



ST GEORGE'S GRAMMAR SCHOOL

HIGH SCHOOL

PARENT - STUDENT HAND BOOK

Virtute et Valore

OUR MISSION STATEMENT

Our mission is to create a happy, vibrant school offering quality education in a challenging, sharing and caring environment

OUR MOTTO

Virtute et Valore

The courage to do what is right

OUR SCHOOL CODE

We have adopted the word **respect** as our school code

Respect for myself

Respect for others

Respect in relationships

Respect for property

Respect for the environment

Respect for the wider community

CODE OF CONDUCT FOR STUDENTS

My rights and responsibilities as a student at St George's Grammar School

MY RIGHTS AS A STUDENT

1. I have the right to be treated with respect and fairness, irrespective of my race, religion, culture, nationality, intelligence, gender, physical ability, language, shape, size or whether I may in any way be considered different.
2. I have the right to live in pleasant ,well-kept surroundings.
3. I have the right to be taught by teachers who are fair, competent and sympathetic to my needs.
4. I have the right to attend to my school work without interference of any kind from other students.
5. I have the right to move about the school without being laughed at, hit, pushed, threatened, or in any way mistreated.
6. I have the right to expect my property to be safe within the school.

MY RESPONSIBILITIES AS A STUDENT

1. I am responsible for seeing that I treat all people with respect and fairness.
2. I am responsible for seeing that I treat my surroundings with respect, and that I do not contribute to any kind of vandalism or pollution within the school.
3. It is my responsibility to co - operate and comply with the instructions of stff in a respectful manner.
4. It is my responsibility to see that I do not interfere with, or distract other learners from their work.
5. I am responsible for seeing that I do not laugh at, hit, push, threaten or in any way mistreat other people in this school.
6. I am responsible for seeing that I do not steal, damage, or destroy the property of others.

LETTER OF WELCOME

Dear Georgians

As you enter a new academic year, I hope that you will be filled with excitement and wonder and that you will grasp the many opportunities with which you are blessed at St George's.

We strive to provide you with an education that is interesting, varied, challenging and relevant and hope that the experience you gain here will equip you to make a meaningful and significant contribution to society.

At St George's Grammar School we believe in reaching for balanced excellence. Firstly the need to balance all dimensions of one's life (social, academic, cultural, spiritual and creative), secondly the importance of striving for excellence and thirdly that the striving for excellence needs to be balanced across all areas of life.

This student handbook has been produced in order to provide you with the some support as you navigate the school year. In order to move forward all learners need to feel safe. This means that you need to feel not just physically or emotionally safe, but safe to question, safe to take initiatives, safe to be genuine, safe to grow. This safe environment can only attained if we are aware of our rights and more importantly, our responsibilities as learners and if we are empowered through knowledge of our school policies and procedures. Each one of us needs to know what is expected and what is acceptable in terms of the ways in which we interact with each other.

You will be required to work through this handbook with your tutors and thereafter, sign an acknowledgment of its contents and a commitment to upholding what is contained herein. I wish you great success and happiness in 2012 and look forward to seeing you thrive and achieve beyond what you believe you are capable of.

Yours sincerely

Julian Cameron
Headmaster

To those whom much is given, much is required (Luke 12:48).

GENERAL INFORMATION FOR HIGH SCHOOL STUDENTS

1. Channels of communication

The school reception is opposite the Jenny Mallett Hall near the entrance to the Prep School. Mrs Vervy Siljeur is the Receptionist and Mrs Dot Jack is the school Secretary. Please phone in should you need to do so. Any message received will be emailed to the staff member if he or she is unavailable to take your call. The quickest way to communicate is via email to the staff member you wish to contact. Your first point of call with regard to any issue, specific or general is to your child's TUTOR. Your child's subject teacher will be happy to help you with any individual area of concern.

2. Role of the Tutor

The Tutors are the teachers to whom your children will go for the first 20 minutes of each morning from 08h00 – 08h20 unless there is an Assembly or Chapel Service during that time.

Each class has a tutor teacher who is involved with pastoral care and mentoring.

All messages, absentee notes and medical certificates etc must be handed to your child's tutor. The Tutor Teachers are your first point of call. Some of the roles of tutors are:

- 2.1 To establish and maintain personal relationships
- 2.2 Goal setting
- 2.3 Personal organisation
- 2.4 Conflict management
- 2.5 Study skills
- 2.6 Create opportunities for discussion and for developing critical thinking

Names of all staff including Tutor Teachers are available on the website.

www.sggs.co.za

Tutors warmly welcome you to the High School

3. Policy documents

Will be available on the website and we encourage you to peruse these with your child/children.

Some of our policies are:

- 3.1 Anti-bias
- 3.2 Anti-bullying including cyberbullying
- 3.3 Code of conduct
- 3.4 Discipline
- 3.5 Drugs and substance abuse
- 3.6 HIV AIDS
- 3.7 Inclusion
- 3.8 Information technology
- 3.9 Language
- 3.10 Religion and Spirituality
- 3.11 School outings
- 3.12 Cellphone, tablet, ipad and laptop policy summary:
 - Cell phones, tablets, ipads and laptops may be brought to school and used for educational purposes under the supervision of the teacher.
 - Cell phones, tablets, ipads and laptops used for games, mixit or any other social networking site will be confiscated by staff members.
 - Cell locks are available from Mr Stephen Bornman for a small fee which is refundable with the return of the key when the service is terminated by you.
 - Cell phones, tablets, ipads and laptops may not be used to infringe upon the rights to privacy of any individual.

- Permission from a staff member is required for the appropriate use of cellphones , tablets, ipads and laptops during school time.
- Inappropriate use of cellphones will result in confiscation.
- Earphones are allowed during school hours only with the permission of a staff member.

4. **Music lessons**

Can be made by special arrangement with the music department and is an optional extra.

5. **Foreign language Students**

Students who arrive from another country in Grade 7 for the first time are required to learn Afrikaans and/or Xhosa. Students who join us in Grade 8 or 9 are not required to do Afrikaans or Xhosa. They must choose an additional language in place of Afrikaans/Xhosa. This language must be recognised by SA FET requirements. It is important if your child is a foreign national that you check on the statutory requirements in this area.

6. **Academic Expectations**

FET (G10-12): Do 7 subjects
 (Home Lang, Add Lang, LO, Math/Math Lit + 3 more)
 Pass Home Lang (Eng) with 40% or more
 Pass 2 other subjects with 40% or more
 Pass 3 other subjects with 30% or more
 (1 subject – excluding Eng – can be failed)

SBA = 25%, Final exams = 75%

GET (G7-9): Do 9 subjects
 (Home Lang, 1st and 2nd Add Lang, Math, NS, LO, Soc Sc, Tech, AC, EMS)
 Pass Eng with 50% or more
 Pass 1st Add Lang with 40% or more
 Pass Math with 40% or more
 Pass any 3 other subjects with 40% or more
 Pass any 2 other subjects with 30% or more

SBA=40%, Final exams=60%

7. **Round Square**

St George’s Grammar is a Round Square School which is a worldwide association of more than 80 schools across five continents sharing unique and ambitious goals. Students that attend a Round Square school make commitments to go beyond academic excellence to personal development and responsibilities. Participation in community services, work projects, exchange programmes, and adventures are encouraged. There are 6 pillars around which Round Square schools function. The common goal is to develop every student into a whole person through academic, physical, cultural and spiritual experiences. The 6 pillars that form the Round Square **IDEALS are Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service**. There are many opportunities that exist for students to get involved with Round Square and we encourage you to make use of these opportunities.

8. **Tuckshop**
This operates during First and Second Break, and after school. The tuckshop is committed to the sale of healthy food.
9. **Lost Property**
Can be collected from Mrs Roberts by arrangement at an appropriate time.
10. **Student Council**
Each class democratically elects 2 student council representatives who attend meetings every Tuesday morning in the Headmaster's study. Issues raised in class and mandated may be brought to Student Council and raised at Senior Management level. Meetings are minuted and auctioned.
11. **Spirituality**
Chapel services are held every alternate week.
Holy Eucharist is held at the start and end of each term at school. The final Eucharist service for the year is held at St. George's Cathedral in Cape Town.
Our School Chaplain is.....

**The staff would like to feel proud of the behaviour and appearance of all St George's Students.
We need your support in making this a reality!**

SCHOOL RULES FOR HIGH SCHOOL

A certain number of rules are inevitable. The main reason for having rules is to help students to organize their routine as members of a close-knit community. However, no matter how carefully we formulate rules with this object in mind, situations will arise which seem beyond the scope of the 'Rule Book'. Therefore, one principle should be kept firmly in mind:

Georgians should be responsible, respectful, honest and compassionate. We encourage good manners and behaviour at all times.

In keeping with our mission and policy at SGGs we expect the following:

1. **Punctuality**
Students are expected to be at school by 07h50. School starts at 08h00. Latecomers are required to report to the Deputy Head's office on arrival at school. Students are also expected to be punctual for all lessons as well as school events.
2. **Regular attendance at school**
 - 2.1 Except in case of emergency or illness no learner may be absent from school without the Head's permission first being obtained. On the day of absence, parents are asked to telephone the School secretary by 09h00. When a student has been absent for whatever reason, a note from parents must be brought by the student to school on her/his return. A doctor's note may be requested. Alternatively, parents are encouraged to email their child's tutor.
 - 2.2 It is essential to the smooth running of the school that students attend school from the first day and remain until the last day of every term. Permission to return late or leave early will therefore be granted only on special written request to the Head.

3. Attendance at church services

Attendance at specified services in the Cathedral or Chapel is a normal part of the school life and all students are required to attend.

4. Remaining within school grounds

4.1 All learners are required to remain within the school grounds throughout the school day unless permission has been obtained from a member of the Senior Management team.

4.2 For any other appointments prior permission may be granted by the tutor.

5. Discipline

5.1 Disciplinary matters are dealt with by Teachers and Tutors but the following offences are referred directly to the Deputy Head or Head:

Immoral conduct, substance possession, use or abuse (e.g. tobacco, alcohol, drugs), cheating, truancy from school or classes.

5.2 All dangerous devices, weapons or combustible materials are forbidden

5.3 All forms of gambling are forbidden.

5.4 Unsatisfactory work/behaviour may result in students attending detention classes. These normally take place after school hours.

6. School Uniform/Dress

6.1 Students should take a pride in their school uniform which must be worn appropriately. Students are expected to be neat and presentable at all times.

6.2 The school uniform is as follows:

High school every day uniform: school golf shirt, school khaki trousers/skirt with plain black school belt, fawn socks, black tights, black school jersey, black dry-mac, black fleecy top.

High school number 1 uniform to be worn for special occasions: black blazer, white shirt and school tie.

Sport and PE kit: black shorts and yellow sports shirt.

6.3 Students may not wear any ornaments, jewellery or any clothes that are not part of the uniform. Only regulation studs or sleepers are to be worn in the lower earlobes. No other visible piercings are allowed.

6.4 All articles should be clearly marked with the owners name. It is advisable to use indelible ink or woven nametapes.

6.5 School stockists are: **School & Leisure, Riverside Mall, Rondebosch.**

6.6 A second hand clothing shop operates every Wednesday from 08h00 to 09h00am.

6.7 Appropriate and sensible clothing should be worn on civvies days as well as on camps and outings.

6.8 The Head of the school remains the final arbiter over issues of dress outside of the norm.

7. Hair regulations

7.1 No hairstyle is to draw undue attention

7.2 All hair must be clear of the eyebrows, clean and free of excessive styling gel/mousse/cream.

7.3 Long hair must be neatly tied back with a black band

7.4 Wisps and curls across the face are not acceptable.

7.5 Boys must be clean-shaven at all times.

7.6 The Head of the school remains the final arbiter over issues of hairstyles

8. Care of property

- 8.1 Each class is held responsible for the care and correct use of its own classroom and equipment.
- 8.2 All damage to school property must be reported to the office or a staff member at the earliest opportunity.
- 8.3 All books, clothes and other private property must be clearly marked and should not be left lying around.
- 8.4 The school does not accept responsibility for the loss or damage to individual property, either at school or in transit. Parents are asked to check their "Householder's Comprehensive Policy" in this respect.
- 8.5 Property may not be borrowed without the owner's permission.
- 8.6 Items of school clothing or books may not be sold until parental permission is obtained.
- 8.7 Book lockers and cell lockers are available for high school learners. There is a hire fee involved and pupils must provide their own locks.
- 8.8 Valuable items should be handed in to the office for safekeeping.

9. Sport & Extra-murals

- 9.1 Apart from school fixtures, all learners are to spend at least two afternoons per week actively participating in sport or extra-murals.
- 9.2 A medical certificate is necessary to obtain exemption. This is to be handed to the coach or staff member in charge.
- 9.3 The purpose of sport is to involve the participation of as many students as possible, as often as possible with a view to as much enjoyment as possible.
- 9.4 It is the policy of the school NOT to cancel sport, even if there is a downpour, as this affects transport arrangements. However should this happen we hope to advise you timeously via the SGGS Communicator.
- 9.5 We are a small school and non-attendance at practices and/or games fixtures may make the provision of sport for everyone difficult.
- 9.6 Please see kit list under uniform. There will be consequences for students who repeatedly fail to wear the correct sport's kit.
- 9.8 Sport and extra-mural options will be available on the website.

10. Health

- 10.1 Learners must report at once to the school office or a member of staff in cases of illness or injury during school hours.
- 10.2 A sick room is available to students who fall ill at school subject to the approval of the Deputy Head. Parents will be contacted where necessary.
- 10.3 In the event of an accident, parents will be contacted and will be required to make their own arrangements with regard to medical treatment. However, should a Medical Emergency Evacuation Service be necessary, the School will arrange to have the child transported to either the Vincent Pallotti or Red Cross Hospitals, where parents will be directed. The cost of the ambulance service is incorporated into the fees.

11. Transport

- 11.1 No learner may drive to school by motor vehicle during term time without the Head's written permission.
- 11.2 A bicycle shed is available to students.

12 Public Display of Affection (PDA)

Public displays of affection deemed inappropriate by public standards like lewd or inappropriate affection – kissing, touching, fondling, hugging etc. – are not allowed and will result in disciplinary action.

BRIEF HISTORY OF OUR SCHOOL

On 11 April 1848, Bishop Robert Gray founded our school next to where the present Anglican Cathedral now stands at the top of Adderley Street, Cape Town. For 125 years countless numbers of boys were educated in the majestic old buildings. With our purchase of the Bloemendal Estate in Mowbray in 1936, we acquired our own playing fields and boarding establishment, and we also opened a Preparatory School there in 1950.

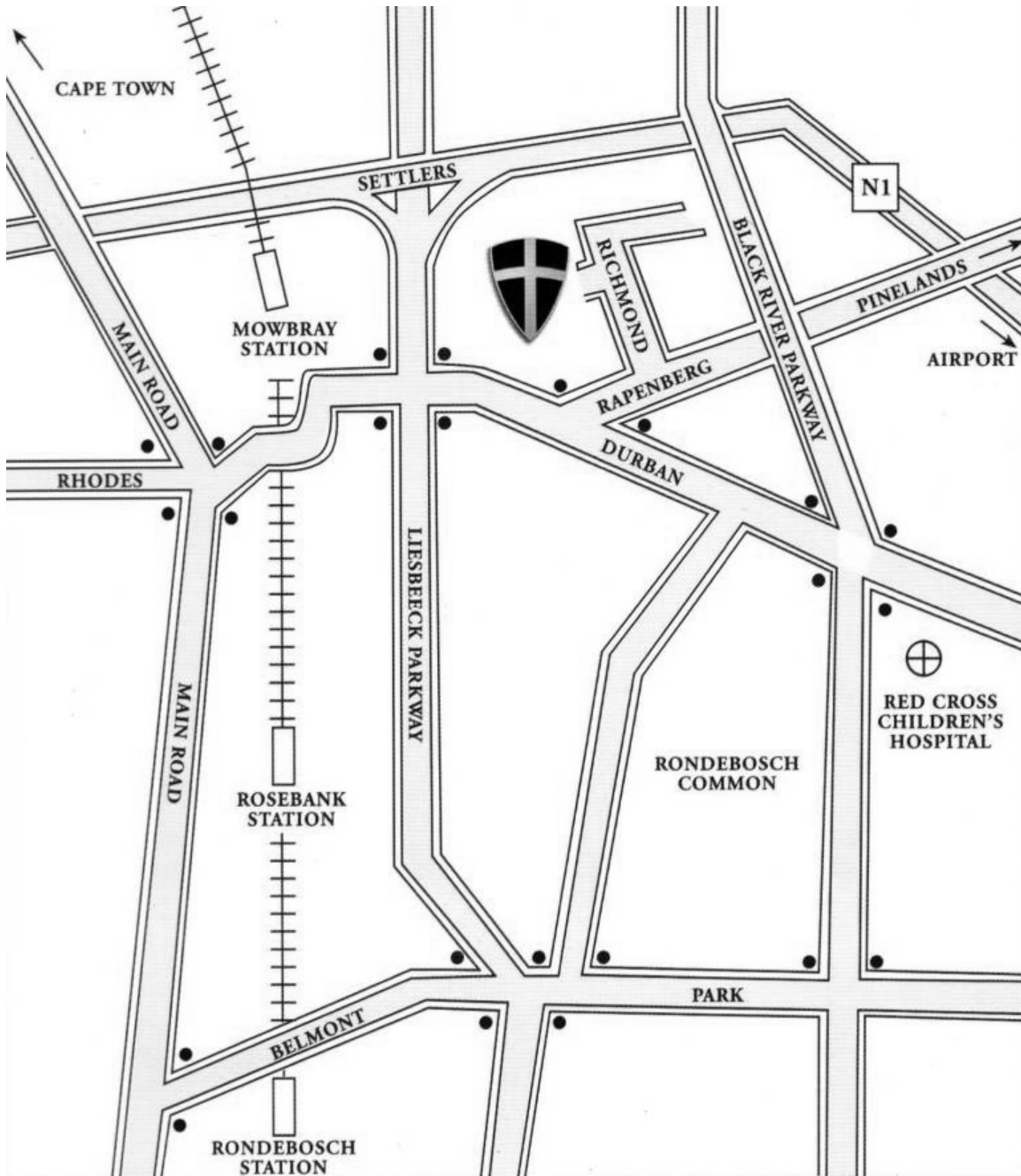
Our school's great age gives us a wonderful sense of history, yet we have long had a reputation for being innovative. In the 1970's we were among the first to welcome children of all races; over a decade ago we introduced a tutor system whereby the progress of each individual pupil is comprehensively monitored on a weekly basis; and in 1989 we became fully co-educational; from Grade Pre R to Grade 12. At the same time we abolished the prefect system and instituted a practice whereby every student is given the opportunity to handle responsibility.

In 1973 our Senior School campus was moved from the city to Bloemendal. New classrooms, laboratories and a Chapel were built at Mowbray, and later a Pre-Primary department was started. Since then there have been a number of building developments including the construction of the Graham Dods Centre incorporating two modern computer centres; separate facilities for art, drama and music; the Mike Smuts Centre, the Jenny Mallett Hall and more recently two state of the art science laboratories and a new art centre.

PRAYER FOR AFRICA

God bless Africa
Guard our children
Guide our leaders
And give us Peace
Amen

How to find us...



Set in the historic Bloemendal estate at the foot of Devil's Peak. Our challenging yet caring environment empowers our learners to make a difference in an ever changing world. St George's is the oldest independent school in Southern Africa.

The St George's Grammar School Prayer

Most Gracious God and Father
Your servants of old founded our School
That we, your children, might sing your praise
By our lips and by our lives:

We thank you for the goodly heritage that is ours
And pray your blessing on our Cathedral Church
And the community of St George's Grammar
School

Grant that whatsoever things are true and
honorable,
Lovely and of good report,
May here abound and flourish

Equip us for your service in the world
And grant us with saints and angels
To share in your eternal kingdom
Through our Lord and Saviour Jesus Christ
Who lives and reigns with you and the Holy Spirit
One God, now and Forever.
Amen



ST GEORGE'S GRAMMAR SCHOOL

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