LAERSKOOL
HERMANUS
PRIMARY

PROSPECTUS 2027

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MESSAGE FROM THE PRINCIPAL

Welcome to Hermanus Primary School. It is truly a privilege to welcome you, and we believe you will quickly feel at home and become part of the Hermanus Primary School family. It is of utmost importance to us that both parents and children get involved in the school's wide variety of activities.

Hermanus Primary is a parallel medium school, offering education in both Afrikaans and English, catering from Grade 1 to 7. We aim to create a sense of belonging for every child by providing a safe space where children can develop holistically and grow into well-rounded young adults. Establishing a safe environment for each child ensures an ideal setting for quality learning and teaching. Our educators focus on making learning relevant, meaningful and fun using technology and various teaching methodologies.

Hermanus Primary School is driven by values and our staff focus on instilling this important concept daily. It is crucial that every learner learns the importance of caring, love and empathy to make our community, school and world a better place.

Therefore, it is paramount that parents join hands with us in this task to ensure that your child has a happy and positive experience at Hermanus Primary School.

At Hermanus Primary School, we aim to develop 21st-century skills such as collaboration, communication, problem-solving, creativity and critical thinking. Therefore, we urge you to encourage your child to participate in our various sc hool activities such as art, music, choir, robotics, as well as various summer and winter sports. By developing these skills, we ensure that our children can take initiative, function well in team structures, solve problems and achieve their full potential.

It is important for us to build good relationships with our parents and community, and therefore, we encourage you to become involved in the school. Areas where parents can get involved include the Parents' Association (PTA), class representatives, fundraising, and charity projects.

We believe that it will be an amazing experience for you to become part of the Hermanus Primary Family.

J.G. Giliomee

PRINCIPAL

INTRODUCTION

Hermanus Primary school is a parallel medium school with separate Afrikaans and English classes. We cater for children from grade 1 to grade 7. Our small classes of about 30 children, ensure a personal involvement in each child's progress, and encourages a love of learning.

Hermanus Primary strives to give every child the opportunity towards growth and development. The development of initiative and teamwork is of paramount importance in order to accommodate all our learners and their talents.

Hermanus Primary School aspires to provide a diverse educational experience; for children to believe in themselves and in time unlock their full potential.
To achieve this we have:

ACADEMIC

- Professional, committed and innovative educators
- A favourable learner/educator ratio
- A relevant and meaningful curriculum
- Remedial education
- A well-resourced media centre
- State-of-the-art computer centre with an integrated learning approach
- Educational day trips and camps
- Robotics club
- Well-equipped classes
- Technology and internet

OUR VALUES



- A Christian Ethos
- A child centred environment
- Community outreach activities
- Environmental awareness
- Strong leadership development and value system
- A Governing Body with professional expertise and proactively driving excellence A
- strong parent/school relationship

OUR VISION

Hermanus Primary aspires to provide a safe and loving environment where learners can experience a diverse, innovative educational experience, where they can believe in themselves, discover their full potential, and be equipped for the future.

OUR MISSION

Our mission is to develop every learner purposefully and compassionately through an integrated approach that:

- provides a safe, positive, and ideal learning environment
- fosters collaboration among staff, parents, and the community
- develops 21st-century skills, emotional intelligence, and values
- promotes professional growth and innovative teaching

VISION

A safe, loving and innovative learning environment where every learner can discover their full potential and be equipped for the future.

MISSION

To develop every learner's full potential through quality education, collaboration, innovation and a values-driven approach.

MOTTO

Horas Signo Tempus Fugit
"Hours are significant; time flies."

PHYSICAL AMENITIES

- Three tennis courts
- Two rugby fields
- One athletics track
- Six all weather netball courts
- Three cricket pitches
- Four all-weather cricket nets
- Three grass hockey fields and a multi functional astro field
- Club house/cloak rooms

Use this map to easily locate facilities and key areas during the orientation afternoon.

Oriëntation Map



ROUTE BETWEEN VENUES Hermanus Primary → Attie Bishop Sports Grounds (Junior Rugby fixtures) & Senior Hockey Astro **Get Directions**

OTHER VENUES

ATTIE BISHOP SPORTS GROUNDS
Junior Rugby Fixtures
Get Directions

HERMANUS SPORTS CLUB
Senior Hockey Astro
Tennis Club
Paddle Club
Get Directions

HISTORY OF THE SCHOOL

FOUNDING AND DEVELOPMENT

The first school was founded in 1868 and was known as "St. Peter's Church". The first teacher was Mr Soph or Soff. It was later known as the "Anglican Church School" and Mr W.H. Paterson was the appointed headmaster.

In 1884, Reverend Van Zyl founded the Dutch Reformed Church School. The first teachers were Soph, Telètt, McKlene and Knoebel.

In 1897, the St. Peter's Mission School and the Dutch Reformed Church School united to form the "Public School". Mr S.G. du Toit was the first headmaster. Classes were conducted in the Dutch Reformed Church Hall. The school had approximately 30 pupils and three teachers of whom Meester Paterson and "Swallow" Neethling were the best known.

Construction of the stone building below Hoy's Koppie began in 1907 and the building came into use in 1911 with Mr S.G. du Toit as headmaster, Miss Bredenkamp responsible for sub. A and B, Mr Paterson for st. 1 to 4 and Miss Neethling for st. 5 and 6. Dutch and English pupils were taught together in the same class.

In 1918, the school gained primary school status and became a state school. Mr S.G. du Toit occupied the post of headmaster until 1920. In 1921, the school became a secondary school and Mr Fick was appointed headmaster because Mr Du Toit lacked the necessary qualifications. In 1931, Mr Lomberg succeeded Mr Fick.

In 1941, the school gained senior school status. Mr B.J. Joubert (Oom Joepie) occupied the post of acting headmaster from 1940 to 1945 while Mr Lomberg took part in the Second World War. Mr Lomberg did not return after the war, but instead became head of Observatory Boy's High School. Mr H.C. Jones took over as principal of the school from Mr Joubert in January 1946.

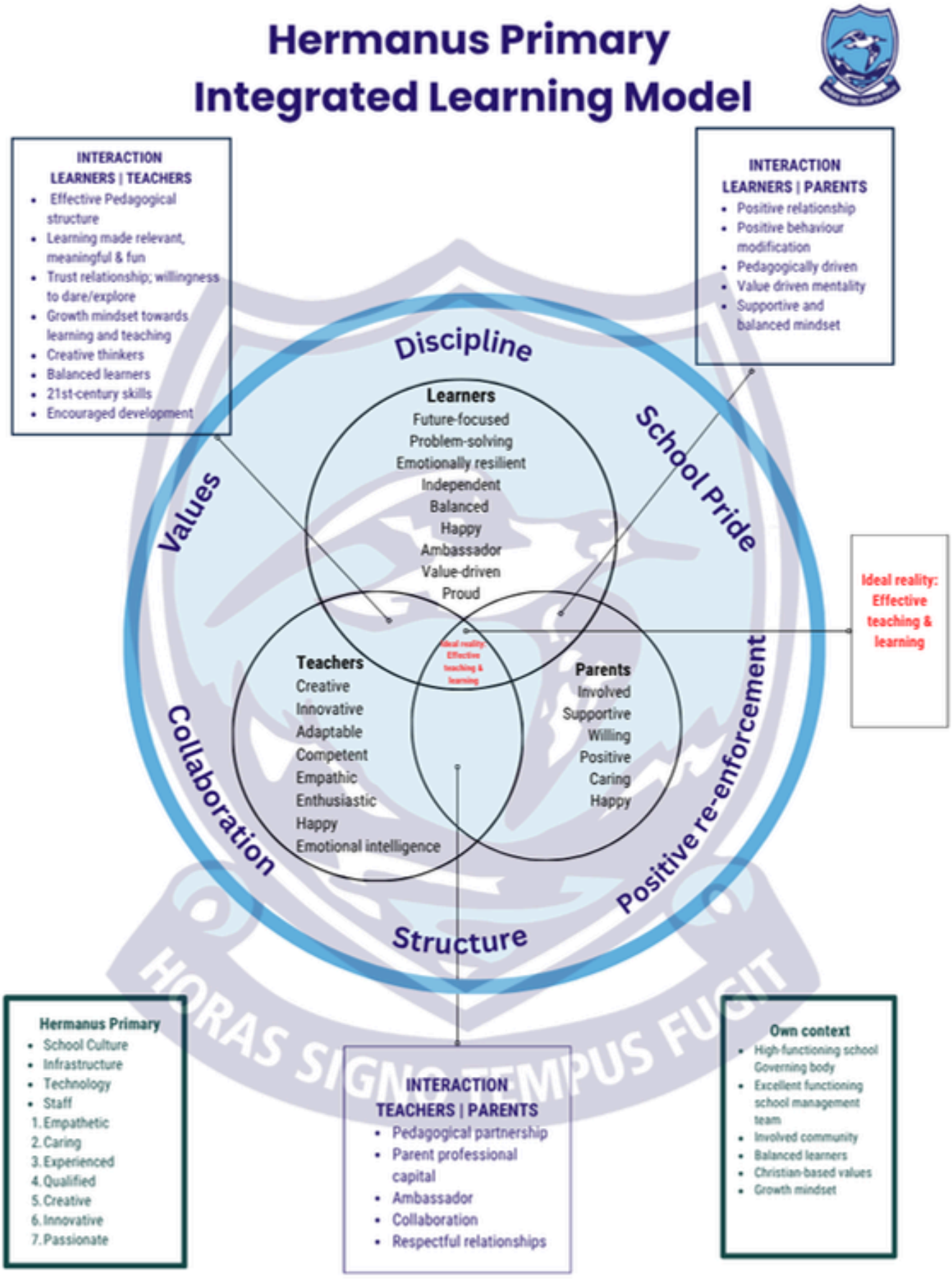
The senior and primary schools separated in 1952 and Mr N.P.J.S. van Staden was appointed as head of the primary school. Both schools continued to exist on the same grounds. In 1962, Mr B.A. Kuyler succeeded him and in 1978, Mr H.B. Nell was appointed as headmaster. Mr Nell retired on 31 March 1995. Mr J. B. Cilliers became headmaster in 1995.

A new senior school was built behind Hoy's Koppie and came into use in 1977. After many visits to the WCED and eventually with the help of Mr Lampie Fick, MP for Caledon, the old senior school was renovated and incorporated into the primary school. On 1 May 1992, the school was declared a state-aided school. Since 1995 the parents of Hermanus Primary undertook the following improvements for their own account: Building of the school hall, building of 10 classrooms, 4 garages, a tuck shop, pavilion, club house, cloakrooms, two admin blocks, three hockey fields, astro and automatic irrigation for the sport fields. Many other smaller projects were also completed.

In 2014 we built a multi-functional cultural centre of 180 m^2. Our vision is to further develop the arts and music with the facility. A staffroom for our ground staff along with two new garages for our busses completed the building project. One of our garages behind the junior block has been transformed into a new classroom.

At the end of 2022, Mr Cilliers retired after 42 years of service, 27 years as school principal. We are indebted to him for the excellent growth he championed. In 2024 Mr Giliomee was appointed as the new school principal.

OUR LEARNING MODEL



ACADEMICS

FOUNDATION PHASE: GRADE 1 - 3

The Foundation Phase is made up of 15 classes in total with 2 English classes and 3 Afrikaans classes in each grade. Our class sizes range from 30 to 32 learners per class. The foundation phase learners are assisted by various teacher assistants.

We adhere to the National Curriculum and Assessment Policy Statement (CAPS). The curriculum consists of Home Language (English), Mathematics, Life Skills and First Additional Language (Afrikaans). Reports are sent home to parents at the end of each term.

INTERMEDIATE PHASE: GRADE 4 – 6

This phase is the cushion between the Foundation Phase (Grade 1 - 3) and the Senior Phase (Grade 7 - 9). In this phase, the learner will no longer learn to read, but read to learn. Thinking skills and application of knowledge become the focuses of attention. In this phase the learner will encounter specific instruction in specialised subjects.

Subjects: Languages (English and Afrikaans), Mathematics, Natural Sciences and Technology, Life Skills (Personal well-being, Performing and Visual Arts and Physical Education) and Social Sciences (History and Geography). As set out in the DBE CAPS guidelines first implemented in 2013. Reports are issued quarterly.

SENIOR PHASE: GRADE 7

Our focus is on preparation for high school, in particular, we will be encouraging the learners to work more independently, take more responsibility, show a greater focus on their time management as well as study and research skills.

Subjects: Languages (English and Afrikaans) Mathematics, Natural Sciences, Technology, Economic Management Sciences, Life Skills (Personal wellbeing, Performing and Visual Arts and Physical Education). As set out in the DBE CAPS guidelines first implementation as of 2014. Reports are issued quarterly.

COMPUTER TECHNOLOGY

Our computer centre boasts “state of the art” network equipment, with 40 up to date and modern computers in a dedicated laboratory. Care has been taken to ensure that there is a computer available for every learner that visits the centre. Our Computer Centre will also be used to strengthen weekly maths intervention using the MCO platform sponsored by the WCED.

We follow a practical approach where we integrate the curriculum into the computer curriculum. Computer skills are taught through specific projects that link with the curriculum being done in class.

Our aim is that when pupils leave at the end of Grade 7 they will have a sound knowledge of the Microsoft products: Word, Exel, Publisher, Power Point and internet explorer. Pupils also have access to the internet to obtain information and knowledge needed in projects.

Currently all our classes are furnished with data projectors to further enrich the learning process. All the classes now also have direct pupil access to the internet when required in lesson work. Future plans are to equip the learners with tablets that will make learning more relevant, meaningful and fun.

ART

Each grade from Grade 3 to Grade 7 enjoys an hour of art a week in our well-equipped art class. We follow the prescribed curriculum during class time. Extra art classes are held after school where learners are exposed to different techniques and art mediums. These extra classes incur an additional fee.

LIBRARY

Learners from Grade 1 to Grade 4 visit the library for one hour per week. The Grade 5 to Grade 6 learners visit the library every second week.

The library is also open during second break.

ACADEMIC SUPPORT

SCHOOL BASED SUPPORT TEAM (SBST)

Each grade meets at least once a term, or as the need arises, with the teacher support team. The SBST advises the class teacher on how best to deal with the particular learning barriers the children may be experiencing.

A programme of intervention is then developed for those learners with specific learning challenges. The learner's parents are informed of the SBST's recommendation.

REMEDIAL LESSONS

Remedial lessons are offered for children who are experiencing difficulties with their schoolwork. The children may attend individual lessons or group lessons with children who are experiencing similar problems. The children attend their remedial lessons during the normal school day. Parents will need to pay extra for these additional classes.

SPEECH THERAPY

Children that have been identified with specific speech and language problems may attend Speech Therapy during the school day. The therapist liaises closely with the teachers and parents. Parents need to pay extra for these additional classes.

COMMUNICATION

- All financial and shop information will be posted on D6 Connect.
- Please download the App to stay informed.
- We make use of “WhatsAppgroups” to share information daily. We have a “Hermanus Primary School Community” group that includes all the different grade groups. Over the course of the year, you will also be added to the various class, sports, and cultural groups in which your child is involved.
- If you are unhappy about something or want to resolve a problem, concern, or uncertainty, it is important to follow the correct channels.
- **The channels are as follows**:



STAFF CONTACT DETAILS

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Theresa Wium	Music	theresawium@hermanusprimary.org.za
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LANGUAGE POLICY

Hermanus Primary is a parallel medium school. English Home Language speakers are taught in English and Afrikaans Home Language speakers are taught in Afrikaans.

ADMISSION

According to South African law it is compulsory for children to attend school (Grade one) in the year in which they turn seven years old. If parents wish to deviate from this rule, written permission must be obtained by the parent from the Western Cape Education Department.

ATTENDANCE AT SCHOOL

Regular attendance by the child is essential to ensure his/her educational progress. Absenteeism must be kept to a minimum. Dental or medical appointments should be scheduled for after school, and preferably during the holidays or weekends.

Please note that the educators cannot be expected to be responsible for making up work missed due to prolonged absences from school. If learners are absent from school for a few days it is again their responsibility to find out what they need to catch up, and to do so as soon as. possible.

PARENTS VISITING THE SCHOOL DURING SCHOOL HOURS

- All parents will be expected to park outside the school grounds and use the official entrance to the main building.
- Parents will be expected to report to the secretary at reception and sign for a visitor's card.
- Interviews with teachers concerning the progress and development of learners must be scheduled at an appropriate time. Parents will not be allowed to visit teachers during class contact time. Please note that parents may not interrupt a class to speak to an educator or call a learner. If parents do need to speak to a teacher, the office will then notify the teacher. He/she will then make contact as soon as possible.
- Items forgotten at home will not be allowed to be taken to learners.

- Please sort problems out as soon as possible to ensure positive growth and development of your child
- Please attend the first parent meeting of the year. At this meeting you will be informed how to help your child with homework

TRAFFIC ON RAINY DAYS

Pupils have right of way at all times on our school grounds. By law parents are not allowed to drive on school grounds. Your co-operation will be much appreciated.

SCHOOL HOURS

Grade 1 - 2:	Monday to Thursday	07:40 - 12:55
Grade 3	Monday to Thursday	07:40 - 14:00
Grade 4 - 7:	Monday to Thursday	07:40 - 14:15
Grade 1 - 3:	Fridays	07:40 - 12:45
Grade 4 - 7:	Fridays	07:40 - 13:00

NOTE: SCHOOL ENDS AT 10:45 ON THE LAST DAY OF THE TERM.

PUNCTUALITY

Please ensure that your child is not late for school. It creates undue stress on your child,and disrupts the rest of the class; this in turn starts the day off very poorly. Late learners must report to the office before going to classes.

Grade one and two learners may not be left unattended between 13:00 and 14:15. Parents must make arrangements with an after-care facility to ensure that their children are looked after.

DROP OFF AND PICK UP

- Unfortunately, no vehicles or parents are allowed on the school grounds during school hours. This is in the interest of every child's safety. We kindly ask that you adhere to this rule.
- On the first day, Grade 1 parents accompany their children to their classrooms. Please keep farewells brief. Greet your child and leave with peace of mind – they are in good hands at the school.
- For the first week, please collect your child at the tennis court gate (Magnolia Street). From the second week onward, you can arrange with your child which gate they will be picked up from.
- Teachers cannot supervise your child between 13:00 and 14:00, as they have other responsibilities. Please make arrangements with an aftercare facility to accommodate your child. Learners must either participate in sports or be collected by a parent/aftercare. No Children may be on the school grounds without supervision. Safety is our top priority!

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SCHOOL FEES

For 2027 the school fees are **R17 710,00** per learner per annum.
With the application of enrolment, you will receive a letter with more information.

School fees are used for the running expenses of the school, e.g. teaching materials, for repairs, water, electricity, maintenance of the grounds and sport fields, the purchase of sport equipment, stationary, salaries of staff not paid by the Western Cape Education Department, insurance etc.

TUCK SHOP

Foundation Phase learners are welcome to visit the tuck shop on Fridays. However, we strongly recommend placing pre-orders via the D6+ app to avoid long queues.

Sticcit wristbands are also available at the school. Parents can load money onto their child's wristband through an app. Learners can then use it to safely purchase items (cashless) from the tuck shop on Fridays, after school, or during sports days.

LUNCH BOXES

At Hermanus Primary School, we encourage healthy eating habits. Lunch boxes should be as healthy as possible. No sweets, chips, or fizzy drinks are allowed. If milk or juice is packed, the container must have a tight-fitting lid and should be placed in a plastic bag. We would like learners to develop the healthy habit of drinking water.

Lunch boxes and water bottles must be clearly labeled. Please check regularly that the name is still clearly visible.

BIRTHDAYS

Learners may come to school in casual clothes on their birthday. If you wish to send party treats, we request that these be easy to distribute, e.g. cupcakes, donuts, etc.

CLOTHING SHOP

- The new school uniform is obtainable from De Jagers, Main Road, Hermanus.
- The second hand school uniform is available from the school clothing shop.
- School Sports wear can be ordered from the school clothing shop on the D6 App.
- **The school clothing shop is open on Tuesdays and Thursdays from 13:00 – 14:00.**

D6 application



Hermanus Primary Clothing Catalogue



FORMAL SUMMER WEAR | BOYS

- Grey shorts
- White shirt (short sleeves)
- Long grey school socks
- Black school shoes
- Blue school jersey / pull-over or tracksuit top

FORMAL SUMMER WEAR | GIRLS

- Green dress
- White shirt (short sleeves)
- White ankle socks
- Black school shoes
- Blue school jersey / pull-over or tracksuit top





FORMAL WINTER WEAR | BOYS

- Grey trousers
- White shirt (long sleeves)
- Grey school socks
- Black school shoes
- Green tie
- Blue school jersey / pull-over or tracksuit top or school rain jacket

FORMAL WINTER WEAR | GIRLS

- Green dress
- White shirt (long sleeves)
- Grey school socks or black tights
- Black school shoes
- Green school tie
- Blue school jersey / pull-over or tracksuit top or school rain jacket



INFORMAL SCHOOL WEAR MONDAYS-THURSDAYS

- White School P.T.-shirt
- Blue school shorts | blue sport skirt
- LHP school socks and white "tekkies"

SCHOOL TRACKSUIT

- Blue school tracksuit jacket
- Blue school tracksuit pants
- LHP school socks and white "tekkies"



Hermanus Primary Clothing Catalogue



RUGBY

BOYS - JUNIORS & SENIORS

- Blue school rugby jersey
- Blue school rugby shorts

NETBAL

GIRLS - JUNIORS & SENIORS

- Blue school golf shirt
- Blue school sports skirt
- LHP school socks and white "tekkies"





TENNIS BOYS
JUNIORS & SENIORS

- Blue school golf shirt
- Blue school sports short
- LHP school socks and white "tekkies"

TENNIS GIRLS
JUNIORS & SENIORS

- Blue school golf shirt
- Blue school sports skirt
- LHP school socks and white "tekkies"





HOCKEY | BOYS & GRILS
JUNIOR & SENIORS

- Blue school golf shirt
- Blue school sports short (boys)
- Blue school sports skirt (girls)
- Blue hockey socks and white "tekkies"



Hermanus Primary Clothing Catalogue

CRICKET JUNIORS & SENIORS

- Blue school golf shirt
- Blue school sports short
- LHP school socks and white "tekkies"





ATHLETICS

- Athletics vest with LHP school ski-pants boys)
- Athletics vest with LHP blue sports skirt (girls)





IMPORTANT INFORMATION

- Ensure all school clothes are clearly marked.
- Summer uniform: first and fourth terms.
- Winter uniform: second and third terms.
- The u/13 A teams and first tennis team wear sponsored clothes.
- All school clothes are available at De Jagers, Main Road, Hermanus.
- All school sport clothes are available at the school shop and can be ordered on the D6-App.
- Pupils are encouraged to wear the school hat during the school day and after school at sport.
- We encourage children to wear sunscreen throughout the year.

COUNCELLOR

We are privileged to have a counsellor at our school. Therapeutic and counselling services are on offer to the learners. Sessions deal with issues such as depression, relational problems, bullying behaviour, anger, anxiety, children managing divorce and general emotional difficulties. Written permission is obtained for children under 12.

SCHOOL ETIQUETTE

ENTRANCE TO SCHOOL

Learners may not use the main vehicle entrance to the school. Children may use any of the side entrances.

EXCUSE NOTE

If for some or other reason learners are unable to attend a planned activity or practice. it is expected that the learner will PERSONALLY excuse himself or herself from the educator concerned, with the necessary excuse note from either of their parents ahead of time as this is good manners.

TELEPHONE

The school office telephones are primarily business telephones and should be used as such. Plans for after school activities should be made at home before the child comes to school for the day. Learners and parents may not phone from the secretaries' office.

Please do not phone the school to request information which has already been sent out by means of the D6 Connect. Please read these circulars and store them for future reference. It is most disruptive for the secretaries to have to continually answer questions for which information is available to all concerned.

SCHOOL RULES

School rules at a primary school need to be specific for the learner to have complete understanding of what is acceptable at this school. The majority of these rules relate directly to the Code of Conduct and the Pupils Rights and Responsibilities. The rules have been incorporated to provide a happy, harmonious and safe educational environment for all.

1. LEARNERS SHOW RESPECT FOR THEMSELVES AND OTHERS

1.1 The following activities are **not** permitted at any time

- Swearing
- Skateboarding/roller blading
- Stone throwing
- Smoking / Vaping
- Chewing gum
- Use of alcohol
- Fighting (including play-fighting)
- Spitting especially on the sport field
- Use of electronic toys

- The carrying of knives or other dangerous objects
- Any behaviour that discredits the school, bullying, and physical or verbal abuse of others is not permitted.
- The carrying or use of drugs.

2. SCHOOL UNIFORM

Uniforms must conform to school regulations.

2.1 **GIRLS**: Long hair and long fringes are to be tied/clipped back. School colour (dark green, navy blue, white) ribbons, scrunchies and hair pins must be worn. Hair may not be coloured.

2.2 Hair must be controlled in such a way that when a girl leans forward, her hair will not fall over her face. All hair should be tied back and be out of the girl's face, i.e. no loose bits of hair to hang next to the face.

2.3 The back length of hair should not be excessively long and should be tied in one or two ponytail/s. If hair is cut into a bob style and can be fastened, it must be fastened into a ponytail.

2.4 Hair extensions/weaves must not be too extravagant/big and must be tied back neatly. No coloured extensions are allowed.

2.5 Plaited hair/cornrows – no patterns allowed.

2.6 Afros must be neat and not exceed 10cm in length.

2.7 Buns should be fastened at the back of the head.

2.8 No dying/highlighting of hair is permitted.

2.9 No excessive use of gel allowed.

2.10 No nail varnish or cosmetics are allowed. Lip Ice is permitted but Lip Gloss is not allowed.

2.11 The only jewellery permitted is a suitable watch and Medic-Alert necklace or bracelet.

2.12 Girls with pierced ears may wear ONE small gold/silver stud or small sleeper in each ear. No pearls and no diamanté (bling) earrings allowed.

2.13 **BOYS**: Hair is to be clear of ears, eyebrows and collar. Should be neatly tapered and evenly graded. **(No gel allowed)**. No steps, no patterning with blades. Trends are to be avoided.

2.14 Casual clothes worn on special occasions must be school appropriate. This privilege may be revoked at the discretion of the Principal. Girls' hair is to be tied up.

2.15 School tracksuits with white tackies and white socks may be worn during the winter, Monday to Thursdays. Formal uniform worn on a Friday. The zip of the track suit top must be done up at all times. No tracksuit pants may be worn during summer.

2.16 Rain hoods must be neatly folded after wearing on a daily basis.

2.17 The wearing of smart watches is permitted and if worn, must not be connected to cell phones. Smart watches may not be worn during assessments.

4. LATE FOR SCHOOL

If a pupil is late for school,he/she must report to reception. If a pupil is late twice he/she will need to attend a two hourdetention session on a Friday. Not for foundation phase.

3. MARKED ITEMS

All articles of clothing and personal possessions and stationery must be clearly marked to enable easy identification. Clothing collected will be held in the lost property section of our secretaries' office. Children should regularly check lost property if items have been lost.

5. REMAINING ON SCHOOL PREMISES

No pupil shall leave the school grounds at any time during the official school day without the written permission of the principal. This includes children who leave the premises before school to go to shops etc. Parents are asked to address letters to the principal requesting permission at least two days in advance. Parents will need to sign pupils out at the office before leaving.

6. CYCLING

- All bicycles must be locked in the provided racks. The school accepts no responsibility for any theft or damage.
- Suitable hard cycling helmets are to be worn by cyclists.
- Bicycles may not be ridden in or on any part of the school grounds.

7. RESPECT OF PROPERTY/SAFETY OF LEARNERS

7.1 The front foyer, staff room, copy room, main entrance and garage areas are strictly out of bounds. Learners may not play near the cars. During breaks, the learners must play in the designated play areas for each grade.
7.2 A teacher must be present, or permission obtained, should any learner need to collect something from the classroom during break, before or after school.
7.3 Class cleaning is a learner's responsibility and it is an expectation that learners will ensure that classes and desks areas are neat and tidy at the end of each school day.
7.4 There is to be no eating and drinking in the school passageways or classrooms. (Not applicable for Juniors) (During rainy days pupils are allowed in passages.)
7.5 Learners may not shout or run inside the school buildings. The rule of "Keep left" and walk quietly in single file applies.
7.6 Learners are encouraged to assist in maintaining a healthy, litter free environment.
7.7 Learners may not climb trees, fences, gates or walls.
7.8 Learners must respect the property of others. Nothing may be borrowed or taken without the consent of the owner.
7.9 A permission slip is required for a learner to move about the building during lesson time.
7.10 Permission for notices/posters to be displayed or distributed must be obtained from the Principal, Deputy Principal or Head of Department.
7.11 The school cannot be held responsible for any money or valuables that go missing on the school property. Money should be handed in to teachers at the start of each day.

8. ARRIVAL AND CLOSING TIMES

Pupils are to arrive at school in the morning before the first bell to line up as required. The first bell rings at **07:40**. All pupils must be dropped off outside the school grounds. Pupils may not leave the grounds before closing time without the permission of the Principal.

9. LEARNERS ARE PREPARED FOR SCHOOL

9.1 Permission must be obtained from the Principal or Deputy Principal for any learner to leave the school grounds during school hours. A letter of explanation must be sent to the school by the parents, should their child need to leave school during this period of time.
9.2 Homework is to be written down daily in a homework diary, checked and signed by parents in all grades where this is required. In certain grades Google Classroom may be in use for homework.
9.3 Sick learners or learners in a contagious condition must at no time be sent to school. Parents are asked please to fulfill their proper role as guardian.
9.4 Notes of absence are required on the day of return to school. Absences of three (3) days or more for medical reasons require a medical certificate.
9.5 Letters may be emailed to the class teacher.
9.6 Unexplained absence will be referred to the Social Welfare Department.

10. GENERAL RULES

10.1 Learners are expected of learners to greet all staff and visitors to the school.
10.2 Learners must stand up when adults enter the class or speak to them on the school grounds.
10.3 Learners are not allowed to speak during assembly.
10.4 Learners must be helpful towards visitors.
10.5 Learners must be respectful towards teachers at all times.
10.6 Learners are expected to stand up when addressed during assembly.

11. CELLPHONE POLICY

Cellphones should not be brought to school unless absolutely necessary in an emergency. If a learner needs to bring a cellphone to school, it must be handed to the class teacher for safekeeping and will be returned at the end of the school day. The use of social media by learners during school hours is strictly prohibited.

12. DISCIPLINARY PROCEDURES

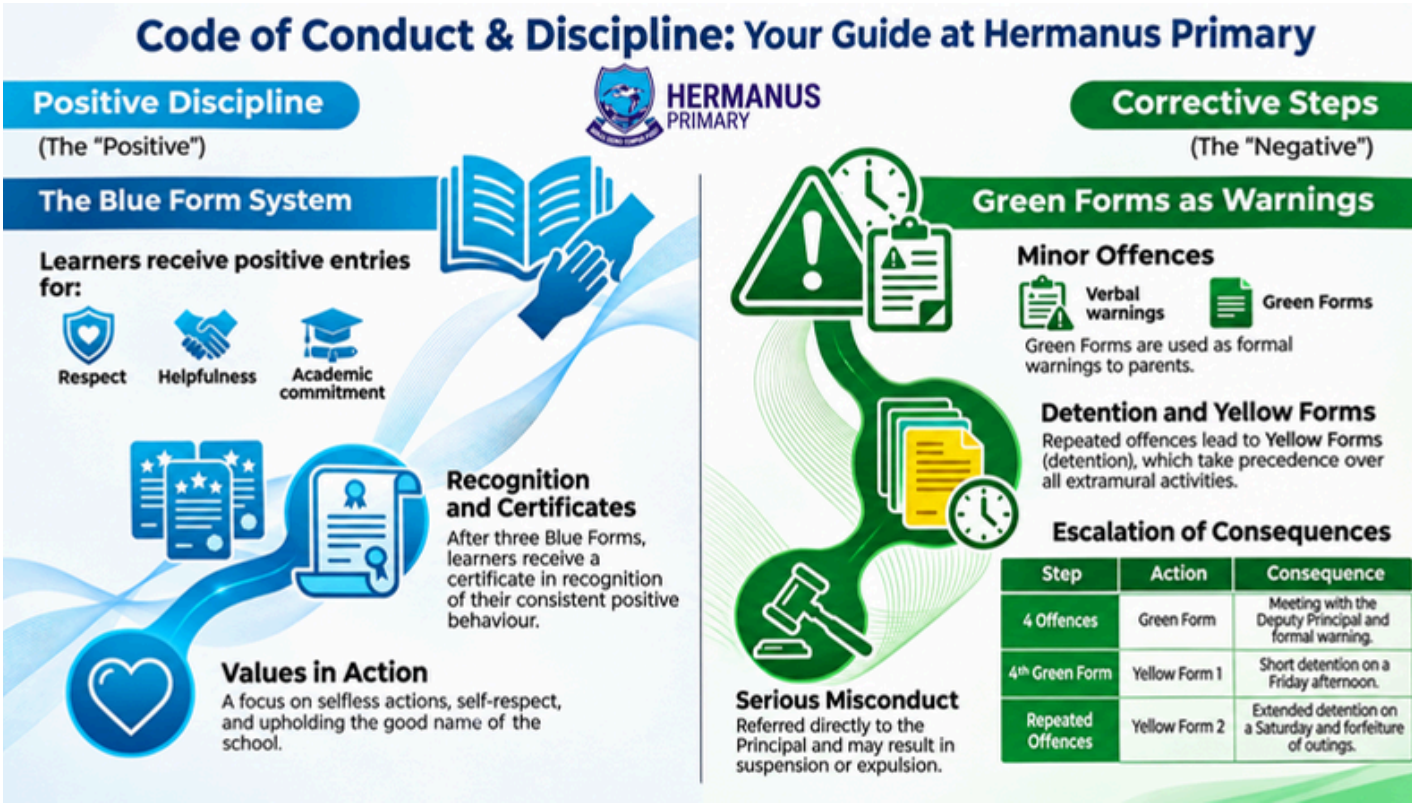
12.1 DISCIPLINARY CHANNELS

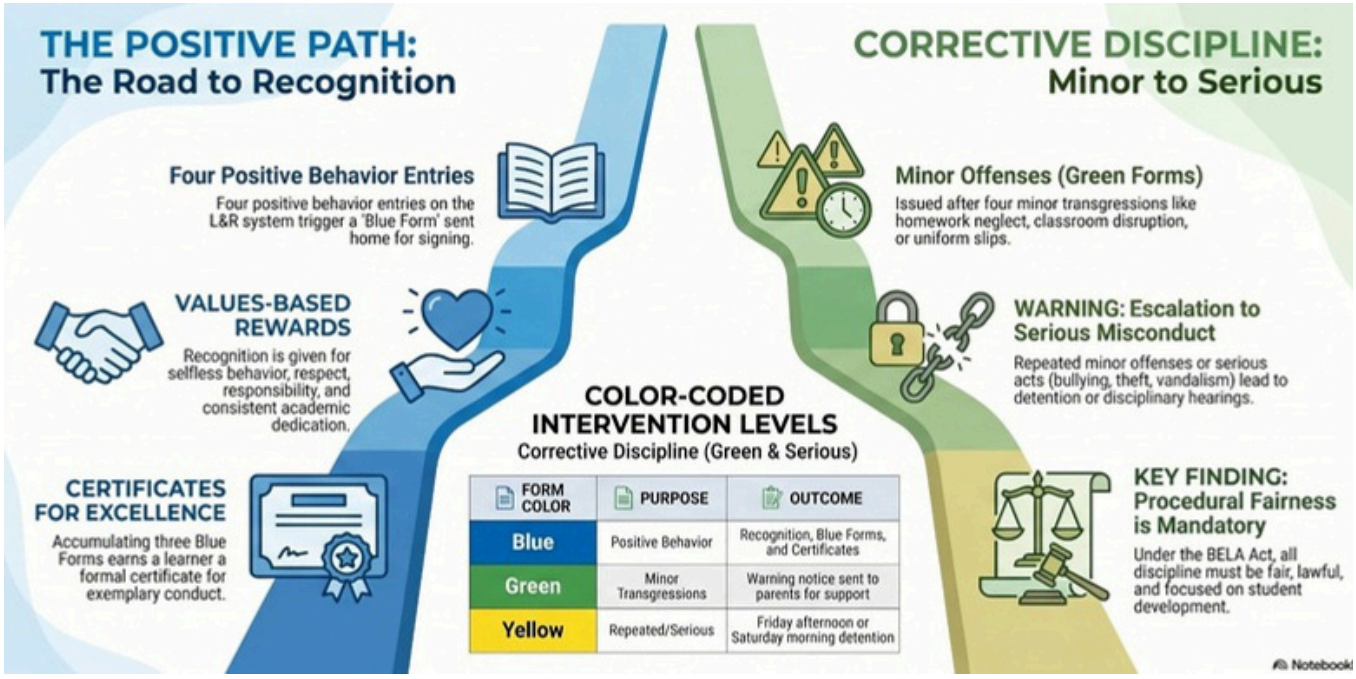
Discipline is initially dealt with at the lowest level and referred to a higher level only when necessary. Parents should always approach the class teacher first.

Channel	Handled
Class Teacher	Daily, minor transgressions
Grade Head	Repeated transgressions
Head of Department of the relevant phase	Persistent breaches of rules; refers learners with behavioural problems to the School-Based Support Team (SBST)
Deputy Principals (Mr H Wichers: Grades 1–4 and 6; Mr J van Zyl: Grades 5 and 7)	Green/Yellow Forms, detention and more serious transgressions
Deputy Principal, Mr H Wichers	Very serious transgressions, final warnings and disciplinary hearings
Principal, Mr JG Giliomee	Appeals and parental matters

12.2 POSITIVE REINFORCEMENT

We recognise good behaviour first. Learners who demonstrate respect, responsibility and helpfulness receive positive entries on their L&R behaviour profile, which parents can view. After four positive entries, the learner receives a Blue Form to take home. After three Blue Forms, the learner receives a certificate for exemplary behaviour.





12.3 **DETENTION**

Minor transgressions are recorded on the L&R behaviour profile and result in points being deducted (an average of 5 points per entry). Once 20 points have been deducted, usually after four entries, the Deputy Principal speaks to the learner and a Green Form is sent home for the parent's signature. This process may be repeated up to three Green Forms. Any further transgressions result in a Yellow Form indicating a short detention. A second Yellow Form results in a long detention.

- Short detention takes place on Fridays from 13:10 to 15:10.
- Parents receive a letter at least one day in advance.
- Learners write out the Code of Conduct and do not participate in sport on that day.
- Long detention takes place on a Saturday (3 hours). Parents are called in for a disciplinary discussion, and a final warning may follow.
- Learners who receive a long detention may forfeit the privilege of attending camps and tours. Upon receiving a final warning, they forfeit these privileges.

12.4 **ROLE OF THE LEARNER**

- Learners are expected to:
- be punctual and attend school regularly;
- show respect towards staff, fellow learners and school property;
- obey school rules and wear the correct school uniform;
- not have cellphones, vapes, drugs, alcohol or weapons at school;
- uphold the school's good name both on and off the school grounds;
- accept responsibility for their choices and the consequences thereof.

12.5 ROLE OF THE PARENT

- Parents:
- are the primary educators of their children in matters of behaviour and manners;
- acknowledge the Code of Conduct and Discipline Policy in writing and ensure that their child complies with it;
- read and sign Green Forms, detention letters and school communications, and regularly check their child's L&R behaviour profile;
- attend disciplinary discussions when called upon to do so;
- discuss concerns with the class teacher first and then follow the channels outlined in 12.1.

13. SERIOUS MISCONDUCT, SUSPENSION AND EXPULSION

Serious transgressions are not dealt with by the class teacher but are referred directly to the Deputy Principal and Principal. No corporal punishment is administered, and every learner and parent has the right to a fair process.

13.1 DEFINITIONS

- Precautionary suspension is a precautionary measure of no more than 7 school days before a disciplinary hearing, when a learner's presence poses a danger.
- Suspension is the temporary suspension of a learner's right to attend school (a maximum of 7 school days). It is imposed by the School Governing Body following a fair hearing.
- Expulsion is the permanent removal of a learner from the school. It may only be authorised by the Head of Department of the Western Cape Education Department (WCED).

13.2 SERIOUS MISCONDUCT

- A learner is guilty of serious misconduct if he/she, among other things:
- repeatedly breaches school rules or the Code of Conduct;
- bullies, intimidates or cyberbullies others, or engages in racism, sexism or victimisation;
- becomes involved in fights, commits assault or engages in other acts of violence;
- possesses, uses or supplies drugs, alcohol, cigarettes or vapes;
- possesses a weapon or dangerous object;
- steals, commits vandalism or damages property;
- acts dishonestly, such as cheating in examinations or falsifying documents;
- possesses or accesses pornography;
- treats staff or learners in a disrespectful or insulting manner.

Consequences may include a disciplinary discussion, detention, a written warning (valid for 6 months), a final warning, precautionary suspension, suspension or expulsion. Parents receive written notice of a disciplinary hearing at least 5 days in advance and have the right to be heard and to appeal.

14. REWARDS

ACADEMIC WORK

- Gold stars; certificates and prizes operate as rewards.
- Top 20 achievement lists are issued quarterly for grade 5 – 7.

ASSEMBLY AWARDS

- Outstanding behaviour as observed by a number of teachers.
- Hermanus Primary proudly recognises learners' sporting and cultural achievements outside school. Parents can obtain a recognition form from reception or download it from the school website. Completed forms for sporting achievements must be submitted to the Sports Office by Thursday, while cultural achievements must be submitted to the relevant cultural coordinator. All achievements are verified before recognition is given during school assemblies.

SPORT

GENERAL

- Coaching is mainly done by teachers. Due to the increase in pupil numbers we are obliged to make use of parents. In certain cases the school also appoints coaches that are remunerated by the school.
- A wide variety of sport is offered.
- Sport participation: Matches, sport days and tournaments.
- The costs are included in the school fees for athletics, netball, cricket, rugby, tennis and hockey. Tours will incur further costs which parents will be expected to pay.
- Teaching staff remain in charge of final team selections.

SPORT ACTIVITIES

SCHOOL SPORT	
SUMMER	**WINTER**
• Athletics • Cricket • Tennis • Cross Country • Chess • Robotics	• Rugby • Netball • Hockey • Cross Country • Chess • Robotics

All information regarding the extracurricular programme will be provided to you at the start of each term. Please note that school sport takes preference over external sport activities.

If you have any enquiries regarding sports, please contact our sports coordinator , Mr. Bertie Gerber, at sport@hermanusprimary.org.za .

CULTURE

MUSIC TUITION

The purpose of music centres is to make music accessible to learners of all ages at an affordable rate.

Lessons for the following instruments are available:

- Piano
- Flute
- Recorder
- Key board

Learners are trained to reach a certain standard during their school career. An appreciation of music and listening to music are integrated with music lessons to develop a passion for music. There are various opportunities for learners to play at Eisteddfods, music festivals and concerts, as either soloists, duo, trio or ensemble.

Application forms are available from the financial office.

CHOIR

There are two choirs:

Junior Choir	:	Grade 1 – Grade 3
Senior Choir	:	Grade 4 – Grade 7

Members of these choirs are chosen after an audition. Once selected children will be expected to participate for the full school year.

PUBLIC SPEAKING

Hermanus Primary encourages learners to develop confidence, communication skills and self-expression through public speaking. Learners in Grades 4–7 can participate in the Public Speaking Club and various competitions, while Grade 3 learners are introduced to public speaking through the Twitter Club. Learners also have opportunities to participate in speech and drama events.

EISTEDDFOD

Our learners annually participate in drama, music, art, choir and creative writing. Participation not only serves to build confidence but also to develop their unique talents.

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SCHOOL SONG



Between mountain and sea Hoy's Koppie stands free

guarding the school that we dearly love.

Where we learn to face the future with grace.

A foundation to conquer the rough.

Where the salt and sea spray

Add taste to each day

Rugged krantzes guard from the blue.

We are proud of our school, where the rock as a rule

symbolizes the work that we do.

Hermanus our school - we will honour your name with

each step that we take on to fame.

Lyrics and melody : *J.J.M. Pieterse, past st. 5-teacher*
Harmony : *Mrs H. H. Geldenhuys 1984, previous music teacher*