



SCHOOL HOURS

Pre School - Grade 2	:	07h30	-	12h30	Monday to Friday
Grade 3	:	07h30	-	14h00	Monday to Thursday
Grade 3	:	07h30	-	12h30	Friday
Grade 4 - 7	:	07h30	-	14h00	Monday to Friday

Teachers are officially on duty from 07h30.

SECURITY

Monday to Friday

Gates Open

06h45
12h25
13h50

Gates Close

07h30
12h40
On completion of Private activities

The school (building and fields) is out-of-bounds after school hours, unless pupils are involved in an activity organised by the school, or private activity that is officially authorised by the school.

ASSEMBLY

Assemblies are held on Monday and Friday mornings at 7h30 for all Grade 1 - 7 pupils. These are primarily for sharing information pertaining to school routine.

ATTENDANCE

School attendance is compulsory. A register of absenteeism is kept. Pupils who are absent from school must bring a written note from their parent/guardian explaining such absence on the day of return to school. Excessive absenteeism will be reported to the Department of Education. A Doctor's Certificate is required for absence of 3 or more days.

CO-CURRICULAR ACTIVITIES

Atholton offers most of the traditional sports played by Primary School boys and girls. All pupils are expected to participate in an activity offered by the school each term.

Team selection is on merit although we encourage full participation and whenever possible will endeavour to give every child who attends practices regularly, the opportunity to play matches.

	All	Boys	Girls
First Term	Swimming Tennis Chess	Cricket Rugby	Volley Ball (Gr 6 / 7)
Second Term	Tennis Chess Cross Country	Rugby Soccer	Netball JP Hockey
Third Term	Tennis Chess Cross Country	Hockey	Hockey
Fourth Term	Swimming Tennis Chess	Cricket	Volley Ball (Gr 6 / 7)

Other activities are also offered. A detailed extra-curricular timetable is sent home at the end of each term, for the next term, indicating the activities that are available for each Grade.

DEMERITS AND DETENTION

Atholton has a Code of Conduct which has been approved by the parent body. A system of Demerits and Detention has been implemented fairly successfully for pupils from Grades 3 - 7.

Demerits are issued for more trivial misdemeanours and are recorded on a sheet pasted into the back of the Homework Notebook. These are to be signed by parents each time a demerit is awarded. Once a pupil has received 5 demerits, he / she will receive a Detention.

Detention is the punishment of pupils on a Friday afternoon from 2.00 - 3.30 pm. A note is sent home informing parents of this Detention. Parents are asked to sign this note, acknowledging that they are aware of their child's punishment.

The third detention becomes a "Vim Squad" which is also on Friday from 2.00 - 4.30 pm. Any further detention automatically becomes a "Vim Squad".

No Corporal Punishment is permitted.

EXCURSIONS : OVERNIGHT / DAY TRIPS

All pupils are exposed to visits to various interesting and relevant venues during the course of the year.

Pupils from Grades 1 to 7 are also given the opportunity to travel away from school with their teachers, on overnight excursions. These differ in duration and cost depending on venue, distance away from Atholton and age group. All pupils are encouraged to participate in these wonderful learning experiences which develop team spirit, co-operation, independence and many other social and leadership skills.

All excursions are charged for, usually in a one-off term payment. These charges are not included in the school fee.

GOVERNING BODY

The Atholton Governing Body comprises 5 parents, 2 educators, 1 non-educator and the Headmaster. Also included are co-opted members who are able to offer expertise in particular areas. The term of office is 3 years. Various sub-committees may be formed and report directly to the Governing Body.

GROUP INSURANCE

Alexander Forbes offers all parents the opportunity to participate in a Group Insurance Scheme which will cover pupils against accidents giving rise to personal injury, occurring either at school, or outside the school, whilst participating in any school-organised activity.

This is a very worthwhile scheme and parents are strongly advised to provide this cheap cover for their children.

HOMEWORK

Homework is sent home daily from Monday to Thursday for all pupils from Grades 1 - 7. Grade 7 pupils may also occasionally receive Homework on Friday.

Homework is recorded in a Homework Notebook daily. Parents are asked to sign this book each day to acknowledge that they are aware of what Homework is being done and also acknowledging receipt of any notices that may be sent home and are recorded in the Homework Notebook.

Homework is set regularly and in the Senior Primary should always include some form of written work. Reading will always be a part of all pupils' Homework.

Time allocated to Homework will naturally vary from Grade 1 to Grade 7, but no pupil in Grade 7 should be spending more than 1 hour on normal Homework. However, if pupils are working towards tests, or doing projects, more time may be spent on this additional work.

JEWELLERY

Girls are permitted to wear a single plain gold / silver sleeper or stud in the bottom lobe of each ear. No other decorative jewellery is permitted. No other piercings are permitted.

Plain (not decorative) wrist watches may be worn. Necklaces are strongly discouraged.

LEAVE DURING SCHOOL TIME

Leave-taking during official time is discouraged. Should an emergency occur during school time, parents are required to inform the Headmaster, in writing, before permission will be granted for leave.

No pupil is permitted to leave the school's premises without the Headmaster's prior permission.

LOCKERS

Lockers are available to Senior Primary pupils on a first come - first serve basis. At present lockers may be rented at R40.00 for the year.

LOST PROPERTY

All items of clothing, stationery, etc. should be clearly labelled with the child's name. Items of lost property that are handed in and that are correctly labelled will be returned to the child immediately. All other lost property will be stored and, unless claimed earlier, will be displayed from time to time for children to identify and claim. Any items not claimed by the end of term will be donated to a charity.

MONEY BROUGHT TO SCHOOL

Pupils who bring money to school to pay for any particular event should ensure that this is given to their class teacher first thing in the morning.

Money sent to school should be placed in a sealed envelope with the child's name and what the payment is for, written clearly on the front of the envelope.

MOTHERS' GROUP

We have a very active and supportive Mothers' Group under the Chairmanship of Mrs Janet Brits. All Mothers are welcome to volunteer their services. The Group is involved in numerous tasks, from fund raising and covering of books, to catering and many other activities which take the load away from the teaching staff.

NEWSLETTER

The Atholton Newsletter is sent home to each family every second week and may also be viewed on our website: www.atholton.kzn.school.za.

PARENT / TEACHER INTERVIEWS

Formal, arranged interviews are planned for the Junior Primary and Senior Primary parents at the end of the First Term. It is expected that all parents take advantage of this opportunity to meet with teachers.

Informal interviews initiated by parent or teacher may also be arranged at any time during the course of the year as the need arises.

REPORTS

Junior Primary

Reports are prepared for each pupil in the Second and Fourth Terms.

Third Term reports are written only if parents specifically request a report, in writing; or if the pupil is new to the school in that term; or if the teacher is concerned about the child's progress.

Senior Primary

Reports are prepared for each pupil in the First, Second and Fourth Terms.

Third Term reports are written only if parents specifically request a report, in writing; or if the pupil is new to the school in that term; or if the teacher is concerned about the child's progress.

Reports are sent home by hand, usually on the last day of term.

SCHOOL FEES

School fees are set each year at a General Meeting in October / November for the following year.

Parents are given the option of paying annually, before the end of February, to benefit from a discount; or termly; or monthly for a period of 10 months beginning in January and ending in October.

School fees are compulsory and payable in advance. Statements will be sent to all parents.

Cheque payments are to be made to Atholton Primary School.

Pre School parents should make payment to the Atholton Reception Class.

SCHOOL TELEPHONE / MESSAGES TO PUPILS / CELL PHONES

Parents are requested not to expect the Secretaries to pass on trivial messages to pupils. Obviously, in the case of an emergency, this will be done willingly, but all after-school arrangements should be finalised at home before school starts in the morning.

Pupils may not bring Cell phones to school. The school will not be responsible for the loss of any phone that is brought to school.

SPECIAL GENERAL MEETING

A General Meeting is held each year in October / November to determine the fees for the following year.

A Special General Meeting may be called to elect members to the Governing Body when a vacancy occurs.

STATIONERY

Parents are expected to buy all stationery required by their child. Borrowing from other pupils is forbidden.

Atholton has used the services of Waltons Back-to-School Supplies for many years now and all stationery used by our pupils can be provided by this Company. Orders may be placed through the catalogue at the end of each year for the following year.

TEXT BOOKS

All readers and text books are provided by the school on a loan basis. Pupils are expected to look after these books and return them in good order at the end of the year, or when finished with them during the course of the year.

Pupils who lose / damage a text book or reader will need to either replace the book or pay for the replacement of such book before text books are issued the following year.

TRUST COMMITTEE

Atholton has a Trust Fund which is managed by the elected Trust Committee. This Committee meets each term.

TUCK SHOP

The Tuck Shop is open daily before school, at breaks and after school for pupils to purchase food, drinks or sweets. The Tuck Shop is privately run by Mrs Sonja Schoeman. A variety of foods, drinks, etc. are available at reasonable prices.

UNIFORM SHOP

The uniform shop is privately run on the school premises by Santosh Moodley.

Working hours : 07h15 - 08h30
Monday
Wednesday
Friday

Contact Number : 084 960 4131
e-mail : atholtonuniforms@telkomsa.net

The uniform shop is open for extended periods at the beginning of the year before school starts. These times are advertised in Newsletters closer to the time.

UNIFORM

Our pupils are expected to be dressed smartly in a clean, neat uniform each day and wherever the uniform is worn. The uniform should foster a sense of pride and identity in each pupil.

The uniform list is available from the front office.

Full track suits may be worn for sport, or in the Second and Third Term as part of the School Uniform. Full school uniform is to be worn beneath the Track Suit. Green leggings, available from the Uniform Shop, may be worn by the girls in Terms 2 and 3 instead of the Track Suit. The Track Suit may not be worn to school as part of our uniform in Terms 1 and 4.

NAME BADGES

Name badges are to be worn at all times. They are pinned to the Uniform above the school badge on the left chest.

VISITING PRODUCTIONS

Each term, touring groups are invited to the school to entertain the pupils and to expose them to different cultural experiences. An additional charge is levied to each pupil for these visits.

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