

# Durban Girls' College



**HIGH SCHOOL  
HANDBOOK**



**“Durban Girls’ College is a journey,  
in multiple senses of the word.  
It is a journey through academic,  
cultural and sporting endeavours.  
A journey of the world at large.  
A journey of the self.”**



# High School Handbook

Please keep this book in an accessible place as you will want to consult it from time to time.

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# 1. School Management

Mrs Marianne Bailey .....	Executive Head
Mrs Heather Goedeke .....	Head of High School and Executive Strategy
Mrs Lynne van Dellen .....	Head of Senior Primary
Mrs Carol-Anne Conradie .....	Head of Junior Primary
Mrs Jeanine Montocchio .....	Executive Finance

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## 2. Communication between School & Home

Parents are urged to contact the school immediately if they have a query or concern about their daughter. We consider communication between school and home to be of the utmost importance.

**The following is a guideline outlining the responsibilities of staff and the most appropriate channels of communication:**

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### **Switchboard/General:**

031 268 7200, frontdesk@dgc.co.za

### **Admissions:**

Queries regarding admission, withdrawal, scholarships and temporary boarding.

### **Bursar's Office:**

Financial and contractual matters.

### **Class or Subject Teachers:**

Academic matters, progress, homework and ordinary absenteeism.

### **Executive Head:**

Liaison with the Board of Governors, management, financial and contractual matters, future and strategic planning, and facilities.

### **Head of Grade:**

Academic matters, progress, homework and ordinary absenteeism.

### **Head of Phase (Junior Primary, Senior Primary, High School):**

Admissions, notification of achievements and

awards, discipline, College House matters, special absenteeism and any matters which parents feel warrant their involvement, advice or intervention. Parents are welcome to contact the Heads of Phases at any time regarding their daughter.

### **Marketing Manager:**

Liaison and communications, public relations, promotional events, corporate image, marketing and alumnae.

### **School Chaplain:**

Teaching of religious principles and education and pastoral care issues.

### **School Counsellors:**

Subject choices, subject or grade changes, careers, life skills, counselling and pastoral issues.

### **School Nurse:**

Health and/or illnesses.

### **Sports, Music or Extra-Mural Teachers or Coaches:**

Queries relating to these activities and absenteeism.

## 3. Reception and Switchboard Times

### School Reception and Bursar's Office:

Monday – Thursday .....	07h20 – 16h00
Friday .....	07h20 – 15h00
School Holidays .....	08h00 – 12h30

### Bursar's Office:

Monday – Thursday .....	07h20 – 16h00
Friday .....	07h20 – 15h00
School Holidays .....	08h00 – 12h30

(Both offices close from mid-December to the first week of January, and for one week in July.)

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## 4. Admission Policy & Withdrawal Procedure

### For further information please contact:

The Admin Office on 031 268 7250 or [admissions@dgc.co.za](mailto:admissions@dgc.co.za)

#### 4.1 Admission to Durban Girls' College

Girls may enter College at any stage up to Grade 10 in the High School. A pupil may be admitted to Grade 11 only in very special circumstances.

Naturally, we are anxious to accommodate sisters of current pupils and Old Girls' daughters, but we consider our "new College families" just as important. All applications are given full consideration and the admission of girls is done with much care to be as fair as possible.

Entrance tests in English and Mathematics are written before entry. We are happy to arrange individual entrance tests during the year. Full details of the procedure applicable to entrance tests and the awarding of scholarships are contained in the Application Information brochure.

#### 4.2 Withdrawal from Durban Girls' College

Notification of the wish to withdraw a pupil must be given in writing to the Head of Grade and Head of Phase. Parents are reminded that a term's notice must be given in writing and should be addressed to the Executive Head. Failure to do this results in a term's fees being charged in lieu of notice. The same procedure applies for withdrawal from boarding or from music tuition.

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## 5. Scholarships

Durban Girls' College offers scholarships to girls going into Grade 8 who have academic, musical or sporting talent, or who wish to board. Scholarship examinations are written during the Grade 7 year. Scholarships are awarded on merit. Details are made available to parents in the Grade 7 year. Please contact [admissions@dgc.co.za](mailto:admissions@dgc.co.za) for further information regarding scholarships.

# 6. College House – School Boarding

College House is the Durban Girls' College residential facility and it is situated in Currie Road. It accommodates seventy boarders and is a weekly boarding facility. Boarders receive a specific set of documents advising them of clothing requirements, boarding rules and regulations, visiting times, etc. College House welcomes temporary boarders. It is a convenient, safe and beautiful facility, affording the girls a comfortable and homely boarding experience.

For further information please contact the Admissions Secretary on 031 268 7250 or admissions@dgc.co.za

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# 7. Communication

Contact between home and school is all-important, and the D6 School Communicator makes this easy and effective. The link for the download is <http://school-communicator.com/v3download.php>. The link is also available on our website.

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# 8. New Girls – First Day

Parents will be advised of the New Girls' Orientation Days which are held for certain grades. All new girls to Durban Girls' College must, on the first day of the school year, report to the Lecture Theatre (entry via Reception at the main entrance off Musgrave Road). Staff and girls will be on hand to greet them and assist them in finding their classrooms, where they will introduce them to their teacher and new classmates. There is no sport or extra-mural activities on the first day of each term. School ends at the normal time.

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# 9. School Day Times

## Starting and finishing times: Grades 8 – 12

Monday-Thursday .....	07h30 - 14h30
Friday.....	07h30 - 13h05

These times may be changed on an annual basis.

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## 10. Care of Possessions

Girls must take responsibility for their possessions. All items of clothing must be clearly marked. Watches should be engraved. Valuables and large sums of money should not be brought to school. If this is unavoidable, they should be handed to the class teacher for safe-keeping. If an item is found, it is taken to the lost property cupboard, from where it may be retrieved. At the end of each term all unmarked, unclaimed lost property is given to a suitable charity. Each girl has her own locker for books, etc. She must provide her own lock.

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## 11. Cell Phone Policy

High School girls are allowed to bring their cell phones to school, but they must be used responsibly and only at defined times in specific areas in the building. Cell phones must be switched off during lessons and may only be used in the applicable 'Cell Phone Friendly' zones. Girls are responsible for the safe-keeping of all devices.

Disciplinary action will be taken against girls who are in breach of this policy, and this may include the confiscation of a cell phone.

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## 12. School Stationery & Book Requirements

At the end of each school year, girls are issued with the requirements for stationery, textbooks and equipment for the following year. For the convenience of parents, certain suppliers sell the entire range of necessary items at Durban Girls' College. Girls may set up their own second hand book sales at the end of the year where second hand books may be purchased. It is a girl's responsibility to have all the equipment which she needs for every lesson. All equipment and books must be marked with the pupil's name.

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## 13. Uniform & Sports Kit Requirements

- Green dresses x 3.
- Black shoes – regulation pattern with strap (preferred) or laces – tear-drop shoes not allowed.
- White ankle socks x 4.
- Black pantihose (compulsory for Grades 8 – 12) for special wear. They may be worn by all girls in cold weather.
- College Panama hat with hat-band and badge.
- College blazer with badge, the wearing of which is compulsory in Terms 2 and 3.
- Plain bottle green pullover with Galleon logo (must not be baggy).
- Green College scarf (optional) for winter.
- NB. Sports tracksuit tops may not be worn with the school dress.
- Green raincoat and/or green umbrella (compulsory for boarders).
- Green College school bag. Two models are available – barrel bag or back pack. No other type of bag may be used.
- Green College sports bag.

## Sports Houses

**Churchill** – Blue

**Cottam** – Black

**Greenacre** – Green

**Hunter** – Red

**Palmer** – Yellow

**Rutherford** – White

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## Physical Education Kit

- Sports skirt or shorts in regulation style and colour.
- House T-shirt.
- Sports shoes.
- Tracksuit (optional).
- Black Speedo swimming costume.
- Swimming cap in house colour.
- Green regulation swimming towel.

*\*Please note that if your daughter is in a school team, it is compulsory for her to have a College tracksuit.*

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## Grades 8 to 12 – Sports Kit

The following items are required only when a girl is selected for a team or leaves the school premises for a practice.

### Swimming and Synchronized Swimming Teams

Green and white team costume, Durban Girls' College cap, College tracksuit, sports shoes, white socks and green College towel. Tracksuits must be worn to and from competitions.

### Tennis Teams

Green College games skirt, College games shirt, plain white socks and white tennis shoes.

### Netball Teams

1st Team to be advised.

2nd Team, U16, U15 and U14 – Green College games skirt, College games shirt, sports shoes, short white socks.

### Athletics and Cross-Country Teams

Bottle green (short) shorts, green and white athletics vest, College tracksuit, white socks. Tracksuits must be worn to and from competitions.

### **Squash Teams**

Green College games skirt, College games shirt, short white socks, white sports shoes with non-marking soles. Squash ball must also be non-marking.

### **Hockey and Indoor Hockey Teams**

1st Team – to be advised.

All other teams: Green College games skirt, College games shirt, dark green socks, hockey shoes.

### **Football**

1st Team kit to be advised.

Green shorts and College games shirt, long socks.

### **Funk Dancing, Rhythmic Gymnastics, Aerobics and Thai-Bo**

Black crop top with College PE-shirt.

Black College calf-length ski pants.

### **Badminton Teams**

Green College games skirt, College games shirt, short white socks, sports shoes.

### **Water Polo Team**

Water Polo team costumes, College cap, College towel, College tracksuit.

Tracksuits must be worn to and from competitions.

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## **13.1 Uniform Regulations**

Girls are expected to be correctly dressed at all times. Pupils must dress in full uniform for outings, unless advised otherwise. Please refer to School Regulations, clause 2. Uniform Regulations.

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## **13.2 Sports Kit Regulations**

- When wearing a games skirt girls must, at all times, wear green or black pants.
- All kit must be clearly marked.
- Girls must leave College in school uniform or full tracksuit unless they are playing a match at home or away, in which case they must be dressed in team kit and must wear a blazer and hat.
- Cross-country – girls must wear tracksuits over their kit when leaving or arriving.
- Water Polo/Swimming team – girls must wear tracksuits over their kit when leaving or arriving, white slops may be worn with the tracksuit.

### 13.3 Uniform Stockists

#### **DGC Uniform Shop: The Hat and Galleon**

Elsabe van Onselen cell: 082 532 7088 email: elsabevanonselen@gmail.com

Credit card facilities are available.

Hours:

Monday 12h00–14h30

Tuesday 07h00–10h30

Wednesday 12h00–14h30

Thursday 07h00–13h30

Friday - closed

**Gem Schoolwear**, 21-23 Juniper Road, Overport, Durban.

**Gem Schoolwear**, 369 Monty Naicker Street (Pine Street), Durban.

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## 14. Parking & Traffic

Durban Girls' College is situated in a very busy traffic area. Parents are asked to be considerate of our neighbours when parking in the vicinity of the school. Please also exercise the greatest caution, particularly at peak traffic times, as the safety of our girls is paramount.

The school receives many angry calls from members of the public reacting to parents who do not obey traffic regulations. Please consider the consequences to others of bad driving or parking near the school. Unfortunately no parking is available to visitors on the school premises. We urge parents not to park or stop in staff parking bays, especially in the Junior Primary lay-by, or on the red line on either side of Musgrave Road adjacent to College and Maris Stella, or blocking access to Guildford Road or Miller Grove.

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## 15. Late for School Procedure

Parents are urged to note that punctuality is considered important.

Pupils who arrive late must report to reception first to mark themselves late and then the Head of their Grade. If girls are late for school, their names will be taken down by the mentor on duty.

If there is a genuine reason for lateness, parents must send in a note to the Class Teacher and the Head of Phase on the following day.

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## **16. Late in Collecting Girls Procedure**

For obvious reasons girls may not wait on the street, particularly if they are alone. Girls are all made very aware of the procedure to follow. The Musgrave Road entrance must be used when fetching your daughter, if you are late. A guard is present at this entrance and the girls know to wait inside of the gates.

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## **17. After School Prep Facilities**

Girls may work in the High School Library from 14h30 – 16h00 from Mondays to Thursdays, and until 15h00 on Fridays. Thereafter, girls may work in the Forum or in an allocated classroom.

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## **18. Absenteeism**

Girls who are absent must bring an excuse note to their class teacher on their return, or an email must be sent to the Class Teacher on the day of their absence. An absence of three or more days necessitates a doctor's certificate. If a pupil is seriously ill please inform the relevant Class Teacher and Head of Phase or the school sister. Peer support can then be arranged and work organised.

Girls may be excused for major religious holidays without a note being required. Requests for leave of absence from school for unavoidable reasons must be addressed to the relevant Head of Grade. Unless parents have been contacted by the school, it may be assumed that permission has been granted.

Absenteeism during examinations must be reported immediately to the Class Teacher and Director of Academics. A doctor's note is required, even for one day's absence.

Girls may not be absent when school is officially in session. Appointments for driver's licence tests, auditions, modelling assignments or any other activity must be arranged after school or during the holidays.

There is a special concession with regard to overseas holidays. However, we encourage parents to make overseas arrangements during the holidays. It is the pupil's responsibility to ensure that she completes all the work which she has missed. Owing to the nature of Continuous Assessment, there may be subject specific consequences related to marks, should the girls miss tests for holiday purposes.

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## **19. Compulsory Events**

Some compulsory school events may be scheduled for Saturday mornings or during the evenings. It will be made clear to pupils whether attendance is compulsory. If so, normal attendance and absentee procedures will apply on these days. Parents are notified well in advance of the dates of compulsory events via the High School Parents Information Booklet. This booklet is distributed at the start of every year.

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## **20. Messages & Left at Home Articles**

Parents are asked to restrict messages to girls during the school day to those of an urgent nature. We cannot guarantee that girls will receive messages. If a girl leaves kit, lunch or books at home, it is wisest not to deliver it to her; she will quickly learn to be more responsible if she has to bear the consequences of her forgetfulness! The obvious exception to this is if a girl is in a team and has a match, at school or away, and needs her sports kit.

If an item needs to be delivered to school, it must be delivered to Reception. The item should be marked with the girl's name and grade.

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## **21. Class & Subject Groupings**

The staff takes a great deal of care in placing girls in appropriate classes. In the Senior School, subjects such as English, Afrikaans and Mathematics are carefully streamed. Regretfully, we are not able to take into account parents' wishes when placing girls in classes. If problems are encountered, parents must please contact the Head of Phase or the Director of Academics.

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## **22. Change of Subject**

No girl may unilaterally change from one subject to another. If change is requested please first consult the subject teacher who will in turn consult the school counsellor. A change of subject form must then be signed by all concerned parties including the parents and the Head of Phase.

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## **23. Class Excursions**

These form an integral part of a girl's academic programme and whilst we cannot make them compulsory for every girl, it is always a real disappointment if a girl decides not to join her classmates for an exciting learning adventure. The cost is kept to a minimum and all security, dietary and communication precautions are carefully arranged.

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## **24. Homework**

Homework timetables are given to Grade 8 pupils to assist them with the transition into High School. We ask the parents to supervise homework, ensuring that it is correctly done, while at the same time enjoying the involvement in their daughter's education.

If your daughter is spending too long on homework, please contact her teacher or Head of Grade.

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## **25. Reports**

Parents are invited to discuss their daughters' progress at anytime. Full reports are sent out in June and December.

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## **26. Tests & Examinations**

Examinations are written twice yearly, from Grade 8 upwards. Continuous Assessment engaging knowledge and skills will take place throughout the year.

At the end of Grade 12, the pupils are entered for the Independent Examinations Board National Senior Certificate Examinations.

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## **27. Awards Criteria**

It is school policy to reward girls who excel in College activities and related outside activities with Colours or Honours. The nature of the award depends on whether the girl is in the Senior Primary or High School, and awards criteria have been set democratically by girls and staff. An awardee must be a fitting role model for her peers.

No girl will be given an award unless a letter confirming her selection to play for a team has been received by the school from the sporting body concerned, and the award is only given after a girl has participated. Girls will not receive academic awards if they have not written all their examinations.

The awards criteria are, however, reviewed from time to time and amended as the need arises. We do like to hear of all the activities and successes of our girls, and we enjoy congratulating everyone who has achieved something special. Parents are asked to keep the school advised of their daughters' achievements.

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## **28. Career Counselling**

Qualified career and guidance counsellors provide the girls with excellent counselling in their teenage years and career guidance and research in their final years at school. There are also excellent computer programmes which the girls may use in their career research. Grade 9 girls have the option to be assessed by a qualified practitioner to assist with the subject choice process.

In Grade 11, girls are expected to complete at least 16 hours of job shadowing by the first week of the third term. Grade 12 pupils are exposed to a variety of careers when practitioners address them on the day to day activities of their profession.

Owing to the changing deadlines and specific application processes for entry into tertiary institutions, we encourage parents to work alongside their daughters in ensuring that the correct procedure for application is followed and that the correct documentation is submitted on time. It is advisable to apply to at least two or three institutions so as to secure placement and avoid disappointment.

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## 29. Religious Principles & Education

In terms of its Constitution, the main object of Durban Girls' College is to provide a sound and well-balanced education based on Christian principles. Christianity, accordingly, underpins the morals and values that are applied at College, and that form part of a College girl's education. As part of life at College, the school recognises Christian activities and ceremonies such as carol services and Thanksgiving services. Christian hymns and prayers at assemblies and other school functions are used. All girls are required to attend these school events. The school does, however, recognise the diversity of faith amongst College girls and the rights of girls to choose their own faith.

College has an active Pastoral Care Programme, and the school's chaplain teaches Religious Education. The curriculum is based on Christian principles. Please see the Spiritual Policy on the school website under the Downloads menu.

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## 30. Libraries

The Senior Primary and High School libraries adjoin each other, thus giving access to their combined range of media. Both have banks of networked computers with direct access to the Internet. An Information Technology Specialist is on hand to assist staff and pupils.

The libraries are integrated with the academic programme as well as being enjoyable social venues for relaxation.

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## 31. Computer Education

Our IT infrastructure is modern and robust, and is linked via a high-speed network and Wi-Fi system, which provides secure access to the Internet and all required Windows based services and resources.

Girls from Grades 8 to 11 have computer lessons timetabled into their school week and will also make use of iPads and computers during many of their subject lessons. The girls will learn a wide variety of skills which they use in research, organisation and presentation of work.

The two computer rooms are equipped with up-to-date computers and printers which are available for the girls to use during breaks and before school. The library is also equipped with a bank of networked computers which are available for use during breaks and after school until 16h00 from Mondays to Thursdays, and until 15h00 on Fridays.

All girls are required to sign a "Computer, iPad and Internet Acceptable Use Agreement" form which outlines the rules for using the computers and the Internet at school. Parents are asked to read the agreement, which is in the Parents Information Booklet, carefully and co-sign it with their daughters.

## **32. Use of the Internet**

All girls have access to the Internet through the Wi-Fi, in the computer rooms and the media centres. From Grade 8 each girl has her own e-mail address. She may have unlimited use of this facility. There is no charge. Our internet access is protected by a firewall to filter out inappropriate material. As parents are well aware, no filter can be totally reliable and we have to rely on the integrity of the girls.

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## **33. Use of Social Media**

The school recognises that there are benefits in the use of Social Media tools for communication and educational purposes. While accepting the value of these tools, we are also aware of the risks involved and girls are expected to use good judgement in all use of social media. Any use of social media tools whilst at school, or on a platform which represents the school, should fall within the parameters for safe and responsible use and should be in line with the school's Code of Conduct and the Computer, iPad and Internet Usage Agreement (Our Social Media Policy is in the process of review).

*\*Violations of this policy may have disciplinary repercussions.*

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## **34. Music Lessons**

The music department offers a wide variety of opportunities to girls. They may be taught to play the piano, violin, flute, clarinet, saxophone, recorder, cello, guitar and percussion instruments. These are individual lessons and there is a termly charge. Full details of costs are available from the Music Department or Bursar's office.

Many of the girls join the school orchestra, marimba bands, various school choirs and ensembles, and use their talents at concerts or in music competitions.

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## **35. Participation in Sport & Extra-Curricular Activities**

Every girl is expected to participate in at least one physical activity or sport each term. The sports calendar for each term will advise parents what sports are on offer.

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## **36. Club Zero**

Durban Girls' College has a gym, Club Zero, on the upper level of the Aquatic Centre, and parents and friends are welcome to contact Hayley (083 556 0434) or Tamlyn Wheeler (079 719 1320) to arrange personal training.

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## **37. Transportation of Girls by Parents & Staff**

The school owns a bus and another vehicle that is driven by authorised staff with the relevant PDP licence.

There are often days when there are so many activities in the afternoon that girls are required to organise their own transport. Parents are requested to co-ordinate travel arrangements themselves when the school cannot do this.

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## **38. School Bus Transport**

The College bus transports pupils to school each morning from Umhlanga and La Lucia Mall. Details can be obtained by emailing [info@dgc.co.za](mailto:info@dgc.co.za) for further details.

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## **39. Overseas Exchange Programme**

Durban Girls' College offers exciting exchange programmes in Argentina, Australia, Canada, USA, UK, Scotland, New Zealand and Namibia. Girls in Grade 10 enjoy a short stay at one of our partner schools and their counterpart students spend time at College, not necessarily concurrently. Girls are invited to apply for these exchanges while they are in Grade 9. Girls should have a sound academic track record and be keen participators in school life, in order to apply. We also welcome Rotary Exchange students to College.

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## **40. Leadership - "Shaping Leaders @ DGC"**

During the course of the Grade 11 year, the senior girls and staff elect a leadership body consisting mainly of girls who will be in Grade 12 the following year. All girls are encouraged to fulfil leadership roles in the school in Grade 12. Leadership training for these responsibilities is given in a variety of ways. It is school policy to share positions of responsibility in order to allow each girl to develop to her full potential.

## **41. School Functions**

During the course of the year, Durban Girls' College hosts a wide variety of functions from sports days and swimming galas to musical evenings, plays and debating evenings. Please consult the term calendar at the end of each term for dates of all these events. The College Chatter newsletter is emailed electronically to all parents, on a weekly basis, and is also available for download on the D6 communicator and on the website.

It is not possible to send personal invitations to parents for each function. Parents are, however, very welcome to attend our functions.

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## **42. Parents' Association**

This association provides a vital link between parents and the school. The Annual General Meeting is held in the first quarter and all parents are cordially invited to attend. The parents organise social functions, raise funds and have representation on the Board of Governors.

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## **43. Mums Who Pray**

A group of mothers who have the interests of College at heart, meet for a time of Christian fellowship every Tuesday morning at 07h30 at College House. Their prayerful encouragement and support do much to sustain the whole College Community. Any mother interested in joining this group should please contact the School Chaplain on 031 268 7281 or email prayer requests to [mumswhoprayer@dgc.co.za](mailto:mumswhoprayer@dgc.co.za).

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## **44. Lunch Bar**

A lunch bar, Café Flava, is situated on the school premises, and it provides snacks and nutritional food. It is open from 09h00 to 16h00 from Monday to Thursday and closes at 14h00 on Friday. Prices are kept as reasonable as possible.

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## **45. Archives**

Durban Girls' College, which was founded in 1877, has a very rich history. The College Archives & Museum are situated below the lecture theatre foyer, where all our memorabilia are preserved and beautifully displayed. This facility is certainly worth a visit.

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## **46. Use of School Property**

Durban Girls' College is very privileged to have wonderful facilities. During school holidays or in the late afternoons, it may seem that these are not fully utilised. Please realise that time has to be set aside for fields to be watered, classrooms painted and for general maintenance. We also have to consider the hours of duty of our College support staff. For this reason, we are not able to accommodate the frequent requests by parents and other bodies who wish to use our facilities.

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## **47. Health Matters**

We are fortunate to have the services of a qualified Nursing Sister at the school. She attends to all health matters and periodic health screening is done. She gives girls health instruction, arranges First Aid courses and provides professional attendance during sports matches.

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## **48. Security**

Owing to the difficult terrain on which Durban Girls' College is built and the general geography of the school, it is impossible to restrict access to one entrance. Many of the street exit doors are closed once the girls have arrived at school. Parents are requested to use the main ramp entrance from Musgrave Road during the school day. Girls may not wait alone on the pavement for parents, but must wait within the perimeter of the school. Girls must also be dressed in full school uniform when they enter and leave the premises. The school employs the services of security guards 24 hours a day, but they cannot be in all places at all times.

Each girl is provided with a locker in which she should place her belongings during the school day. It is her responsibility to bring a lock with which to secure her locker. The school cannot be held responsible for lost items.

Parents are requested to take the above security measures seriously. It is no easy matter ensuring the safety of all our girls. Please refer to paragraph 15 "Late for School Procedure".

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## **49. Durban Girls' College Old Girls' Guild**

The Old Girls' Guild was founded in 1896. It supports the school in a very meaningful way and is the custodian of the College heritage. Two members of the Guild represent the Old Girls of College on the Board of Governors.

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## **50. Enkuliso & Ekujabuleni Nursery Schools**

These two pre-primary schools, based in KwaMashu and Lamontville townships, were founded by the Old Girls' Guild in 1946. Although now independent, the Guild assists in their management. It is a Durban Girls' College tradition that we support these schools both financially and practically. More information about these schools can be found in our book about College – "The Happy Ship".

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## **51. Community Service & Charity Collections**

Durban Girls' College girls are encouraged to participate in community service. We are mindful of our need to support outreach and inreach initiatives; both of which are overseen by our School Chaplain. The girls raise funds for various organisations and outreach initiatives during the course of the year, which are apportioned to the many and varied appeals which we receive. We are careful not to allow excessive fund-raising in the school and will only support registered organisations/initiatives. No girl may sell raffle tickets or raise funds without first obtaining permission from a Head of Phase.

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## **52. Advertising & Promoting at School**

The school is bombarded with requests, either to supply the parents' mailing list to commercial companies or to distribute pamphlets or literature or to put up posters for various commercial ventures. For obvious reasons, we are not able to do this. We are not prepared to be seen to advertise one product against another, particularly as many Durban Girls' College parents are in business and could be marketing the same product. We are, however, prepared to advertise happenings and events for other schools, for churches and for registered charitable organisations.

The school gratefully accepts advertising and sponsorship for The Galleon, College's annual magazine.

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## **53. MySchool Card**

This is a no cost, no risk form of fund-raising for the school, bringing in a sizeable sum each year, which is spent on acquisitions that benefit the pupils in each phase of the school. A card can be obtained by clicking on the MySchool website link on the College website, [www.dgc.co.za](http://www.dgc.co.za). If a card is lost or the beneficiary is to be changed to Durban Girls' College, the MySchool call centre can be contacted on 0860 100 445 or [cs@myschool.co.za](mailto:cs@myschool.co.za).

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## **54. MAKRO**

MAKRO Springfield has a rebate programme by which a MAKRO card can be linked to Durban Girls' College and a percentage of the profits generated by an individual's purchases will be paid to the school. Forms can be obtained from the School Reception to link, or apply, for a MAKRO card.

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## **55. Consent & Indemnity**

Consent and indemnity forms are asked for on special occasions; no person may indemnify another person, even a minor, against loss or injury. Staff will always make every effort to ensure the safety of our girls. Risk assessments are carried out for grade activities as part of the organisation of outings and excursions.

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## **56. Board of Governors**

Durban Girls' College is governed by a Board of Governors. The sub-committees provide valuable support, expert advice and direction in various aspects of the strategic management of the school.

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## **57. Financial Matters**

The Bursar's Office deals with all financial matters. Fee statements are emailed or posted at the end of each term for the following term and, unless prior arrangements have been made, payment by debit order on a monthly or a termly basis is the requisite means of payment. All fees are due and payable on the first day of term. For security reasons, the Bursar's Office will not accept cash. Parents are encouraged to discuss with the Bursar any difficulties which they may be experiencing with regard to the payment of fees.

Additional charges such as tours, excursions, stationery and books, as well as IEB exam fees in Grades 11 and 12 are added to the school fee account.

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## **58. Medical Insurance (Compulsory)**

To obtain maximum benefits and to ensure that premiums are kept to a minimum, this cover is compulsory, and all parents are obliged to participate. A nominal annual premium will automatically be charged to your school account, and therefore, it is not necessary to complete a form.

The scheme is designed to try and ensure that every girl will receive immediate, professional medical services in the event of an accident.

Cover extends to medical expenses as a result of accidents sustained while on the school premises, outside the school whilst participating in any sporting activity or other extra-mural activity organised and supervised by the school, and whilst travelling to or from school or any other sporting or extramural activity.

The scheme also includes accidental death and permanent disability cover.

For further details of the cover provided, or in the event of wishing to lodge a claim, please contact the Debtors' Controller in the Bursar's Office on 031 268 7212.

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## **The College Code of Conduct, School Regulations & Disciplinary Procedures**

Our school regulations are based on the three principles of common sense, courtesy and consideration for others.

Durban Girls' College acknowledges and respects the rights of the individual, pupil, teacher and parent. College expects the individual to respect the right of the school to provide an environment in which all can teach, learn and grow.

The following code of conduct will ensure that environment.

## **The College Code of Conduct**

1. Durban Girls' College pupils are expected to be courteous and considerate in all their dealings with other persons.
  2. The highest standards of truthfulness, honesty and integrity are expected from College girls in all circumstances.
  3. College girls are expected to show their loyalty to College by tidiness of person, correctness of uniform, and by good behaviour at all times and in all places.
  4. They are expected to exercise great care in looking after their own belongings, other people's and College property (including money, the buildings and grounds) and to make good any damage or loss.
- 

## **School Regulations**

### **1. Courtesy and Consideration**

- 1.1. Good manners, consideration, helpfulness and courtesy are expected at Durban Girls' College. Older pupils are expected to set the standard for the younger pupils to follow.
  - 1.2. All pupils should stand to greet an adult and offer assistance, if necessary, to visitors.
  - 1.3. Younger pupils should show respect for their teachers and senior pupils.
- 

### **2. Uniform Regulations**

- 2.1. The correct uniform items must be worn, as specified on the uniform list (paragraph 13 in main section of handbook).
- 2.2. All items of uniform must be clearly marked. Pupils are responsible for their own property.
- 2.3. Hats must always be worn to and from school, and when off the school premises in uniform during the day. Hats may only be removed when seated in a restaurant or theatre.
- 2.4. Blazers are a compulsory item of the uniform and must be worn to and from school in Terms 2 and 3. When girls are in assembly or in public, all blazer buttons must be buttoned up.
- 2.5. When it is cool, girls may wear the regulation jersey in the classroom or at breaks; however, for school assemblies, school functions, and in public, blazers must be worn, with or without the jersey. Tracksuit tops may not be worn with the school dress.
- 2.6. The regulation length for the school dress is 5cm above the knee. The collar of the dress must be worn outside the jersey and the blazer.

- 2.7. All uniform items must be clean and neat – no missing buttons or sagging hems.
  - 2.8. After sports activities, girls must leave school in full school uniform or the correct team kit (with a blazer and a hat) or a College tracksuit and sports shoes.
  - 2.9. Hair must be kept away from the face and styled so that the school hat fits comfortably. Long hair must be tied back. All hair accessories must be discreet, plain and black or brown.
  - 2.10. No jewellery, other than a plain watch and medical bracelet or chain, may be worn. The watch must be black, brown, silver, gold or white. No bejewelled watches are permitted. No ear rings or studs may be worn.
  - 2.11. No skin decorations, like tattoos or body piercings, are allowed.
  - 2.12. No make-up, of any kind, may be worn.
  - 2.13. Fingernails must be kept short, well-manicured and free of nail varnish.
- .....

### **3. Lost Property**

- 3.1. Property left lying about is handed into “Lost Property”.
  - 3.2. Lost property may be collected at certain times, of which the pupils will be advised.
- .....

### **4. Money and Valuables**

- 4.1. Money must be handed to a staff member for safe keeping.
  - 4.2. Money or valuables must never be left in suitcases, desks, lockers or cloakrooms – including swimming pool change rooms.
- .....

### **5. School Property**

- 5.1. School property should be treated with care at all times.
  - 5.2. Damage or breakages must be reported to a staff member.
  - 5.3. Any pupil who wilfully damages property will be disciplined and asked to pay for the damage. (This includes graffiti on desks, walls, books.)
  - 5.4. School property which is lost must be replaced by the offender e.g. library books.
  - 5.5. School property may not be moved from one venue to another without permission.
- .....

## **6. School Buildings**

- 6.1. All classrooms are to be vacated during the breaks. Pupils may not be in classrooms during break without a staff member present.
  - 6.2. Grade 11 pupils are permitted to work in their register classroom from 13h00 until the end of lunch break. Grade 12 pupils are permitted to work in their register classroom during lunch breaks. This is a privilege and the space is made available for work purposes. We are cognisant of the need for senior girls to relax and socialise during break times.
- 

## **7. Corridors**

- 7.1. Sensible behaviour is expected when pupils move around the school. Pupils should keep to the left side of corridors, not run or talk loudly and not leave bags, books or other possessions in the corridors. They may not operate devices (iPads/cell phones) in the school corridors. The Forum is a designated cell phone area.
  - 7.2. Pupils must not eat or drink in the corridors.
- 

## **8. Out of Bounds**

The following areas are out of bounds, unless girls are accompanied or instructed to go there by a staff member:

- The swimming pool and swimming pool areas
  - The Facilities Management Department and staff living areas
  - The Staff Room
  - The Sick Bay
  - All staff offices, toilets and stock rooms
  - The photocopy room is completely out of bounds. Pupils are not permitted to enter this room for purpose of academic security
  - Staff parking areas
- 

## **9. Transport, Buses and Traffic**

- 9.1. Pupils must cross the road only at the pedestrian crossing in Musgrave Road.
  - 9.2. Pupils may not get out of a car at the top of Guildford Road or at the top of the lay-by in Guildford Road.
  - 9.3. Pupils may not be dropped off or fetched at the gate in Miller Grove as an agreement is in place with the neighbours and this entrance is reserved for service delivery. Girls may, however, be dropped on the corner of Marriott Road and Miller Grove, and walk to the Miller Grove gate.
-

## **10. Food**

- 10.1. No food is to be eaten in the classroom, except with the permission of a teacher, e.g. on a cold, wet day when permission to remain indoors may be granted.
  - 10.2. Chewing gum is forbidden.
  - 10.3. A College girl may not eat in public when in uniform, unless she is seated at a restaurant.
- .....

## **11. Litter**

It is unacceptable for any pupil to litter. Various recycling initiatives are supported by College.

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## **12. Sick Bay and Ill Health**

- 12.1. If a girl is ill she may not go home without permission.
  - 12.2. She must obtain a note from her class teacher and report to the School Sister at sick bay.
  - 12.3. If permission to go home is given, the parent will be informed by the School Sister or secretary so that the sick girl may be collected. She must be fetched from the sick bay. An official exeat, signed by the School Sister and the Phase Head must be presented to the guard at the gate before a girl is able to leave the school.
  - 12.4. Sick Bay facilities may be used only with the Sister's permission.
  - 12.5. The class teacher will be told if a pupil is ill or has been sent home.
  - 12.6. First aid facilities are available in the laboratories, the school office and for outings and sport matches.
  - 12.7. Several staff hold first aid certificates.
- .....

## **13. Excuse Notes**

- 13.1. Excuse notes for absenteeism must be written by a parent and handed in to the Class Teacher on return to school. The name and class must be clearly marked at the top of the letter. E-mails are acceptable, as are messages via cell phone.
- 13.2. Letters requesting absence for medical appointments, or other valid reasons, must be addressed to the Head of Phase.
- 13.3. An official exeat, signed by the Head of Grade or Head of Phase, must be presented to the guard at the gate before a pupil is able to leave the school during school time.

## **14. Collections, Presents and Advertising**

- 14.1. Collections are only made with the permission of the Head of Phase.
  - 14.2. Only money, tickets, raffles, competitions, presents, etc., which are authorised by the Phase Head, may be collected, sold or given.
  - 14.3. Nothing is to be sold for personal gain. (This excludes the entrepreneur programme.)
  - 14.4. Girls are not expected to give gifts to staff, but they may give small gifts at the end of the year if they wish.
  - 14.5. No “commercial” advertising may be done at school.
- .....

## **15. Visiting Girls**

If pupils wish to bring a friend to school for part of the day, they must first ask permission from the Head of Phase.

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## **16. Outings**

Girls must dress in full uniform for outings, unless advised otherwise.

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## **17. Detentions**

- 17.1. These are done promptly on Friday afternoons from 13h15 to 14h15.
  - 17.2. Detention slips must be pasted in homework notebooks and signed by staff and parents.
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## **18. Participation in College Life**

Pupils are expected to participate fully in every aspect of College life (academic, sporting, religious, cultural, charitable, social and community).

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# Disciplinary Procedures

Every effort is made to turn a problem into a learning experience for the pupil of common sense, courtesy and consideration. The Pupil Leadership Disciplinary Committee, together with High School mentors, will support this premise. In addition, they will monitor neatness, punctuality and general conduct in and around the school; working closely with respective staff members to ensure consistency.

Minor infringements of the regulations will be dealt with in an appropriate manner by the Class Teacher or Subject Teacher.

Repetitive infringements may be dealt with more severely: a report to the Head of Grade, a detention, a letter to parents, and a warning letter on the pupil's file.

The Head of Phase or the Executive Head will deal with serious breaches of the College Code of Conduct.

## **Serious offences include:**

- Being absent from assembly, lessons, sport or activities without permission or a valid reason
- Cheating
- Dishonesty
- Stealing
- Insolence or disobedience
- Being in possession of any unlawful substance, or any potentially harmful substance or article, whilst on school premises, in school uniform or on a school outing
- Behaving in a way which may cause physical, mental or emotional harm to any other pupil
- Bringing Durban Girls' College into disrepute
- Plagiarism
- Inappropriate use of social media platforms

These serious offences may also be dealt with by Class Teachers, Subject Heads or Heads of Grade depending on the severity of said offence. At the discretion of these staff members, procedures will be escalated accordingly.

Durban Girls' College views plagiarism in a very serious light. No ideas or words may be used from someone else's research in any publication or on the Internet, without full acknowledgement. Staff reserve the right to reduce the allocation of marks, or to take other action, for the submission of any work sourced from a publication or the Internet without a full reference to the source.

The Executive Head has the responsibility of making the final decision in all disciplinary matters.

# Notes

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