

INTRODUCTION

Beaumont Primary School extends a warm welcome to your family. We trust that your association with the school will be a rewarding and enriching experience. It is our wish that you will become part of the school and its activities and that you will strive to honour the school's unique motto, "**UT PROSIM**", which means "in order to serve".

Beaumont offers a caring, talented and well-qualified staff, an excellent educational programme and a supportive and nurturing environment within which effective learning can take place. A high academic standard is maintained and quality attention is given to co-curricular activities to develop the full potential of each child. Our aim is to develop the whole personality of each boy and girl. We endeavour to develop integrity, respect, responsibility, self-discipline, a solid Christian value system and a willingness to serve the community.

The information that follows will give you further insight into the general organization and activities of our school. You are advised to acquaint yourself with the contents and we trust that you will give the school your loyal and unequivocal support.

THE SCHOOL BADGE



The motto " UT PROSIM " appears beneath the crest

The school badge was taken from the crest of the registered coat of arms of the Somerset West Municipality, which contains some features from the heraldry of the Somerset family. The badge simply depicts the standing demi-lion in gold, holding in the right paw a stalked, leaved and fruituous vine branch on a mink-brown background. The symbolism is as follows:

⊕	the lion	strength, courage and endurance
⊕	gold colour	honour and loyalty
⊕	the vine	local viticulture

VARIOUS COMMITTEES SERVING BEAUMONT

THE GOVERNING BODY

The school's Governing Body is an elected body and its term of office is three years. It represents all parents of Beaumont learners and some of its main functions are to:

- ⊕ determine the admission and language policy of the school in concurrence with the MEC (Member of the Executive Council);
- ⊕ recommendation for the appointment of educators to the Head of the Department of Education;
- ⊕ determine and oversee the budget of the school each year;
- ⊕ maintain the grounds and buildings of the school;
- ⊕ levy school fees and enforce payment thereof.

SUB COMMITTEES

There are various sub-committees serving the school, e.g. sport, computers, maintenance, finance and project committees. These committees meet as the need arises and consist of members of the Governing Body, teachers and parents. The main purpose of these committees is to advise the Governing Body regarding important decisions that need to be taken.

BEAUMONT PARENTS' ASSOCIATION

This body, usually referred to as the BPA, is elected annually and it operates in close conjunction with the school and parents to raise extra funds for the school. They meet once a month and organise projects such as raffles, dances, golf days, fun days and many more.

Mufti Days (casual days) and cake sales are generally held three times a year and parents of certain Grade groups are asked to provide cakes, biscuits and cookies. The support of all BPA events and projects ensures their success.

THE AIMS OF THE BEAUMONT PARENTS' ASSOCIATION ARE:

- ⊕ to promote the interests and welfare of the children of this school;
- ⊕ to gain the co-operation and goodwill of the parents, learners and the education authorities;
- ⊕ to lend support to the Governing Body and Principal as per request(s) made by them, and
- ⊕ to raise funds in order to achieve these aims. All funds will be hosted by the school's Land and Zeezicht Trust and be utilised purely for the benefit of Beaumont and its learners.

ACTIVITIES OF THE ASSOCIATION

The Association shall have as its working objectives the following:

- To convene meetings and organise functions with the objective of raising funds for the school;
- To lend assistance to the school whenever possible, e.g. helping with extra mural activities such as athletic meetings, entertaining visiting schools or teams, etc.
- To lend assistance, with the aid of the Liaison Committee members, to teachers in the Library (Media Centre) when so required or any other part of the school where a need arises.
- To act as an extension of the Schools' Communication System with / to the parents in the case of a natural disaster eg. flood, storm, earthquake, fire, etc.

LIAISON COMMITTEE

This committee consists of parents of learners in all classes and they mainly assist the BPA with their projects. This affords new parents the opportunity to become involved in the school and thereby they meet other parents.

The committee represents parents of each class in our school, draws them together and makes them feel part of a large 'Beaumont' family. The idea is that willing parents will either volunteer or be duly elected to become members of the Liaison Committee and will actively participate in the planning and running of our various functions. In this way, newcomers to the area will be drawn into community activity and our parents will get to know each other. At the same time, our school will benefit from their efforts.

The only requirements for membership are that you should be:-

- ⊕ a Beaumont parent;
- ⊕ interested in school activities;
- ⊕ enthusiastic to become involved in projects;
- ⊕ keen to see your child's school develop.

The Liaison Committee works closely with the B.P.A. and contact meetings take place from time to time, to discuss proposed projects and to render assistance wherever possible.

GENERAL SCHOOL INFORMATION

APPOINTMENTS WITH THE HEADMASTER

The headmaster firmly believes in an open door policy and is willing to meet any parent for whatever reason. Should you, however, have a problem with your child's class teacher regarding a specific matter, please approach the teacher first to try and solve the problem before making an appointment with the headmaster. Appointments may be made by contacting the secretary.

SCHOOL FEES

The payment of school fees ensures an efficient school. Not only does it contribute towards the maintenance and improvement of facilities, it also enriches our teaching programme in general.

There are several ways in which school fees may be paid: R10 860 per learner per annum for 2012

1	<i>For the early payers, a 7% discount applies if the school fees are paid in full for the year, or 3,5% for two x 6 monthly payments at a time. (R10 100 or R5 240 x 2 respectively for 2012) To qualify, these payments must reach the school by 29 February and 31 July 2012.</i>
2	<i>A monthly debit order form is advised. The deduction is made on the 1st day of every month. Parents are encouraged to make use of this easy and convenient method of payment from a safety and security point of view. (R905 x 12 months).</i>

3	<i>Cheque, stop order, internet, debit or credit card payments (R905 x 12 months. Alternatively, 12 x monthly cash payments of R905.)</i>
4	<i>Partial / Full exemption of school fees will be considered according to a WCED ruling. Please refer to the enclosed package sent to current Beaumont parents regarding school fees for 2012 for more information. Application forms for exemption/ partial exemption are available at the financial secretary's office on request.</i>

As school fees are compulsory, Beaumont takes the following action to recover fees that are outstanding or not paid.

The full **school fees** are payable in advance by 29 February 2012 unless one of the above alternate payment plans of choice, as you have indicated in the questionnaire, have been selected and adhered to.

In the event of the parents failing to make **any payment** promptly on or before the due date (29 February 2012), Beaumont Primary School, in terms of Section 39, 40 and 41 of **The South African School's Act**, shall have the right to demand the immediate payment of the total amount owing to the school by handing it over for debt collecting.

SCHOOL HOURS

Grade 1 – 2	MONDAY to FRIDAY	08:00 - 13:00
Grade 3 – 7	MONDAY to THURSDAY	08:00 – 14:15
	FRIDAYS	08:00 - 13:00
First break	MONDAY to THURSDAY	10:25 – 10:45
	FRIDAY	10:15 – 10:35
Second (Grade 3-7)	MONDAY to THURSDAY	12:20 – 12:35

ADMISSION AND TRANSFER OF LEARNERS

When enrolling learners at Beaumont Primary School, a copy of the following documents must accompany your application.

- ⊕ *Birth Certificate or ID Book or Passport;*
- ⊕ *Transfer Certificate from previous school (if in SA.), available from current school on last school day;*
- ⊕ *latest learner report;*
- ⊕ *certificate containing immunisation dates;*
- ⊕ *Copy of both parents ID Book;*
- ⊕ *proof of residential address and*
- ⊕ *study permit, if applicable.*

Please inform the office via the class teacher of any change of address or telephone number. Should your child be leaving Beaumont, please notify the school in WRITING well in advance, stating the reason(s) for your child leaving Beaumont, and where they will continue their schooling, as we need to record this information on his / her transfer certificate. Please make sure to collect the TRANSFER CERTIFICATE from the office on the last day of attendance.

All outstanding school fees must be settled before leaving Beaumont.

CO-CURRICULAR ACTIVITIES

CULTURAL

Whilst we recognise that the academic aspect of school life is of prime importance, we endeavour to broaden the learners' horizons by instilling in them a sense of cultural and aesthetic awareness.

The School Choirs Junior (Grade 2 + 3) and Senior - fulfil children's natural desires to express themselves in song. Regular performances form an essential part of the music programme.

Group recorder, piano and violin lessons are also offered and encouraged (from Grade 2)

Public Speaking is practised on a regular basis during school hours and learners are afforded the opportunity of testing their talents against neighbouring schools during the course of the year.

Ballet tuition is available for Grade 1, 2 and 3 learners on Thursdays.

Guitar lessons are offered privately on Mondays.

Speech and Drama lessons are offered privately every Tuesday and Friday afternoon in the school hall.

Art classes are offered privately in the afternoons on Mondays to Fridays in the school's Art room.

Our Chess Club caters for beginners as well as advanced players, and regular matches are arranged against other schools on Fridays.

An Adventure Club also arranges quarterly events for learners and their parents.

SPORT AND RECREATION

Besides four grassed playing fields for rugby, cricket and hockey, the school amenities include three cricket nets, a 25 m swimming pool and five netball / tennis courts. Staff members are actively involved in the coaching of sport and all children, irrespective of their abilities, are encouraged to participate in the sport offered at Beaumont (at least one summer sport and one winter sport). Parents, outside coaches and students assist the staff with coaching and with the organisation of the different sport codes. A sport committee consisting of parents and teachers helps to streamline sport activities.

At the start of the summer and winter seasons, learners are given a co-curricular programme and a fixture list of all activities. Participation in these activities tends to assist learners with their studies as it keeps them physically and mentally alert. It also reinforces co-operation and the value of teamwork.

Should a learner be unable to attend a sport practice, the coach must be informed in writing in advance, or the following day.

OUTDOOR EDUCATION AND EXCURSIONS

It is our aim to organise at least three outings per annum for learners in Grade R - 7. One outing per grade focuses on local education, eg. the Helderberg Nature Reserve while the other centres on an interesting aspect linked to the curriculum which is situated out of town, eg. the historical museums in Stellenbosch. Each grade has a specific venue in order to avoid repetition in future years.

TRANSPORT

Our one school bus can only provide transport for a limited number of learners and we therefore occasionally request parents to help provide transport when matches are played away against other schools. Your assistance is always appreciated. The school's comprehensive insurance policy makes provision for such circumstances.

VISITS TO CLASSROOMS

Parents are requested not to visit classrooms during school hours. It is disruptive for a teacher to attend to a parent once a lesson has begun. Forgotten items must be delivered to the school secretary before first break. As we usually do not take such items to the children, learners should be instructed to enquire whether such items have been left at the secretary's office.

PROGRESS DISCUSSIONS

Formal progress discussions with teachers are held at least three times a year, usually after reports and portfolios have been sent home for parental perusal. If the teacher wishes to discuss certain aspects of your child's work with you, you will be advised by letter.

Should you wish to discuss slow or unsatisfactory progress, or any urgent matter concerning your child, please contact the teacher concerned first, and if you are still not satisfied, an appointment with the headmaster may be arranged.

Please bear in mind that no meetings with the teachers may take place during school hours i.e. between the start and end of the academic programme. The Grade 1 and Grade 2 teachers are not available for appointments until the dismissal bell rings for the senior classes, unless deemed absolutely essential by the headmaster.

ILLNESS AT SCHOOL

If a child becomes ill or is injured at school, the secretary will phone the parents to arrange for the child to be collected. Parents or relatives who fetch such a child are required to sign a dismissal register as a special safety precaution. If your child is ill, please keep him or her at home as our facilities for dealing with illness are very limited. Please do not instruct your child to telephone you from school if he or she is feeling ill. Learners who are not feeling well are sent to the secretary's office with a brief sick report from the class teacher. The headmaster determines whether a learner should be sent home or not.

Parents may not send ill children to school to write a test and request that they be sent home afterwards. A sick child cannot be expected to perform well. Our system of continuous assessment makes it unnecessary for parents to make such requests.

ALLERGIES

If your child is allergic to bee stings or suffers from any other allergy or health problem, please inform the office and the class teacher in writing and send the correct medication to the secretary (marked with the child's name and giving clear instructions for administration). Such medicine will be kept at school should your child need special attention.

HEALTH EXAMINATIONS

School nurses who investigate general health conditions visit primary schools at least once a year. Parents are notified in advance and are invited to be present if they so wish. After a visit, the children's parents will be notified of any problems or conditions requiring attention.

ABSENCE FROM SCHOOL

On returning to school after being absent, learners must bring a note from their parents. If a child has had a contagious disease, a clearance certificate from the doctor is necessary before the child may return to school.

If it is anticipated that a child will be absent for some time, parents should notify the school office in writing. During a prolonged absence, homework assignments may be collected from the school as per arrangement with the teacher.

Permission to take your child out of school can only be given in exceptional circumstances, eg. urgent medical appointments, death in the family, etc. If you wish to take your child out for any other reason, we require prior notice **IN WRITING**, as well as an undertaking that any missed work will be completed at home.

ROAD SAFETY

Please note that Van der Merwe Road, Helderzicht Road and Reiger Avenue become temporary one-way roads during peak hour periods (before and after school). Please obey the special traffic signs. Traffic officers regularly monitor vehicle movement and offending drivers are fined.

Please ensure that your child is aware of the basic road safety rules. Red lines have been painted down one side of Van der Merwe Road and Reiger Avenue to prevent congestion of traffic and to ensure that learners have an unobstructed view before crossing the road. You are kindly requested to refrain from stopping or parking on these lines, or from blocking the entrance gates when dropping children by car.

NOTE: *Parents must exercise great care when driving on the school grounds, especially Onze Jan Road, during the afternoon sport programme. The gate that exits Onze Jan Road at Van der Merwe Street is electronically operated and will open automatically when you approach the gate.*

Cyclists are strongly advised to wear helmets and to ensure that their bicycles are securely locked in the bicycle enclosure at all times. Unfortunately the school cannot take responsibility for any theft or damage to bicycles. Learners' bicycles must at all times be fully roadworthy.

CONVEYANCE OF CHILDREN

Please do not allow your children to come to school too early in the morning. In the interests of their safety, it is better for them to arrive with the majority of other learners. Should this be impractical, please arrange for them to stay at a friend's home until it is a reasonable time for them to depart to school. At the conclusion of any evening function, please arrange to meet your child punctually inside the school building. Under no circumstances should they be permitted to wait outside the school grounds.

NOTE: Once learners are inside the school grounds, they may not go out and gather on the pavement or walk down to the café.

KIOSK

Our school's kiosk is open every break and also after school. Sales are focused on healthy foodstuffs and liquid refreshments.

USE OF TELEPHONE AND MESSAGES

Only emergency messages will be delivered to learners during the school day. They must be communicated to the secretary before a break. Learners are not permitted to make telephone calls from the school office, except in emergencies or when urgent school business is involved. In an effort to teach them responsibility, we do not allow them to call home for forgotten items. A public telephone is available for the use of our learners.

Please ensure that your child has a phone card to make a phone call, if necessary. Such calls may not be made during teaching time.

LOST PROPERTY

The “Lost Property” room is located adjacent to the Technology Room.

- Learners will be notified if marked items are found. (mark with name and Grade)
- Items may be collected on Friday between 12:45-13:15.
- Fines will be issued for uncollected items.
- Unclaimed and unmarked items will be donated to the uniform shop.

NEWSLETTERS AND CIRCULARS

We endeavour to keep you informed of school developments and activities by means of newsletters and circulars. These are normally sent home with the eldest learner in each family every 2nd week – those learners who parents do not have access to the internet (on Thursdays). The circulars are posted onto the schools' website: www.beaumont4u.co.za Please make time to read them carefully and diarise important dates or highlight them on your calendar.

HOMEWORK

To reinforce and consolidate class teaching, homework assignments are set regularly for Grade 4 - 7 learners. These assignments should be recorded in the homework diary and in order to ensure adequate progress, parents should interest themselves in their children's work at home, insisting on extra work and revision in weak learning areas. Parents are required to sign their children's homework diaries once the work has been completed satisfactorily.

Grade 1-3 learners get a homework paper per week. Parents are responsible to help their children and need to sign it daily.

Continuous Assessment

Learners in Grade 1-3 are assessed on a continuous level. Learners who miss the formal assessment will receive an A (absent) on the mark schedule, the computerised report programme will calculate an average for your child. This score will be indicated on the report.

All parents should insist upon an hour's worth of homework / study / reading, etc. every weekday afternoon for their Grade 4 - 7 children. This should become a non-negotiable, daily routine which will develop an appropriate attitude towards homework. The earlier it is established, the better.

SCHOOL UNIFORM AND GENERAL NEATNESS

The official supplier of the Beaumont uniform is:

Beaumont Primary School

SUMMER

- ⊕ Navy Beaumont quantec shorts or navy skorts.
- ⊕ Beaumont golf shirt. The shirt should preferably be **tucked in** at all times.
- ⊕ Skorts are compulsory for all learners in Grades 1 -5 in 2012.

HATS

- ⊕ All Grade 1-4 (2012) learners have to wear their Beaumont hat/cap during break (compulsory) and especially during sport practice and participation, for sun protection. No other branded headgear such as “Billabong” will be allowed.

FOOT WEAR

Tackies:

- ⊕ The tackies must be **predominantly white**. (Only **navy, grey or black** as additional colours accepted). No fashion tackies or sneakers may be worn. No fashion, only white shoe laces are allowed. No blue or black laces. sneakers allowed.

Socks:

- ⊕ White socks – (no stripes or logos). Socks must be visible and cover the ankles. No “secret socks” allowed.
- ⊕ Sandals may be worn by Foundation Phase learners during summer months only (1st and 4th terms), but a reminder that takkies must be worn to assembly on Mondays and Fridays. Sandals must be navy blue with grey, white or black trimmings and can be bought at Woolworths or Shoe City. NO crocs are allowed.

SPORT UNIFORM

- ⊕ The **sleeveless athletics top** is compulsory for PE and can be used for other extra mural activities. (eg. Athletics)
- ⊕ Navy Beaumont quantec shorts.

SWIMMING

- ⊕ Girls – Navy full piece speedo. Older girls may wear the black Beaumont “quantec” shorts over their costume, should they so choose.

- ⊕ **Boys** – Navy speedo or black Beaumont “quantec” shorts to serve as a swimming costume.
- ⊕ **Gold swimming caps** – are compulsory for team swimmers. **(boys and girls)** These are available from our uniform shop at school.
- ⊕ Yellow, white or navy swimming caps will be permitted during PE lessons. **No learner, boy or girl, will be allowed to swim without a swimming cap.**
- ⊕ Learners are expected to bring their own swimming towels.

Cooler weather:

- ⊕ When the weather cools down, a Beaumont tracksuit top may be worn with the Beaumont shorts and golf shirt. The top must at **all times be zipped** up two-thirds of the way.

WINTER

- ⊕ Beaumont tracksuit.
- ⊕ Beaumont golf shirt. (short or long sleeve)
- ⊕ Please note: Long-sleeved golf shirts may only be worn **under a tracksuit top**, and not on its own with the tracksuit pants.
- ⊕ A navy V-neck jersey (optional). The navy school jersey may be bought at any shop with a schoolwear department. Please see that the navy matches the colour of the Beaumont tracksuit. **PLEASE NOTE:** The jersey may **only be worn under the tracksuit top**, never as the outer layer or on its own.
- ⊕ Shorts can be worn on warmer days. You are still reminded that **full winter school uniform** must be worn on **Mondays** for assembly.
- ⊕ Only navy scarf. (No white scarf allowed)
- ⊕ Beanies – no “Beanies” inside school building.
- ⊕ Rain jackets: - only over school tracksuit before school, during breaks and after school. Not inside classroom or during assemblies.

HAIRSTYLES

- ⊕ No learner’s hair may be **bleached, coloured or highlighted**. If so, he/she **will be sent home** and **will not be allowed to return to school until it has been restored to the original colour**. **Braided hair must be tied as usual**.
- ⊕ **Gel** may be worn to school, but only to keep hair neat and **NOT** for fashion purposes.

- ⊕ **Girls** are to wear their hair in neat **conventional** styles. (Hair is considered long once it touches the collar). No long fringes are allowed to hang over the eyes, and must be clipped back.
- ⊕ If the girls' hair **touches the shirt collar**, it must be **tied up**. Only WHITE OR NAVY ribbons, elastics, scrunchies or bobbles may be worn. **No fashion** slides e.g. butterfly clips, or combs may be worn.
- ⊕ **Boys** must wear their hair cut in a neat and conventional style. In detail, we require the back to be cut so that there is a distinct gap between hair and collar while at the sides, **hair may not cover the ears**. **Prominent steps are not permitted**. At no time may the fringe cover the eyebrows.

GENERAL

- ⊕ Learners must wear full and correct school uniform when they come to school, or leave school at the end of the day, and must at all times appear neat and tidy. Tackies / tracksuit tops must be worn when learners go home.
- ⊕ No jewellery, other than watches (marked with child's name where possible) and plain stud earrings or sleepers may be worn by girls. (No dangly earrings). Visible bracelets and necklaces are also not permitted. Boys are not permitted to wear earrings of any kind, on school premises or while in Beaumont uniform.
- ⊕ Finger-nails must always be clean and short. Painted finger-nails or toe-nails are not permitted.
- ⊕ No make-up may be worn to school.
- ⊕ Cell phones should preferably not be brought to school. Beaumont will not take responsibility for the loss or damage of a learner's cell phone. If a cell phone rings during class, the rules as spelt out in the school's cell phone policy will apply.
- ⊕ All items of clothing, towels, togbags, pencil boxes, stationery and lunch boxes must be clearly **marked**.
- ⊕ Learners must take great care in looking after all books and equipment issued to them by the school. All workbooks and textbooks must be covered. Parents **will be required to pay** for school books that are lost.

BASIC SCHOOL RULES

- ⊕ Learners must deport themselves in such a manner as to bring credit to themselves, their families and their school. They must strive towards living out our motto, namely *'in order to serve'*.
- ⊕ The school buildings are out of bounds before school (except Mondays), during breaks and after school, unless learners are accompanied by a teacher or in case of inclement weather conditions. During rainy weather, Foundation Phase learners and Grade 7 learners are permitted to remain in the corridors before school and during breaks while Grade 4 - 6 learners are allowed in the corridors before school and may assemble in the hall during breaks (Teachers will be on duty).
- ⊕ Running and eating in the corridors, or on staircases is strictly forbidden. Movement in the school must be quiet and orderly at all times.

- ⊕ Learners may never litter and must contribute towards keeping our school clean and tidy at all times. They must develop a pride in their environment.
- ⊕ Cloakrooms are to be kept clean and hygienic at all times.
- ⊕ Wilful damage to the school buildings, furniture or amenities is a punishable offence. Any accident (no matter how slight) must be reported to the office.
- ⊕ No child may leave the school grounds during school hours without written authority.
- ⊕ Climbing of fences and trees is strictly forbidden. Children may not play among bushes / trees next to fence in Van der Merwe Street.
- ⊕ Only suitable tennis shoes may be worn on our tennis courts.
- ⊕ No cycling is permitted on our school grounds. Learners must dismount at the gate and push their bicycles to the stands.
- ⊕ Learners are expected to be courteous and polite at all times. Say 'Good morning' to any adult first. It costs nothing to say please, thank you or pardon.
- ⊕ No rough and dangerous games or activities may be played on our school grounds.

CODE OF CONDUCT

1 INTRODUCTION

OUR **VISION** IS TO PROVIDE A STIMULATING, INCLUSIVE CHRISTIAN-BASED LEARNING ENVIRONMENT WHERE ALL CHILDREN ARE NURTURED IN THE DEVELOPMENT OF THEIR INTELLECTUAL, CULTURAL AND PHYSICAL POTENTIAL, WITHIN A SOUND VALUE SYSTEM. This implies that our learners are *loved* and *respected unconditionally* so that true *learning* can take place. In return, our learners must *learn to respect* themselves, their peers, teachers, parents and property. This is based on our Human Rights Document.

As secondary educators, *the role of the teachers* is to work with *parents* who must be the ones to introduce their children to *discipline* which starts at *home*, and continues at *school* and in their *environs*. The focus on *discipline* in our school is *positive* and *encouraging*, and seen in the context of *age appropriateness*. Ongoing communication between parents and teachers is *vital* if we want to succeed in our mission.

2 Our **OBJECTIVES** are as follows:-

2.1 ENCOURAGEMENT OF POSITIVE BEHAVIOUR

Class teachers endeavour to:

- win *respect* and *trust* of children
- set clear boundaries
- discuss and record behaviour boundaries with entire class
- set class goals - week, term, year
- set individual and personal goals
- apply all seven of the positive strategies listed below throughout the year

Positive strategies to be applied:

- * GOOD WORK
The Headmaster is made aware of good work
- * POSITIVE MARKING
Encouraging comments given
- * GROUP OR TEAM POINTS & REWARDS
Rewards for co-operation/team work in a class
- * TERM END OUTINGS
Has to be earned by every class member
- * SPECIAL TIME FOR GOOD OR IMPROVED BEHAVIOUR
Given in order to inhibit naughty, attention-seeking behaviour
- * GOOD WORK NOTES TO PARENTS
To acknowledge good work prepared by child

2.2 DISCOURAGEMENT OF NEGATIVE BEHAVIOUR

The principle of natural justice in all situations must be upheld, i.e.:

- Tell the child what the offence is and give the child an opportunity to state his/her side of the matter. Consider this input seriously.
- Establish whether the child you are talking to is the offender.
- Investigate the offence free of prejudice.
- Take care to establish the motive of the offence.
- The right to review and appeal.

BEAUMONT HUMAN RIGHTS DOCUMENT

- ⊕ It is my responsibility to treat others with compassion, therefore I expect to be treated with compassion by others

- ⊕ I have the responsibility to respect other's individuality and religion, irrespective of their gender, colour, age or appearance. I can then expect others to treat me in a respectful manner

- ⊕ It is my responsibility to ensure that, through my actions, I will not physically hurt anyone intentionally. Thus I can expect to be treated in the same way

- ⊕ I may not take or destroy the property of others. I can expect my property to be safe

- ⊕ I have the responsibility to help maintain a clean and quiet school which gives me the right to hear and be heard in this school. This means that I will not scream, shout, make loud noises or otherwise disturb others and they will not disturb me

- ⊕ I have the responsibility to help maintain an atmosphere of learning for myself and others in this school which gives me the right to learn. This means that I will be free to express my feelings and opinions without being interrupted or discriminated against and I will not interrupt or judge others who express theirs

- ⊕ It is my responsibility to learn self-control. This means that no-one will silently stand by while I abuse my rights and that I will strive to exercise my rights without denying the same rights to others

- ⊕ It is my right to relax and enjoy myself during break, therefore I shall not prevent others from also enjoying their breaks

- ⊕ It is my responsibility to protect my rights and the rights of others by acting responsibly in all circumstances

STAFF

HEADMASTER

Mr G D Reddell

DEPUTY HEADMASTERS

Mr L Kets (Senior)

Mrs H Saayman (Junior)

RECEPTION PHASE

Gr R	Mev B van Staden
Gr R assistant	Mrs C Govana

FOUNDATION PHASE

Gr 1E1	Mrs D Coulson	
Gr 1E2	Mrs A Page	
Gr 1E3	Mrs C Murray	Grade Head
Gr 1E4	Mrs L Newton-Foot	
Gr 1E5	Miss K. Payne	
Gr 1A	Mev M Barnard	
Gr 1A assistant	Miss L Uys	
Gr 2E1	Mrs D Galloway	
Gr 2E2	Mrs B Engelke	
Gr 2E3	Mrs C Viljoen	
Gr 2E4	Mrs W Philander	Head of Department
Gr 2E5	Mrs G Murphy	
Gr 2A	Mev I Bester	Grade Head
Gr 3E1	Mrs J Trincherro	
Gr 3E2	Mrs J Immelman	
Gr 3E3	Mrs J Allers	
Gr 3E4	Mrs B Austen	
Gr 3E5	Mrs L Kotze	
Gr 3A1	Mev M Brockman	Grade Head

INTERMEDIATE PHASE

Gr 4E1	Mrs E Ytier	
Gr 4E2	Mrs M Moore	
Gr 4E3	Mrs T George	
Gr 4E4	Mrs E Fick	
Gr 4E 5	Mrs C Sephton	
Gr 4A	Mev J Smit	Grade Head
Gr 5E1	Mrs L Scott-Rodger	Head of Department
Gr 5E2	Mrs A Voortman	
Gr 5E3	Miss D de Neef	
Gr 5E4	Miss C Payne	Grade Head
Gr 5A	Mnr B van Wyk	
Gr 6E1	Mrs Q Fourie	Grade Head
Gr 6E2	Mrs H Seele	
Gr 6E3	Mr A Momberg	
Gr 6E4	Mrs H Bothma	
Gr 6E5	Mrs S Steyn	
Gr 6A	Mev I Koekemoer	Departementshoof

SENIOR PHASE

Gr 7E1	Mr W Burger	
Gr 7E2	Mr B Savage	(Head of Department)
Gr 7E3	Mr P van den Bergh	
Gr 7E4	Mrs G Jonker	Grade Head
Gr 7A	Mnr A Minnie	

OTHER

Music	Mr Voges, Mrs Goldberg, Mrs Odendaal, Mrs van Dijk
Choir	Mrs Goldberg, Mrs Odendaal Mrs Le Roux
Remedial	Miss E Schneider
	Mrs P Blomefield (also Audiblox)
Audiblox (Part time)	Mrs C Degenaar
Art	Mrs H Wortmann, L Snyman, Mrs H Furnell
Library	Mrs I Silberbauer
Sport Administrator	Mrs E Minnie
Art & Culture Administrator	Mrs R Frylinck
Estate Manager	Mr C Melvill

NON EDUCATORS - ADMINISTRATION

Reception	Mrs T Rautenbach
Secretary	Mrs K Suart
Financial	Mrs L Jacobs
Financial	Mrs M van de Merwe
Roneo / Text books	Mrs D le Riche / R Wilken
Clothing	Mrs van Rooyen

AFTERCARE

Manager	Mrs K Hartung
Aftercare supervisor	Mrs P Burger
Aftercare supervisor	Mrs A de Vries
Aftercare supervisor	Mrs M Erasmus
Aftercare supervisor	Mev Z Murray
Aftercare supervisor	Mrs D Nicolaides
Aftercare supervisor	Mrs D Vorster
Aftercare supervisor	Mrs R Stegeman
Aftercare supervisor	Mrs M. Visagie
Aftercare assistant	Mrs R Martin
Aftercare assistant	

NON EDUCATORS - GENERAL ASSISTANTS

Caretaker	Bennie de Swartz
Assistant	Peter Hansen
Assistant	Willem Pieters
Assistant	Ludwe Ndabula
Assistant	Zuma Ngamani
Assistant	John Mtengwane
Assistant	Joan Peters
Assistant	Gertie Martin
Assistant	Japhta Pedro
Assistant	Bennett Pongwana
Assistant	Annemarie Muller