

WENDYWOOD HIGH SCHOOL

GAUTENG DEPARTMENT OF EDUCATION

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SCHOOL INFORMATION 2020

This form and the Placement Form constitute the second phase of the applications process and are issued only once the Application for Admission form has been completed and returned to the school, together with all the documents requested. These forms will be handed out in respect of those learners in the 'A' list category who are likely to be enrolled into the school. Should application be made for more than one child in the family, a separate Placement Form must be completed for each child.

In accordance with the Admissions Process as set out by the Gauteng Department of Education, schools consider applications for learners whose normal residence is in the catchment area of the school, or whose parent/guardian works in the school's catchment area, or who completed Grade 7 at Wendywood Primary School or Buccleuch Primary School, or who have siblings currently enrolled at, and who will continue to be enrolled at Wendywood High School. This is called the 'A' list. Any other application is placed on the 'B' list. Schools are not obliged to place 'B' list learners.

It should be noted that only once **Pages P1 to P5** of the Placement Form have been returned to the school, will the application be complete. **Please note that these pages should be fully completed for the school to accept them for processing and should be returned to the school. In so doing the parent confirms their wish to accept the place offered to their child at this school.**

This Information Document, and the attached copy of the school's Code of Conduct policy document, should be kept by the parent / guardian for future reference.

The third phase of the process is the securing by the parent of the place offered by the school by means of an initial payment in respect of school fees, in the amount of **R4500** per successful application. This is payable once the child has been accepted.

SOME PRELIMINARY INFORMATION

1. School commences at 07h45. Lessons end at 14h25 on Monday, Tuesday, Thursday; at 13h40 on Wednesday and Friday. Very occasionally learners are required to stay a little later.
2. Any new learner should have with him / her on the first day:
 - i. The **TRANSFER CARD** from the previous school;
 - ii A copy of the **FINAL REPORT** from the previous school
 - iii A notebook and pen.

(There is no need to accompany your child to school on the first day unless there is a special reason to do so. New learners will be met at the entrance to the school at 07h40 and will be given full instructions.)

3. There is no initiation at Wendywood High. The new learners in Grade 8 are integrated into school routines and traditions through activities organized for them by staff and RCL members (the Representative Council of Learners) during the first week of the school year.

GRADE TUTOR SYSTEM

Under this system, a senior member of staff looks after an entire grade. Should an academic, social, personal, or emotional problem arise at any stage, please feel free to contact your child's Grade Tutor about it. Your child will be told on the first day of school who the Grade Tutors are.

STATIONERY, TEXTBOOK AND SECOND HAND ITEMS

The school's lists of stationery and textbook requirements for each Grade are made available each year, usually during September, for the following year. Under the CAPS system, textbooks are partly subsidized by the Department of Education. There is a cash amount which varies from Grade to Grade, to be paid to the school. Books are issued on a loan basis. The school obtains the textbooks on the parents' behalf, with the exception in some Grades of certain set workbooks.

ACADEMIC SUPPORT / TUTOR / READING PROGRAMMES

Under the Academic Support Programme, assistance is available to learners who require help. Generally, classes take place daily after school, for an hour. Learners are advised each morning of which teachers are offering ASP on that day. The onus is on the learner to put his or her name down for academic support. Attendance at ASP is strongly advised in a subject where the learner is weak. Parents should note however that these programmes are more like revision and do not take the place of extra lessons, which remain the responsibility of parents.

HOMESTUDY / HOMEWORK / PREPARATION

To ensure that your child progresses, it is essential that you take a real interest from the outset in work done at home and that you co-operate with the staff in insisting on extra work in weak subjects.

Home study / preparation in Grade 8 should occupy one and a half hours every weekday, in Grade 9 two hours, and in Grades 10, 11 and 12 a minimum of 3 hours a day.

Home study means not only written and learning homework, but also consolidation of the day's work, regular revision, preparation for the next day's lessons, work on any projects set, as well as preparation for tests and cycle examinations. **It is compulsory that each child have a diary**, for noting of homework.

Please do not let your child say that he / she has "no homework today" because that is never the case. Parents are requested to check the diaries and sign them on a weekly basis.

FURTHER INFORMATION

An Induction Ceremony for new Grade 8's will be held early in the first term, when these learners will be officially welcomed into the Wendywood family. Parents are encouraged to attend this ceremony.

If you have any questions which need answering before then, please feel free to contact the school.

In conclusion, may we point out that for your child's high school years to be happy, productive, valuable, and successful, the co-operation of parents, learners and teachers is vital. We trust that you will do your share; we shall certainly do ours to the best of our ability.

REPORTS

To keep you informed of your child's progress during the year, reports are issued after every Cycle.

Parents' Days are held during the second and third terms, when teaching staff will be available for you to discuss your child's progress with the individual subject teachers.

GAUTENG SCHOOL TERMS - 2020

TERM 1	15 JANUARY	to	20 MARCH
TERM 2	31 MARCH	to	12 JUNE
TERM 3	07 JULY	to	18 SEPTEMBER
TERM 4	29 SEPTEMBER	to	02 DECEMBER

Please note that there will be tests and cycle examinations (which count towards promotion) up to and including the last day of each term. Absence on one of these test days **must be covered by a medical certificate**.

If you are making advance travel or holiday reservations, please work according to the dates provided in the school calendar.

EXTRAMURAL ACTIVITIES

For your child to benefit to the fullest from high school education, he / she should participate fully in the co-curricular activities of the school – sporting and / or cultural. A full list of the activities offered at the school is provided on a separate page.

At least two afternoons a week should be spent at school involved in one activity or another. There is no reason for this to affect schoolwork adversely; it is in fact found to improve it.

Participation in co-curricular activities will not only help your child to become an involved member of the school community with all its benefits but will also develop a positive self-image.

FINANCIAL OBLIGATIONS

This is a fee-paying school. To enable us to continue providing what we regard as vital educational facilities and opportunities, parents pay an annual school fee which is determined at an Annual General Meeting of parents. This is in line with the South African Schools Act, which dictates that parents are liable to pay compulsory school fees.

The school fees for 2019 were R21420.00 per child for the year. The annual increase is usually around 10%.

If the Governing Body finds it necessary to amend school fees during the course of the year, which it reserves the right to do, 30 days' notice will be given for a special general meeting of parents.

It should be noted that the law states that either biological parents or adoptive parents, are 'jointly and severally responsible' for the payment of school fees, irrespective of any divorce settlement or other arrangement.

There may be families whose income warrants that they apply for financial assistance. In this case, forms are made available once the admission process is complete. It should be noted that such application forms, fully completed and together with the various items of supporting documentation we require, must be delivered to the Credit Controller's office by latest 31 March 2020. A common perception that the Department of Education subsidizes school fees is incorrect as this does not apply to fee-paying schools. Financial assistance is drawn from the school's offers and the school can only budget for a limited amount

PAYMENT

This can take various forms:

1. The full fee paid at the beginning of the year. (There is discount on early payment of the full amount.)
2. Ten monthly instalments to be paid before the end of each of the ten months from January to October.

These can be paid in cash to the Bursar, or by direct deposit into the school's bank account with proof of payment being provided to the school, or in the Bursar's office via credit or debit card, or by signing a stop order at the bank. There is no debit order facility.

In the case of non South African learners, it is the requirement of the Department of Home Affairs, with a few exceptions, that school fees are paid in full upfront in order to apply for a study permit and that proof of such application having been made be handed to the school before the learner commences study at the school.

For direct deposit or electronic transfers of payment, please use the following **bank details**:

Wendywood High School

Standard Bank, Rivonia Branch, code 001255

Current account 022978453

Transfer printouts should be faxed to 011 804 3333.

NB. It is essential that the full name of the child and the grade are shown clearly as reference.

Statements are issued monthly, reflecting payments made and amounts outstanding. Should a parent pay by cheque and this is R/D, the finance charges will be debited to the parent's account.

Please note:

- All payments are for the benefit of the learners of Wendywood High School.
- Should a parent take a child out of Wendywood High School, **one term's notice** is required for which fees will be due and owing.
- Parents are entitled to a pro rata refund of fees paid in advance if a full term's notice is given.

UNIFORM REGULATIONS

Neatness of dress is important in maintaining the tone of a school. Please ensure that your child is equipped with the full uniform from the beginning, and that he / she complies with these dress regulations.

Please note: School rules apply wherever a learner is identifiable as a member of the Wendywood High School community. It is particularly important that our uniform be worn properly in public places, on the way to and from school, on buses or taxis, in shopping centres etc.

What to wear

- Regulation grey trousers with grey socks for boys.
- Girls may wear grey skirts with white socks.
- Black belt with trousers.
- White short sleeved shirt (no tie) or long-sleeved shirt with hard collar for tie.
- Ties can be purchased at school.
- Regulation navy school blazer with badge on the left front.
- Regulation navy school jersey – sleeveless or long sleeved.
- Grey socks for boys. For girls, plain white anklet socks or grey pantyhose/stockings (only in winter).
- Plain black lace up shoes. No slip-ons! Girls may wear baby dolls with buckle.
- Sportswear for Grade 8 learners and for practices comprises navy boxer shorts with plain white T-shirt. Regulation "match kit" must be worn during matches.
- Regulation grey scarves in winter. First team players may purchase white scarves with maroon stripes and Colours holders may wear white scarves with navy stripes. No other coloured scarves may be worn.
- Regulation grey beanie with Wendywood. No other coloured beanies may be worn.
- Grey or black gloves.
- Wrist watches, and for girls one pair of plain matching stud earrings or plain small sleepers in the lobes of the ears, are the only items of jewellery that may be visible.
- Apart from the above earrings for girls, no other body piercing is allowed.

How to wear it....

- **Shirts must be tucked in at all times.**
- Tracksuits to be worn from mid- May until the end of August (more details in the school dress code). When tracksuits are being worn the regulation school shirt and shoes **must** be worn.
- Skirts must touch the top of the knee when standing. They may not be rolled over at the waist.
- The blazer must be worn at all times with school uniform.
- No undergarments (e.g. T-shirts) may be visible.

Hair - Girls

- Must be natural in colour.
- If hair touches the collar or is longer it must be tied back.
- Thin alllice bands, towelling bands, elastic bands, banana clips, side combs or metal kirby clips are permissible as long as they are colourless or in school colours - navy, black or white.
- No beads or any type of jewelry may be worn in the hair.
- White/ black or navy headscarves in the traditional manner may be worn by Muslim girls.

Hair - Boys

- Must be natural in colour.
- Must be short and must follow the shape of the head.
- Must be off the collar with a clean neck and short fringe.
- Boys must be clean shaven unless permission has been granted by the Principal for religious reasons. These exceptions are provided for in the amendment included in our Code of Conduct document. Parents are requested to familiarize themselves with these rulings.
- Sideburns may only reach the middle of the ear.

Please Note:

- Uniforms must be clean and neat – ensure buttons are attached, hems and seams sewn, etc.
- Except for certain social evening functions and designated ‘Civvies Days’, learners must be in full uniform when on the school campus.
- Learners who violate the rules will be punished.

Make Up and Nails

- No make-up may be worn; No lipstick; No nail polish; Nails must be short.
- No coloured contact lenses are allowed

Chewing Gum

- This is not allowed.

IMPORTANT

- Learners must comply with the uniform regulations.
- Learners who wear our uniform sloppily in the streets or shopping center’s will be severely dealt with.

OFFICIAL STOCKIST

Wendywood Drapers
Wendywood Shopping Centre
Off Wendy Road,
WENDYWOOD
Tel: 011 802-1608

MARKING OF BELONGINGS

It is very important that everything your child brings to school is clearly marked with his or her name. This not only makes the return of lost property much easier but is also a vital aid in preventing petty theft.

CELLULAR PHONES / ELECTRONIC DEVICES (Excl. calculators)

CELL PHONES and other electronic devices are not allowed at school. If seen or heard, they **will be confiscated**.

Any cellular phone or electronic device confiscated will be handed back at the end of the term, only to a parent / guardian, on payment of a fine of R100. No argument will be entered into in this regard. The message is, therefore: **do not be in possession of a cell phone or piece of electronic equipment at school.**

EXTRACURRICULAR ACTIVITIES OFFERED AT WENDYWOOD HIGH SCHOOL
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SPORTING

Athletics
Basketball
Netball
Softball
Soccer
Touch rugby
Sevens Rugby
Social Sports
Volleyball

CULTURAL / ACADEMIC

Chess
Model UN
Debating
Drama
Christians in Action
Public Speaking
Talent Show
Tutor Programme

SERVICE

Blood Donors
Catering
First Aid
Matric Dance Committee
Media Centre
Peer Counsellors
Representative Council of Learners
Sound and Lighting Crew

Thank you for applying to join the Wendywood High School community. We trust that should this application be finalized, your child's time as a learner here as well as yours as members of the Parent Body will be happy, productive and successful.

THE FIVE PAGES OF THE PLACEMENT FORM MUST BE COMPLETED IN FULL AND RETURNED TO THE SCHOOL.

ONCE THIS IS DONE YOUR APPLICATION MAY BE CONSIDERED AS BEING COMPLETE.

WENDYWOOD HIGH SCHOOL RULES

1 DRESS AND GENERAL APPEARANCE

What to wear

Boys	Girls
<ul style="list-style-type: none"> ▪ Grey trousers. ▪ Grey or black belt with trousers. ▪ White short sleeved shirt with soft open necked collar, with Wendywood logo on the pocket. ▪ Navy school jersey – sleeveless or long sleeved. ▪ Grey socks ▪ Plain black lace up shoes. No slip-ons! ▪ Navy school blazer with badge on the left front. ▪ Sportswear for Grade 8 learners and for practices comprises navy boxer shorts with plain white T-shirt. Regulation “match kit” must be worn during matches. ▪ Full Colours recipients may wear plain white pullovers. ▪ Grey scarves in winter. First team players may purchase white scarves with maroon stripes and Colours holders may wear white scarves with navy stripes. No other coloured scarves may be worn. ▪ Grey beanie with Wendywood logo. No other coloured beanies may be worn. ▪ Grey or black or navy gloves. ▪ Wrist watches are the only items of jewellery that may be visible. <p>NB: No body piercing is allowed.</p>	<ul style="list-style-type: none"> ▪ Grey trousers, or grey skirts. ▪ Grey or black belt with trousers. ▪ White short sleeved shirt with soft open necked collar, with Wendywood logo on the pocket. ▪ Navy school jersey – sleeveless or long sleeved. ▪ Grey socks with trousers and plain white anklet socks or grey knee-length socks or grey pantyhose with skirts. ▪ Plain black lace up shoes. No slip-ons! Girls may wear baby dolls with buckle. ▪ Navy school blazer with badge on the left front. ▪ Sportswear for Grade 8 learners and for practices comprises navy boxer shorts with plain white T-shirt. Regulation “match kit” must be worn during matches. ▪ Full Colours recipients may wear plain white pullovers. ▪ Grey scarves in winter. First team players may purchase white scarves with maroon stripes and Colours holders may wear white scarves with navy stripes. No other coloured scarves may be worn. ▪ Grey beanie with Wendywood logo. No other coloured beanies may be worn. ▪ Grey or black or navy gloves. ▪ Wrist watches, and one pair of plain matching stud earrings or plain small sleepers in the lobes of the ears, are the only items of jewellery that may be visible. <p>NB: No other body piercing is allowed.</p>

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