

## HISTORY

Westville Junior Primary School was founded in 1960 and has been served through the years by a dedicated staff.

The School Badge depicts a tree, which represents the tree which was used in the early days as an outspan point for ox wagons travelling inland from Durban.

The tree, however, can also be seen as symbolic of the gifts we bestow on our learners – ‘Roots and Branches’.

Roots which give security and a solid foundation.

Branches which reach upward and outward with confidence in to the wider world.

## VISION

Westville Junior Primary School strives for the provision of excellent and relevant education in a supportive, concerned environment.

We aim to provide, in partnership with the parents, a quality education so that all learners are able to reach their full potential within a stimulating and secure environment.

## MISSION STATEMENT

We adopt a holistic approach in which we emphasize a balance between the intellectual, physical, social and emotional development of each learner.

The majority of learners are Christian therefore a Christian ethos prevails. Respect for beliefs of all religions and cultures is encouraged.

We encourage the development of self worth, mutual respect and a pride in the school and stress the importance of appropriate and orderly behaviour.

## CURRICULUM

Our curriculum follows the Curriculum and Assessment Policy Statement. The main emphasis in the Foundation Phase is on:-

- Home Language
- First Additional Language
- Mathematics
- Life Skills

Also included in the curriculum are:

- Technology
- Music
- Zulu Culture
- Afrikaans (First additional Language)
- Media Science
- Computers
- Physical Education
- Cooking

Apart from these we offer a variety of co-curricular activities which include:-

- Art
- Craft
- Chess
- Sport
- Nature Club
- Drama
- Go Green

Westville Junior Primary School has a very well equipped Media Centre with resource material especially geared to the Junior Primary Phase.

In our Computer Room, pupils learn computer skills as well as using computers to assist in the learning of curriculum subjects.

We have a full-time Remedial Educator. English support lessons are offered to second language learners.

## PARENT/SCHOOL

A very good parent/school relationship exists at Westville Junior Primary School.

We welcome parents into the school.

Educators are available for interviews.

All classes have an information evening in the second week of the first school term.

Two parents evenings are held during the year.

## GOVERNING BODY

Our Governing Body consists of elected representatives of our parent body, educators and non-educators. Members are also co-opted for their expertise. The Governing Body plays an important role in our school and they are involved in school matters and decisions.

They are always available to answer your questions and discuss issues with you.

## SPORT

Our Sports Co-ordinator and her team of coaches work in partnership with Westville Senior Primary Sport Department.

All grades have sport coaching during school hours.

Basic game skills are taught.

Our Grade 2 and Grade 3 boys play Cricket, Hockey, Rugby and Soccer.

Swimming is optional.

Grade 2 and Grade 3 girls play Cricket, Soccer, Hockey and Netball.

Swimming is optional.

Grade 1 Sport skills.

In addition to this, all classes have Physical Education lessons.

Extra-curricular sport is voluntary and is offered for Grades 2 and 3.

## CODE OF CONDUCT

### Children's Rights and Responsibilities

<u>Rights</u>	<u>Responsibilities</u>
1. To be proud of their heritage and beliefs and to be respected by others regardless of personal, religious or cultural differences.	To respect others in the same way.
2. To feel safe and secure.	To refrain from bullying or hurting others.
3. To be educated in an environment which is conducive to learning.	To allow others to pay attention and work without hindrance.
4. To the security of personal property.	To be honest and not to take or damage other people's property.
5. To work in a clean and litter free environment.	To keep the school buildings and grounds litter free.
6. To use books and educational toys to enhance learning.	To be responsible and careful with school property.

## SCHOOL RULES

1. Learners are expected at all times to be polite and respectful to other children and to adults in the school.
2. Bullying is forbidden.
3. Bounds:
  - 3.1 Learners are to wait quietly on the verandahs outside their classrooms until the arrival of the teacher in the morning.
  - 3.2 Learners may not be in a classroom unless a teacher is present.
  - 3.3 No learner is allowed on the climbing apparatus other than at the designated time and unless under teacher supervision.
  - 3.4 Learners must observe all regulations which specify areas that are out of bounds.
  - 3.5 Running up and down banks, on the ramp, on verandahs or around school buildings is not allowed.
4. Safety:
  - 4.1 No learner is allowed to climb trees.
  - 4.2 Learners must wait for lifts in the school grounds and not on the pavements or roads.
  - 4.3 No learner may leave the school during school hours without the Principal's permission.
  - 4.4 No learner may bring a dangerous toy or object to school. All forms and varieties of 'toy' guns are banned and will be confiscated if found at school.

### Disciplinary Measures

1. There is an emphasis on positive rather than negative control.
2. Corporal punishment is not administered.
3. Children who require punishment for infringement of the School's Rules or Code of Conduct may be:-
  - 3.1 Verbally reprimanded and warned.
  - 3.2 Deprived of playtime.
  - 3.3 Instructed to attend the detention class on a Friday afternoon. Letters will be sent to parents.

## UNIFORM REQUIREMENTS

### GRADES 1, 2 AND 3

#### Girls

Blue Tetrex Princess style dress. For cooler weather a white short-sleeved shirt may be worn under the dress.

School badge on breast pocket.

White or school blue panties to be worn.

Jersey or school track suit top – Plain navy blue cardigan or school track suit top.

White socks. White tights are permissible on very cold days.

White hair trims only.

Navy blue wide brimmed school hat or cap (available from the School Office).

Black school shoes.

School track suit may be worn on very cold days.

#### Boys

Stock pattern grey shorts in poly viscose material.

Standard white short sleeved polyester cotton shirt.

School badge on breast pocket.

Jersey or school track suit top – Standard mid-grey V-necked pullover or school track suit top.

Grey calf length socks with school colours knitted in to the top.

Garters to be worn with socks.

Navy blue wide brimmed school hat or cap (available from the School office).

Black lace up shoes.

School track suit may be worn on very cold days.

#### Girls and Boys uniform available from:

- Gem Schoolwear – Overport
- Heather's Village Market, Westville
- School track suits only available from  
Lyn Ramsay-Boyd Tel. 082 921 8166

## UNIFORM REQUIREMENTS (Contd)

### GRADES 1, 2 AND 3 SPORTS UNIFORM

#### Girls and Boys

Blue shorts (to be bought from School Office).

Blue Lacoste shirt (to be bought from School Office).

Girls: White school socks.

Boys: Grey school socks.

White sport takkies.

Navy blue wide brimmed school hat or cap (available from the School Office).

Westville Senior Primary School costume (optional) – Grades 2 and 3 only.

### GRADE R UNIFORM REQUIREMENTS

#### Girls and Boys

Blue shorts (to be bought from School Office).

Blue Lacoste shirt (to be bought from School Office).

Plain white socks.

White sport takkies (with Velcro).

Girls: White hair trims only.

Navy blue wide brimmed school hat or cap (available from the School Office).

School track suit may be worn on very cold days.

## SCHOOL HOURS

Grade R	Monday – Friday	07:35 – 12:20 hrs
Grade 1	Monday – Thursday	07:35 – 12:30 hrs
Grade 1	Friday	07:35 – 12:20 hrs
Grade 2	Monday - Friday	07:35 – 12:30 hrs
Grade 3	Monday - Thursday	07:35 – 14:00 hrs
Grade 3	Friday	07:35 – 12:30 hrs

Children should arrive at school before the bell rings in the mornings.

Please be prompt in collecting your children after school.

For security purposes all gates are kept locked until home time.

### Grade 1 and Grade 2

Please collect children from the ramp adjacent to their classrooms.  
Please do not wait directly outside classrooms.

### Grade 3

Learners may be collected at the top of the ramp or at the bottom gate except on a Friday when they must be collected from their classroom verandahs.

Please do not wait directly outside classrooms.

No learner is allowed to wait at the bottom gate for longer than 15 minutes after the bell has rung.

Anyone who is not collected timeously will be sent to wait at the top of the ramp outside the office.

No learner is allowed to wait on the pavement.

Please use the pedestrian crossings. They are manned by trained Scholar Patrol Officers. Both Westville and Saltfleet Roads are very busy and dangerous.

Your co-operation is appreciated.

N.B. Children accompanying adults to fetch learners are not allowed to play on the climbing apparatus.



## SCHOOL FEES

School fees are determined annually by the Governing Body and may be paid in one of the following ways:-

1. The fees less a discount, the amount of which will be advised, can be paid by 31 January.
2. 25% of the fees per term, payable at the beginning of each term.
3. 10% of the fees per month, payable at the beginning of each month from January to October.

Fees are payable in advance and must be paid in full by the beginning of November.

Failure to pay one installment renders the full amount payable.

### Responsibility for School Fees

N.B. Section 40 of the S.A. Schools Act, No. 84 of 1996 states:

A 'parent' is liable to pay the school fees as determined in Terms of Section 39. A 'parent' is defined in the Act as:

- a) The parent or guardian of a learner,
- b) The person legally entitled to custody of a learner, or
- c) The person who undertakes to fulfill the obligations of a parent (S.A. Schools Act Chap. (XIV) Page 4).

The Act further states that parents are entitled to apply for exemption from school fees. A Completed Application Form and supporting documents are required.

## FUNCTIONS/ACTIVITIES

A number of activities take place during the year and include the following:-

- Parent Information Evenings
- Open Evenings for Parents
- Welcome Cocktail Party
- Cake and Candy sales
- Family Braais
- Book Fair
- Speech and Drama Adjudication
- Sports Day
- Swimming Gala
- Art Exhibition
- Spellathon
- Grade 3 Concert
- Grade 3 Prize Giving
- Sponsored walk
- Choir Evenings

## NOTICES

Hard copies of notices are normally sent home on a Thursday on request.

All notices are placed on the School Communicator which can be downloaded at

<http://www.school-communicator.com/download.php>

Copies of notices are placed on the School Notice Board.

## BARGAIN BOX

This goes out with the Newsletter on a Thursday. If you wish to place an advert in the Bargain Box it should be handed in at the office by 12.30 hrs on a Tuesday.

The cost per week is R50 for a private and/or business advert. The cost of advertising on the outside notice board is R200 per term.

## TELEPHONE CALLS TO SCHOOL

The School's administrative staff has a huge workload and the answering of telephones adds to this.

Please phone the office only for essential urgent matters.

Much communication with the school can be done via a note to the teacher.

If your child is off sick, there is no need to telephone the school unless it is a serious illness. Please send an explanatory note when your child returns to school.

## MONEY SENT TO SCHOOL

All money sent to school must be in a sealed envelope clearly labeled with the child's name, class, amount and what the money is for.

Please enclose the correct amount of money.

Money not sent this way will be returned home via the child.

## BIRTHDAYS

Birthdays are always special. As a treat children may wear civvies to school on their birthday. If a birthday falls during a holiday, civvies may be worn on the first Friday of the new term.

## AFTERCARE

This is privately run by Paula Dean. She may be contacted on 082 463 7037.

## TRACKSUITS

These must be ordered from Lyn Ramsay-Boyd.

Tel. 082 921 8166.

## CHILDREN LEARN WHAT THEY LIVE

*If a child lives with criticism  
He learns to condemn*

*If a child lives with hostility  
He learns to fight*

*If a child lives with shame  
He learns to feel guilty*

*If a child lives with tolerance  
He learns to be patient*

*If a child lives with encouragement  
He learns confidence*

*If a child lives with praise  
He learns to appreciate*

*If a child lives with fairness  
He learns justice*

*If a child lives with security  
He learns to have faith*

*If a child lives with approval  
He learns to like himself*

*If a child lives with acceptance and friendship  
He learns to find love in the world.*