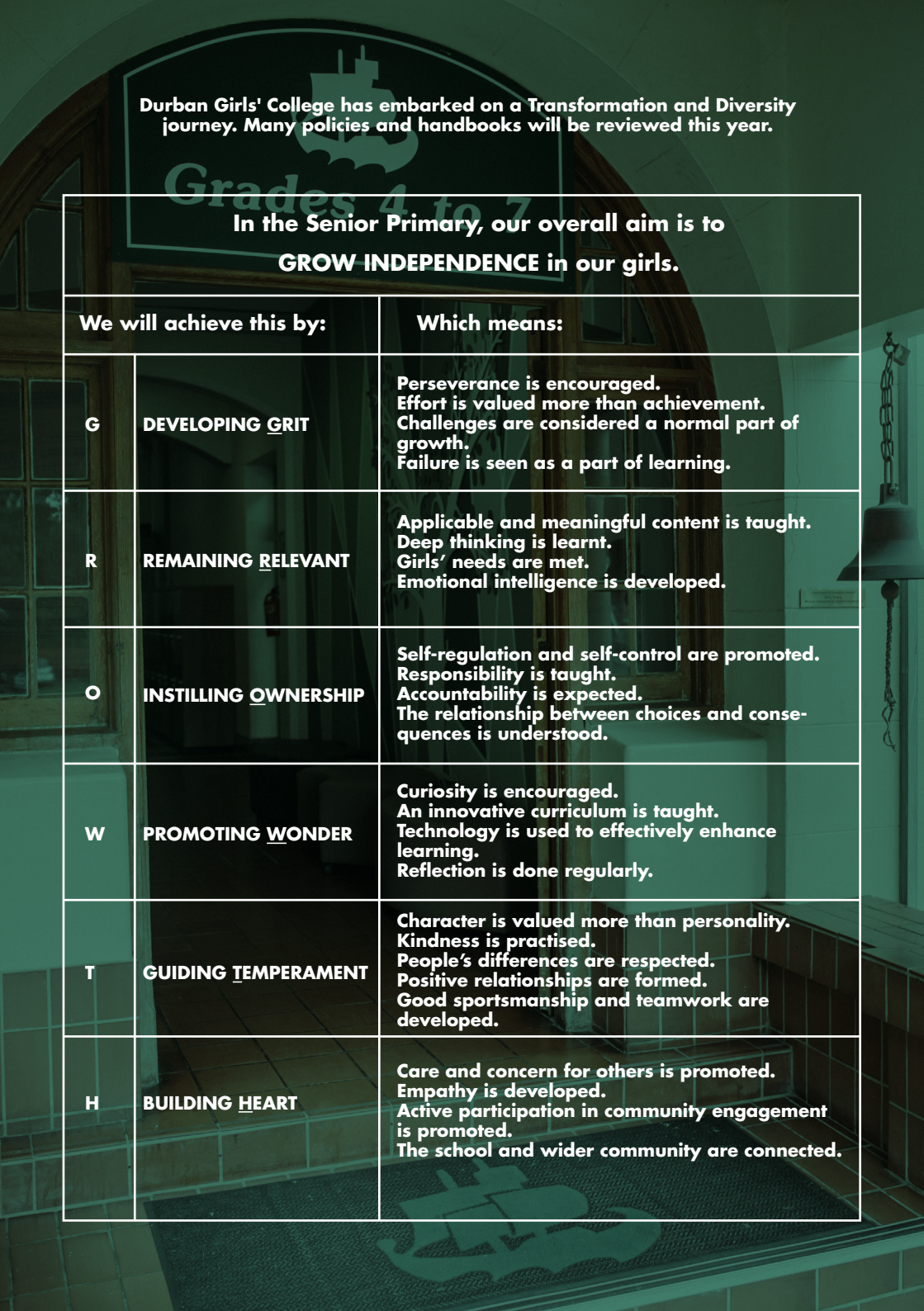
Durban Girls' College

SENIOR PRIMARY HANDBOOK

NISI DOMINUS FRUSTRA

DURBAN GIRLS' COLLEGE



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

In the Senior Primary, our overall aim is to GROW INDEPENDENCE in our girls.

We will achieve this by:		Which means:
G	DEVELOPING GRIT	Perseverance is encouraged. Effort is valued more than achievement. Challenges are considered a normal part of growth. Failure is seen as a part of learning.
R	REMAINING RELEVANT	Applicable and meaningful content is taught. Deep thinking is learnt. Girls' needs are met. Emotional intelligence is developed.
O	INSTILLING OWNERSHIP	Self-regulation and self-control are promoted. Responsibility is taught. Accountability is expected. The relationship between choices and consequences is understood.
W	PROMOTING WONDER	Curiosity is encouraged. An innovative curriculum is taught. Technology is used to effectively enhance learning. Reflection is done regularly.
T	GUIDING TEMPERAMENT	Character is valued more than personality. Kindness is practised. People's differences are respected. Positive relationships are formed. Good sportsmanship and teamwork are developed.
H	BUILDING HEART	Care and concern for others is promoted. Empathy is developed. Active participation in community engagement is promoted. The school and wider community are connected.

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. Absenteeism

1.1 Excuse note

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

1.2 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.

1.3 Major religious holidays/festivals

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

1.4 Leave of absence

Requests for leave of absence from school for unavoidable reasons must be addressed to the Head of Senior Primary.

1.5 Function and Special Event attendance/participation

A girl is expected to have been present during the school day in order to attend any school function or special event later that day.

2. Admission Policy and Withdrawal Procedure

2.1 Admission to Durban Girls' College

Girls may apply to enter the Senior Primary at any stage from Grades 4 to 7. Screening tests in English and Mathematics are written prior to acceptance. Full details of the process for application can be found in the Applications Policy, which is available on the DGC website.

2.2 Scholarships

Durban Girls' College offers scholarships to girls going into Grade 8 who have academic, musical or sporting talent. Scholarship examinations are written during the Grade 7 year. Details are made available to parents in the Grade 7 year.

2.3 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 Primary School. Failure to do this results in a term's fees being charged in lieu of notice. The same procedure applies for withdrawal from boarding.

2.4 Queries

Our Admissions Secretary can be contacted for queries regarding admission, withdrawal, scholarships and temporary boarding (please refer to the section "Staff Details"). Office hours are as follows:

Monday to Thursday:	07h30 – 15h00
Friday:	07h30 – 14h00
School holidays:	08h00 – 12h30

This office is closed from mid-December to the first week in January and for one week in July.

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

4. Bell Times

The Senior Primary day runs as follows:

Monday to Thursday:	07h30 – 14h00
Friday:	07h20 – 13h00

On arrival at school, girls are expected to unpack and get organised for their day. Thereafter, they may choose to stay in the classroom, or spend time in the Peace Garden until the bell rings at 07h20.

5. Birthdays

In order to celebrate their special day, girls may come to school in civvies on their birthday. If birthdays fall on weekends or in holidays, girls may choose the closest school day to their birthday to dress in civvies. Girls are welcome to bring treats to share with their class on their birthday, but this is not compulsory.

6. Boarding – College House

College House is the Durban Girls' College boarding facility and is situated on Currie Road. It accommodates up to 70 boarders and is a weekly boarding facility for Grade 7-12 pupils.

Temporary boarding can be arranged. For queries, please contact Admissions (please refer to the section "Staff Details").

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 management of the school.

8. Bursar's Office

Our bursar can be contacted for financial and contractual matters (please refer to the section "Staff Details"). Office hours are as follows:

Monday to Thursday:	07h30 – 16h00
Friday:	07h30 – 15h00
School holidays:	08h00 – 12h30

This office is closed from mid-December to the first week in January and for one week in July.

9. Canteen

Eat Street is situated on the school premises and provides snacks and nutritional food. Prices are kept as reasonable as possible. Orders may be placed online for girls to collect at break. This is done by downloading the TapTuck app and signing up. Contact Eat Street at dgc@myeatstreet.co.za or on 031 035 1513.

School regulations regarding food

9.1 Chewing gum is forbidden.

9.2 A College girl may not eat in public when in uniform, unless she is seated in a restaurant.

10. Care of Possessions

In teaching our girls independence, it is expected that they take responsibility for their possessions. Each girl is issued a locker and it is her responsibility to keep belongings locked away. Locks are for lockers and are issued to the girls. If lost, parents are charged for a replacement.

All belongings must be clearly marked. If a lost item is found, it is taken to the lost property cupboard, from where it may be retrieved with permission from the Primary School Administrator. 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. The school cannot accept responsibility for lost money or valuables.

11. Cell Phones

Pupils are not permitted to bring 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.

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 the cell phone for a period of time.

12. Code of Conduct and School Regulations

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.

12.1 School Code of Conduct

12.1.1. College girls are expected to be courteous and considerate in all their dealings with other persons.

12.1.2. The highest standards of truthfulness, honesty and integrity are expected from College girls in all circumstances.

12.1.3. 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.

12.1.4. 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.

12.2 School Regulations

Courtesy and Consideration

12.2.1 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 grades to follow in the practice of courtesy and consideration for others.

12.2.2 All girls should stand to greet a staff member, adult or visitor, and offer assistance if necessary.

13. Collections and Sales

13.1 Collections, sales or competitions may only take place with the permission of the Head of Primary School.

13.2 Pupils may not sell anything for personal gain. This excludes the Entrepreneur Programme, where permission must be obtained from the Gr 7 EMS teacher.

14. Communication

Contact between home and school is important and parents are urged to contact the school should they have a query or concern about their daughter. When contacting teachers, please allow them enough time to reply to your emails. If there is an urgent matter, please direct your request to the Primary School Administrator (please refer to the section "Staff Details").

14.1 Channels of Communication

Simplified and clear communication processes can facilitate a better and more effective outcome. Please see below for specific procedures:

Subject related query	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 HOD Academics.
	3	If necessary, the HOD Academics will involve the Head of Primary School.
Behavioural/ social related query	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 further intervention is necessary, the Class Teacher will arrange a meeting with the HOD Student Affairs. A revised plan of action will be implemented in consultation with relevant teachers and Counsellor, if necessary.
	3	If the problem continues, the HOD Student Affairs will arrange a team meeting with the parents, Counsellor, teachers, Head of Primary School and relevant external specialists. Parent/s must make contact (via email or telephone) with the Class Teacher regarding absenteeism.

Absenteeism	1	Parent/s must make contact (via email or telephone) with the Class Teacher regarding absenteeism.
	2	For special absenteeism requests, please contact Head of Primary School.

Important

- Please note, the above steps must be followed in the correct order. If an issue/problem is directed to the Class Teacher, 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 the Primary School Administrator and escalated to the Head of Primary School directly, if necessary.

14.2 Edana Parent Portal

The Edana mobile app can be installed on your phone. This allows parents to receive notifications and view all letters sent by the school.

14.3 Articles left at home

In the Senior Primary, growing independence in our girls is a high priority. For this rea son, if a pupil leaves kit, lunch, etc. at home it is wisest not to deliver it to her, as this is the best way for her to learn to become organised and responsible.

15. Community Engagement

The school is mindful of its responsibility to the wider community, and pupils are encouraged to participate in various community engagement projects. There are a variety of whole school, as well as phase-specific, projects that our girls become involved in during the course of the year. Two specific areas of community engagement we partake in are:

15.1 Enkuliso and Ekujabuleni Nursery Schools

These two pre-primary schools, based in KwaMashu and Lamontville townships, were founded by the Old Girls' Guild. 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 DGC website.

15.2 Greyville School

The Senior girls supports Greyville School by providing sandwiches and fruit for their pupils once a week. This is done on a roster basis.

16. 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 our girls.

17. Contact Details

17.1 Primary School Reception:

Contact Details:	031 268 7270 or psfrontdesk@dgc.co.za
Monday - Thursday:	07h30 - 14h00
Friday :	07h30 - 13h00

17.2 Main School Reception:

Contact Details:	031 268 7200
Monday – Thursday:	07h00 – 16h00
Friday:	07h00 – 15h00
School holidays:	08h00 – 12h30

17.3 Staff Contact Details:

(Please refer to the section "Staff Details")

18. CORE Centre

Our beautifully designed and well-equipped CORE Centre is situated above the squash courts and houses a variety of counsellors and therapists who offer support to our girls. All contact and communication with the counsellors and therapists is done through the school.

19. Counselling

A qualified educational psychologist provides counselling to Primary School pupils. Parents should contact the Class Teacher regarding the general social or emotional well-being of their daughter, or the counsellor regarding serious social or emotional problems.

20. Disciplinary Procedure

20.1 Purpose

The Disciplinary Procedure focuses on clarifying the school's rules and expectations, preventing socially unacceptable behaviours, and helping pupils learn from their mistakes.

20.2 Infringements

20.2.1 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 Reflection Session (see 20.4)

20.2.2 Repetitive infringements will be dealt with more severely by the relevant staff member and parents will be informed.

20.2.3 Serious offences and/or breaches of the College Code of Conduct will be dealt with by the HOD Student Affairs, Head of Primary School and/or the Executive Head.

20.3 Serious offences include (but are not limited to):

- Being absent from assembly, lessons, sport or activities without permission
- Dishonesty
- Cheating
- Insolence or disobedience
- Stealing
- Damage to property
- 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 could cause physical, mental or emotional harm to any other girl
- Bringing Durban Girls' College into disrepute
- 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 grad the piece of work with a 'zero' or take other action for any such submission of work or part thereof without a full reference.

20.4 Reflection Sessions

When necessary, girls who infringe on the school rules will be given reflective activities to complete at a Reflection Session. These are done promptly on Friday afternoons from 13h15 to 14h15.

21. 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 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.

22. Extra-Curricular Activities

22.1 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.

22.2 Participation

Pupils must participate in at least one sporting activity at school each term. They may participate in more if they wish, but it is advised that parents help their daughters in selecting their activities in order to avoid being overcommitted. Participation is very important for physical, cognitive, social and emotional development.

22.3 Sporting Activities

College has four core sporting codes: Swimming, Hockey, Netball and Water Polo. There are, however, other sporting codes on offer to our girls. These are listed on the termly extra-curricular timetable.

22.4 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.

22.5 Music Activities

Apart from their timetabled class music lessons, girls are given the opportunity to join the Choir, Orchestra or Marimba bands, which form part of the extra-curricular timetable.

22.6 Private Music Lessons

The Music Department offers a wide variety of opportunities to our 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.

22.7 Homework Prep Facilities

Homework Prep is available on Monday – Thursday afternoons from 14h10 – 15h00. Refer to the termly extra-curricular timetable for details of times and venues. After 15h00, girls may continue working in the Library until 16h00.

23. 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 work books, excursions, tours and other items will be added to the school fee account.

24. Functions

During the course of the year, the Primary School hosts a wide variety of functions from sports days and swimming galas to musical and cultural evenings. Please consult the term calendar which is loaded onto the Edana Parent Portal at the beginning of each term for dates of all these events. The College Chatter is also sent electronically, to all parents, every alternate week.

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

25. Gym - 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.

26. Homework

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 Primary School, parents must sign the homework notebook daily.

27. Houses

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

28. Information and Communication Technology (ICT)

28.1 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 Monitor.

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

28.3 iPads
Girls are required to adhere to policies pertaining to Internet usage. Girls are responsible for the safe-keeping of their personal devices at all times. Insurance of these devices will be the responsibility of the parents.

28.4 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.

28.5 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.

28.6 Computer and Internet Acceptable Use Agreement
All pupils are required to sign a "Computer and Internet Acceptable Use Agreement" form at the beginning of every year. It 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.

29. Late for School Procedure

Punctuality is considered important and, if girls are late for school, their names will be taken down by the monitor on duty. All pupils who arrive after the Monitor 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 class teacher.

30. Late Collection

For their safety, pupils may not wait on the pavement to be collected, but must wait within the perimeter of the school. 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 late. On Fridays, they will be supervised in the Library by Ms Mercy Kweyama, who is the Administration Assistant.

The Guildford Road entrance closes at 17h00.
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.

31. Leadership

Pupils in Grade 7 may be appointed to various positions of leadership. This teaches them many skills such as autonomy, collaboration and responsibility. Girls in leadership positions are expected to represent the spirit and values of the school at all times, and set an example for the Primary School pupils.

32. Liaison Mums

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

33. Library

Our girls have access to a well-equipped library which is a venue for relaxation, reading and research.

Library Hours:

Monday to Thursday:	07h30 – 16h00
Friday:	07h30 – 15h00

34. Litter

It is unacceptable for any pupil to litter. Pupils must dispose of their rubbish correctly, either in a rubbish or recycling bin.

35. Lost Property

35.1 Pupils are responsible for their property at all times.

35.2 Property left lying about must be handed to the Primary School Administrator who will place it into the lost property cupboard.

35.3 Lost property may be collected at certain times, and pupils will be advised of those times.

36. Management

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

37. 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 Reception to link your card or to apply for a MAKRO card.

38. 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 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-curricular activity organised and supervised by the school, and whilst travelling to or from school or any other sporting, extra-curricular 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.

39. Moms Who Pray

A group of parents, 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 parent interested in joining this group should please contact the School Chaplain.

40. 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

41. New Pupils' First Day

41.1 Grade 4 pupils
Parents will be advised of the Grade 4 Orientation Day.

41.2 First day of school year
All new pupils 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-curricular activities on the first day of each term; and school ends at the normal time.

41.3 New Pupils during the year
All new pupils who arrive during the course of the year must report to Reception on the first day of school (entry via the main entrance off Musgrave Road), where they will be assisted.

42. Out of Bounds

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

- The swimming pool and swimming pool areas
- The Facilities Management Department and staff living areas
- The Staff Room
- The Sick Bay

- All staff offices, toilets and stock rooms
- The photocopy room
- Staff parking areas

43. 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.

44. Parent Interviews

Parent interviews are held twice a year: at the end of Term 1 and Term 3. Links to electronic booking sheets are emailed to parents. If parents have concerns they wish to raise with teachers at other times during the year, they are requested to contact teachers via email to set up a meeting.

45. Pupil Support

(Please refer to the section "CORE Centre")

46. 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, prayers and bible readings are included at assemblies and other school functions. All pupils are required to attend these school events. The school does, however, embrace the diversity of faith amongst pupils and recognises 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. These lessons are compulsory.

47. School Buildings

47.1 Pupils are allowed to enter the school buildings when they arrive at school.

47.2 Pupils may not enter subject classrooms without the permission of the relevant Subject Teacher.

47.3 All classrooms are to be vacated during 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.

47.4 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.

48. School Property

48.1 School property should be treated with care at all times.

48.2 Damage or breakages must be reported to a staff member.

48.3 Any pupil who willfully disrespects or damages property will be disciplined and asked to repair and/or pay for the damage.

48.4 School property which is lost must be replaced by the offender e.g. library books.

48.5 School property may not be moved from one venue to another without the permission of a staff member.

49. Security

49.1 **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.

49.2 **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 security seriously. It is no easy matter ensuring the safety of our pupils. Please refer to the section "Late Collection".

50. Sick Bay

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.

50.1 If a pupil is ill at school, she may not go home without permission.

50.2 A pupil must obtain a note from her Class Teacher and report to the School Sister at the Sick Bay.

50.3 If permission to go home is given, parents will be informed by the School Sister or Primary School Administrator so that the pupil may be collected. Pupils must be fetched from the Sick Bay. An official exeat, signed by the School Sister, Head of Department or Head of Primary School must be presented to the guard at the gate before a girl is able to leave the school.

50.4 Sick Bay facilities may only be used with the Sister's permission.

50.5 The Class Teacher will be told if a pupil is ill or has been sent home.

50.6 First aid facilities are available in the laboratories, Reception, and for outings and sport matches.

50.7 Several staff members hold first aid certificates.

51. Staff Details

Surname	Name	Responsibility	Contact Details
Bowyer	Rene	PA to Head of PS	psheadsoffice@dgc.co.za
Bresler	Julie	Grade 7	jbresler@dgc.co.za
Britz	Laralyn	ICT	lbritz@dgc.co.za
Brodie	Belinda	Grade 4	bbrodie@dgc.co.za
Chapman	Shirley	LO, HOD Student Affairs	schapman@dgc.co.za
Charter	Dale	Grade 5 & HOD Academics	dcharter@dgc.co.za
Conradie	Carol-Anne	Head of Primary School	cconradie@dgc.co.za
Couch	Sydneigh	isiZulu (Grade 5-7)	scouch@dgc.co.za
Du Preez	Jacqui	Grade 6	jdupreez@dgc.co.za
Edgcumbe	Michelle	Chaplain	031 268 7281 or medgcumb@dgc.co.za
Galliers-Ward	Monique	Grade 6	mgward@dgc.co.za
George	Janet	Educational Psychologist	jgeorge@dgc.co.za
Grunow	Silvia	PS Administrator	psfrontdesk@dgc.co.za
Hadjiev	Dana	Music	dhadjiev@dgc.co.za
Heathcote	Jessica	Art	jheathcote@dgc.co.za
Hunt	Kate	Pupil Support	khunt@dgc.co.za
Jordaan	Estelle	Afrikaans (Grade 6 & 7)	ejordaan@dgc.co.za
Keyworth	Claire	Grade 5	ckeywort@dgc.co.za
Litkie	Kelley	Marketing	031 268 7254 or marketing@dgc.co.za
Montocchio	Jeanine	Bursar	031 268 7233 or jmontocc@dgc.co.za
Ngaleka	Andisiwe	Grade 4	angaleka@dgc.co.za
Nurcombe	Annie	Admissions	031 268 7250 or admissions@dgc.co.za
Penniston	Chardinay	Sport	spsport@dgc.co.za
Townsend	Kylie	School Nurse	031 268 7223 or sickbay@dgc.co.za
Owen	Tania	Afrikaans (Grade 4 & 5)	towen@dgc.co.za
Pitamber	Karen	HOD Opertations	kpitamber@dgc.co.za
Variawa	Ebrahim	DGC Uniform Shop	031 268 7200 or 031 100 0594 sales.dgc@unirite.co.za
Zondo	Thandi	IT (Grade 4)	tzondo@dgc.co.za
Zwane	Hlengiwe	isiZulu (Grade 4)	hzwane@dgc.co.za
White	Angela	Library, HOD Academics	awhite@dgc.co.za

52. Stationery and Book 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. 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.

53. Sun Policy

Pupils are encouraged to make use of available shaded areas when outside. Each classroom has a 40 SPF pump-action sunscreen for use by the pupils. Rash vests may be worn during PE, swimming lessons and at afternoon practices. Given our harsh climate, it is compulsory for Primary School girls to wear green sunhats when they are out for breaks. These may be purchased from the school shop, The Hat and Galleon, or at Gem Schoolwear.

54. Tests and Examinations

54.1 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.

54.2 Self-assessment

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

54.3 Absenteeism

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

55. 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 our girls is paramount.

55.1 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.

55.2 Drop-off and pick-up

Girls in Grade 4 and 5 are to be dropped off and collected in the Guildford Road lay-by, and girls in Grade 6 and 7 are to be dropped off and collected 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 be used after 15h00.

55.3 Miller Grove

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

55.4 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.

56. Transport

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 pupils to their various activities.

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

57. Uniform

57.1 Uniform Regulations

General

Pupils are expected to be correctly dressed at all times. Pupils and parents must consult the uniform list for correct uniform requirements.

Pupils are responsible for all items of their school uniform.

All items of the uniform must be clearly marked with the pupil's full name.

Specific items

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.

Pupils may wear the regulation jersey on the school grounds when in the classroom or at breaks.

The school blazer is a compulsory item of the uniform from Grade 4. 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).

Tracksuit tops may not be worn with the school dress.

The regulation length for the school dress is 5cm above the knee.

The collar of the school dress must be worn outside the jersey and blazer.

Missing buttons must be replaced immediately. Sagging hems must be sewn up immediately.

Pupils must wear clean, white socks. They must be folded correctly.

Sports kit

- **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.**
- **When wearing a sports shirt, pupils must wear a flesh-coloured bra.**
- **When wearing a sports skirt, girls must wear green or black panties and/or cycling shorts.**

Other

- Pupils may not wear any cosmetic, religious, cultural or advertorial adornments.

- Pupils may not wear jewellery, 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. Fitbits and Smart watches are not permitted. Small silver stud ear rings are allowed.

- Pupils may not have body piercings of any kind.

- Pupils may not have skin decorations of any kind.

- Pupils' fingernails must be kept short, well-manicured and free of nail varnish.

- Pupils may not wear make-up of any kind.

Hair

- Hair must be kept away from the face and styled so that the school hat fits comfortably.

- Long hair must be tied back (if/when it touches the collar of the dress).

- A fringe may not be below the eyebrows.

- All hair accessories must be discreet, and hair/alice bands must be plain black or white. Girls may wear white hair ribbons.

- Hair may not be coloured / dyed or highlighted.

Outings

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

58.2 Uniform Requirements

School Uniform

- Green dresses.

- 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.

- Sun hat.

• 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 DGC carry bag for books (optional) - available from the DGC Uniform Shop.

Physical Education Kit

• Sports skirt or shorts in regulation style and colour.

• House t-shirt.

• Sports shoes.

• Tracksuit (optional, unless your daughter is in a school team)

• Black Speedo swimming costume.

• Swimming cap in house colour.

• Green regulation swimming towel.

Sports Kit

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.

57.3 Uniform Stockists
57.3.1 The DGC Uniform Shop (proudly operated by Unirite)

Trading Hours:
Monday - Thursday: 07h00-09h00 and 12h30-15h00
Friday: 07h00-09h30 and 12h30-14h30

Contact Details:
Tel: 031 268 7200 / 031 100 0594 (direct)
Email: sales.dgc@unirite.co.za

57.3.2 Other
Gem Schoolwear, 21-23 Juniper Road, Overport, Durban
Gem Schoolwear, 369 Monty Naicker Street (Pine Street), Durban
House of Schoolwear, 14 Malvern Heights, 24 Coronation Road, Malvern, Queensburgh

58. Visiting Girls

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

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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.

NISI DOMINUS FRUSTRA

DURBAN GIRLS' COLLEGE

Durban Girls' College

586 Musgrave Road
DURBAN 4001
SOUTH AFRICA
Telephone: 031 268 7200
info@dgc.co.za
www.dgc.co.za

College House Residence
Telephone: 031 268 7262

Bursar's Office
Telephone: 031 268 7233

Member of the Independent Schools' Association of South Africa

YOUR UNIQUE EDUCATIONAL JOURNEY

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