:30
June 22, 2018	Friday	School closes at 10:30 Transport to the airport arrives 12:00
<b>Term 3</b>		
July 16, 2018	Monday	Boarders arrive between 17:00-20:00 Transport from airport departs at 16:00
July 17, 2018	Tuesday	School opens 07:30
August 8, 2018	Wednesday	Mid-term break starts at 12:00 Transport to the airport arrives 12:00
August 12, 2018	Sunday	Mid-term break ends: All boarders arrive between 17:00-20:00 Transport from airport departs 16:00.
August 13, 2018	Monday	School re-opens 07:30
Sept. 25, 2018	Tuesday	School closes at 14:00
Sept. 26, 2018	Wednesday	Matric farewell
<b>Term 4</b>		
October 8, 2018	Monday	Boarders arrive between 17:00-20:00; Transport from airport departs at 16:00.
October 9, 2018	Tuesday	School opens at 07:30.
November 7, 2018	Wednesday	Mid-term break starts at 13:00 Transport to airport arrives at 12:00
November 11, 2018	Sunday	Mid-term break ends: All boarders arrive between 17:00-20:00 Transport from airport departs 16:00.
November 12, 2018	Monday	School re-opens at 07:30
December 12, 2018	Wednesday	School closes at 10:30

# SCHOOL CALENDAR 2018



## **ADDENDUM 4:**



### **CLOTHING LIST:**

Please note that the formal uniform is compulsory unless indicated otherwise. Due to the fact that school uniform is very costly, we do accommodate learners who still have some of the former formal attire, but cannot allow other clothing which would normally be worn for casual attire. We ask that parents cooperate in this regard. It is very difficult to deny a child the right to wear a jacket when he is cold, but when this is allowed, the learners start looking very untidy and it affects the discipline of the school.

**Please ensure that all clothing be marked clearly with the learner's name and surname.**

#### **Summer Uniform:**

- Standard issue Grey Trousers (Short or Long) (4)
- White school shirt (8/9)
- Black lace-up shoes
- Sandals may be worn with grey shorts, but it must be sturdy. (Rocky types, with black ankle straps) (No crocs or flip-flops)
- Long Grey socks (10)
- Black or green windbreaker with toweling inside. (For rainy days – please note that this is the type you would normally buy for school – no other jackets will be allowed)
- Black tie
- Black Cap (no writing) only for when outside – if worn inside the classroom, it will be confiscated.

**Sport forms part of the curriculum. Therefore once a week, all learners are required to do one hour of formal PT as part of the Life Orientation curriculum. They will also require this for afternoon sport.**

#### **Summer Sport:**

- White golf shirt (5)
- Black short (2/3) (not stretchy material)
- Trainers (not sneakers)

#### **Winter Uniform:**

- Grey school long trousers, long grey socks and black shoes. Nothing else will be accepted.
- Black tie
- Black blazer (not compulsory, but encouraged)
- Black or green jersey
- Black or green windbreaker / rain jacket
- Black lace-up school shoes
- Black / green scarf and gloves may be worn. (not compulsory)
- Black gumboots for rainy days

#### **Winter Sport:**

- White golf shirt and plain black tracksuit (top and bottom (not knitwear – must be jacket, not hoodie-top).

The school uniform comes without an emblem, this enabling parents to purchase it at any supplier of school uniforms.

**Please note:**

- Any clothing, jewellery etc. associated with activities which defy the system will not be allowed at school and will be confiscated.
- No piercings/earrings are allowed. Jewellery like a chain may only be worn after sport in the afternoons.

**Additional Clothing for specific activities:**

- Learners who play for the Swellendam High rugby and hockey teams must purchase their official sport clothing.
- Soccer kit
- Gym wear, water bottle and gym towel
- Comfortable clothing for outdoor activities such as hiking (sleeping bag only if you have at home)
- Swimming gear and towels (remember sunblock)
- Cycling kit and helmet for those who own their own bikes

**Haircuts and Shaving**

Allowing learners to adopt the latest fad or trend is not always consistent with the best interests of the school. The school authorities have the final say as to the appropriateness of a hairstyle. Do not send your child back to school after the holidays with uncut hair. Parents are asked to assist by ensuring that their son's hairstyle conforms to the following:

- Boys are required to be clean shaven at all times.
- Side burns are not to be exaggerated or long.
- Hair should be neatly cut, clean, combed and maintained.
- Undercut styles are not acceptable, nor are tracks or lines in the hair or anywhere else on the face.
- No mullets, Mo-hawks or any other extreme style.
- Dramatic layered effects of levels are not permitted.
- Hair should not be overly styled by the use of hair products.
- Hair is not to be tinted or coloured.
- Long hair is not acceptable, nor is long strands or tails of hair.
- Hair must not be shaved, nor extremely cut with clippers, 3 being the shortest acceptable cut.
- Hair must be the same length on sides and back, top may be slightly longer, but only 2 or 3 cm's longer on top of the head.
- No hair may be over eyebrows or ears.
- Hair must be at least 3 cm's above shirt collar.
- Hair may not be longer than 3 cm on the side, 4 cm being the longest on top of the head.
- Hair must be cut and trimmed regularly to avoid detention and punishment.

Learners will be given a warning and 5 days since first warning to amend. But will receive detention if not corrected as soon as possible.

The above are official school rules and need to be followed without any deviation. As parent or guardian, it is expected of you to ensure that your child has the correct items and the correct haircut before returning to school.

The above is non-negotiable. Thank you for your co-operation.

## **ADDENDUM 5: CODE OF CONDUCT OF OLYFKRANS COLLEGE:**

### **RULES AND REGULATIONS**

The Olyfkrans College Code of Conduct is guided by the following set of principles:

- The purpose of discipline is to change behaviour, appropriately and positively.
- To create an atmosphere of mutual respect and tolerance.
- To assist students in building strength of character and a worthwhile value system.
- To assist students to develop a passion in a particular field.
- To encourage independent thought, to make informed decisions and to accept responsibility for and the consequences of these decisions.
- To have a disciplinary approach that encourages self-discipline.
- To generate a welcoming and encouraging environment that promotes the desire to be an integral part of Olyfkrans College.

#### **A. General Principles**

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Learner Representative Council (Prefects), all members of the staff and visitors to the School. Tolerance and goodwill must be shown to others at all times.
2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
4. All learners must ensure regular class attendance and satisfactory academic progress. If a learner does not attend School regularly, the relevant principal/teacher will report the absence to the parent. This includes all formal studies and meals. An accurate register will be kept of learner attendance. Copies of communication with parents will be kept in the learner portfolio. Absence from a class, without permission of the relevant teacher or principal is prohibited.
5. Any absence from School must be covered by an absentee note from a parent/guardian.
6. Absence from school for longer than 3 days must be supported by a letter from a doctor.
7. Any absence from a formal examination, test, or task must be supported by a letter from a doctor.
8. No learner may leave the school during school hours without a letter from the parent/guardian requesting release. The Principal or Senior member of Staff must provide an exit note.
9. Homework and other duties should be done at all times. The timeous handing in of work is the responsibility of each learner.
10. Learners must be punctual for assembly before school, for classes as well as the hostel programme and meetings.
11. Learners are expected to wear the stipulate school uniform and appear neat and tidy at all times. (Please study the clothing list to ensure that the learner wears the required school uniform)
12. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School Board may deviate from official School uniform for religious and cultural reasons.
13. Learners must hand all cell phones in at the beginning of the school day for safekeeping. This is done at the learners own risk.
14. In general learners should avoid bringing valuables, large sums of money or electronic devices to School (07:00-14:00). Boarders must leave valuables locked away in their dormitories.

## **B. General Rules (School and Boarding Facility)**

15. Loitering and/or playing in and around the toilets, classrooms when formal classes are being offered is not allowed.
16. All litter must be placed in refuse bins or wastepaper baskets.
17. Willful damaging, vandalizing or neglect of School property and the property of others, wither by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
18. Learners must be co-operative and participate in school and hostel activities.
19. Learners are expected to comply with the rules and regulations of a specific class teacher at all times. Inappropriate and disruptive loudness will not be acceptable behaviour. Excessive talking in a class, especially when not related to the subject content, is unacceptable.
20. Any act of cheating in formal tests and internal/external examinations is prohibited. Furthermore copying of and/or borrowing another learner's work is forbidden.
21. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
22. Language that is seen as pejorative, discriminatory or racist is prohibited.
23. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
24. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
25. Learners will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. Such authority may not be abused.
26. The carrying, copying and/or reading of offensive material is prohibited.
27. Learners must keep clear of areas that are indicated as out of bounds.
28. All learners park their bikes on the School premises at their own risk. This should be done in the allocated area. Please ensure that a lock is used to secure the bike to the stand.
29. The Code of Conduct is applicable when making use of public transport to and from school.
30. Learners may not climb in a vehicle without a consent letter from the principal or hostel master while in the care of the School.
31. Learners who commit themselves to an activity, must adopt the correct etiquette pertaining to the specific activity at all times.
32. Once a learner is committed to an activity, he will be bound to meet the rules and obligations related to that activity. Involvement in an activity will span the entire season in which that activity takes place. Therefore attendance of all practices is compulsory. Missing a practice without a valid excuse in writing may result in the learner being suspended from participation. Appropriate kit/uniform must be worn for such practices.
33. Learners are not allowed in dormitories during school, meal, study or sport times. Dormitories will be opened up during free time.
34. Learners are not allowed in other dormitories without the permission of hostel staff.
35. Boarders may not leave the school grounds without the permission of the hostel master.
36. No electrical appliances may be used without the permission of hostel management. Please note that a user's fee is payable prior to usage of electrical equipment in the dormitories.
37. The following items are not allowed in the dormitories: electrical blankets, heaters, tv's and elements.
38. No furniture may be removed from class rooms or dormitories. Furniture may not be moved by learners and a learner is not allowed to move to another bed without the permission of hostel management.
39. Learners are not allowed to receive visitors in the various dormitories. Parents who wish to enter must get the permission of the hostel management prior to entering a dormitory. Please respect the privacy of our learners.
40. No unauthorized persons may enter the school grounds. If learners receive visitors, it has to be cleared with hostel management.
41. Parents must notify the school one day prior to a weekend to grant permission if a learner is going out for that particular weekend. Only parents or legal guardians may make these arrangements.
42. Learners are not allowed to return on the late night bus.
43. Learners are not allowed to sleep out in Swellendam, unless it is under direct supervision of family or family friends or hostel management consent together with the consent of the parent.
44. Learners are not allowed to use cell phones during school time, study time or after 21:00. Parents must please also cooperate in this regard.
45. It will never be acceptable for a learner to indulge in behaviour that is regarded as antisocial or inappropriate by the school community. This specifically includes inappropriate behaviour as listed below:
  - 45.1 Any form of substance abuse / drugging.
  - 45.2 Sexual activity
  - 45.3 Smoking
  - 45.4 Bullying or intimidation
  - 45.5 Vandalism

45.6 Theft

45.7 Repeated misbehaviour

45.8 Carrying of weapons or any other dangerous objects which could be harmful to others.

45.9 Initiation

45.10 Use of offensive language

45.11 Gender, religious or other discrimination

46. Learners will always be expected to behave, act and dress in a way that brings credit to themselves, the school and the wider community.

The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavor, in a spirit of constructive partnership, to resolve the problem where it is deemed possible.

Please note that the above code is applicable whilst at school, under the supervision or authority of the boarding school or when it is possible to associate the learner with the school. The Board of Governors reserves the right to terminate any learner's schooling if he/she does not adhere to the above measures.

## **ADDENDUM 6: CONTACT DETAILS**

### **School Postal Address:**

204 Voortrek Street / P.O. Box 862  
Swellendam 6740

**School Telephone:** 028 5141112 (also in use after hours)

**School Fax:** 028 5141052

### **School E-mail:**

[olyfkrans@swdconnect.co.za](mailto:olyfkrans@swdconnect.co.za) (financial queries and Heuningbos hostel)  
[college.olyfkrans@gmail.com](mailto:college.olyfkrans@gmail.com) (office and academic queries / general communications)  
[andreev@telkomsa.net](mailto:andreev@telkomsa.net) (principal – please note if you need to get hold of a staff member urgently it is better to use the office mail or phone the school)

**School website:** [www.olyfkrans.co.za](http://www.olyfkrans.co.za)

Mr. Mocke (Rector): General issues 028 5141112 (08:00-13:00)

Office Administrator: 028 5141112 (08:00-14:00) General enquiries/Appointments

Mrs. Van der Vyver (Principal): Academic enquiries / Hostel Placement: Please note that all requests for hostel placement must be e-mailed directly to her. The moving of learners from one building or hostel to another is subject to vacancies and the discretion of the hostel staff.

028 5141112/028 5143179 (please no calls after 18:00 unless an emergency)

Mrs. Cathy van Eeden: Bursar – Accounts

[olyfkrans@swdconnect.co.za](mailto:olyfkrans@swdconnect.co.za) / 028 0070100

General Academic Staff: Available for academic matters between 10:00-10:20 weekdays. If you wish to speak to staff in person, you are welcome to arrange a meeting in writing during this stipulated time. The principal will then ensure that the necessary arrangements are made. (Week days only): 028 5141112

If you are unable to get hold of the relevant staff member, you are welcome to leave a message at the office (028 5141112) or send an e-mail.

## **CONTACT DETAILS**

### **ADDITIONAL EXTRA CURRICULAR/OTHER SERVICES**

Esme Smit (Art classes): 028 5143675 / 0797028168 (only grade 8-12)

Charlene's Dance Academy: number available on request (hip-hop/modern)

Cardio Zone Gymnasium: 0847009248 (Nadine Smal)

Annaretha van der Merwe: Registered Counsellor 076 827 4931

Helen O'Grady Drama Academy: 084 506 4747

Entheos Boxing Gymnasium and Cross-fit: Dries Morris – 0824469148

Karate: Sensei Almary 082 960 2268

Protea Bookstore (Stellenbosch): [proteaboek@mweb.co.za](mailto:proteaboek@mweb.co.za)

Horse riding: 028 5141643

Bowling (membership fee for year – please contact principal for information)

### **CONTACT DETAILS HOSTEL QUERIES**

- Mrs. Mocke (main boarding facility): Meals, medical needs, airport shuttle bookings  
028 5141112 / [louize@telkomsa.net](mailto:louize@telkomsa.net)
- Mr. van der Vyver: Hostel matters (Main Boarding facility) Medication / Hostel Placement / Mountain Biking and Extra-curricular activities) 0845535725
- Miss Amy Mocke: School gymnasium and fitness
- Mrs. Cathy van Eeden: Heuningbos Hostel Arrangements/Accounts (not placement)  
028 0070100 / [Olyfkrans@telkomsa.net](mailto:Olyfkrans@telkomsa.net)

**GENERAL NUMBERS:**

Dr. van Zyl and Partners (Please make clear arrangements for payments. Parents have to make the learner's own doctor's appointment so that the necessary payment arrangements can be made):  
028 5141173

Dr. Badenhorst: 028 5141900

Dr. Bouwer (Dentist): 028 5142600

Dr. Swart (Dentist): 028 5143345

Laundry: Elzanne van Zyl 0836914142 (Private laundry service – parents may use this as an alternative to the other option if preferred)

Learners at the main boarding facility can be contacted during the following times at:  
028 5141112

Weekdays: 14:00-14:30 and 18:00-18:45

Weekends: 13:00-13:45 and 18:00-18:45

(All times may vary slightly due to unforeseen circumstances or changes to the program)

Landmark Swellendam: 028 5148764 (for steel trunks)

**Shuttle to Cape Town (Mid-term and holidays)**

Mr. Tops: Please contact him directly at 028 5142149/0739941717

Mrs. Mocke: only books David's shuttle to airport ([louize@telkomsa.net](mailto:louize@telkomsa.net))