

# Durban Girls' College



SENIOR PRIMARY  
HANDBOOK



# 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.



# Senior Primary 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 of School
Mrs Heather Goedeke .....	Head of High School and Executive Strategy
Miss Wendy Laatz .....	Head of Senior Primary School
Mrs Carol-Anne Conradie .....	Head of Junior Primary School
Mrs Jeanine Montocchio .....	Executive Finance

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# 2. Communication between School and Home

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

Mrs Silvia Grunow 031 268 7201,  
spfrontdesk@dgc.co.za

## **Class or Subject Teachers:**

Academic matters, progress, homework and absenteeism.

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

Queries relating to these activities and absenteeism.

## **Head of Senior Primary:**

Miss Wendy Laatz 031 268 7201  
Notification of achievements and awards, discipline, special absenteeism, and any matters which parents feel warrant their involvement, advice or intervention.

## **Head of Department Senior Primary:**

Mrs Bev Campbell 031 268 7237  
Academic matters and curriculum development.  
Mrs Erin Naudé 031 268 7271  
Student affairs.

## **School Counsellor:**

Mrs Erin Naudé 031 268 7271  
Life skills and counselling.

## **School Chaplain:**

Miss Michelle Edgcumbe 031 268 7281  
Teaching of religious principles and education, and spiritual matters.

## **School Nurse:**

Mrs Sandra Cary 031 268 7223  
Health and/or illnesses.

## **Marketing:**

Mrs Kelley Litkie 031 268 7254  
Liaison and communications, public relations, promotional events, corporate image, marketing and alumnae.

## **Executive Head:**

Mrs Marianne Bailey 031 268 7206  
Liaison with the Board of Governors, management, financial and contractual matters, future and strategic planning, and facilities.

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

Mrs Jeanine Montocchio 031 268 7233  
Financial and contractual matters.

### **Admissions:**

Mrs Annie Nurcombe 031 268 7250  
Queries regarding admission, withdrawal,  
scholarships and temporary boarding.

### **The Hat and Galleon:**

(DGC uniform shop):  
Elsabe van Onselen 082 532 7088  
elsabevanonselen@gmail.com.

### **Other:**

College communicates electronically on a regular basis with parents. This includes the D6 communicator, newsletters, notices, information sheets, and the weekly College Chatter.

### **The Parents' Association:**

Queries regarding matters of a general nature can be addressed.

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## **Channels of communication**

Communication is an area where simplified and clear processes can facilitate a better and more-effective outcome. Who to contact:

<b>Academics</b>	<b>Subject Teacher</b> ..... Relevant Subject Teacher <b>HOD Academics</b> ..... Bev Campbell
<b>Absenteeism</b>	<b>Class Teacher</b> ..... Relevant Class Teacher <b>SP Secretary</b> ..... Silvia Grunow
<b>Administration</b>	<b>Class Teacher</b> ..... Relevant Class Teacher <b>SP Secretary</b> ..... Silvia Grunow
<b>Emotional/Behavioural/ Social Problems</b>	<b>Class Teacher</b> ..... Relevant Class Teacher <b>Counsellor</b> ..... Erin Naudé
<b>Medical Problems</b>	<b>Class Teacher</b> ..... Relevant Class Teacher <b>School Nurse</b> ..... Sister Sandra Cary
<b>Music</b>	<b>Head of SP Music</b> ..... Dana Hadjiev
<b>Sport</b>	<b>Head of SP Sport</b> ..... Jacqui du Preez
<b>Student Affairs</b>	<b>Class Teacher</b> ..... Relevant Class Teacher <b>HOD Student Affairs</b> ..... Erin Naudé
<b>Uniforms</b>	<b>School Shop</b> ..... The Hat & Galleon

## Specific procedures

Problem	Steps	Procedure
Academic	1.	Parent/s must make contact (via email or telephone) with the relevant Subject Teacher to discuss the specific subject, content, homework and /or assessment problems/concerns. If necessary, a meeting will be arranged (potentially including the Class Teacher).
	2.	If necessary, the Subject Teacher will involve the Remedial Teacher and/or Head of Department Academics.
	3.	If necessary, the Head of Department Academics will involve the Head of Senior Primary.
Behavioural/ social	1.	Parent/s must make contact (via email or telephone) with the Class Teacher to discuss the problem/concern, and if necessary, a plan of action will be implemented.
	2.	If necessary, the Class Teacher will involve the Counsellor and/or Head of Department Student Affairs.
	3.	If the problem continues, the Head of Department Student Affairs will arrange a team meeting with the parents, teachers, Head of Phase and relevant external specialists.

### Important:

- Please note, the above steps must be followed in the correct order. If an issue/problem is directed to the Head of Phase, she will request that the parent follows the above procedures.
- Our system is completely transparent and no stone will go unturned in processing queries. All escalation will be heavily dependent on the process that has gone before, as well as the accompanying information and paper trail. Escalation of queries is done by the staff. Urgent queries will be handled by Mrs Grunow and escalated to Mrs van Dellen directly, if necessary.

## 3. Reception and Switchboard Times

### School Reception and Bursar's Office:

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

## **Bursar's Office:**

Monday – Thursday .....	07h30 – 16h00
Friday .....	07h30 – 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 and Withdrawal Procedure**

### **4.1 Admission to Durban Girls' College**

Girls may enter the Senior Primary at any stage from Grades 4 to 7.

### **4.2 Entrance tests**

Grades 4 to 7 entrance tests, in English and Mathematics, are written prior to entry. Full details of this are contained in the Application Information brochure.

### **4.3 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. Details are made available to parents in the Grade 7 year.

### **4.4 Withdrawal from Durban Girls' College**

If parents wish to withdraw their daughter from Durban Girls' College, a term's notice must be given in writing and should be addressed to the **Head of Senior Primary**. Failure to do this results in a term's fees being charged in lieu of notice. The same procedure applies for withdrawal from boarding.

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## **5. School Residence – College House**

College House is the Durban Girls' College residential facility and it is situated in Currie Road. It accommodates up to seventy boarders and is a weekly boarding facility for Grade 7-12 pupils.

Temporary boarding can be arranged. Please contact the Admissions office on 031 268 7250 or [admissions@dgc.co.za](mailto:admissions@dgc.co.za).

## 6. New Pupils – First Day

### 6.1 Grade 4 pupils

Parents will be advised of the Grade 4 Orientation Day.

### 6.2 First day of the school year

All new pupils other than Grade 4s to Durban Girls' College must report to the Lecture Theatre on the first day of the school year (entry via Reception at the main entrance off Musgrave Road). Staff will be on hand to greet them, and assist them in finding their classrooms where they will introduce them to their teacher and new peers. There are no extra-mural activities on the first day of each term; and school

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## 7. School Day and Bell Times

The Senior Primary day is as follows:

Monday-Thursday .....Friday  
07h30 - 14h10.....07h30 - 13h10

The Senior Primary pupils are allowed to enter the school buildings when the bell rings at 07h30. These times may be changed on an annual basis.

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## 8. College Aftercare – Grade 4

Durban Girls' College Aftercare, housed in Trust House, operates from 14h10 to 17h00 for pupils in Grade 4, with flexible options available to parents wishing to avail themselves of this facility. Homework is supervised from 15h00. Contact the Head of the Junior Primary on 031 268 7209, or Aftercare on 073 175 4745, with any enquiries.

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## 9. Care of Possessions

Pupils must take responsibility for their possessions. All items of clothing must be clearly marked. 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. No items such as expensive audio visual equipment may be brought onto the school premises. If an item is found, it is taken to the lost property cupboard, from where it may be retrieved. Each girl from Grade 4 upwards has her own locker for books, etc. She must provide her own lock, with two keys, one for herself and one for her class teacher.



## 10. Cell Phone Policy

### 10.1 Grade 4 - 6

Pupils in Grades 4 - 6 are not allowed to bring their cell phones to school. Should a pupil need to bring a cell phone to school for a valid reason, she must request permission from the Head of Phase. The cell phone must be handed to the relevant Class Teacher for safe keeping, immediately upon arrival at school.

### 10.2 Grade 7

Grade 7 pupils are allowed to bring their cell phones to school. They must be given to the Class Teacher, or locked in their lockers. The school accepts no liability for damage to, or loss of, a pupil's cell phone. They are not allowed to be used while on the school premises and/or on school-related activities during/after school, unless in an emergency.

### 10.3 Breach of this policy

Disciplinary action will be taken against girls who are in breach of this policy; and this will include, but is not limited to, the confiscation of a cell phone for a period of time.

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## 11. School Stationery and Book Requirements

### 11.1 Requirements

At the end of each school year, pupils are issued with the requirements for stationery, textbooks and equipment for the following year. Pupils must have all of the listed items at school on the first day of the year.

### 11.2 Suppliers

For the convenience of parents, certain suppliers sell the entire range of necessary items at Durban Girls' College. Pupils also set up their own second hand book sales at the end of the year where second hand books may be purchased.

### 11.3 Pupils' responsibilities

It is a pupil's responsibility to have all the equipment which she needs for every lesson. All equipment and books must be marked with the pupil's full name and class details.

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## 12. School Houses

**Churchill** – Blue

**Cottam** – Black

**Greenacre** – Green

**Hunter** – Red

**Palmer** – Yellow

**Rutherford** – White

# 13. Uniform and School Requirements

## 13.1 School uniform

Green dresses. Length: 5cm above the knee.

Black shoes – regulation pattern with strap (preferred) or laces. Tear-drop shoes are not allowed.

White ankle socks.

Black stockings. These may be worn by girls in cold weather.

College hat.

College blazer.

College jersey (must not be baggy).

College raincoat and/or green umbrella.

College school bag. Two models are available – barrel bag or back pack.

College sports bag.

One padlock, with three keys.

One book bag (available from the Hat and Galleon Shop at school/optional).

SP Sunhat (Gr 4-6)

SP Peak (Gr 7)

## 13.2 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.

## 13.3 Sports kit

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

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

### **Hockey Teams**

Green College sports skirt, College sports shirt, long green socks, hockey boots.

### **Netball and Tennis Teams**

Green College sports skirt, College sports shirt, plain white socks, white tennis/sports shoes.

### **Swimming and Synchronized Swimming Teams**

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

### **Cross-Country and Athletics**

Green shorts (long or short), College sports shirt, green College tracksuit.

Tracksuits must be worn to and from competitions.

### **Tennis Coaching on School Property**

Physical Education kit or green College sports skirt and sports shirt.

### **Water Polo**

Black swimming costume, swimming cap and green College towel. Tracksuits must be worn to and from competitions.

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## **14. Uniform Regulations**

See “The School Regulations”

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## **15. Uniform Stockists**

### **15.1 Durban Girls' College uniform shop:**

**The Hat and Galleon**, Elsabe van Onselen, 082 532 7088, elsabevanonselen@gmail.com

Credit card facilities are available.

Hours:

Monday 12h00–14h30

Tuesday 07h00–10h30

Wednesday 12h00–14h30

Thursday 07h00–13h30

Fridays - closed

### **15.2 Other**

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

**House of Schoolwear**, 14 Malvern Heights, 24 Coronation Road, Malvern, Queensburgh.

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## **16. Traffic and Parking**

College is situated in a very busy traffic area. Parents are asked to be considerate of the school's neighbours when parking in the vicinity of the school. The greatest caution must be exercised at all times. The safety of the pupils is paramount.

### **16.1 Traffic regulations**

Standard traffic regulations apply at all times. The school receives many angry calls from members of the public reacting to parents who do not obey traffic regulations.

### **16.2 Drop-off and pick-up for Senior Primary girls**

Girls in Grades 4 and 5 are to be dropped off and collected in the Guildford Road lay-by; and girls in Grades 6 and 7 are to be dropped off in Musgrave Road (unless they have a sibling in the Junior Primary and then the Guildford Road lay-by may be used). The lay-by may also be used after 15h00.

### **16.3 Miller Grove**

Parents may not drop off pupils, nor park, in Miller Grove.

### **16.4 Parking**

Parking is available for parents and visitors in Musgrave Road, Guildford Road and Currie Road. Vehicles may not be parked on the red or yellow lines, in the surrounding residents' driveways, or be double parked.

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## **17. Late for School Procedure**

### **17.1 Punctuality**

Parents are urged to note that punctuality is compulsory.

### **17.2 Late for school**

If pupils are late for school, their names will be taken down by the monitress on duty. All pupils who arrive after the monitress has left, will have to sign the late book kept with the guards at the gates. If there is a genuine reason for lateness, parents must send a note to the Head of Phase within 24 hours.

### **17.3 Detention**

Three late arrivals will result in a detention.

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## **18. Procedure for Late Collection**

### **Procedure when parents are late in collecting girls**

For their safety, pupils may not wait on the street in the late afternoon, particularly if they are alone. Pupils are all made aware of the procedure to follow.

### **18.1 Guildford Road entrance**

The Guildford entrance closes at 17h00.

### **18.2 Musgrave Road entrance**

The Musgrave Road entrance closes at 18h00. In exceptional cases, where a pick-up is after 18h00, girls will be required to proceed to College House and must be collected there.

### **18.3 Library**

The School Library is open until 16h00 from Monday to Thursday, and 15h00 on a Friday afternoon, in order to accommodate the girls who are picked up later. They will be supervised in the Library by Ms Mercy Kweyama, who is the administration assistant.

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## 19. After School Prep Facilities

Senior Primary School Prep: 14h10 – 16h00 (Mondays to Thursdays) in the Senior Primary Library.

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## 20. Absenteeism

### 20.1 Excuse note

Pupils who are absent must bring an excuse note to their Class Teacher on their return.

### 20.2 Doctor's certificate

An absence of three or more days, or an absence on a Monday or Friday, necessitates a doctor's certificate. If a pupil is seriously ill, please inform the class teacher or the school sister. Peer support can then be arranged and work organised. Absenteeism during examinations must be reported immediately to the Class Teacher. A doctor's note is required, even for one day's absence.

### 20.3 Major religious holidays/festivals

Pupils may be excused automatically for major religious holidays/festivals.

### 20.4 Leave of absence

Requests for leave of absence from school for unavoidable reasons must be addressed to the Head of Senior Primary. Unless parents have been contacted by the school, it may be assumed that permission has been granted.

### 20.5 Function and Special Event attendance/participation

A girl is expected to be present during the school day in order to attend any function or special event that day/night.

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## 21. Messages and Left at Home Articles

### 21.1 Messages

Parents are asked to restrict messages to their daughters (either via the Class Teacher or SP Secretary) during the school day to those of an urgent nature. It cannot be guaranteed that girls will receive messages.

### 22.1 Articles left at home

If a pupil leaves kit, lunch, etc. at home it is wisest not to deliver it to her. She should learn to be organised and responsible, and bear the consequences of her forgetfulness. The obvious exception to this is if a pupil 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 the main Reception off Musgrave Road. The item should be marked with the pupil's name and grade.

## 22. Class Excursions

These form an integral part of a pupil's academic programme and whilst the school cannot make them compulsory for every pupil, it is always a real disappointment if a pupil decides not to join her peers for an exciting learning adventure. All security, medical, dietary and communication precautions etc. are carefully arranged.

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## 23. Homework

Homework timetables are given to each grade and a prescribed amount of daily homework is necessary. Parents are asked to supervise homework, ensuring that it is done, while at the same time enjoying the involvement in their daughter's education. However, homework is not to be completed by a parent or adult. In the Senior Primary, parents must sign the homework notebook daily. The Homework Policy is available on the D6 Communicator.

*\*If your daughter is spending too long on homework, please contact her class/subject teacher.*

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## 24. Remedial Assistance

Should any pupil experience learning difficulties, she is able to receive extra help (after consultation with her parents), from a fully qualified remedial teacher. The remedial therapist informs parents of the cost before a final decision is taken.

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## 25. Reports

Girls in each grade receive three reports a year: A progress report in March, and a comprehensive report mid-year and year-end. Parent interviews twice a year complement the reporting system. Parents and girls also contribute their own reflections in accompanying documents to the progress reports. We encourage parents to reflect on the reports with their daughters, and use them as an opportunity for learning and goal-setting.

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## 26. Tests and Examinations

### 26.1 Teacher assessment

Pupils learning and development are assessed continuously: on oral and written work. Social skills and the ability to work in groups are also assessed.

### 26.2 Self-assessment

All pupils are also given the opportunity for self-assessment through self-evaluation forms, which are age and grade appropriate.

### 26.3 Examinations

Formal examinations are only written in November in Grade 7. Assessment of knowledge and skills will take place throughout the year.

### 26.4 Absenteeism

Girls will be expected to write any missed assessments during or after school on the day of their return. Girls missing an assessment must produce a medical certificate.

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## 27. Counselling

A qualified counsellor provides counselling to Senior Primary pupils. Parents must contact the Class Teacher regarding the general social or emotional wellbeing of their daughter, or the Counsellor regarding serious social or emotional problems. The Senior Primary School Counselling Policy specifies the steps to be followed, and is available on the D6 Communicator.

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## 28. Religious Principles and Education

In terms of its Constitution, the main object of Durban Girls' College is to provide a sound and well-balanced education in an environment that practises the Christian principles of faith, respect, honesty, integrity, kindness, compassion, peace, responsibility and appreciation. Christianity accordingly underpins the morals and values that are applied at College, and therefore, it forms part of a College pupil's education. As part of life at College, the school recognises Christian activities and ceremonies such as the Easter Service, Carol Service and Thanksgiving Service on Founders' Day. Christian hymns and prayers are included at assemblies and other school functions. All pupils are required to participate in these school events. The school does, however, recognise the diversity of faith amongst College pupils and the right of individuals to choose their own faith. College provides pastoral care and the school's chaplain teaches Religious Education from Grades 4 to 7.

## 29. School Library

The School Library consists of the Senior Primary and High School libraries adjoining 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 enjoyable social venues for relaxation, reading and research.

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## 30. Information and Communications Technology (I.C.T)

### 30.1 Computer rooms

Our well-equipped computer rooms are available for any pupil who wishes to use them. However, pupils must get permission from the relevant teachers and must, at all times, be accompanied by a teacher or Grade 7 computer monitress.

### 30.2 Equipment

The equipment is state of the art, all linked by Windows network with access to the Internet. The campus is Wi-Fi connected and a bank of iPads is available for use in lessons.

### 30.3 Devices

An iPad roll out has commenced in Grade 6 and next, in Grade 5. Girls are required to adhere to policies pertaining to internet usage as per 30.6. Girls are responsible for the safekeeping of their personal devices at all times. Insurance of these devices will be the responsibility of parents.

### 30.4 Lessons

All pupils from Grades 4 to 7 have regular computer lessons timetabled into their school week and will also make use of computers during many of their subject lessons. The pupils learn a wide variety of skills which they use in research, organisation and presentation of work. Google Classroom is used as a teaching platform.

### 30.5 Internet

All College pupils have access to the Internet in the computer rooms and the libraries. From Grade 4, each pupil has her own gmail address. She may have unlimited use of this facility. There is no charge. The school's 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 pupils.

### 30.6 Computer and Internet Acceptable Use Agreement

All pupils are required to sign a "*Computer and Internet Acceptable Use Agreement*" form which outlines the rules for use of the computers and the Internet at school. Parents are asked to read the agreement carefully and co-sign it with their daughters.

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## 31. School Music Activities

Senior Primary pupils have class music lessons; and are given the opportunity to join the Choir, Orchestra or Marimba bands.

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## 32. Private Music Lessons

The Music Department offers a wide variety of opportunities to the pupils. 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 Bursar's Office or the Music Department. These lessons are generally integrated into the school day to cause minimal inconvenience to parents. However, pupils may not leave an academic lesson without the permission of the Subject Teacher.

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## 33. Extra-Curricular Activities

### 33.1 Categories

Extra-curricular activities are divided into two categories: Sporting and Cultural. Extra-curricular activities vary from term-to-term. A detailed timetable and programme of sport and extra-curricular activities is given to the pupils at the start of each term.

### 33.2 Participation

Pupils must participate in at least one sporting and one cultural extra-curricular activity at school each term. They may participate in more if they wish. Participation is very important for physical, cognitive, social and emotional development.

### 33.3 Sports matches

Please do not arrange outside activities for your daughter before 15h15, as the afternoon sports days change each term, depending on the league fixtures.

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## 34. Transportation of Pupils by Parents and Staff

The school owns a bus, but there are often days when there are so many activities in the afternoon that extra transport has to be organised to get the pupils to their various activities. Parents have always kindly offered their services in this regard.

**Please Note:** The school's insurance covers the pupils, staff and the school vehicles but it does not cover the vehicles owned by parents. All staff driving a vehicle, which transports either staff members or pupils, have a special licence, enabling them to do so.

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## 35. Leadership

Pupils in Grade 7 may be appointed to various positions of leadership. This teaches them many skills such as autonomy, collaboration and responsibility. A position of leadership is a privilege and thus girls in these positions are expected to represent the spirit and values of the school at all times, and set an example for the Senior Primary pupils.

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## 36. School Functions

During the course of the year, the Senior Primary hosts a wide variety of functions from sports days and swimming galas to musical evenings and a Grade 7 production. Please consult the term calendar which your daughter receives at the beginning of each term for dates of all these events. The College Chatter is also sent electronically, to all parents, on a weekly basis.

Parents are notified by way of the D6 Communicator, newsletters, College Chatter and Class Teachers of the functions that they are welcome to attend.

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## 37. 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 two representatives on the Board of Governors.

## 38. Mothers Who Pray

A group of mothers, who have the interests of College at heart, meet for a time of Christian fellowship once a week. Their prayerful encouragement and support does much to sustain the whole College community. Any mother interested in joining this group should please contact the School Chaplain.

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## 39. Class Mums

At the beginning of the year a “Class Mum” is elected to represent each class. A maximum of two representative mums are chosen per class.

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## 40. Lunch Bar

A lunch bar is situated on the school premises and 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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## 41. Security

### 41.1 Multiple entrances

Due to the difficult terrain on which College is built, and the general geography of the school, it is impossible to restrict access to one entrance. The main entrance is on Musgrave Road, and parents are encouraged to use this entrance during the school day.

### 41.2 Pupil safety

Pupils may not wait alone on the pavement to be collected, but must wait within the perimeter of the school.

### 41.3 Security guards

The school employs the services of security guards 24 hours a day, to monitor access from the streets. It is not possible for the guards to be in all places at all times, and thus 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 the pupils. Please refer to the section “Procedure for late collection” (on page 12).*

## **42. 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 also provides professional attendance at sports events.

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## **43. 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. Rash vests may be worn during PE, swimming lessons and at the afternoon practices. Given our harsh climate, SP girls are required to wear green sunhats (Gr 4, 5 and 6) and peaks (Gr 7) when they are out for breaks. These are available from Gem Schoolwear and The Hat and Galleon and are compulsory as from 2019.

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## **44. Enkuliso and Ekujabuleni Nursery Schools**

These two pre-primary schools, based in KwaMashu and Lamontville townships, respectively were founded by the Old Girls' Guild in 1944. Although now independent, the Guild assists in their management. It is a College tradition to support these schools both financially and practically. More information about these schools can be found in the book about College, "The Happy Ship", and on the

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## **45. Outreach Projects**

The school is mindful of its responsibility to the wider community, and pupils are encouraged to participate in various outreach projects.

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## **46. Advertising and Promoting Commercial Ventures at College**

The school is bombarded with requests either to supply the parents' mailing list to commercial companies, or to distribute their pamphlets and put up posters for various commercial ventures. For obvious reasons, the school is not able to do this. The school is not prepared to be seen to advertise one product against another, particularly as many College parents are in business and could be marketing the same product. The school is, 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 College's annual magazine, "The Galleon".

## 47. 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 management of the school.

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## 48. 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 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 the payment of fees.

Additional charges for text books, excursions and tours will be added to the school fee account.

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## 49. Consent and 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 the pupils.

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## 50. 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 pupil 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, extra-mural or co-curricular 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.

# The College Code of Conduct and 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: Girl, 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.

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## 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 belongings, other people's and College property (including money, the buildings and grounds), and to make good any damage or loss.
- .....

## Disciplinary Procedure

1. **Purpose**  
The Disciplinary Procedure focuses on clarifying the school's rules and expectations, preventing socially unacceptable behaviours, and helping pupils learn from their mistakes.
2. **Infringements**
  - 2.1 Minor infringements of the regulations will be dealt with in an appropriate manner by the relevant staff member: a reprimand, some suitable productive task, or a detention or report.
  - 2.2 Repetitive infringements will be dealt with more severely by the relevant staff member; and parents will be informed.
  - 2.3 Serious offences (see 3) and/or breaches of the College Code of Conduct will be dealt with by the Head of Senior Primary and/or the Executive Head.

### **3. Serious offences include (but are not limited to):**

- 3.1 Being absent from assembly, lessons, sport or activities without permission
- 3.2 Dishonesty
- 3.3 Cheating
- 3.4 Insolence or Disobedience
- 3.5 Stealing
- 3.6 Damage to Property
- 3.7 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
- 3.8 Behaving in a way which could cause physical, mental or emotional harm to any other girl
- 3.9 Bringing Durban Girls' College into disrepute
- 3.10 Plagiarism - 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. Plagiarism constitutes an offence and staff reserve the right to award nought

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## **The School Regulations**

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

- 1.1 Good manners, consideration, helpfulness and courtesy are the only acceptable forms of behaviour at College. Older girls are expected to set the standard for the younger girls to follow in the practise of courtesy and consideration for others.
- 1.2 All girls should stand to greet a staff member, adult or visitor, and offer assistance if necessary.
- 1.3 Younger girls should show respect for staff members and senior girls.

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### **2. Uniform**

#### **General**

- 2.1 Pupils are expected to be correctly dressed at all times. Pupils and parents must consult the uniform list for correct uniform requirements.
- 2.2 Pupils are responsible for all items of their school uniform.
- 2.3 All items of the uniform must be clearly marked with the pupil's full name.

#### **Specific items**

- 2.4 Hats must always be worn off the school premises during the day. A pupil may remove her hat when seated in a restaurant or theatre.

- 2.5 Pupils may wear the regulation jersey on school grounds, when in the classroom or at breaks.
- 2.6 Tracksuit tops may not be worn with the school dress.
- 2.7 The school blazer is a compulsory item of the uniform in the Senior Primary. Pupils may wear the jersey under their blazer when necessary (unless requested otherwise by a staff member).  
The blazer must be worn to and from school in Terms 2 and 3. The blazer buttons must be done up when in public or at assemblies. Pupils will be expected to wear their blazers for special assemblies, and at school functions (on or off school grounds).
- 2.8 The regulation length for the school dress is 5cm above the knee.
- 2.9 The collar of the school dress must be worn outside the jersey and blazer.
- 2.10 Missing buttons must be replaced immediately. Sagging hems must be sewn up immediately.
- 2.11 Pupils must wear clean, white socks. They must be folded correctly.

### **Sports kit**

- 2.12 After sports activities, pupils must leave school in full school uniform, or in the correct team kit (with a blazer and a hat), or a College tracksuit and sports shoes.
- 2.13 When wearing a sports shirt, pupils must, at all times, wear a flesh-coloured bra.
- 2.14 When wearing a sports skirt, girls must, at all times, wear green or black panties and/or cycling shorts.

### **Other**

- 2.15 Pupils may not wear any cosmetic, religious, cultural or advertorial adornments.
- 2.16 Pupils may not wear any jewellery (including ear rings or studs), other than a plain watch and/or medical bracelet or chain, when on school grounds or in school uniform or doing school-related activities. The watch must be black, brown, silver, gold or white.
- 2.17 Pupils may not have body piercings of any kind.
- 2.18 Pupils may not have skin decorations of any kind.
- 2.19 Pupils' fingernails must be kept short, well-manicured and free of nail varnish.
- 2.20 Pupils may not wear make-up of any kind.

### **Outings**

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



### **3. Hair**

- 3.1 Hair must be kept away from the face and styled so that the school hat fits comfortably.
  - 3.2 Long hair must be tied back (if/when it touches the collar of the dress).
  - 3.3 A fringe may not be below the eyebrows.
  - 3.4 All hair accessories must be discreet; and hair/alice bands must be plain black/brown/white/clear. The girls may also wear white ribbons.
  - 3.5 Hair may not be coloured/dyed or highlighted.
- .....

### **4. Lost Property**

- 4.1 Pupils are responsible for their property at all times.
  - 4.2 Property left lying about is handed into "Lost Property".
  - 4.3 Lost property may be collected at certain times, and the pupils will be advised of those times.
- .....

### **5. Money and Valuables**

- 5.1 Pupils must hand their money in to a staff member for safe keeping. Money or valuables must never be left in suitcases, desks, lockers or cloakrooms – including swimming pool change rooms.
  - 5.2 The school cannot accept responsibility for lost money or valuables.
- .....

### **6. School Property**

- 6.1 School property should be treated with care at all times.
  - 6.2 Damage or breakages must be reported to a staff member.
  - 6.3 Any pupil who wilfully disrespects or damages property will be disciplined and asked to repair and/or pay for the damage.
  - 6.4 School property which is lost must be replaced by the offender e.g. library books.
  - 6.5 School property may not be moved from one venue to another without the permission of a staff member.
- .....

### **7. School Buildings**

- 7.1 Pupils are only allowed to enter the school buildings when the first bell of the day rings.
- 7.2 Pupils may not enter classrooms without the permission of the Class/Subject Teacher.

- 7.3 All classrooms are to be vacated during the breaks. The only time pupils may remain in a classroom is with the permission of the relevant Class or Subject Teacher, for a valid reason.
- 7.4 The corridors and stairs are for movement around the school. Sensible behaviour is expected when pupils move along the corridors and up or down the stairs. Pupils should keep to the left side of corridors. Pupils may not run or talk loudly in the corridors or on the stairs. Pupils may not leave bags, books or other possessions 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:

- 8.1 The swimming pool and swimming pool areas
- 8.2 The Facilities Management Department and staff living areas
- 8.3 The staff room
- 8.4 The sick bay
- 8.5 All staff offices, toilets and stock rooms
- 8.6 The photocopy room
- 8.7 Staff parking areas
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## **9. Food**

- 9.1 No food is to be eaten in the classroom, except with the permission of a staff member e.g. on a cold, wet day when permission to remain indoors may be granted.
- 9.2 Chewing gum is forbidden.
- 9.3 A College girl may not eat in public when in uniform, unless she is seated in a restaurant.
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## **10. Litter**

It is unacceptable for any pupil to litter. Pupils must dispose of their rubbish correctly, either in a rubbish or recycling bin. Various recycling initiatives are supported by Durban Girls' College.

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

- 11.1 If a pupil is ill at school, she may not go home without permission.
- 11.2 A pupil must obtain a note from her Class Teacher and report to the School Sister at the sick bay.

- 11.3 If permission to go home is given, the parent will be informed by the School Sister or Secretary so that the pupil may be collected. The pupil must be fetched from the sick bay. An official exeat, signed by the School Sister, Head of Department or Head of Senior Primary must be presented to the guard at the gate before a girl is able to leave the school.
  - 11.4 Sick bay facilities may only be used with the Sister's permission.
  - 11.5 The Class Teacher will be told if a pupil is ill or has been sent home.
  - 11.6 First aid facilities are available in the laboratories, the reception, and for outings and sport matches.
  - 11.7 Several staff members hold first aid certificates.
- 

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

- 12.1 Collections are only made with the permission of the Head of Senior Primary.
  - 12.2 Collections, sales, competitions, or awards must be authorized by the Head of Senior Primary.
  - 12.3 Pupils may not sell anything for personal gain. This excludes the Entrepreneur Programme.
  - 12.4 Pupils are not expected to give gifts to staff, but they may give small gifts at the end of the year if they wish.
  - 12.5 No "commercial" advertising may be done at school.
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## **13. 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 Senior Primary.

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## **14. Detentions**

- 14.1 These are done promptly on Friday afternoons from 13h15 to 14h15.
  - 14.2 Detention slips must be pasted in Homework Books and signed by staff and parents.
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## **15. Bus Transport**

The Durban Girls' 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.

Bus transport is also available from Mount Edgecombe and Virginia Airport on the Clifton bus. Bookings are made through Faeza Ahmed at Clifton on 031 312 2147.

## **16. Communication**

Contact between home and school is very important and the D6 School Communicator makes this easy and effective. The link for the download is available on our website.

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## **17. 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 Cassim (083-556 0434) or Tamlyn Wheeler (079-719 1320) to arrange personal training.

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## **18. 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 girls in each phase of the school. Please click on the MySchool website link on our website 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 [myschool@iburst.co.za](mailto:myschool@iburst.co.za)

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## **19. 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 on your purchase will be paid to College. If you are interested, please pick up a form from the Reception to link your card or to apply for a MAKRO card.

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# Notes

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(Printed 2018)