



# A-Z

## Eden Road Campus

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### **Absenteeism**

Any boy who arrives late must report to the office. If your son is absent, kindly inform the office by 08:00. If he has been off school for three days or more, please provide a doctor's certificate. Please contact Darrelyne (DJ) Jacobs on [jacobs@wpps.org.za](mailto:jacobs@wpps.org.za) or tel: 021 674 1455.

Please note that the Headmaster must be timeously notified, via email, of any leave of absence holiday, leave to attend a family function or missing a compulsory school event etc. Such leave of absence is viewed seriously and should only be requested in exceptional circumstances.

### **Accounts**

School fees and extras are to be paid in full within the first ten days of the start of the new term. These may be paid directly into the school's bank account at First National Bank, Claremont (branch code 200109, account number 50152664890) or by cheque directly to the school, for the attention of the Business Manager. A surcharge will be levied on late payments received. For security purposes, no cash will be accepted at the school. Deposit slips are to be emailed to [dreyer@wpps.org.za](mailto:dreyer@wpps.org.za) or faxed to 021 762 6120.

### **Aftercare**

Our aftercare facility offers supervision from Monday to Friday from 12:30 – 17:00. It can be used on a casual basis, or arrangements can be set up for regular days with the secretary, Darrelyne Jacobs (DJ). Boys are supervised in a safe, homely environment where both indoor and outdoor play is enjoyed. Lunch (ordered on a termly basis) is optional to those who attend regularly. Those attending casually are advised to pack in an extra snack. Tea and a snack is served to those present at 15:00. Permanent arrangements must be set up at the start of each new term. Aftercare is charged by the hour to the school account at R30 per hour or part thereof. For more information please contact DJ on [jacobs@wpps.org.za](mailto:jacobs@wpps.org.za) or by telephone on 021 674 1455 until 12:30. Contact Mandy on [pritchard@wpps.org.za](mailto:pritchard@wpps.org.za) or by telephone on 081 497 6347 after 12:30.

### **Art**

We are fortunate to have a new Art Room which is spacious, inspiring and well situated for the use of all the boys.

**Grade 1:** Boys who are particularly interested in art may join an Art Club, which enables them to spend extra time during the afternoon being creative. The boys need an art shirt which should cover their clothes completely - one of Dad's old shirts works extremely well! Sew up the front, remove the collar and cuffs and thread elastic through the neck and sleeves. Please mark the smock clearly. A large T-shirt is also suitable. This is kept in his desk.

**Grades R-2:** Extra pottery is also offered. During these lessons, a practising potter guides the boys and inspires them to create original three-dimensional clay models.

### **Arrival and departure**

In the interests of safety and in order to cause the least disruption to traffic, parents are asked not to drive into the

Eden Road parking area. Please treat Eden Road as a one-way from Paradise circle up to Wynberg. Park, drop off your son and move your car as quickly as possible. The same applies when collecting your son.

### **Assembly**

The Grades 1 & 2 boys attend assembly which is held on Monday mornings during school in the Eden Road Hall. The Eden Road final assembly (Grade 2) is held on the second last Friday of the school year.

### **At Homes/Parent Interviews**

These are held during the course of the year on specified days for individual appointments with the relevant teachers. Should the need arise, parents are welcome to make appointments with staff, outside of the designated days and during school hours, to discuss areas of concern.

### **Birthdays**

We celebrate your son's birthday at school. Please arrange a day with your teacher a few days beforehand, in order to avoid clashes with outings or other events. Please provide something small to eat (eg a cupcake) for each boy in the class. We are happy to send out party invitations – but only if all the boys in the class are invited. Should you wish to plan a smaller party, we ask that you make other arrangements to distribute the invitations, as this will ensure no feelings are hurt.

### **Board of Governors**

The Board of Governors, in accordance with the WPPS Constitution, has representatives from the various constituencies, viz the parents, the teachers, St Andrew's College, St John's Parish (Anglican) and the school management. The Board's main function is to consider and set policy for the operation of the school, and to ensure its financial health. The Board advises, guides and supports the Head who, with his management team and staff, is responsible for the day-to-day running of the school.

### **Boypost**

Most communications are sent electronically and are available on the web. Any Gr 1 and 2 hard copy communications will be sent home on Fridays with the boys. The Pre-primary boys make daily use of a message book – see under Message Books.

### **Bullying**

We have a "zero tolerance" policy on bullying. Bullying is regarded as the deliberate intimidation or victimisation of an individual by another through physical and/or psychological means.

### **Calendars**

A draft year planner is posted on the web at the beginning of the year. In addition, the quarterly calendar is posted during the first week of each term, followed by updated and detailed weekly calendars, also available on the web.

### **Class Representatives**

At the beginning of each year we call for class representatives. Two parents from each class take on the responsibility of co-ordinating the rest of the parents regarding practical assistance, which includes outings and fund-raising events under the direction of the class rep facilitator. Meetings are held with the Head and the class rep facilitator at least once a term to discuss various issues. Class representatives play an important role as links between the school and parents. Their work is greatly appreciated.

### **Communication**

Our primary means of communication is the weekly newsletter, which is posted on the web every Friday. The newsletter link is emailed, and is available for download on our website [www.wpps.org.za](http://www.wpps.org.za) in the early afternoon.

Calendars available on the school website:

## **1. WPPS online calendar** (containing all weekly, term and year dates).

Email addresses are available on the website should you need to communicate with a particular member of staff.

### **Compulsory Events**

Please note that the Headmaster must be timeously notified, via email, if your son will not be participating.

- Term 1 or 2: Grades N-2 Sports Day
- Term 3: Grades N-2 Cross Country

Grades 1 and 2 boys are required to have a house T-shirt for the above events. Grades N & R boys are to wear their "Wetpups" T-shirt

### **Drama**

**Grades 1 & 2:** Drama affords the boys another opportunity to express themselves creatively and to use their language skills imaginatively.

### **Discipline**

Boys are expected to behave like gentlemen at all times. Theft, vandalism and bullying are regarded as extremely serious offences and may result in a pupil being asked to leave the school.

### **Extramurals**

Extramurals, cultural activities and paid extras are organised each term.

### **Hair**

A boy's hair is expected to be neat and trim at all times. Extravagant styles (those which attract undue attention) are not allowed.

### **Hats**

We have a strict "No Hat, No Outdoor Play" policy. This applies to break, afternoon sport, weekly Physical Education lessons and Aftercare. If a boy does not have a hat for after school activities, he will be sent to Aftercare and the parents will be billed accordingly.

### **Health/Medical**

A medical form is sent to parents during the first week of the first term for completion. Should your child have any serious health conditions of which we need to be aware, please advise the class teacher. Please advise the school of any changes to medical information during the course of the year. Should you require the teacher to administer any medication, we require a letter from the doctor.

### **Houses**

From Grade 1, boys are put into one of four houses which compete against each other in sporting activities. Staff are also allocated to houses and provide additional support to boys in their houses.

**Hutchinson:** (Red) named after Mr RW Hutchinson – a founder of WPPS.

**De Villiers:** (Blue) named after the Hon JE de Villiers.

**Lasbrey:** (Yellow) named after the Reverend EW Lasbrey.

**Stansbury:** (Green) named after Mr CG Stansbury – a founder of WPPS.

### **ICT**

The ICT network at WPPS is a sophisticated one, allowing boys and staff access to some of the latest technology. Each boy from Grade 3 has his own Google account, which is provided to pupils once they have signed our Acceptable Use Policy – allowing him to make use of email and cloud storage services. Our Foundation Phase teachers enhance teaching and learning in their classrooms using iPads, while our Intermediate Phase boys make use of Chromebooks in their lessons. Our skills-orientated ICT curriculum

ensures that each boy is equipped with the tools needed to work in an ever-changing online environment, irrespective of the device used.

### **Information Centre/Library**

Research skills are a part of general teaching practice from Grade 1. There is a wide range of literature available to accommodate all reading levels from Pre-primary to Grade 2 in the library on the Eden Rd Campus. The Eden Rd library is open during school hours. We have a lending library, in Grade N & R, which operates on Tuesdays and Fridays from 07:30-08:20. Each boy is provided with a book bag, which must be cared for and returned at the end of each year.

### **iPads**

Grades N-R boys will enjoy iPad lessons once a week. Grade N boys only start using iPads in the second term.

### **Lost Property**

Every item that the boys bring or wear to school must be clearly marked. The boys are responsible for retrieving their own articles from lost property. Unclaimed school clothing goes to the school shop at WPPS at the end of each term, and other unclaimed articles are given to charity.

### **Lunches**

We encourage boys to bring a healthy snack and water to school. Please no sweets, chips, fizzy cold drinks or energy drinks.

### **Message Books**

**Grades N & R:** Your son will be provided with a small notebook. This is used on a daily basis for messages between home and school. Please encourage him to take care of it, and to take responsibility for the handling of it each day.

### **Music**

Music is an exciting and important part of the school programme. Class music is taught to Grades N to 2. Boys may start group recorder lessons and join the Junior Choir from the third term in Grade 1. From Grade 2 boys may also choose to take lessons on cello, guitar, piano, and violin. Our instrumentalists have the opportunity to play in music workshops in the second and fourth terms and the Junior Choir performs regularly throughout the year.

Music application forms will be sent out in the second term for Grade 1 boys, and at the end of the year for Grades 2 to 7. Boys who wish to start an instrument at another time must collect an application form from the Head of Music.

### **Outings**

At WPPS we believe that it is important for children to develop an appreciation of our natural and urban environments. To this end we try, wherever possible, to create a link between what they learn in the classroom and the world beyond.

### **Photographs**

Class and individual photographs are taken in the first term. Winter sports team photos are taken in the third term. Summer sports team photos are taken in the first term. Judo photographs are taken in the fourth term.

### **Plays**

Every year Grades 1 and 2 stage a production, and Grades N and R, a Nativity play.

### **Problems**

Should a problem arise, no matter how small, please contact your class teacher immediately. If we have problems at school, we will contact you. Your son's happiness is our ultimate concern at WPPS.

### **Pupil Support Department**

A full-time pupil support teacher assists in identifying learning difficulties and, where necessary, an appropriate programme is devised. If required, a boy may be referred to a psychologist for a full psychometric assessment. On the Eden Rd Campus there are speech and occupational therapists. A school counsellor is available to help and advise pupils, and a consultant counsellor to assist families in need of further support.

### **Reading Word Container**

**Grade 1:** After a short reading readiness programme, your son will be learning "sight words". He will need a small container, which he will bring home every day - a small Tupperware type box is perfect. Please label the container, which will be kept with his readers and workbooks in his reading bag.

### **Reports**

Pre-primary: Reports are issued twice a year (June and December). Parents are offered the opportunity for brief individual interviews with teachers in the first term. In the second term, in-depth parent interviews are held when the June reports are issued. In the third term, parent interviews are arranged by appointment.

Grades 1 to 2: Reports are issued in the second and fourth terms, and parents are offered the opportunity for individual parent interviews with teachers in the first, second and third terms.

### **School Shop**

The School Shop is located on the Bishops College Campus behind Founders House. It stocks all uniforms and school sports wear for WPPS.

Trading Times: Mon –Thurs: 07:30 –16:30

Fri: 07:30–16:00

Sat: 08:00–12:00

Contact: Jerome on email [info@schoolshop.co.za](mailto:info@schoolshop.co.za) or tel: 021 689 5708

### **Second-Hand School Shop**

The second hand shop is located on the Newlands Road Campus and has an excellent selection of second hand school uniforms, sports gear, bags and essentials.

Trading Times: Fri: 12:30–13:30

Contact Suzanne Dingley on email [suzanne@polyoak.co.za](mailto:suzanne@polyoak.co.za) or tel: 083 457 5304.

### **School Readiness Assessments**

During the third term, the Grade R boys take part in a school readiness assessment. This assessment is done as part of the day's activities. In this way the boys are comfortable and unstressed, and information is gained which is up-to-date and relevant. Should any area of weakness be identified that is likely to prevent a boy from progressing at the average rate of his peers, his parents will be advised. If necessary, a referral to a physiotherapist, an occupational therapist or a speech therapist for an assessment and possible therapy may be recommended.

### **Sport**

All boys from Grade 1 upwards are required to take part in at least two afternoons of school sport per week, winter and summer. They are also required to honour their commitments to their chosen sports for the season. Summer season – first and fourth terms; winter season – second and third terms. If sport is cancelled due to wet weather, an sms is sent advising parents. Boys will be supervised until they are collected.

Grades 1 and 2 have compulsory sport – swimming and cricket skills in the summer terms, and rugby and hockey skills in the winter. Cross country is also offered in winter. Grades N–R boys are offered WPPS games. Other

activities available include golf, judo, tennis and Little All Stars. These are coached privately and the fees are payable by EFT to the private coaches.

### Sport & Extramural Timetable

**Grade N:** A detailed letter will be sent to you in last week of the first term. **Grade N boys start activities from the second term.** In order to plan ahead, see the list of the activities offered to the various grades.

If your son is waiting for a later activity, arrangements must be made for his supervision at our casual aftercare via the secretary.

GRADE N (From Term 2)		
Judo	Tues	12:30-13:15
Rugby Tots (Winter)	Fri	16:00-17:00
WPPS Games	Mon, Tues, Wed, Thurs	12:30-13:00
Little All Stars	Mon-Thurs	12:30-13:00

GRADE R (From Term 1)		
Chess	Thurs	12:30-13:15
Golf	Tues, Fri	12:30-13:15
Judo	Tues 13:15 -14:00 & Fri 12:30-13:15	
Pottery	Wed	12:30-13:30
Rugby Tots	Fri	16:00-17:00
Tennis	Fri	From 12:30
WPPS Games	Mon, Tues, Wed, Thurs	12:30-13:00
Little All Stars	Mon-Thurs	12:30-13:00

GRADE 1		
Chess	Thurs	14:00-14:45
Cross Country (Terms 2 & 3)	Mon	16:30-17:15
Golf	Fri	13:15-14:00
Hockey (Winter)	Tues or Thurs	13:15-14:00
Judo	Fri	13:15-14:00
Junior Art Club	Mon	13:15-14:00
Pottery	Wed	14:00-15:00
Rugby (Winter)	Tues or Thurs	13:15-14:00
Tennis	Fri	From 13:10
WPPS Cricket (Summer)	Tues & Thurs	13:15-14:00
WPPS Swimming (Summer)	Tues & Thurs	13:15-14:00
Little All Stars	Mon & Wed	13:15-14:00

GRADE 2		
Chess	Thurs	13:15-14:00
Cross Country (Terms 2 & 3)	Mon	16:30-17:15
Golf	Tues, Fri	13:15-14:00
Hockey (Winter)	Mon & Wed	13:15-14:00

Judo	Tues or Fri	13:15-14:00
Pottery	Wed	14:00-15:00
Rugby (Winter)	Mon & Wed	13:15-14:00
Tennis	Fri	From 13:10
WPPS Cricket (Summer)	Mon & Wed	13:15-14:00
WPPS Swimming (Summer)	Mon & Wed	13:15-14:00
Little All Stars	Tues & Thurs	13:15-14:00
Art Club	Mon	14:30-15:30

### Sun Policy

#### WPPS has a Sun Policy which includes the following guidelines:

- When outside in sunny weather, boys are required to wear caps; "No cap, no play." or sit in the shade.
- Parents are to ensure that sunscreen has been applied to their sons in the morning before they are dropped off at school.
- Boys must provide their own sunscreen. The school offices on both campuses will maintain a stock of SPF 30 broad spectrum, water resistant sunscreen for use in the event a boy forgets his own.
- Boys are encouraged by teachers to apply sunscreen before going to lunch and by coaches if at sport.

### Term Dates

**Term 1:** 11 January 2017 – 30 March 2017

**Term 2:** 18 April 2017 – 29 June 2017

**Term 3:** 25 July 2017 – 29 September 2017

**Term 4:** 9 October 2017 – 30 November 2017

### Times

**Grades N–R:** Garden gates open at 7:30 and assistants are on duty from 7:30. Classrooms open at 7:50. School starts at 08:00 and ends at 12:30.

**Grades 1–2:** School starts at 07:40 and ends at 13:00.

Boys not collected on time will be sent to Aftercare and parents will be billed accordingly. No boys are allowed to wait at the gate.

### Traffic Rules

We appeal to parents to be patient and considerate (especially of our neighbours). Grades N–2: consider using an entrance other than Eden Rd. Disembarking in Riviera Rd, boys can cross the Mount Royal Field and go through the subway. Eden Rd is approached from Bowwood Rd to avoid congestion.

### Tuition Fees

<u>Grade</u>	<u>Per Monthly Debit Order</u>	<u>Per Term</u>	<u>Per Annum</u>
N & R	R5 165	R12 600	R49 645
1 & 2	R5 165	R12 600	R49 645
3-5	R8 405	R20 500	R80 770
6	R9 225	R22 500	R88 650
7	R9 225	R30 000 *(three terms)	R88 650

Boarding Grades 4 – 6	R5 610	R13 690	R53 940
Boarding Grade 7	R5 610	R18 250 *(three terms)	R53 940

\*Please note, Grade 7 fees for 2017 are payable over three terms.

Tuition fees are payable in advance of each term and are governed by the Conditions of Admission.

1. Tuition fees may be paid the following ways:

Option 1	Termly	Tuition fees are due for payment ten days after the start of a school term
Option 2	Annually	Tuition fees must be paid by 31 January 2017. <b><i>N.B. Late annual fees will revert to Option 1.</i></b>
Option 3	Monthly	Tuition fees are paid over a 10 month, each payment falling due on the first day of each month, February to November. Please note that this option is only available to parents enrolled at the school at the beginning of the academic year. Parents may not change to or from this option during the academic year. Should you select this option, please complete a debit form which is available on the school's website.

2. Payment Options:

- Electronic Funds Transfer (EFT) into the school's bank account at:

Bank: First National Bank  
Branch: Claremont, 215 Main Road, Claremont  
Branch Code: 200109  
Account Number: 50152664890  
Swift Code: FIRZAJJ  
Reference: Your account number or boy name and surname

- Cheque issued to Western Province Preparatory School
- Credit Card / Debit Card (at Newlands Road school office)

3. Other fee information

- Charges for extras, i.e. stationary, outings, camps, tours, etc., are invoices in arrears per term and must be settled with tuition fees.
- Electives charged to school fee accounts are Aftercare, Art Club, Lunch (excluding boarders), music and pupil support. These are invoiced in arrears per term and must be settled with the tuition fees.
- Overdue fees and charges will attract a surcharge at the prevailing prime overdraft rate +3%
- The school requires written notice of one full term of the intention to withdraw a pupil; otherwise one term's fees are in due in lieu of notice.

### Uniforms

**Grades N–R:** Whilst the boys have no formal school uniform, we ask that each boy has a “Wetpups” sunhat, T-shirt and sweatshirt, to be worn on outings, photos etc. **Order forms will be sent home at the start of the first term.** Each boy is required to have a complete change of clothing in a marked bag, which is kept in his locker.

**All belongings are to be clearly marked.**

### Grades 1–2

School hats and tracksuits are compulsory for boys in Grades 1–2.

### Summer Uniform:



White short-sleeved shirt with badge

Navy shorts and belt

School jersey

Brown sandals

**Athletics:**

House T-shirts

WPPS navy Quantec shorts

**Cricket:**

WPPS white sports shirt

WPPS navy Quantec shorts (Grades 1 and 2)

Navy and white socks

White tackies

WPPS stiff-brimmed hat or cap

**Swimming:**

Blue school costume

Goggles, WPPS cap

**Tennis:**

WPPS white sports shirt

WPPS navy Quantec shorts

White tennis shoes

White socks

**Winter Uniform:**

White short-sleeved shirt

Navy shorts and belt

School jersey

Black socks

Black lace-up shoes

School tracksuit

WPPS raincoat

**Cross Country:**

House T-shirts

White athletics vest

WPPS navy Quantec shorts

**Hockey:**

WPPS white sports shirt

WPPS navy Quantec shorts

Navy and white socks

White tackies

**Rugby:**

WPPS white sports shirt

WPPS navy Quantec shorts

**Judo:**

Judo suit

Boys are expected to arrive at and leave school in full school uniform. After sport in winter, boys may go home in sports clothes, socks and school shoes/white track shoes. In summer, they may go home in their sports clothes (a tracksuit for swimmers) and either socks and shoes or sandals or change into their uniform.

**WPPS Citizenship Campaign**

The spirit of giving is very much a part of the WPPS culture. Our outreach programme encourages the whole

school family to reach out to others, and provides the opportunity to engage and interact in a wide variety of activities. This is done through grade projects.

We endeavour to assist disadvantaged schools and U-Turn and there is a whole school, weekly sandwich/fruit collection on Wednesdays.

“Keep it clean. Keep it green.” WPPS has been awarded its Green Flag status. As an Eco-School, we endeavour to raise awareness of environmental issues and support sustainable activities in order to prepare our boys for their role in looking after our planet. We have an active recycling policy to deal with school waste and to facilitate the recycling of some household waste.

School waste: paper is the predominant recyclable product generated in school and each classroom has a recycling bin for that purpose. For glass and cans we have special wheelie bins – green for glass and orange for cans. These can be found outside the Centenary Pavilion and on the Eden Road Campus.

## Contact Details

Telephone Numbers		
<b>Newlands Road Campus</b>	<b>Eden Road Campus</b>	<b>Aftercare - Eden Rd Campus</b>
Tel: 021 761 8074	Tel: 021 674 1455	Tel: 021 674 1455
Fax: 021 762 6120	Fax: 021 671 8824	

Teachers & Secretary	
Secretary - Eden Road Campus	Mrs Darrelyne Jacobs (DJ)
Grade N Teachers	Mrs Babi Abrahams, Mrs Jane Coetzé
Grade R Teachers	Mrs Georgette Rautenbach, Mrs Wendy Roebeck
Grade 1 Teachers	Mrs C Van Rynveld, Ms S Fourie
Grade 2 Teachers	Mrs C Derman, Mrs J Davies

Names of Building/Rooms & Fields	
<b>Barlow House</b>	The Boarding House
<b>Mount Royal</b>	The main school building and field (Newlands Rd Campus)
<b>Stansbury Hall</b>	The main school hall
<b>Ovenstone Block</b>	Administration
<b>Van der Riet Block</b>	Classrooms, maths room and science lab, locker room
<b>King Building</b>	Nursery, Grades R and 1, Administration (Eden Rd Campus)
<b>Bridgman Block</b>	Workshop, Art room, Grade 2 block (Eden Rd Campus)
<b>Rivett Carnac</b>	Swimming Pool
<b>Dauncey Field</b>	Field adjacent to Buxton (Eden Rd Campus)
<b>Douglas Murray</b>	Municipal field bordering Arderne Gardens and Herschel
<b>Francis Crowson Recital Room</b>	Recital Room
<b>Simon Cooper Boardroom</b>	Boardroom
<b>Centenary Pavilion</b>	New pavilion located on the Mount Royal field (Newlands Rd Campus)
<b>Getty Learning Centre</b>	Grade 2, Art, Eden Road Library