



Bosmansdam Primary School

PROSPECTUS



CONTENTS



1. WELCOME
2. ADMINISTRATIVE INFORMATION
3. SCHOOL HOURS
4. OUR VISION AND MISSION
5. SCHOOL BADGE
6. SCHOOL SONG
7. SCHOOL POLICY
 - 7.1 Admission Policy
 - 7.2 Enrolment
 - 7.3 School fees
 - 7.4 Code of Conduct
 - 7.5 School attendance
8. CURRICULAR ACTIVITIES
 - 8.1 Reception Year
 - 8.2 Remedial
 - 8.3 Teacher Support Team
 - 8.4 Music
 - 8.5 Media Centre
 - 8.6 Computer Centre
9. CO-CURRICULAR ACTIVITIES
10. SCHOOL UNIFORM
11. COMMUNICATION
 - 11.1 Communication with the principal
 - 11.2 Communication with members of staff
 - 11.3 Parent/Teacher meetings
 - 11.4 Circulars
 - 11.5 Learning and/or behavioural problems
12. LEARNER LEADERSHIP
13. AFTERCARE CENTRE



1. WELCOME

Dear Parents/Guardians

It is indeed a pleasure to welcome you to our school on behalf of the Governing Body and the Staff. Bosmansdam Primary is a place where children will always be welcomed and will always feel welcome.

Bosmansdam Primary School was the first primary school to be built in Bothasig in 1966. Your child will therefore be joining a school rich in history and tradition. Our school motto is "ALTIORA PETE", which means "AIM FOR HIGHER THINGS". Our aim is to cultivate a happy parent body, staff and learners with the emphasis on quality education and self-development.

The teachers are committed and dedicated, ensuring that education of a high standard is maintained.

The school has been declared a parallel medium institution. Both English and Afrikaans speaking learners therefore receive tuition in their mother tongue. The school endeavours to maintain an equitable balance between the two languages wherever possible.

The effectiveness and success of our school as an educational institution is determined by the actual and positive involvement, personal input and abilities of our staff members, learners and parent community. Let us together strive to make our school our pride.

The general aim in the school will at all times be Value Driven and promote "*Discipline with dignity*".

Our core values are:

RESPECT, RESPONSIBILITY, HONESTY, LOYALTY

May your first introduction to Bosmansdam Primary School be the beginning of a new, stimulating, happy and rewarding experience.

We trust that this prospectus will provide you with the necessary information regarding our school.

**WILLEM HENDRIKSE
PRINCIPAL**



2. ADMINISTRATIVE INFORMATION

Address : Bosmansdam Primary School
1 Elbrecht Street
BOTHASIG
7441

Telephone numbers : 021 558 2410
021 558 7110

Fax. Number : 021 558 7167

E-mail : admin@bosmansdam.primary-school.co.za
: secretary@bosmansdam.primary-school.co.za
: support@bosmansdam.primary-school.co.za
: schoolfees@bosmansdam.primary-school.co.za
: finance@bosmansdam.primary-school.co.za

3. SCHOOL HOURS

School hours are as follows:

Monday to Friday	Gr. R	:	07:45 – 12:45
Monday to Friday	Gr. 1, 2	:	07:45 – 13:00
Monday	Gr. 3 – 7	:	07:45 – 14:30
Tuesday	Gr. 3	:	07:45 – 13:00
	Gr. 4 – 7	:	07:45 – 14:00
Wednesday	Gr. 3 – 7	:	07:45 – 14:00
Thursday	Gr. 3	:	07:45 – 13:00
	Gr. 4 – 7	:	07:45 – 14:00
Friday	Gr. 3	:	07:45 – 13:00
	Gr. 4 – 7	:	07:45 – 14:00
<u>Break times:</u>	1 st break	:	10:25 – 10:45
	2 nd break	:	12:45 – 13:00

- Gr. R – 7 learners must be at school 10 minutes before school starts.
- Late-coming will be monitored and dealt with in accordance with the school's Code of Conduct.



4. OUR VISION & MISSION

Our **VISION** is to become a school of excellence, which caters for the needs of all children – a school that is a leader in the field of innovative teaching and education. It is a school where children will develop initiative, realizing their full potential and one with which children; teachers and parents can associate proudly.

Our **MISSION**:

Bosmansdam Primary School is committed to developing children who will be able to take their rightful place in society as responsible, independent and well-integrated citizens.

This we shall do by:

- ❑ maintaining a high academic standard;
- ❑ promoting a learning culture of critical, creative thinking;
- ❑ showing a caring, respectful and concerned attitude towards all children and encouraging them to treat others similarly;
- ❑ inculcating basic norms, principles , morals and values;
- ❑ creating a pleasant and safe working environment for both children and teachers;
- ❑ encouraging close co-operation, communication and interaction between the school and the home;
- ❑ equipping children of differing abilities, aptitudes, interests, cultures and backgrounds for the demands of life in a constantly changing society;
- ❑ providing sporting and cultural opportunities to develop children holistically;
- ❑ instilling a sense of pride in and loyalty to the school.
- ❑ ensuring opportunities for children to develop their leadership potential;
- ❑ nurturing self-discipline, a good self-image and belief in the need to strive for excellence in all areas of life.



5. OUR SCHOOL BADGE

Dr C. Pama, the well-known expert on heraldry, designed the badge for our school in February 1966.



Because this was a new school in a completely new town, there was no historical background to be symbolised and so a new badge with suitable symbolic meaning was created. The pointed shield has upon it a pair of azure wings and the Gules Fleur-de-lis between two six-pointed stars.

Symbolically the points represent mountain peaks rising up in strength. With some imagination this could be associated with the Tygerberg. The fleur-de-lis represents purity. The stars and the wings, taken together with the other symbols, make the meaning of our motto perfectly clear.

OUR MOTTO: "Altiora Pete" - "Aim for higher things"

6. OUR SCHOOL SONG

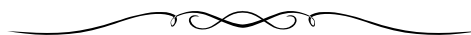


BOSMANSDAM PRIMARY SCHOOL SONG

Near the slopes of Table Mountain
Near the shores of Table Bay
It's in Bothasig you'll find us
As we work and as we play.
We are helping build a nation
That is brave and strong and free
For this land we love so dearly
We'll go on to victory.



At our work we'll strive for perfection
On our sports fields we'll play the game
His Book our guide and mentor
As we bring our school to fame.
Art and music too will flourish
In our quest for all that's pure
Men and women of the future
With foundations that are sure.



7. SCHOOL POLICY

7.1 Admission policy

An admission policy, as approved by the Governing Body, and in which certain conditions for admission of learners are stipulated, will be given to parents on request.

7.2 Enrolment

All applications for new learners must be done online at:

<https://admissions.westerncape.gov.za>

See school website for more information.

www.bosmansdam.primary-school.co.za

Enrolments are handled by the school secretary in consultation with the Principal and senior staff members. Where necessary, interviews may be conducted. Identity documents, valid study permits (where applicable), the child's birth certificate and immunisation certificate must be submitted with applications for enrolment. The learner's latest progress report (Record of Assessment) and a transfer form are also required. Enrolments take place the second and third terms of the previous year. The WCED policy on enrolments makes provision on a first-come-first-served principle. All late applications will be put on a waiting list. It is recommended that learners should preferably turn seven during their first school year.

7.3 Compulsory school fees

The settlement of school fees for each learner, as determined by the Governing Body, must be made by parents/guardians. School fees could be settled either by means of payment of a lump sum before the end of February – in which case a discount will be granted – or by means of monthly payments by cheque, debit order or in cash. School fees are annually determined by the Governing Body and parents will be informed of the amount. More information regarding school fees may be obtained from the admission forms.

7.4 Code of Conduct

The Code of Conduct (which includes the school rules) of our school is contained in a separate document which is obtainable from the secretary. On enrolment parents of new learners are expected to sign an undertaking to accept and abide by the school rules as stipulated in the Code of Conduct.

7.5 School attendance

According to WCED Circular 29/2010 a school has the right to deregister a learner for being absent on a regular basis without valid reason. The attendance of all learners will therefore be monitored daily and strict action will be taken in the event of absence without valid reason. In the event of absence due to illness, parents must inform the class teacher in writing of the reason for the learner's absence. The school may request a medical certificate in the event of extended or repeated absence. This also applies when a learner has been absent for three days or more.

The school may not grant permission for absence on official school days. This also applies to the last day of term, when learners are required by Ordinance to attend at least 3 hours of school.

The school must be informed telephonically or in writing in the event of a learner contracting a diagnosed contagious disease or skin or eye infection. Such a learner must be certified healthy by a medical practitioner before returning to school.

Should a learner be absent on the day of any formal examination, a doctor's certificate will be required.

8. CURRICULAR INFORMATION

8.1 Reception Year (Grade R)

Our school has well-equipped Grade R facilities.

All applications for new learners must be done online at:

<https://admissions.westerncape.gov.za>

See school website for more information.

www.bosmansdam.primary-school.co.za

Enrolments are handled by the school secretary in consultation with the Principal and senior staff members. Where necessary, interviews may be conducted. Identity documents, valid study permits (where applicable), the child's birth certificate and immunisation certificate must be submitted with applications for enrolment. The learner's latest progress report (Record of Assessment) and a transfer form are also required. Enrolments take place the second and third terms of the previous year. The WCED policy on enrolments makes provision on a first-come-first-served principle. All late applications will be put on a waiting list. It is recommended that learners should preferably turn six during their year of entry into Grade R.

8.2 REMEDIAL

Learners who are not progressing as expected in the main academic stream, may receive remedial tuition from an itinerant remedial educator.

8.3 School Based Support Team (SBST)

Learners with barriers to learning referred to this team for advice on how they can be helped (e.g. remedial tuition) The support of the District office is available when it involves the testing of learners or when Social Services need to get involved.

8.4 Library

Our newly renovated library is equipped with a variety of fiction and non-fiction books. The Foundation and Intersen Phase attend the library on alternating weeks. Learners are permitted and encouraged to take out books, which must be returned by their next library visit (fortnightly). The library is manned by outside volunteers as well as appointed Gr. 6 monitors. Learners are expected to treat books with respect and care. Book donations are always welcomed to further expand our inventory.

8.5 Computer Centre

Our school has a well-equipped computer centre. Each class has a dedicated time that can be used at the teacher's discretion. These lessons are used for various reasons e.g. research and computer literacy.

9. CO-CURRICULAR ACTIVITIES (in alphabetical order)

<u>ACTIVITY</u>	<u>SEASON</u>	<u>GIRLS/BOYS</u>	<u>ORGANISERS</u>
Art Club	All year	Both (Sen. & Jun.)	School
Athletics	Summer	Both	School
Ballroom Dancing	All Year	Both	Private
Chess	All year	Both	School
Choir/Song Group	All year	Both	School
Cricket	Summer	Boys (Sen.)	School
Eisteddfod	Term 2 & 3	Both	School
Mini-cricket	Summer	Boys (Jun.)	School
Modern dancing	All year	Girls	Private
Netball	Winter	Girls	School
Tennis	Summer	Both	School
Soccer	Winter	Both	School/private

10. SCHOOL UNIFORM

The school uniform plays an important role in a learner's school career. Besides creating a basic uniformity and equality in the school, it also helps the learner to develop a sense of pride in his/her school. It is thus essential for each learner to be correctly and neatly attired when attending school.

The official stockist of our school uniform is:

Rothmans, 80 Surrey Street, Goodwood.

The school does stock certain 2nd hand items. Details are available from the secretary.

BOYS' UNIFORM:**Summer:**

Long grey flannels or grey flannel shorts (Belt compulsory and no modification of the pants allowed)
 White short sleeved open neck shirt (with the school badge on the pocket)
 Navy blue V-neck pullover, jersey or tracksuit top
 Long grey socks
 Black lace-up school shoes

Winter:

Long grey flannels or grey flannel shorts (Belt compulsory and no modification of the pants allowed)
 White long sleeved shirt
 School tie
 Navy blue V-neck jersey, jersey or tracksuit top
 Full Navy blue full school tracksuit with badge
 Long grey socks
 Black lace-up school shoes
 School beanie or cap (optional)

Sport and Physical Education:

School sports shirt
 Navy blue shorts
 Navy blue full school tracksuit with badge.
 Sport shoes must be predominantly white, navy blue or black. (No sneekers or ankle tekkies).

GIRLS' UNIFORM**Summer:**

Navy blue school skirt
 White short sleeved open neck shirt (with the school badge on the pocket)
 Navy blue V-neck pullover or jersey
 Short white socks (anklets)
 Black school shoes

Winter:

Navy blue school skirt
 White long sleeved shirt
 School tie
 Navy blue V-neck jersey
 Navy blue full school tracksuit with badge (optional)
 Long grey socks or
 Black school stockings (Pantyhose) which may be ribbed and/or woollen
 Black school shoes
 School beanie (optional)

Sport and Physical Education:

School sports shirt
 Navy blue shorts
 Navy school skirt for netball
 Navy blue school tracksuit with badge (optional)
 Sport shoes must be predominantly white, navy blue or black (No sneekers or ankle tekkies).

Please note:

- Flesh coloured stockings may not be worn under grey socks.
- Skirt length: a maximum of eight centimetres above the knee when kneeling.
- All hair accessories must be white or navy blue.
- Panties must be navy blue.
- Neither girls nor boys will be permitted to have gel or colouring in their hair.
- Only girls may wear earrings. Only a small plain gold or silver single stud or a small thin sleeper.
- Boys may not wear bristles in their ears.

When wearing the school uniform, learners may not wear any garment not listed in the dress code above at any time, even when not on the school premises. This includes non-school jerseys, anoraks, shoes, etc. A uniform appearance is essential. All articles of clothing must be clearly marked.

11. COMMUNICATION BETWEEN PARENTS AND SCHOOL

Co-operation between parents and school is of utmost importance and we therefore encourage a good relationship.

11.1 Communication with the Principal

Any parent wishing to see the principal should make an appointment with the secretary. All matters regarding tuition within the school should be discussed with the principal and/or deputy principal.

11.2 Communication with members of staff

Any parent wishing to discuss any matter with an educator should also make an appointment. When visiting the school, parents should first report to the office to receive a Visitor's card.

11.3 Parent/teacher meetings

On these occasions parents are given the opportunity to discuss their child's/children's progress individually with the teachers.

11.4 Circulars/Bulletins/Notices

Circulars/Bulletins/Notices are an important means of communication between the school and parents. Parents will regularly receive circulars, bulletins or notices containing important information pertaining to the functioning of the school. Please read the circulars, bulletins and notices carefully and refer to them when necessary.

11.5 Learning and/or behavioural problems

Any problems of this nature should be discussed with the class teacher / principal / deputy principal. The School Psychologist will be contacted to investigate the problem further. He/she, together with the parents and principal, will hold a discussion and decide on a course of action. Please also consult the School's Code of Conduct (separate document).

12. LEARNER LEADERSHIP

A Learners' Council is elected every six months on individual merit. Learners who show leadership qualities are elected as prefects. Loyalty, dedication and support are expected from these learners and their parents. It is also expected from other learners to respect and obey the members of the Learners' Council.

Leadership qualities are also developed in our younger learners by means of class captains, sports captains, media prefects and a system of merit awards.

13. AFTERCARE CENTRE (Private)

Our school provides aftercare facilities. An additional fee is payable for this service which is a private enterprise. Details are available from the secretary.



Altiora Pete : Aim for higher things

- NOTES -

[illegible]

Altiora Pete : Aim for higher things