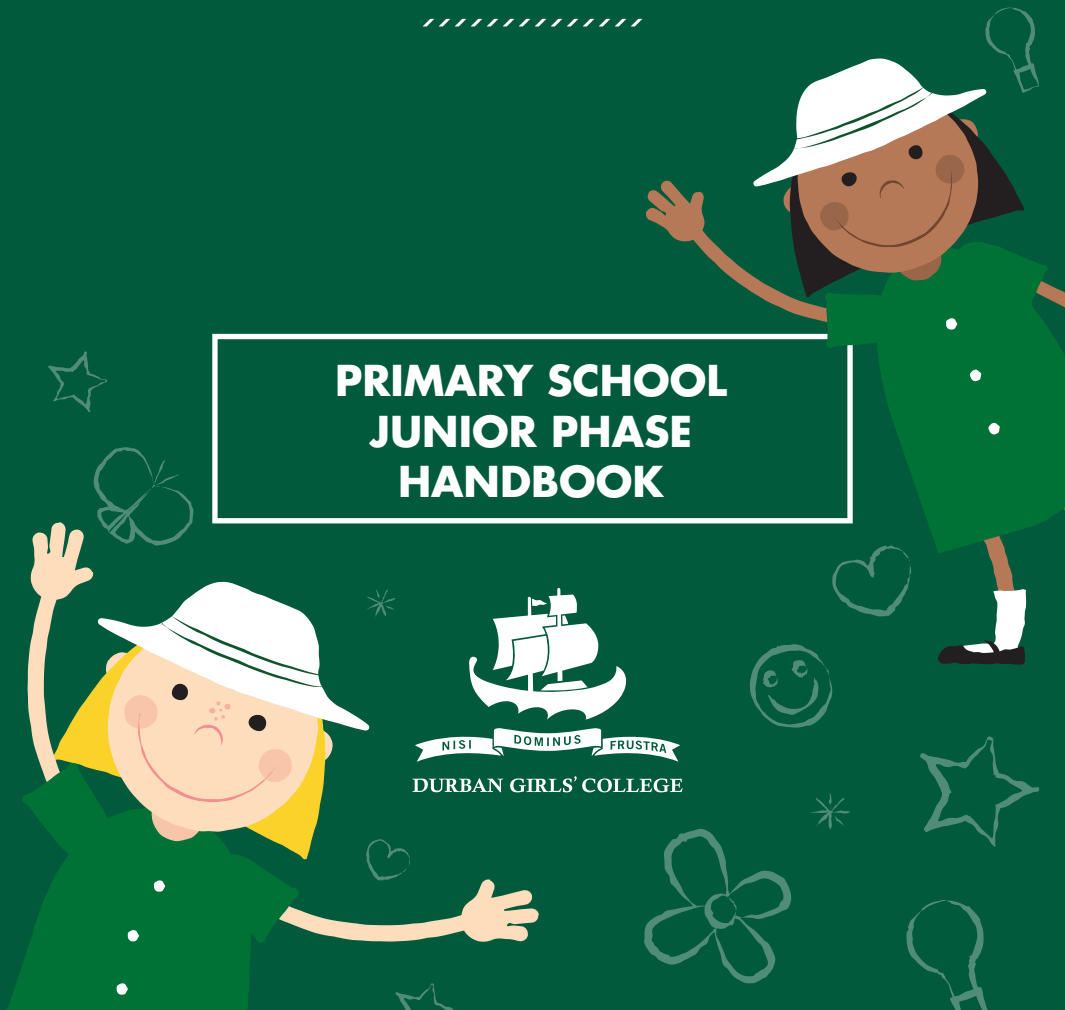


Durban Girls' College



**PRIMARY SCHOOL
JUNIOR PHASE
HANDBOOK**





College Cares



Self

Courage

Attitude

Respect

Empathy

Self-Control

Curriculum

Build Character

Grow Agility

Ensure Readiness

Ignite Exploration

Value Service



**Durban Girls' College has embarked on
a Transformation and Diversity journey.
Many policies and handbooks will be
reviewed this year.**

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1. 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 Primary School.

2. Admissions & Withdrawal Procedure

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. Our Admissions Secretary can be contacted for queries regarding admissions on 031 268 7150 or email admissions@dgc.co.za.

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

3. Aftercare - Junior Phase Girls

Aftercare is available for all the JP girls from 12h30 to 17h00 every afternoon, except on the last day of the term. Parents wishing to avail themselves of this facility must please contact the Primary School 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.

4. 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.

5. 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.

6. 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.)

7. Canteen

Eat Street, our school canteen, provides healthy lunch options for our girls. Orders can be placed online or given to an Eat Street staff member in the Primary School Foyer at the start of the day. Lunches are delivered to the classrooms before break each day. Please contact the canteen at dgc@myeatstreet.co.za or 031 035 1513.

8. Code of Conduct

- a. College girls are expected to be courteous and considerate in all their dealings with other persons.
- b. The highest standards of truthfulness, honesty and integrity are expected from College girls in all circumstances.
- c. 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.
- d. 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.
- e. JP 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.

The School Code of Conduct



9. Communication

Durban Girls' College communicates electronically on a regular basis with parents. This includes the Edana App, 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 Edana mobile app can be installed on your phone. This allows parents to receive notifications and view all letters sent by the school.

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.	Parent/s 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 Primary School will be contacted if further investigation is necessary.
Behavioural/ social/ emotional	1.	Parent/s 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 HOD Student Affairs will arrange a team meeting with the parents, teachers, Head of Primary School, and relevant external specialists.

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

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 Grunow in the Primary School Office on 031 268 7270 or email psfrontdesk@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.

Surname	First Name	Responsibility	Email - Work
Bernhardt	Kayley	Grade 2	kbernhardt@dgc.co.za
Bielovich	Catherine	Grade R	cbielovich@dgc.co.za
Bowyer	Rene	PA to Head of Primary School	psheadsoffice@dgc.co.za
Brodie	Belinda	Grade 3	bbrodie@dgc.co.za
Collins	Kate	Grade 1, (HOD Academics)	kcollins@dgc.co.za
Conradie	Carol-Anne	Head of Primary School	cconradie@dgc.co.za
Coull	Lesley	Drama/English Lit. (Library)	lcoull@dgc.co.za
du Plessis	Paige	Grade 1	pdupless@dgc.co.za
Dunbar	Jamie	Grade R	jdunbar@dgc.co.za
Edgcumbe	Michelle	School Chaplain	medgcumb@dgc.co.za
George	Janet	Educational Psychologist Primary School Counsellor	jgeorge@dgc.co.za
Grunow	Silvia	PS Administrator	psfrontdesk@dgc.co.za
Langley	Chantal	Grade 00, (HOD Student Affairs)	clangley@dgc.co.za
Naudé	Erin	Counsellor	enaude@dgc.co.za
Price	Tamryn	Grade 3	tprice@dgc.co.za
Scruby	Angela	Grade 2	ascruby@dgc.co.za
Townsend	Kylie	Sick Bay	sickbay@dgc.co.za
van Niekerk	Wilma	JP Sport	wvnieker@dgc.co.za
Verster	Sue	Music & Drama (Grade 00 & R)	sverster@dgc.co.za
Zondo	Thandi	ICT, Marimbas (Grade 3 Mathematics)	tzondo@dgc.co.za
Zwane	Hlengiwe	isiZulu & ICT	hzwane@dgc.co.za

10. Community Engagement

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 the SPCA.

The Grade 3 girls support Kusakusa School.

Choir girls visit Mothwa Haven.

Every Wednesday, the girls provide a sandwich and a piece of fruit for the children in these crèches and sponsor many needed items.

11. Consent and Indemnity

Consent and indemnity forms are requested on special occasions.

12. CORE Centre

Our new CORE Centre is situated above the squash courts and offers support to our girls. All contact and communication with the Counsellors and Therapists will be done through the school.

C: Counselling

O: Other (Occupational Therapy and Speech and Language Therapy)

R: Remedial

E: Extension

A qualified counsellor provides counselling to all pupils when social or emotional difficulties arise.

13. 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.

14. 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 Ricallan or Maharaj. All the seats have secure seat belts. Parents will be notified via the Edana App 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 vehicles owned by parents.

15. 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 for Grades 1, 2 & 3). 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:

Build em Brix	Grade 00
Busyballers	Grades 00 & R
Junior Primary Choir	Grades 2 & 3 and Grade 1 from July
Marimbas	Grades 1, 2 & 3
Marimba Band	Grades 2 & 3
Netball	Grades 2 & 3
PhysiFun	Grades 00 & R
Rhythmic Gym	Grades 00, R, 1 & 2
Synchronised Swimming	Grades 1, 2 & 3
Tennis	Grades 1, 2 & 3
Yoga4kids	Grades 00, R & 1

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

16. 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. Additional charges for workbooks, library, art and swimming bags, art apron and sun hat, Maths and English online programmes, Grade 3 Excursion and IBT assessments will be added to the school fee.

17. Flexible Learning Spaces

Learning Lounge

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

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.

18. 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.

19. 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
-

20. 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 (more than 30 minutes) please contact her teacher.

21. ICT

All girls in Grade R 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.

22. Primary School Office

Mrs Grunow is our Primary School Administrator and is available Monday to Thursday from 07h30-15h00 and Fridays from 07h30-14h00, and can be contacted on 031 268 7270 or psfrontdesk@dgc.co.za.

23. Junior Phase Staff

Mrs Chantal Langley	Grade 00 Teacher
Mrs Jamie Dunbar & Mrs Catherine Bielovich	Grade R Teachers
Mrs Paige du Plessis & Mrs Kate Collins	Grade 1 Teachers
Mrs Kayley Bernhardt & Mrs Angela Scruby	Grade 2 Teachers
Mrs Belinda Brodie & Mrs Tamryn Price	Grade 3 Teachers
Mrs Lesley Coull	Drama (Grade 1,2,3) & English Literature (Grade 3)
Mrs Wilma van Niekerk	JP Sports Co-ordinator & Coach
Mrs Sue Verster	JP Music Co-ordinator & Drama (Grade 00 & R)
Mrs Thandi Zondo	ICT, Marimbas & Mathematics (Grade 3)
Mrs Hlengiwe Zwane	JP Assistant & isiZulu
Ms Michelle Edgcombe	School Chaplain
Mrs Janet George	Educational Psychologist

24. 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.

25. 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.

26. Management

Mrs Heidi Rea	Executive Head
Mrs Carol-Anne Conradie	Head of Primary School
Mrs Jeanine Montocchio	Executive Finance

27. Medical Insurance

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 extramural 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.

28. 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.

29. 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

30. Music Lessons

All grades have two music lessons and a drama lesson per week. The Grade R girls learn the djembe and recorder during the year. 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, guitar, djembes and marimbas. The music department offers a wide variety of opportunities to girls.

There are individual lessons, and there is a termly charge. The JP Choir is for Grade 2 and 3 girls. Grade 1 girls may join the choir from July. Girls from Grade 2 and 3 are selected for our Junior Primary Marimba Bands.

31. 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 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

32. 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.

33. Religious Principles and Education

In terms of our 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, and Christmas celebrations. 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.

34. School Times

School starts at 07h20 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	12h45 & Thursday @ 14h00	12h45
2	13h00 & Monday @ 14h00	13h00
3	14h00 & Tuesday @ 14h30	13h00

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.

35. Sports Houses

Churchill – Blue
Cottam – Black

Greenacre – Green
Hunter – Red

Palmer – Yellow
Rutherford – White

36. Sun Policy

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

37. 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, 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 cosmetic, religious, cultural and advertorial adornments at Durban Girls' College
-

Hair Regulations

- Hairstyles must at all times be neat and tidy.
- 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
- Girls may wear white ribbons
- Girls may wear black or white scrunchies
- All hair accessories must be discreet and plain with black, or white hair bands
- Narrow Alice Bands are allowed
- Hair may not be coloured/dyed or highlighted

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

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 school work
- 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 Term 3, on cold days, only
- Sun hat (available from the school)

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)

Hockey/Netball/Tennis Kit

- Green College shorts and 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 for Grade 3)
-

Uniform Stockists

The DGC Uniform Shop

Contact: 031 100 0594

Email: sales.dgc@unirite.co.za

Monday to Thursday: 07h00-09h00 and 12h30-15h00

Friday: 07h00-09h30 and 12h30-14h30

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

Ensuring Your Daughter Has a Happy School Day:

- Encourage a regular routine
 - Ensure that her homework book is signed every day
 - Ensure that she has a good night's sleep
 - Insist that she eats a nourishing breakfast
 - Support her in the various school functions
 - Pack a healthy lunch
 - Make sure she knows her extra-curricular programme
 - Be punctual when dropping off and collecting your daughter from school
 - Praise your daughter and reinforce positive behaviour
 - When disciplining your daughter, separate the behaviour from the child
 - Listen to her thoughts, feelings and needs
 - Be a role model – set a good example for your daughter through what you do and say.
-

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.

Values

Commitment, Confidence, Courage, Empathy, and Integrity.

.....
“Express
unconditional
love.”



Durban Girls' College

586 Musgrave Road

Durban, 4001

South Africa

Telephone: 031 268 7200

Facsimile: 031 208 5916

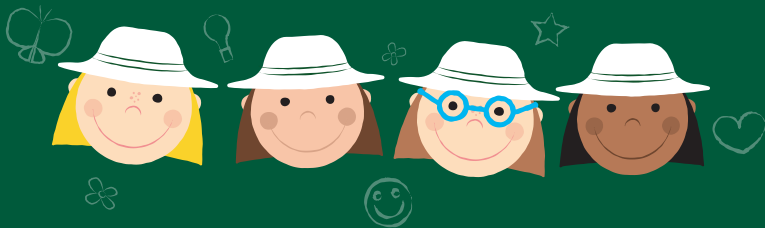
e-mail: info@dgc.co.za

Website address: 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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