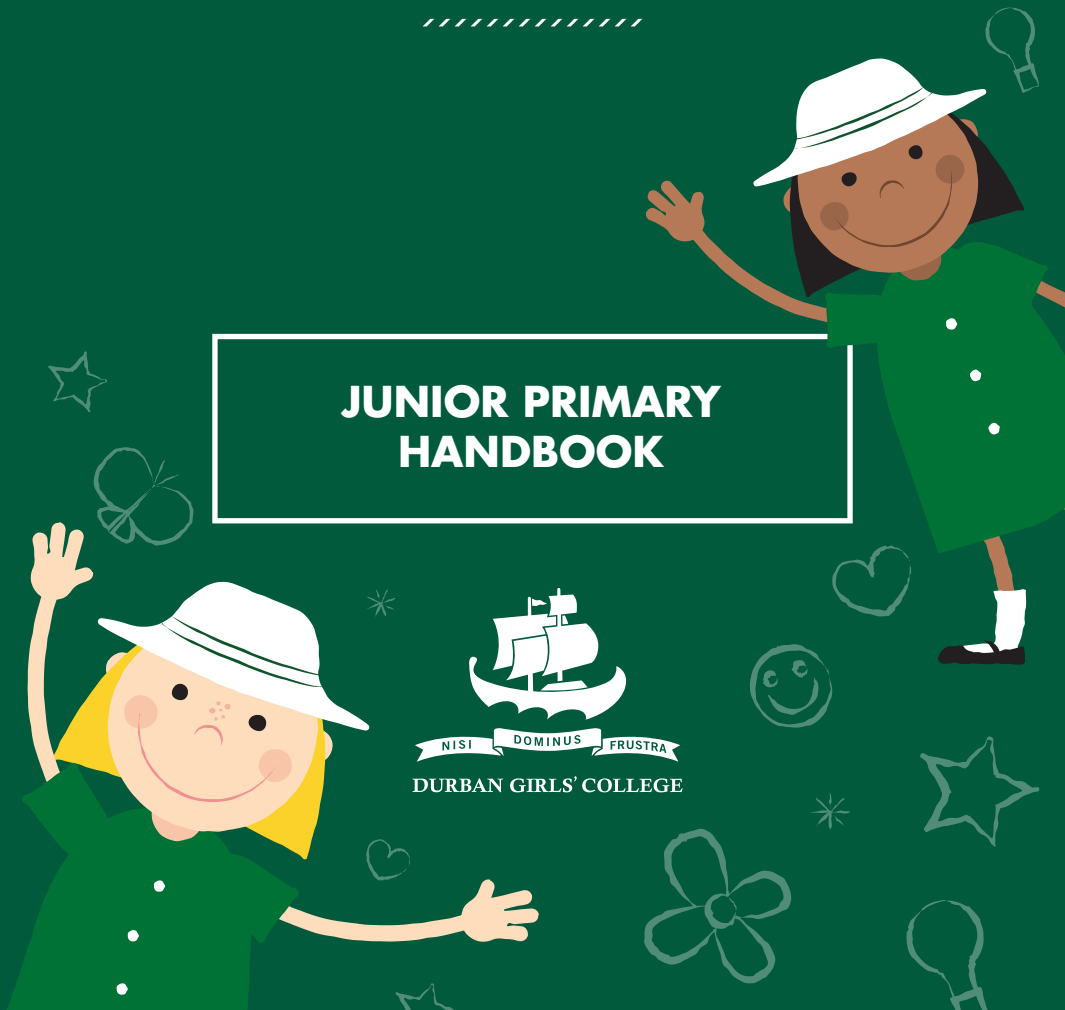


# Durban Girls' College



**JUNIOR PRIMARY  
HANDBOOK**



NISI DOMINUS FRUSTRA

DURBAN GIRLS' COLLEGE

# Vision

To offer a globally relevant, balanced education, to develop significant women, in all spheres of society.

# Mission

Durban Girls' College is a Christian School that inspires girls to realise their potential through a unique educational journey built on tradition, innovation, diversity and excellence aimed at enriching our world.



# School Management

Mrs Marianne Bailey .....	Executive Head
Mrs Heather Goedeke .....	Head of High School & Executive Strategy
Ms Wendy Laatz .....	Head of Senior Primary
Mrs Carol-Anne Conradie .....	Head of Junior Primary
Mrs Jeanine Montocchio .....	Executive Finance

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## The Board of Governors

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

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## Junior Primary Staff

Mrs Lesley Deg .....	Grade 00 Teacher
Ms Jamie du Plessis & Miss Catherine Grainger.....	Grade R Teachers
Mrs Paige du Plessis & Mrs Kate Collins .....	Grade 1 Teachers
Mrs Chantal Langley & Mrs Angela Scruby .....	Grade 2 Teachers
Mrs Belinda Brodie & Mrs Tamryn Price.....	Grade 3 Teachers
Mrs Thandi Zondo.....	ICT, Marimbas & Mathematics (Gr 3)
Mrs Lesley Coull .....	Drama (Gr 1,2,3) & English Literature (Gr 3)
Mrs Sue Verster .....	Music & Drama (Gr 00 & R)
Mrs Erin Naudé .....	Primary School Counsellor
Mrs Wilma van Niekerk .....	JP Sports Coordinator & Coach
Mrs Hlengiwe Zwane .....	Grade 00 Assistant & isiZulu
Ms Michelle Edgumbe .....	School Chaplain

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## Junior Primary Office

Mrs Rene Bowyer is our Junior Primary Secretary and is available from Monday - Friday from 07h30 - 14h00 and can be contacted on 031 268 7270 or [jpfrontdesk@dgc.co.za](mailto:jpfrontdesk@dgc.co.za)

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## Bursar's Office

Monday - Thursday: 07h30 - 16h00  
Fridays: 07h30 - 15h00  
School Holidays: 08h30 - 13h00

*(The office is closed from mid-December to the first week in January and for one week in July)*

# Financial Matters

The Bursar's office deals with all financial matters. Fee statements are sent at the end of each term for the following term and, unless prior arrangements have been made for payment by debit order or on a monthly basis, 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 may be experienced with regard to fees.

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# Consent and Indemnity

Consent and indemnity forms are requested for on special occasions.

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# 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 to 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 extra-mural activity.

The scheme also includes accidental death and permanent disability cover.



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

# Communication

Durban Girls' College communicates electronically on a regular basis with parents. This includes the D6 Communicator, newsletters, notices, information sheets and the weekly "College Chatter", as well as through Facebook and Instagram. Teachers communicate with our students' parents on a daily basis via their homework books and email when necessary. The school Communicator (D6) can be installed on your smartphones and computers. Please check the Communicator on a regular basis to enable good communication between home and school. Special achievements and awards are placed on the Communicator on a Friday after Assembly.

## Parent/Teacher Communication

When contacting the teachers, please allow them enough time to reply to your emails. If there is something urgent and you cannot wait until later in the day for a reply, please direct your request to Mrs Bowyer in the Junior Primary office on 031 268 7270 or email [jpfrontdesk@dgc.co.za](mailto:jpfrontdesk@dgc.co.za). Homework books, with important information, are sent home each night. The book needs to be signed by you, the parent, acknowledging that you have read the contents.

<b>Surname</b>	<b>First Name</b>	<b>Responsibility</b>	<b>Email - Work</b>
Bowyer	Rene	JP Office	<a href="mailto:jpfrontdesk@dgc.co.za">jpfrontdesk@dgc.co.za</a>
Brodie	Belinda	Grade 3	<a href="mailto:bbrodie@dgc.co.za">bbrodie@dgc.co.za</a>
Cary	Sandra	Sick Bay	<a href="mailto:scary@dgc.co.za">scary@dgc.co.za</a>
Collins	Kate	Grade 1, HOD Academics	<a href="mailto:kcollins@dgc.co.za">kcollins@dgc.co.za</a>
Conradie	Carol-Anne	Head of JP	<a href="mailto:cconradi@dgc.co.za">cconradi@dgc.co.za</a>
Coull	Lesley	Drama/English Lit., Library	<a href="mailto:lcoull@dgc.co.za">lcoull@dgc.co.za</a>
Deg	Lesley	Grade 00	<a href="mailto:ldeg@dgc.co.za">ldeg@dgc.co.za</a>
du Plessis	Paige	Grade 1	<a href="mailto:pdupless@dgc.co.za">pdupless@dgc.co.za</a>
du Plessis	Jamie	Grade R	<a href="mailto:jdplessi@dgc.co.za">jdplessi@dgc.co.za</a>
Edgcumbe	Michelle	School Chaplain	<a href="mailto:medgcumbe@dgc.co.za">medgcumbe@dgc.co.za</a>
Grainger	Catherine	Grade R	<a href="mailto:cgrainger@dgc.co.za">cgrainger@dgc.co.za</a>
Langley	Chantal	Grade 2, HOD Student Affairs	<a href="mailto:clangley@dgc.co.za">clangley@dgc.co.za</a>
Price	Tamryn	Grade 3	<a href="mailto:tprice@dgc.co.za">tprice@dgc.co.za</a>
Naudé	Erin	Counsellor	<a href="mailto:enaude@dgc.co.za">enaude@dgc.co.za</a>
Scruby	Angela	Grade 2	<a href="mailto:ascruby@dgc.co.za">ascruby@dgc.co.za</a>
Verster	Sue	Music & Drama Grade 00 & R	<a href="mailto:sverster@dgc.co.za">sverster@dgc.co.za</a>
Zondo	Thandi	ICT Marimbas, Gr 3 Mathematics	<a href="mailto:tzondo@dgc.co.za">tzondo@dgc.co.za</a>
van Niekerk	Wilma	JP Sport	<a href="mailto:wvnieker@dgc.co.za">wvnieker@dgc.co.za</a>

## Specific Procedures Enabling Effective Communication

Please observe the following procedures in the event of your daughter experiencing any academic, behavioural, social or emotional difficulties.

Problem	Steps	Procedure
Academic	1.	Parents must make contact (via email) with the class/specialist teacher to discuss the concerns/problems. If necessary, a meeting will be arranged.
	2.	The teacher will involve the HOD (Student Affairs) if necessary.
	3.	The Head of Junior Primary will be contacted if further investigation is necessary.
Behavioural/ Social/ Emotional	1.	Parents must contact the class teacher to discuss the problem/concern, and if necessary, a plan of action will be implemented.
	2.	If further intervention is necessary, the class teacher will liaise with the HOD (Student Affairs), School Counsellor and relevant teachers, after which a plan of action will be implemented.
	3.	If the problem continues, the Head of Junior Primary will arrange a meeting with the parents, HOD and any necessary external specialists.

It is important that the above steps are followed in the correct order. Any urgent queries may be handled through Mrs Bowyer in our JP Office and escalated to Mrs Conradie directly, if necessary.

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## Admissions

The admissions process is governed by, and is subject to, our admission policy. Both the policy and the application forms can be found on our website or may be obtained from the admission office. Applications should be submitted as early as possible and, save for exceptional circumstances, by no later than July of the year preceding the year of anticipated entry.

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## Withdrawal Procedure

Parents are reminded that a term's notice must be given in writing and should be addressed to the Head of Junior Primary. Failure to do this will result in a term's fees being charged in lieu of notice. The same procedure applies to music and private tuition.

# School Times

School starts at 07h35 for Grades R to 3 pupils and at 07h45 for Grade 00 pupils.

Grade	Monday to Thursday	Friday
00	12h15	12h15
R	12h30	12h30
1	12h50 & Thursday @ 14h00	12h40
2	13h00 & Monday @ 14h00	12h50
3	14h10 & Tuesday @ 14h45	13h00

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## Late for School Procedure

Punctuality is considered important and, if girls are late for school, their names will be recorded in the late book by the security guard at the Guildford Road entrance. Should there be a genuine reason for lateness, parents must email the Head of Junior Primary by the following day.

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## Homework

Homework is given to the Junior Primary girls on a daily basis, and we ask that parents supervise the homework, ensuring that it is completed, while at the same time enjoying the involvement in their daughters' education. Parents are requested to sign the homework notebook daily. If your daughter is spending too long on homework, please contact her teacher.

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## Aftercare

Aftercare is available for all the Junior Primary girls from 12h30 to 17h00 every afternoon. Parents wishing to avail themselves of this facility must please contact the Junior Primary office for more details. A snack will be provided at lunchtime (fruit and a sandwich). Homework will be supervised from 15h00. Girls not collected from school within 20 minutes at the end of the day will automatically be sent to aftercare.

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## Sports Houses

**Churchill** – Blue  
**Cottam** – Black

**Greenacre** – Green  
**Hunter** – Red

**Palmer** – Yellow  
**Rutherford** – White

# Uniform Stockists

**DGC Uniform Shop:** The Hat and Galleon, Elsabe van Onselen, 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 • Fridays - closed

**Little Gem:** 21-23 Juniper Road Overport, Durban, 031 207 6733

**Gem Schoolwear:** 269 Pine Street, Durban, 031 303 0327

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## Uniform Requirements

### School Uniform, Grade 00 - Grade R

- Checked pinafore
- White T-shirt (long-sleeved T-shirt in winter)
- Bottle green College v-neck pullover
- Sun hat (available from the school)
- Regulation school brown sandals and white school takkies
- White ankle socks
- Green raincoat (optional)
- Green PE shorts and College collared sports shirt
- Black Speedo swimming costume
- Green swimming cap
- Green College towel
- School tracksuit top
- Tracksuit pants (optional)
- Green College school bag

Girls are expected to be correctly dressed at all times and always look neat and tidy.

Please ensure that all items are clearly labelled.

### Physical Education Kit

- Green College shorts (short length)
- House T-shirt in house colour
- White Velcro takkies
- Tracksuit top
- Tracksuit pants (optional)

### Rhythmic Gymnastics

- Green College shorts
- College shirt – white with green collar

### School Uniform, Grade 1 – Grade 3

- College Panama hat with hat band and badge.  
Hats are worn when girls are in any public place
- Green dresses x 3
- Green or white panties
- Bottle green College v-neck pullover
- Green raincoat (optional)
- Green College school bag. Barrel for sport and backpack for schoolwork
- Brown sandals are worn in terms 1 & 4
- School regulation black shoes & white socks are worn in terms 2 & 3  
(tear-drop shoes not allowed)
- Black tights may be worn in the third term, on cold days, only
- Sun hat (available from the school)

### Hockey/Netball/Tennis Kit

- Green College shorts or green skorts
- College shirt – white with green collar
- Long green socks & shin pads (hockey)
- Short white socks (netball & tennis)
- White Velcro takkies (netball & tennis)
- Hockey boots (optional)



## Swimming Kit

- Black Speedo swimming costume with name embroidered
- Swimming cap in house colour

- Green swimming towel
- Tracksuits (worn to and from sporting events)
- White regulation slops

# Sport & Extra Curricular Activities

All girls will be involved in two Physical Education lessons a week as well as a compulsory sports session (1 hour a week). Compulsory sport does not take place in the first and last week of each term and will consist of:

### Term 1

Swimming (squad, stroke correction, learn to swim)

### Term 2

Hockey (Grades 1 & 2) and Netball (Grade 3)

### Term 3

Hockey (Grades 1, 2 & 3)

### Term 4

Swimming (squad, stroke correction, learn to swim)

In addition to compulsory sport, Durban Girls' College also offers a variety of other activities, namely:

Rhythmic Gym .....	(Grades 00, R, 1 & 2)
Tennis .....	(Grades 1, 2 & 3)
Marimbas .....	(Grades 1, 2 & 3)
Marimba Band .....	(Grades 2 & 3 by audition)
Junior Primary Choir .....	(Grades 2 & 3)
Busyballers .....	(Grades 00 & R)
Synchronised Swimming .....	(Grades 1, 2 & 3)
Physi Fun .....	(Grades 00 & R)
Build em Brix .....	(Grade 00)

Private hip-hop, ballet, tennis and karate lessons are offered to the girls in the afternoons.

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## Uniform Regulations

- Girls are expected to be correctly dressed at all times
- Hats are to be worn to and from school and when girls are in public places
- After sports activities, girls must leave school in full school uniform or wearing the correct sports kit
- Tracksuit tops may not be worn with the school dress
- School uniform must be clearly labelled
- No earrings are to be worn
- No jewellery, except for watches, may be worn (black, brown, silver, gold or white)
- No skin decorations are allowed
- Fingernails must be kept short and clean
- In keeping with our uniform requirements, please note that we don't permit the wearing of cosmetics, religious, cultural and advertorial adornments at Durban Girls' College.

## Hair Regulations

- Hair must be kept away from the face and styled so that the school hat fits comfortably.
- Long hair must be tied back (if/when it touches the collar of the dress).
- A fringe may not be below the eyebrows.
- All hair accessories must be discreet and plain, with black, brown, white or clear hair bands. Girls may wear white ribbons. Only black scrunchies, or narrow Alice Bands are allowed.
- Hair may not be coloured/dyed or highlighted.

# The School Code of Conduct



1. College girls 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, and other people's belongings as well as College property (including money, the buildings and grounds) and to make good any damage or loss.
5. College girls are expected to embrace the College Cares programme at all times, reflecting the values of: courage, positive attitude, respect, empathy and self-control.

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## Healthy Lunch Boxes

The ideal lunch box provides all the essential nutrients a child needs.

It should include a variety of foods from each food group in amounts suited for their appetite and requirements.

- Wholewheat, wholegrain, seeded brown bread, rolls, wraps or pita
- Tuna, chicken, egg, cottage cheese, salad
- Yoghurt
- Fresh fruit or fruit salad
- Dried fruit
- Plain popcorn

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## Absenteeism

Girls who are absent must bring an excuse note to the class teacher on their return to school, or their parents may send an email. An absence of three or more days necessitates a doctor's certificate. Girls may be excused automatically for major religious holidays, and no note is required, however, please let the class teacher know. Requests for leave of absence from school for unavoidable reasons must be addressed to the Head of Junior Primary.

## Health Matters

We have a qualified nursing sister at school, and she attends to all health matters and provides professional attendance during sports matches. No medication is to be administered by the school unless permission in writing is given by parents.

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## Sun Policy

Pupils are encouraged to make use of available shaded areas when outside. Each classroom has a 30 SPF pump-action sunscreen for use by the pupils. The girls must wear their sun hats when outdoors on sunny days.

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## Birthdays

These are exciting days for our girls, and they want to share this special day with their teacher and friends. If you would like to send a treat to school for the class to share you are most welcome to. Please, may we ask that invitations only be given out at school if ALL girls in the class are invited to the party. All girls will enjoy a birthday treat with the Head of Junior Primary each term.

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## Monies

When collecting money for any activity or function, please will you send it to school in a sealed envelope with your child's name and reason for payment. The envelope should be labelled:

Name, Class, Reason for Payment, Amount, Cash

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## Outings/Class Excursions

These form an integral part of a girl's academic programme. We try and participate in at least one excursion during the year that enhances and adds value to their theme work. Much learning takes place out of the classroom. The school owns a bus, but there are times when we hire a bus from a reputable bus company in order to transport the entire grade to the chosen destination. The companies that we mainly use are Ricallin or Maharaj. All the seats have secure seat belts. Parents will be notified via SMS when the girls reach their destination.

Please note: The school's insurance covers the girls, staff and the school vehicles but it does not cover the vehicles owned by parents.

## **Outreach**

The Grades 00 and R classes support and care for Makabongwe Crèche throughout the year. The Grade 1 girls support Inami Crèche. The Grade 2 girls support and care for the elderly at Mothwa Haven. The Grade 3 girls support Kusakusa School. Every Wednesday the girls provide a sandwich and a piece of fruit for the children in these crèches and sponsor many needed items.

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## **Learning Lounge**

Our Junior Primary library is a delightful venue which introduces the pupils to the integrated use of books, iPads and computers for research and recreation.

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## **Creation Station**

All classes spend a day every alternate week in our 21st century Creation Station. Collaboration, creative and critical thinking, co-operation and citizenship is our focus.

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## **Religious Principles and Education**

In terms of the 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 of our school. All girls are required to attend our school assemblies, prayers, carol services and thanksgiving services. The school does, however, recognise the diversity of faith amongst College girls and the rights of girls to choose their own faith. The school has an active pastoral care programme, and the school's chaplain teaches Religious Education from Grades 00 to Grade 3.

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## **ICT**

All girls between Grade 1 to Grade 3 have weekly computer lessons timetabled in their school week and will also make use of the computers during many of their subject lessons. The girls learn a wide variety of skills which they use in research, organisation and presentation of work.

Our campus is Wi-Fi connected, with banks of iPads available for use in lessons to enhance the various learning programmes. Robotics and coding is part of our ICT curriculum.

## **Music Lessons**

All grades have two music lessons and a drama lesson per week. The Grades 1, 2 and 3 girls take part in a music module offered by the school. The Grade 1 girls will learn the djembe and the marimba. The Grade 2 girls learn one instrument per term for the duration of the year. These instruments are the violin, recorder, djembe and marimba. In Grade 3 the girls will learn one instrument per term. These instruments are the recorder, the guitar, djembes and marimbas.

The music department offers a wide variety of opportunities to girls.

These are individual lessons, and there is a termly charge.

The Junior Primary choir is for Grades 2 and 3 girls. Grade 1 girls may join the choir from July. Girls from Grades 2 and 3 are selected for our Junior Primary Marimba Bands.

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## **Parents' Association**

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

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## **Mums Who Pray**

A group of mothers who have the interests of the school at heart meet once a week for a time of Christian fellowship. Any mother who is interested in joining the 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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## **Liaison Mums**

Every year a liaison mum is elected to represent each class and support the teacher with class activities. These mums meet with the Head of the Junior Primary during the year to discuss important Junior Primary matters.

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## **Bus Transport**

The Durban Girls' College bus runs to school each morning from Umhlanga and La Lucia Mall. Please email [jpfrontdesk@dgc.co.za](mailto:jpfrontdesk@dgc.co.za) for further details.

## **Club Zero**

Durban Girls' College has a fantastic gym, Club Zero, on the upper level of the aquatic centre and parents and friends are most welcome to make contact with Hayley Cassim on 083 556 0434 or Tamlyn Wheeler on 079 719 1320 to arrange personal training.

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## **MySchool Card**

This is a no cost, no risk form of fundraising for the school, bringing in a sizeable sum each year which is spent on acquisitions that benefit the girls in each phase of the school.

Please click on the MySchool website link on our website [www.dgc.co.za](http://www.dgc.co.za) if you do not have a card, if you have lost yours or if you want to change the beneficiary on your existing card to Durban Girls' College.

Call Centre: 0860 100 445

Email: [myschool@iburst.co.za](mailto:myschool@iburst.co.za)

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## **Makro**

Makro Springfield has a rebate programme by which your Makro card can be linked to Durban Girls' College and a percentage of the profits generated on your purchase will be paid to College. If you are interested, please pick up a form from school reception to link your card or to apply for a Makro card.

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## **How Can You Help Your Daughter Enjoy a Happy Day at School?**

- Encourage a regular routine
- Ensure that she has a good night's sleep
- Insist that she eats a nourishing breakfast
- Pack a healthy lunch
- Be punctual when dropping off and collecting your daughter from school
- Ensure that her homework book is signed every day
- Support her in the various school functions
- Make sure she knows her extra-curricular programme

# Helpful Tips for Parents

- Express unconditional love and affection
- Praise your daughter and reinforce positive behaviour
- Avoid social comparison
- Avoid personal criticism
- When disciplining your daughter, separate the behaviour from child!
- Be consistent
- Listen to her thoughts, feelings and needs
- Be a role model – set a good example for your daughter through what you do and say
- Be a place of safety
- Allow your child to make choices (be a guide, not a leader)
- Allow your child to fail in order for her to learn
- Participate in her life
- Respect her at all times
- Encourage her to have a voice

**“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.”**

.....  
**“Express unconditional love and affection”**



# Durban Girls' College

586 Musgrave Road

Durban, 4001

South Africa

**Telephone:** 031 268 7200

**Facsimile:** 031 208 5916

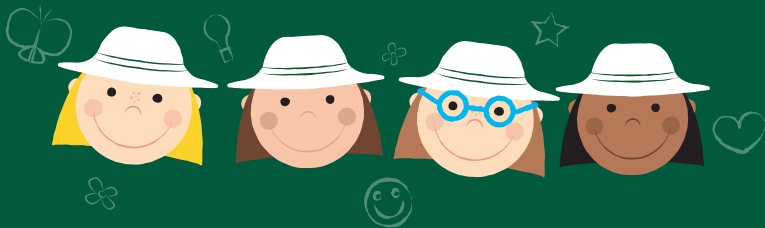
e-mail: [info@dgc.co.za](mailto:info@dgc.co.za)

**Website address:** [www.dgc.co.za](http://www.dgc.co.za)

## **BURSAR'S OFFICE**

**Telephone:** 031 268 7233

**Facsimile:** 031 209 5562



Member of the Independent Schools' Association of South Africa

**YOUR UNIQUE EDUCATIONAL JOURNEY**

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