

Durban Girls' College



**HIGH SCHOOL
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.

Values

Commitment, Confidence, Courage, Empathy, and Integrity.



High School Handbook

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

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

1. Absenteeism

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

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

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

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

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

2. Admission Policy & Withdrawal Procedure

For further information please contact:

The Admin Office on 031 268 7250 or admissions@dgc.co.za

2.1 Admission to Durban Girls' College

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

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

Entrance tests in English and Mathematics are written before entry. We are happy to arrange individual entrance tests during the year. Full details of the procedure applicable to entrance tests and the awarding of scholarships and/or bursaries are online.

2.2 Withdrawal from Durban Girls' College

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

3. Advertising & Promoting at School

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

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

4. After School Prep Facilities

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

5. Archives

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

6. Awards Criteria

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

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

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

7. Board of Governors

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

8. 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 safekeeping. If an item is found, it is taken to the Lost Property cupboard, from where it may be retrieved. At the end of each term, all unmarked, unclaimed lost property is given to a suitable charity. Each pupil has her own locker for books, etc. She must provide her own lock.

9. Career Counselling & The CORE Centre

9.1 Career Counselling

The pupils benefit from extensive guidance from a qualified career counsellor in their Life Orientation classes.

In Grade 9, subject choice for the FET phase is the main focus, with the aim of ensuring that the girls have a thorough understanding of the impact their subject choice will have on their tertiary education options. Pupils are welcome to make an appointment to meet privately with the counsellor.

In Grade 11, pupils are expected to complete 16 hours of job shadowing by the first week of the third term. While doing their job shadowing, pupils are expected to complete a diary as a portfolio of evidence and a reflection of their experience.

Grade 11 and 12 pupils are exposed to a variety of university presentations. These are in-person where possible, or conducted virtually.

Grade 12 pupils will have to register and write the National Benchmark Test as part of their application to South African universities. Owing to changing deadlines and specific application processes for entry into tertiary institutions, we encourage parents to work alongside their daughters to ensure that the correct procedure for application is followed and that the correct documentation is submitted on time. It is advisable to apply to at least two or three institutions so as to secure placement and avoid disappointment.

9.2 The CORE Centre

Durban Girls' College is committed to supporting the psychological, emotional, social and academic needs of its pupils. In an effort to achieve this goal, all girls have access to school-based counselling offered by trained counsellors.

These services are time limited, confidential and typically take place during break and before or after school.

Pupils can contact the counsellors directly should they wish to book a session.

10. Cell Phone Policy

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

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

In the interest of safety, girls may not be on any devices outside of the school property whilst waiting to be collected.

11. Change of Subject

No pupil may unilaterally change from one subject to another. If a change is requested, please first consult the subject teacher and subject head who will in turn consult the School Counsellor. A change of subject form must then be signed by all concerned parties, including the parents and the Deputy of Academics and Deputy of Student Affairs.

12. Class & Subject Groupings

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

13. Class Excursions

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

14. Club Zero

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

15. College House – School Boarding

College House is the Durban Girls' College residential facility and is situated on Currie Road. It accommodates 70 boarders and is a weekly boarding facility. Boarders receive a specific set of documents advising them of clothing requirements, boarding rules and regulations, visiting times, etc. College House welcomes temporary boarders. It is a convenient, safe and beautiful facility, affording the pupils a comfortable and homely boarding experience.

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

16. Communication between School & Home

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

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

<p>Switchboard/General: 031 268 7200 or frontdesk@dgc.co.za</p>	<p>Class or Subject Teachers: Academic matters, progress, homework and ordinary absenteeism.</p>
<p>Admissions: Queries regarding admission, withdrawal, scholarships and temporary boarding.</p>	<p>School Chaplain: Teaching of religious principles and education and pastoral care issues.</p>
<p>Bursar's Office: Financial and contractual matters.</p>	<p>School Counsellors: Subject choices, subject or grade changes, careers, life skills, counselling and pastoral issues.</p>
<p>Executive Head: Liaison with the Board of Governors, management, financial and contractual matters, future and strategic planning, and facilities</p>	<p>School Psychologists: Counselling and referral.</p>
<p>Head of Phase (Junior, Senior and High School): Admissions, notification of achievements and awards, discipline, College House matters, special absenteeism and any matters which parents feel warrant their involvement, advice or intervention. Parents are welcome to contact the Heads of Phases at any time regarding their daughter.</p>	<p>School Nurse: Health and/or illnesses.</p>
<p>Deputy Heads: Discipline, academic matters and well-being.</p>	<p>Sports, Music or Extramural Teachers or Coaches: Queries relating to these activities and absenteeism.</p>
<p>Head of Grade: Academic matters, progress, homework and ordinary absenteeism.</p>	<p>Marketing Manager: Liaison and communications, public relations, promotional events, corporate image, marketing and alumnae.</p>

17. Communication

Contact between home and school is all-important, and the Edana Parent Portal makes this easy and effective. The Edana mobile app can be installed on your phone. This allows parents to receive notifications and view all letters sent by the school. The app can be found in the Google Playstore for Android or the App Store for iOS as the 'Edana Parent Portal'. Once you have installed the app, the code for DGC is 225744. You will need to use your cell phone number to activate the account.

18. Community Service & Charity Collections

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

19. Compulsory Events

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

20. Computer Education

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

Pupils in Grade 8 and 9 have computer lessons timetabled into their school week and will also make use of iPads and computers during many of their subject lessons. The pupils will learn a wide variety of skills which they use in research, organisation and presentation of work.

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

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

21. Consent & Indemnity

Consent and indemnity forms are asked for on special occasions. Staff will always make every effort to ensure the safety of our pupils. Risk assessments are carried out for grade activities as part of the organisation of outings and excursions.

22. Disciplinary Procedures

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

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

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

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

Serious offences include:

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

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

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

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

23. Durban Girls' College Alumni Association

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

24. Enkuliso & Ekujabuleni Nursery Schools

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

25. Financial Matters

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

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

26. Health Matters

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

27. Homework

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

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

28. Late for School Procedure

Parents are urged to note that punctuality is considered important.

Pupils who arrive late must report to Reception first to mark themselves late. If there is a genuine reason for lateness, parents must send an email to the Class Teacher and the Head of Grade on the day their daughter is late.

29. Late in Collecting Pupils Procedure

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

30. Leadership - “Shaping Leaders @ DGC”

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

31. Libraries

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

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

32. Lunch Bar

Eat Street is situated on the school premises and provides snacks and nutritional food. It is open from 07h00 to 16h00 from Monday to Thursday and closes at 14h00 on Friday. Prices are kept as reasonable as possible.

33. MAKRO

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

34. 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 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.

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.

35. Messages & Left at Home Articles

Parents are asked to restrict messages to pupils during the school day to those of an urgent nature. We cannot guarantee that pupils will receive messages. If a pupil leaves kit, lunch or books at home, it is wisest not to deliver it to her; she will quickly learn to be more responsible if she has to bear the consequences of her forgetfulness! The obvious exception to this is if a 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 Reception. The item should be marked with the pupil's name and grade.

36. Mums Who Pray

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

37. Music Lessons

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

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

38. MySchool Card

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

39. New Pupils – First Day

Parents will be advised of the New Pupils' Orientation Days which are held for certain grades. Staff and pupils will be on hand to greet them and assist them in finding their classrooms, where they will introduce them to their teacher and new classmates. There is no sport or extramural activities on the first day of each term. School ends at the normal time.

40. Overseas Exchange Programme

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

41. 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 are represented on the Board of Governors.

42. Parking & Traffic

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

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

43. Participation in Sport & Extracurricular Activities

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

44. Reception and Switchboard Times

School Reception:

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

Bursar's Office:

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

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

45. Religious Principles & Education

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

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

46. Reports

Parents are invited to discuss their daughter's progress at any time. Full reports are sent out in June and December.

47. Scholarships

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

48. School Day Times

Starting and finishing times: Grades 8 – 12

Monday-Thursday	07h45-14h30
Friday.....	07h45-13h30

These times may change on an annual basis.

49. School Functions

During the course of the year, Durban Girls' College hosts a wide variety of functions from sports days and swimming galas to musical evenings, plays and debating evenings. The College Chatter newsletter is shared electronically to all parents and is available for download from the Edana Parent Portal, as well as the website.

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

50. School Management

Mrs Heidi ReaExecutive Head & Head of High School
Mrs Carol-Anne Conradie.....Head of Primary School
Mrs Jeanine MontocchioExecutive Finance

51. School Stationery & Book Requirements

At the end of each school year, pupils are issued with the requirements for stationery, textbooks and equipment for the following year. For the convenience of parents, certain suppliers sell the entire range of necessary items. Pupils may arrange their own second-hand book sales at the end of the year where second-hand books may be purchased. 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 name.

52. Security

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

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

Parents are requested to take the above security measures seriously. It is no easy matter ensuring the safety of all our pupils. Please refer to paragraph 28 "Late for School Procedure".

53. Tests & Examinations

Examinations are written by all grades.

Continuous Assessment, engaging knowledge and skills, will take place throughout the year.

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

54. The College Code of Conduct, School Regulations & Disciplinary Procedures

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

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

The following code of conduct will ensure the aforementioned environment.

The College Code of Conduct

1. DGC pupils are expected to be empathetic and considerate in all their dealings with other persons.
2. DGC pupils are to conduct themselves with the highest standards of truthfulness, honesty and integrity in all circumstances.
3. DGC pupils will show pride in themselves and their school by the correctness of uniform and by acting in a way that stays true to the values of DGC.
4. Embracing the diverse cultures of students and staff alike is of utmost importance and thus pupils will not discriminate based on identity at DGC.
5. DGC pupils are expected to exercise great care in looking after their own belongings, other people's and DGC property (including money, the buildings and grounds).
6. DGC pupils will show their commitment to the school and themselves by always striving to do their best in all aspects of school life.

54.1 Collections, Presents & Advertising

- 54.1.1 Collections are only made with the permission of the Head of Phase.
 - 54.1.2 Only money, tickets, raffles, competitions, presents, etc., which are authorised by the Phase Head, may be collected, sold or given.
 - 54.1.3 Nothing is to be sold for personal gain (this excludes the Entrepreneur Programme).
 - 54.1.4 Pupils are not expected to give gifts to staff, but they may give small gifts at the end of the year if they wish.
 - 54.1.5 No “commercial” advertising may be done at school.
-

54.2 Corridors

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

54.3 Conduct System

Each time a girl breaks a certain rule, she will receive a slip or a straight detention.

The system works in the following way:

- 1 slip = 1 strike
- 2 slips = 2 strikes
- 3 slips = Detention

A High School Mentor or teacher may give a pupil a slip or straight detention, depending on the rule broken.

54.4 Courtesy & Consideration

- 54.4.1 Good manners, kindness, consideration, helpfulness and courtesy are expected at Durban Girls' College. Older pupils are expected to set the standard for the younger pupils to follow.
 - 54.4.2 All pupils should stand to greet an adult and offer assistance, if necessary, to visitors.
 - 54.4.3 All pupils should show respect for their teachers and each other.
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54.5 Detentions

54.5.1 These are done promptly on Friday afternoons from 13h45 to 14h45.

54.5.2 Detention slips must be signed by staff and parents.

54.6 Excuse Notes

54.6.1 Excuse notes for absenteeism must be written by a parent and sent to the Class Teacher on return to school. The name and class must be clearly marked at the top of the letter. Emails are acceptable, as are messages via cell phone.

54.6.2 Emails requesting absence for medical appointments, or other valid reasons, must be addressed to the Head of Grade.

54.6.3 An official exeat, signed by the Head of Grade or Head of Phase, must be presented to the guard at the gate before a pupil is able to leave the school during school time.

54.7 Food

54.7.1 No food is to be eaten in the classroom, except with the permission of a teacher, e.g. on a cold, wet day when permission to remain indoors may be granted.

54.7.2 Chewing gum is forbidden.

54.7.3 A College pupil may not eat in public when in uniform, unless she is seated at a restaurant.

54.7.4 No eating is allowed in the corridors.

54.8 Litter

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

54.9 Lost Property

54.9.1 Property left lying about is handed into "Lost Property".

54.9.2 Lost property may be collected at certain times, of which the pupils will be advised.

54.10 Money & Valuables

54.10.1 Money must be handed to a staff member for safe keeping.

54.10.2 Money or valuables must never be left in suitcases, desks, lockers or cloakrooms – including swimming pool change rooms.

54.11 Outings

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

54.12 Out of Bounds

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

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

54.13 Participation in College Life

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

54.14 School Buildings

- 54.14.1 All classrooms are to be vacated during the breaks. Pupils may not be in classrooms during break without a staff member present.
- 54.14.2 Grade 11 and 12 pupils are permitted to work in their register classroom during lunch breaks. This is a privilege and the space is made available for work purposes. We are cognisant of the need for senior pupils to relax and socialise during break times.
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54.15 School Property

- 54.15.1 School property should be treated with care at all times.
- 54.15.2 Damage or breakages must be reported to a staff member.
- 54.15.3 Any pupil who wilfully damages property will be disciplined and asked to pay for the damage (this includes graffiti on desks, walls, and books).
- 54.15.4 School property which is lost must be replaced by the offender e.g. library books.
- 54.15.5 School property may not be moved from one venue to another without permission.
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54.16 Sick Bay & Ill Health

- 54.16.1 If a pupil is ill she may not go home without permission.
 - 54.16.2 She must obtain a note from her Class Teacher and report to the School Sister at Sick Bay.
 - 54.16.3 If permission to go home is given, the parent will be informed by the School Sister or secretary so that the sick pupil may be collected. She must be fetched from the Sick Bay. An official exeat, signed by the School Sister or the Head of Grade must be presented to the guard at the gate before a pupil is able to leave the school.
 - 54.16.4 Sick Bay facilities may be used only with the Sister's permission.
 - 54.16.5 The Class Teacher and Head of Grade will be told if a pupil is ill or has been sent home.
 - 54.16.6 First aid facilities are available in the laboratories, the school office and for outings and sport matches.
 - 54.16.7 Several staff hold first aid certificates.
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54.17 Time Frame to Correct Uniform Misdemeanours

A pupil will be given a slip for a uniform misdemeanour and she will be given a specific time frame in which to correct it.

A High School Mentor will check that the uniform is correct after this time period.

- Incorrect dress length - 1 week
- Missing belt loop - 2 days
- Missing blazer/dress buttons - 2 days
- Lost hat or blazer - 1 week

54.18 Transport and Traffic

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

54.19 Uniform Regulations

- 54.19.1 The correct uniform items must be worn, as specified on the uniform list (section 54 in main section of handbook).
- 54.19.2 All items of uniform must be clearly marked. Pupils are responsible for their own property.
- 54.19.3 Hats must always be worn to and from school, and when off the school premises in uniform during the day. Hats may only be removed when seated in a restaurant or theatre.
- 54.19.4 Blazers are a compulsory item of the uniform and must be worn to and from school from 1 May to 1 September. When pupils are in assembly or in public, all blazer buttons must be buttoned up.
- 54.19.5 When it is cool, pupils may wear the regulation jersey in the classroom or at breaks; however, for school assemblies, school functions, and in public, blazers must be worn, with or without the jersey. Jerseys may only be worn on their own inside the school grounds. Sleeves of the jersey may not be rolled or pushed up. No jerseys may be worn over the shoulders. Tracksuit tops may not be worn with the school dress.
- 54.19.6 The regulation length for the school dress is 5cm above the knee. The collar of the dress must be worn outside the jersey and the blazer. The school dress must have two belt loops with the belt worn over the waist.
- 54.19.7 All uniform items must be clean and neat – no missing buttons or sagging hems.
- 54.19.8 Scarves must be the DGC green and white scarf. It may only be worn during Term Two and Term Three (winter terms). Scarves may only be worn inside the school grounds in the correct manner.
- 54.19.9 Name badges must be worn on the pupil's dress collar at all times while on the school property.
- 54.19.10 After sports activities, pupils must leave school in full school uniform or the correct team kit (with a blazer and a hat) or a College tracksuit and sports shoes.
- 54.19.11 No jewellery, other than a plain watch and medical bracelet or chain, may be worn. The watch must be black, brown, silver, gold or white. No bejewelled watches are permitted. No earrings or studs may be worn other than one clear retainer in the lower earlobe.
- 54.19.12 No skin decorations, like tattoos, body piercings, or henna are allowed. Henna may be worn for special occasions with the permission of the Head of Phase.
- 54.19.13 Pupils may not wear any cosmetic, religious, cultural or advertorial adornments.
- 54.19.14 No make-up, of any kind, may be worn.

54.19.15 All nails must be kept short, well-manicured and free of nail varnish.

54.19.16 No coloured contact lenses may be worn.

54.19.17 Hair Policy

The following rules pertaining to hair styles are relevant to all pupils at Durban Girls' College. Parties involved in establishing the rules included the following:

- The SRC (via the pupil body)
- The Head Pupils
- Staff from different representative groups
- School management

The underlying principles for the rules include the fact that hairstyles must at all times be neat and appropriate for wearing with school uniform. Fashion may not dictate style.

Hair policy at College seeks to uphold the values of neatness and pride in the traditions of the DGC uniform. We intentionally emphasise and value the beauty of our pupils' natural hair.

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Hair Policy:

- I. When worn, the school hat must fit comfortably on the head.
2. At all times hair is to be off the face and the ears and held back by clips or an alic band.
3. The fringe must be above the eyebrows.
4. Once hair touches the collar and can be tied up, it must be. Stray strands must be held back with clips if necessary.
5. Ponytails and buns are to be worn neatly on the back of the head. (Not on the top of the head).
6. Plaits and cornrows are to be neat.
7. Braids, weaves and locks (of the same colour as the roots) may be worn.
8. Unravelling braids and dreadlocks which look untidy will have to be removed or redone.
 - No colouring of hair is permitted. This includes an overall tint as well as high and low lights.
9. • No dyeing/tinting of eyebrows or lashes is permitted. Brows/lashes, like hair, must be natural.
10. All hair accessories are to be discreet. Only black accessories may be worn.
11. In the event of the death of a close member of the family, hair may be shaved for the period of mourning when culturally appropriate.

Procedure when Hair Transgressions Occur:

1. Committee Member/Class Mentor or staff member refers a pupil to the Class Teacher.
 2. Class Teacher meets with pupil. She is given a period of a week to rectify.
 3. Pupil meets with Head of Grade and is given a further week to rectify.
 4. Failure to comply or a disagreement regarding the matter will be dealt with by the HOG in consultation with the Head of Student Affairs and/or the Head of Phase.
 5. The privilege of representing the school at activities may be compromised if a pupil persists with non-compliance with rules.
 6. Parents will be called in and a letter of warning may follow.
-

54.19.18 Civvies Days

On civvies days, pupils may wear clothing that does not expose their under garments, cleavage, midriff or posterior (revealing shorts/very short dresses). Clothing that displays vulgar language, profanities, hate speech, violent imagery, pornography or suggests illegal activity (drugs or underage alcohol use), or political affiliation is forbidden. Usual make-up and jewellery rules apply on these days.

54.20 Visiting Pupils

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

55. Uniform & Sports Kit Requirements

<ul style="list-style-type: none">• Green dresses x3• Black shoes – regulation pattern with strap (preferred) or laces – tear-drop shoes not allowed• White ankle socks x4 or black pantihose (compulsory for Grades 8 - 12)• College Panama hat with hat-band and badge• College blazer with badge, the wearing of which is compulsory in from 1 May to 1 September	<ul style="list-style-type: none">• Plain bottle green pullover with Galleon logo (must not be baggy)• Green College scarf (optional) for winter• NB - Sports tracksuit tops may not be worn with the school dress• Green raincoat and/or green umbrella (compulsory for boarders)• Green College school bag. Two models are available – barrel bag or backpack. No other type of bag may be used• Green College sports bag
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Sports Houses

Churchill – Blue	Hunter – Red
Cottam – Black	Palmer – Yellow
Greenacre – Green	Rutherford – White

Physical Education Kit

<ul style="list-style-type: none">• Sports skirt or shorts in regulation style and colour• House t-shirt• Sports shoes	<ul style="list-style-type: none">• Tracksuit (optional)• Black Speedo swimming costume• Swimming cap in house colour• Green regulation swimming towel
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Grades 8 to 12 – Sports Kit

The following items are required only when a pupil is selected for a team or leaves the school premises from a practice. No hats are to be worn with Sports Kit.

Athletics and Cross-Country Teams

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

Badminton Teams

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

Soccer

1st Team kit to be advised.

Green shorts and College games shirt, long socks.

Hockey and Indoor Hockey Teams

1st Team – to be advised.

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

Netball Teams

1st Team to be advised.

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

Squash Teams

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

Swimming and Synchronised Swimming Teams

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

Tennis Teams

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

Water Polo Team

Water Polo Team costumes, DGC cap, College towel, College tracksuit.

Tracksuits must be worn to and from competitions.

55.1 Uniform Regulations

Pupils are expected to be correctly dressed at all times. Pupils must dress in full uniform for outings, unless advised otherwise. Please refer to School Regulations, clause 54.19. Uniform Regulations.

55.2 Sports Kit Regulations

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

55.3 Uniform Stockists

The DGC Uniform Shop (proudly operated by Unirite)

Trading Hours:

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

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

Contact Details:

Tel: 031 268 7200 or 031 100 0594 (direct)

Email: sales.dgc@unirite.co.za

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

56. Use of School Property

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

57. Use of the Internet

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

58. Use of Social Media

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

Violations of this policy may have disciplinary repercussions.

Notes

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Notes

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- I commit myself to embracing the diverse identities of both students and staff at Durban Girls' College.**
- I will not discriminate against anyone based on their identity.**
- I will respect the beliefs of others while accepting that their ideas may differ from my own.**
- I take responsibility to educate myself to be able to interact with peers and staff alike, with an attitude of kindness, respect and empathy.**

Durban Girls' College

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SOUTH AFRICA

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College House Residence

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YOUR UNIQUE EDUCATIONAL JOURNEY

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