



ORIAH
PRE-PRIMARY AND PRIMARY SCHOOL
Light of Knowledge

Welcome Pack

Welcome to Oriah Pre-and Primary School!

I would like to start by welcoming all our new families to Oriah Pre-and Primary School and hope that it will be a long and enjoyable union.

The purpose of this pack is to provide you with general information regarding some of the school's procedures that you need to know once your child starts school.

Inside your Welcome Pack you will find the following:

1. Rules and Regulations
2. School hours
3. Uniforms
4. Hair
5. Lunch boxes
6. Stationary lists
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8. Communication
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12. Agreement of Tuition & Financial Policy
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Rules and Regulations

BEHAVIOUR OF LEARNERS TOWARDS OTHER LEARNERS

1. It is expected of learners to display the necessary respect towards the prefects.
2. All learners are expected to honour the positive order and spirit of the school.
3. It is expected of learners to be friendly, courteous and tolerant towards one another.

BEHAVIOUR IN THE CLASSROOM

1. Each learner has to do his/her utmost to maintain order in the class.
2. Each learner must contribute towards an effective and efficient work pace and the completion of work.
3. Learners may not bring toys to school.
4. It is expected from learners to react upon orders and requirements from teachers. Neatness and order are prerequisites in the class situation.
5. No learner may be outside the classroom during school hours without permission.
6. Furniture and other material or apparatus may not be used by learners without permission and/or supervision.
7. No learner may leave the school premises during school hours.
8. No learner/s may be inside a classroom, unless under supervision of a teacher.
9. Only one learner at a time is allowed to leave the classroom to go to the toilet.

BULLYING

1. The community of Oriah Pre-and Primary School will not tolerate unkind remarks or actions, even when these are not intended to hurt. To stand by when someone else is being bullied is to support bullying. Learners should support one another by reporting all instances of bullying to a staff member or prefect.
2. Verbal harassment shall be defined as threats, gestures or verbal attacks on persons including attacks at one's racial, ethnic or religious background, physical or mental ability, appearance as well as any form of teasing.
3. Physical harassment shall be defined as any conduct, which threatens or harms a person physically, or conduct that causes physical distress. Acts of physical aggression will be viewed in a very serious light.

RESPECT ENVIRONMENT

1. If school property is damaged in defiance of the school rules, the repair thereof will be for the account of the responsible party.
2. Bathrooms should be left in a manner in which you would like to find them.
3. Vandalism or wilful destruction of property or tampering with equipment will be viewed in a most serious light. Graffiti is forbidden.

ABSENTEEISM

1. If a learner has been absent, a letter from the parent/guardian must be handed to the Teacher on the day that he/she returns to school. Generally, Medical Certificates are required when assessments are missed, or when the child has been absent for three or more days.
2. Requests for a learner to miss school must be submitted in writing to the Principal. Where possible, medical and dental appointments should be made out of school hours. Permission is not automatically given for these.

School Hours

Foundation Phase: Grade R: 07:45 until 13:00 (17:30)

Grade 1: 07:45 until 13:30

Grade 2 & 3: 07:45 until 13:30

Senior Phase: Grade 4 – 7: 07:45 – 14:00

Uniforms

All learners must wear the prescribed uniform at all times. This applies, not only to uniform worn from day to day, but also uniform worn during extramural activities.

Uniform for Grade R:

Summer: Oriah T-shirt with Oriah shorts (maroon) / white tekkies

Winter: Oriah Tracksuit / white tekkies

Uniform for girls:

Summer: Maroon check skirt / white shirt / maroon tie / maroon and white pull-over /

- maroon and white jersey / maroon socks / black shoes. The length of the skirt must be knee-length or below the knee.
- No tekkies or fancy shoes.
- No grey pants are allowed

Winter: School track suit with white tekkies / maroon check skirt / white shirt / maroon tie / maroon and white jersey / maroon tights / black shoes.

Uniform for boys:

Summer: School grey pants / white shirt / school tie / maroon and white pull-over / maroon and white jersey / maroon socks / black shoes. No tekkies are allowed.

Winter: School track suit with white tekkies

school grey pants / white shirt / maroon tie / maroon and white jersey / maroon socks / black shoes.

Hair

Hair for girls:

No gel, dying or teasing of hair is permitted.

Braiding of hair is permitted but must be close to the natural hair colour.

Any learner whose hair is longer than her collar must be tied up in one or two ponytails, or plaited.

The hair must be the natural colour, it may not be dyed or streaked. Dreadlocks and/or extensions are not allowed.

Excessive and colourful accessories are not allowed.

Hair for boys:

Number 2 cut is acceptable.

No steps, Mohican style.

No gel, dying or streaking of hair is allowed.

No dreadlocks are allowed.

Only one week's grace will be given to remedy transgressions of the above.

Boys whose hair has been shaved/styled for cultural/religious reasons, must submit a letter in this regard to the Principal.

Lunch Boxes

Healthy choices like a sandwich, fruit, vegetables, fruit juice, cheese, etc.

Keep sweets and cakes to a minimum. Your child will not be able to concentrate in class with a lot of unhealthy food in his/her body.

Tuck Shop

There is a tuck shop available at school, selling food, drinks, chips and sweets.

Stationary Lists

Can be obtained from the office.

Extra-mural Activities

Athletics:

Learners take part in our school's Sport's Day and the top athletes are to take part in the local Inter Schools.

Soccer:

Boys can join the soccer teams from Grade R. The teams are coached by Coach Naledi on Tuesday and Thursday afternoons.

Boys MUST practice with non-uniform or will not be able to practice.

The teams take part in the local soccer league.

Netball:

Girls can join the netball teams from Grade R. The teams are coached by Coach Suline on Tuesday and Thursday afternoons.

Girls MUST practice with non-uniform or will not be able to practice.

The teams take part in the local league during the second term.

Eistedfort:

Learners can join in and show their talents for poetry, singing, art and drama.

The Eistedfort takes place in the third term.

Chess:

We have a strong chess club managed by Ruan van Wyk, a South African champion player.

Communication

We have an open-door policy regarding communication. You can see your child's class teacher after school and make an appointment with the principal at any suitable time.



AFTERCARE FORM - ORIAH LEARNERS

ENTRY DATE:

Surname		Birth Names	
Date of birth		Nick Name	
Home language		Gender	

Home address	
Postal address	
Telephone (h)	

FATHER / GUARDIAN

Full names and surname			
ID Number			
Occupation		Employer	
Work contact		Address	
Cell number		Email	

MOTHER / GUARDIAN

Full names and surname			
ID Number			
Occupation		Employer	
Work contact		Address	
Cell number		Email	

Signature: Mother: Father:

PLEASE NOTE: Registration fees are NON REFUNDABLE



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TRANSPORT AGREEMENT

THE FOLLOWING MUST BE SIGNED BY BOTH PARENTS / GUARDIANS

- * I/we hereby give my/our permission that.....(name & surname) may be transported on the **ORIAH** busses.
- * I / we will not hold anyone responsible for accidents.
- * I / we accept that **ORIAH** or the personnel will not be held responsible for any injury that may occur and give my permission for my child to be taken to a doctor or hospital in case of an emergency when I / we cannot be contacted quickly enough and that all medical costs occurring there from, will be my responsibility

COLLECTION AND DROP OFF RULES (where applicable)

- Where children need NOT be picked up or dropped off, either **THE SCHOOL** or **BUS DRIVER** needs to be informed at least **TWO (2) HOURS IN ADVANCE**. Parents not adhering to this rule will be fined **R30-00** per incident. It will be debited against your account.
- We cannot guarantee a fixed time for picking up or dropping of children, for this reason, someone must always be available at least half an hour before the appointment time.
- Where school time tables change, parents must inform us beforehand.
- It might be expected of children to wait a while before the bus arrives. They must however wait at the spot where they will be picked up and may not go to the tuck shop or any other place

RESIGNATION

- * I / we accept that ONE CALENDAR MONTH' S written notice must be given before termination of this contract.
- * I / we acknowledge that I / we have read and understand the above mentioned agreement and agree with it.

NAME AND SURNAME (FATHER / GUARDIAN)	
ID NUMBER	
SIGNATURE	
NAME AND SURNAME (MOTHER/GUARDIAN)	
ID NUMBER	
SIGNATURE	

DATE	
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AGREEMENT/COMMITMENT BY PARENT/GUARDIAN

1. TRANSPORT & EXCURSIONS

- 1.1 I/we, hereby declare that my child may take part in all activities at school.
- 1.2 I/we, hereby give my/our permission that:
_____ (name & surname of child) may attend educational outings.
- 1.3 I/we, will not hold anyone responsible for any accidents.
- 1.4 I/we, accept that ORIAH PRIVATE SCHOOL or the staff will not be held responsible for any injury that may occur and give my/our permission for my/our child to be taken to a doctor or hospital in case of an emergency when I/we cannot be contacted quickly enough and that all medical costs occurring there from, will be my/our responsibility.

INITIAL TO INDICATE THAT YOU HAVE
READ & UNDERSTAND THE SECTION

2. SOCIAL MEDIA

- 2.1 I/we, hereby give permission for my child's photos to appear on
OriaH's Facebook page.

INITIAL TO INDICATE THAT YOU HAVE
READ & UNDERSTAND THE SECTION

3. RESIGNATION

- 3.1 I/we, accept that ONE (1) CALENDER MONTH's written notice must be given before termination of this contract.
- 3.2 I/we acknowledge that I/we have read and understood the Rules & Financial Policy of OriaH Private School.

INITIAL TO INDICATE THAT YOU HAVE
READ & UNDERSTAND THE SECTION

4. UNIFORM

- 4.1 I/we are hereby aware that my/our child must wear the prescribed uniform at ALL times.
- 4.2 I/we are hereby aware that my/our child must wear the prescribed sports uniform at **ALL** sporting events, or my/our child will not be able to participate.

INITIAL TO INDICATE THAT YOU HAVE
READ & UNDERSTAND THE SECTION

5. ABSENTEEISM

- 5.1 I/we acknowledge that if my child is absent, a letter **MUST** be handed to the teacher on the day he/she returns to school.
- 5.2 I/we acknowledge that a Medical Certificate is required when assessments are missed or when my/our child is absent for 3 days/more.

INITIAL TO INDICATE THAT YOU HAVE
READ & UNDERSTAND THE SECTION

6. LIABILITY

- 6.1 OriaH Priv. School's current insurance package provides for cover for public liability and personal Accident insurance for learners. The school therefore accept NO responsibility with regards to any injury, accident or loss suffered by the learner(s) during normal school activities/transportation of the learner and the parent/guardian hereby accordingly indemnifies them against any such claim not covered by such insurance.

INITIAL TO INDICATE THAT YOU HAVE
READ & UNDERSTAND THE SECTION



FINANCIAL POLICY

THIS DOCUMENT REPLACES ALL PREVIOUS FINANCIAL POLICIES OF ORIAN PRE- AND PRIMARY SCHOOL

1. Fees are payable – MONTHLY, in advance
2. Fees must be paid on/or before the 2nd of every month
3. R100-00 (One hundred rand) will be charged to your account for late payments by the 3rd of each month should the said fees was not received by the 20th of the month.
4. A further interest debit of 21% per year will be added to an account by the 20th of every month should payment not be received by the 20th of the month.
5. Should you pay schoolfees in cash at the office, you will be liable for the R50-00 bank cost.

OriaH Private School will take the following steps to ensure that parents adhere to the FINANCIAL POLICY

1. Parents will be notified on the 3rd of a specific month, via SMS, that we have not received your payment for the month.
2. If we still have not received your payment by the 4th of a specific month, your child will be suspended from attending school as from the 5th of a specific month.
3. If you do bring your child to school without paying, your child will not be allowed to attend any classes.
4. After 30 Days of non-payment, your account will be handed over to our attorneys. All costs incurred will be for the parent's account.
5. Your contract with OriaH Private School will then be terminated.

We do not take any responsibility for schoolwork lost by your child for the duration of time your account is in arrears.

I,(Parent) hereby confirm that I have read and understood the Financial Policy of OriaH Private School.

.....

Signature (Parent)

.....

Date



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Address: 6 Ameshof Street, Vanderbijlpark
Tel.: (+27) 016-981 1103 Email: admin@oriahprivateschool.co.za

PUPIL PROFILE & CREDIT CHECK

(This form is to be completed by the LEARNER's PRESENT SCHOOL)

Pupil Name & Surname		Age		Grade	
Enrolment date		Current Date			

CHARACTER & LEADERSHIP POTENTIAL

Sport: _____

Cultural & Creative Activities: _____

Any known problems (emotional, family, remedial, medical etc.) _____

Social interaction with other children: _____

Behaviour / Character: _____

Payment trends: _____

Are school fees currently up to date: _____

If not, advise on amount and/months in arrears: _____

Remarks: _____

Principal / Official

SCHOOL STAMP

