



PECANWOOD

COLLEGE

Prepared for Life

PROSPECTUS PREPARATORY

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Pecanwood College was founded in January 2005 and is an Independent School affiliated with the Independent Schools Association of South Africa. The College is situated in Hartbeespoort Dam surrounded by the panoramic Magaliesberg Mountains.

Our College offers classes from Grade 000-12.

OUR VISION:

Pecanwood College is an independent, combined school of excellence. The College provides outstanding facilities, qualified and dedicated teachers with passion and enthusiasm to fulfil the needs of each pupil in a sensitive, caring manner and a balanced programme of academic, cultural, sporting and adventure pursuits. In this dynamic, happy learning environment, supported by a Christian-based value system, our pupils will be able to achieve their full potential academically, physically, socially and spiritually to emerge as well balanced, productive individuals. Pecanwood College is a member of the Centurus Colleges group that brings together exceptional resources in education and provides exciting, value-added components in the curriculum through the company's four specialised pillars:

- Academic and learning enrichment
- Sports coaching and performance
- Environmental education
- Visual and Performing Arts

Graduates of Pecanwood College will thus emerge as fully rounded individuals, moulded by the College's ethos and opportunities, "Prepared for life" and its challenges.

FACILITIES:

Our College is continually changing; every year adds a new dimension to the school. Our facilities currently include:

- 2 x Computer Centres
- 16 x Classrooms
- 1 x Rugby Field
- 1 x Hockey Field
- 2 x Cricket fields (2 x practice nets)
- 4 x Netball/Tennis courts
- 1 x Outdoor Swimming pool
- 1 x Art Studio

ADMISSION POLICY:

Every family applying for admission to Pecanwood College is given equal opportunity irrespective of gender, race, religion or cultural background. However, every family will be informed in the admission interview of the College's value base.

Admission to the College will be conditional upon the following:

1. That the learner meets the minimum academic standard of the Grade being applied for. A placement assessment appropriate for the Grade may be administered by College staff to determine the learner's academic profile.
2. That the learner and parents agree and abide by the College's Code of Conduct.
3. That the parents have fully completed and signed the Parent Contract and returned it to the College.

ADMISSIONS PROCESS:

Application

- Completion of an Admission form, submission of supporting documents and a fee of R 750-00.

Admissions Criteria

Entry is determined by:

- Applicants academic record
- Pupil assessment

Upon acceptance, a non-refundable enrolment fee is due in order to secure the place.

LANGUAGE POLICY:

- The language of instruction at Pecanwood College is English
- Afrikaans is offered as an additional language
- All communication and correspondence from the College will be in English

FINANCE POLICY:

Details for the payment of school fees are available from the Bursar's office.

The methods of payment are:

- Annually by the first day of the school term
- Monthly debit order
- No school fee payments in cash will be accepted

Overdue fees

Interest on overdue fees is charged monthly on all outstanding tuition fees at a rate of prime plus 2 %.

Annual re-registration

- Pupils are required to be re-registered at the College annually.
- Pupils may not attend school and their names will be removed from class lists unless a completed re-registration and payment form has been received by the College.
- Any outstanding fees from the previous year must be settled before registering at the start of the New Year.

Should the re-registration not be received by the College timeously, the following will apply:

- The pupil cannot be guaranteed a place at the College and parents have to re-apply for the pupil.
- Parents will have to complete a new contract for enrolment at the College.
- The outstanding account will be handed over to the College attorney's for collection.
- In the event the pupil is re-accepted to the College, a new enrolment fee may be requested.

ACADEMIC POLICY:

Pupils are inspired and motivated to achieve their best they can in the classroom. The standards of the IEB are held in high regard by international and South African tertiary institutions.

Subjects offered by the College:

Grade 1-3	Grade 4-5
<i>Arts & Culture</i> <i>Literacy</i> <i>Life Skills</i> <i>Numeracy</i> <i>Zulu</i>	<i>Arts & Culture</i> <i>Afrikaans</i> <i>English First Language</i> <i>Life Orientation</i> <i>Mathematics</i> <i>Social Sciences</i> <i>Natural Science and Technology</i> <i>Zulu</i>
Grade 6	Grade 7
<i>Arts & Culture</i> <i>Afrikaans</i> <i>English First Language</i> <i>Life Orientation</i> <i>Mathematics</i> <i>Social Sciences</i> <i>Natural Science and Technology</i>	<i>Arts & Culture</i> <i>Afrikaans</i> <i>Economics Management Science</i> <i>English First Language</i> <i>Life Orientation</i> <i>Mathematics</i> <i>Social Sciences</i> <i>Natural Science and Technology</i>

CO-CURRICULAR POLICY:

Co-curricular activities are divided into sports and cultural activities, each of which fall under their own specific rules, policies, affiliations and leagues.

Pupils participate voluntarily in the discipline of their choice; however it is compulsory to participate in one Sport and one College activity per term. Once a pupil has committed to a discipline, he/she may not withdraw.

CO-CURRICULAR ACTIVITIES:

We offer the following sporting co-curricular activities from 14h00-15h00 during the course of the year (Cost inclusive). One sport per term is **compulsory** for every pupil for the College.

Sports:	Cultural:
Athletics Cricket Netball Rugby Hockey Archery Tennis Softball Swimming Mountain Biking	Music Club Glee Club Chess Club Choir

Sports Practices and Matches - those who commit themselves to play for a team may not absent themselves from practice or matches without permission. The correct uniform must be worn at all times.

Pupils who commit themselves to a sport are expected to honour that commitment for the full season. This involves attending all practices, fixtures and meetings including those held during the examination and test weeks.

PRIVATE EXTRA MURALS (cost exclusive):

These activities are for parents' account and occur after the formal co-curricular programme. These do change from time to time.

- Tap and Modern Dancing
- Ballet
- Hip Hop
- Piano / Recorder / Guitar lessons
- Judo
- Karate
- Taekwondo
- Playgolf
- Manners for Minors
- Ruggakids
- Playball
- Gymnastics
- Pecanwood Swimming Club
- Equestrian
- Archery (club)

HOUSES:

Pupils will be allocated to a House (Kingfisher, Comorant or Ibis) for the duration of their stay at the College. In these Houses, our pupils will have the opportunity for good, wholesome competition in academic, sport and cultural events.

UNIFORM POLICY:

Girls:

1. Girls' skirts are to be no shorter than two (2) inches above the knee.
2. No make-up or artificially dyed eyebrows or eyelashes will be allowed.
3. Nails are to be short, neat and clean at all times.
4. No nail polish may be worn.
5. No toenail polish may be worn.
6. Hair is to be neat and away from face.
7. No gel, highlighting or colouring of hair will be allowed.
8. Only small studs (no stones) and sleeper earrings may be worn.
9. No jewellery, with the exception of watches may be worn.
10. Only leather or metal strap watches (no decorative watches) may be worn.
11. Only chains with religious symbols may be worn. Chains not to be visible.
12. Colour of hair accessories limited to dark green, brown and black.
13. Correct brown school shoes and socks to be worn.
14. Appropriate undergarments will be worn.
15. Blazers are to be dry-cleaned regularly. Washing machine at home works perfectly.
16. Correct sport attire during practices and matches.
17. No T-shirts or vests may be visible. Limited to white.

Boys:

1. Shirts will be tucked in at all times.

2. Hair is to be short, cut above collar and ears, away from face.
3. No gelled, highlighted or coloured hair or inappropriate, untidy hair styles will be allowed.
4. Brown belts to be worn with trousers.
5. Boys are to be clean shaven at all times.
6. Correct brown school shoes and socks to be worn.
7. Blazers are to be dry-cleaned regularly. Washing machine at home works perfectly.
8. Correct sport attire during practices and matches.

General:

1. No buttons missing on shirts or blazers.
2. A blazer must be worn over jersey.
3. Blazer is compulsory with winter uniform.
4. All pupils will dress appropriately during civvies days

SUMMER UNIFORM:

BOYS	GIRLS
Official long trousers	Official skirt
Branded short sleeved shirt	Branded short sleeved shirt
Brown shoes	Brown shoes
Beige long socks	White socks
Branded blazer	Branded blazer

WINTER UNIFORM:

BOYS	GIRLS
Official long trousers	Official skirt
White long sleeved shirt	White long sleeved shirt
Jersey	Jersey
Long socks	Long socks
School tie	School tie
Brown shoes	Brown shoes
Beige long socks	White long socks
Branded blazer	Branded blazer

PHYS. ED KIT:

Beige PWC shirt
Green Shorts
White socks & takkies

CRICKET	TENNIS	SWIMMING
Official cricket shirt	Official sports shirt	Official swimsuit
White shorts	Green shorts	PWC Cap
White socks & takkies	White socks & takkies	Towel
PWC Cap	PWC Cap	Tracksuit (full)

RUGBY	NETBALL	SOFTBALL
Official Rugby shirt	Official netball shirt	Official sports shirt
White shorts	Official netball skirt	Green shorts

White socks & takkies	White socks & takkies	White socks & takkies
SOCCER	GIRLS HOCKEY	BOYS HOCKEY
Official sports shirt	Official hockey shirt	Official hockey shirt
Green shorts	Official hockey skirt	Green shorts
Soccer boots & shin guards	White socks & takkies	White socks & takkies

SCHOOL UNIFORM SHOP:

The Pecanwood College Uniforms are available at the Pecanwood College Shop which is operated from the Campus. Please note that uniforms are compulsory and must be clearly marked with the pupils name. All pupils are required to arrive and leave school in school uniform.

The shop is open on the days mentioned below:

Monday:	07h00 – 11h00 and 12h30 – 16h00
Wednesday:	12h00 – 16h00
Friday	07h00 – 09h00

Should there be any specific enquiry; Mrs. Kerrin Bain may be contacted on 083 303 1406, email: bains@mweb.co.za

STATIONERY AND BOOKS:

Grades 1-7

Stationery packs which comprise all stationery required will be available from the Uniform Shop in the New Year. All resource books, workbooks and other stationery requirements will be provided for by the College.

SECOND HAND UNIFORM SHOP:

The Shop is situated in the Main Boulevard of the Prep section. The shop will be open every Wednesday from 12h00-14h30.

Please remember that this is a second hand shop and not all items and sizes are available.

LOST PROPERTY:

Articles of uniform left in the College grounds will be collected on a daily basis and sent to the Lost Property storeroom. Clearly marked articles will where possible be returned to the pupil's classroom. Un-marked items will be kept until the end of term at which time they will be incorporated into the Pecanwood College second hand shop. All non-uniform items will be donated to a local school.

SCHOOL CALENDAR:

TERM 1	TERM 2	TERM 3
Start: 14 January 2015 Close: 17 April 2015	Start: 5 May 2015 Close: 7 August 2015	Start: 8 September 2015 Close: 4 December 2015
Half Term: 26 February Return to School: 3 March	Half Term: 26 June 2015 Return to School: 6 July 2015	Half Term: 22 October 2015 Return to School: 27 October 2015
Public Holiday: 21 March (Human Rights Day) 3 April (Good Friday) 6 April (Family Day)	Public Holiday: 15 June (School holiday) 16 June (Youth Day)	Public Holiday: 24 September (Heritage Day) 25 September (School Holiday)

SCHOOL HOURS:

Grades 1 – 3	07h30 – 13h30
Grades 4 – 7	07h30 – 13h45

(Please note that times are subject to change and that the College cannot be held responsible for the care of children outside these hours, unless a prior arrangement has been made)

THERAPIES, ACADEMIC SUPPORT AND REMEDIAL:

Pupil's experiencing learning difficulties at the school will benefit from the favourable teacher/pupil ratio, as well as our Academic Support programme. The HOD for Therapies, Academic Support and Remedial is headed by Mrs Nadia Prinsloo.

Should teachers identify pupils with significant learning disabilities or difficulties in specific academic areas they will be referred too. After studying the case and seeing work examples to see if the referral is valid, consultation is made with the parents and the pupil is referred for an appointment and/or assessment with the relevant professional.

A remedial teacher currently runs 3 academic support sessions per week in school time as well as a remedial practice after school. The College has on site, privatised specialists, i.e. Occupational therapists, Speech and Language Therapists, Visual Therapist, Remedial Therapists and an Educational Psychologist which operates under Mrs Prinsloo.

CODE OF CONDUCT:

As with any organisation, it is necessary to have a set of rules and regulations in order that all are able to co-operate and interact beneficially. A formal set of rules and regulations is usually unnecessary for the majority of our pupils who conduct themselves sensibly and in a manner that is mutually advantageous. However, there are pupils who need the guidance of rules and regulations and instructions. A number of unwritten procedures apply from time to time. These are always announced and explained at the College. All rules are subject to annual revision. We are satisfied that all our rules, regulations and instructions are educationally based and as such we expect all pupils to co-operate with ALL of them. Any pupil organising, planning, or being involved in, a contravention of Regulations and Rules will be appropriately punished.

1. Participation in the School programme

- A pupil shall participate in the educational programmes as prescribed by the College Council, unless exemption has been granted by the Council.
- When a pupil has joined a co-curricular school activity, he/she shall fulfil his/her obligations and carry out his responsibilities in that connection, unless he/she is granted exemption by the Headmaster.
- Pupils may not enter school premises before or after school hours or use any of the Colleges facilities and equipment, including those for sport, before or after school hours, without permission.
- Appropriate action will be taken in the case of conduct that discredits the College in the eyes of the community.
- Hitchhiking while in College uniform is not allowed.

2. Appearance

Pupils general appearance directly influences the way in which the College is perceived in terms of the norms and standards advocated and upheld by that institution. It creates an undeniable sense of entity within the College context and contributes positively towards issues such as discipline, orderliness and goal-orientated academic achievement

3. Bounds and behaviour

- Pupils are restricted to certain areas.
- No unsupervised ball games are allowed during breaks.

- Bullying is forbidden.
- Where a pupil damages school property, he/she will be expected to pay for the repairs and must report such damage to Reception or to one of the Deputy Principals.
- Fighting will be punished.
- The car park is out of bounds during school hours.
- The Hall is out of bounds unless the pupil(s) is/are accompanied by a teacher.

4. Cycle, Cars, motorbikes, etc.

- Cycles, mopeds and motorbikes must be ridden slowly (under 20 km/h) inside the school property.
- Cycle-racks are located in designated areas. Learner motorbikes/cars may be parked in the school grounds provided permission has been granted by the school

5. Classrooms

Pupils may not remain in classrooms before or after school, or during breaks, without the permission of a teacher. Pupils who are found writing on or scratching on doors, tables or chairs will be punished. All apparatus and furniture must be treated with respect.

6. Sport

Sports Practices and Matches - those who commit themselves to play for a team may not absent themselves from practice or matches without permission. The correct uniform must be worn at all times.

Pupils who commit themselves to a sport are expected to honour that commitment for the full season. This involves attending all practices, fixtures and meetings including those held during the examination and test weeks.

7. Litter

Pupils are encouraged to keep the buildings and grounds free from litter. Litter must be placed in the receptacles provided.

8. Displays of affection

Public display of behaviour such as kissing, embracing, holding hands or other indiscreet behaviour violate the norms of good taste and, as such, are unacceptable.

9. Initiation

No form of initiation is permitted.

10. College sponsored activities

The College rules apply to all College-sponsored activities such as College bus transportation, tours, trips, dances, meetings etc.

11. Off-Campus behaviour

No pupil shall in any manner bring the name of the College into disrepute.

Behaviour on buses and in public places must be such that no inconvenience is caused to others. The College has the right to take action whenever a pupil is wearing the College uniform or part of it and his/her behaviour is such that it will bring the Colleges name into disrepute.

This will also apply when pupils are not in uniform but are in school parties or groups where they may be readily identified as pupils of the College. The College reserves the right to take action against pupils who attend private parties and by their behaviour bring the Colleges name into disrepute.

Appropriate action will be taken in the case of conduct that discredits the College in the eyes of the community.

HEALTH AND SAFETY:

Every pupil shall:-

- take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions;
- not obstruct any staff member in the carrying out of his duties;
- carry out any lawful order given to him, and obey the health and safety rules and procedures laid down by the Headmaster or by anyone authorized thereto by the Headmaster, in the interest of health or safety;
- if any situation which is unsafe or unhealthy comes to his attention, as soon as practicable report such situation to the Headmaster or to a member of staff, as the case may be, who shall report it;
- if he is involved in any incident which may affect his health or which has caused an
- injury to himself, report such incident to the Headmaster or to a member of staff as soon as practicable but not later than the end of the particular school day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he shall report the incident within twenty-four hours;
- not intentionally or recklessly interfere with or misuse anything that is provided in the interest of health or safety e.g. fire extinguishers.

(Note: All masculine pronouns are applicable to girls as well. No gender discrimination is intended)

SUBSTANCE ABUSE POLICY:

Unless authorised by the Head for legitimate educational purposes, no person may bring an illegal drug onto school premises or have such drug in his or her possession on school premises or during school activity.

Any form of distribution of any illegal drug to any other person is strictly forbidden. The selling and purchasing of illegal drugs is a criminal offence. If any pupil is suspected of, or caught selling or purchasing such illegal drugs, the College will investigate and if necessary, refer the matter to the appropriate authorities.

NEWSLETTER:

"The Week ahead" is loaded on the D6 Communicator and Website every Friday. Any urgent correspondence is sent out via SMS or D6 Alert. It is the parent's responsibility to ensure any change in contact details is updated in the school database.

TUCKSHOP:

A delicious range of freshly prepared healthy foods, at reasonable prices, are available on the premises.

AFTERCARE FACILITY:

The facility is available to children from Grade 000 – 7 at Pecanwood College from 13h30 to 17h30 daily and it includes homework supervision and a hot lunch. Upon registration, the cost will be advised.

SICK ROOM:

A sick room is available in our main reception area for children not feeling well at school. They will be issued with a written note from their teacher authorising them to go to the sick room. The secretary will inform parents of the situation and may request that the parents collect their child. Please do not send your child to school if they are sick. **No medication may be administered by the school.**

In case of an emergency, a doctor is situated at the Mountain Lake Shopping centre across from the school.

PECANWOOD COLLEGE SCHOOL SONG:

Pecanwood School Song
We will march down life's highway
In a common band
Always united come what may
Ready to lend a hand

Chorus:
With the mountains high and the waters nearby you will
Hear our voices ringing out Pecanwood our school

We will work and do our best
More knowledge to find
On the sports field play with zest
With team mates of like mind

Chorus
When challenges have linked our hearts
And the days been long
Each of us will play a part
Through God we will be strong

Chorus

SCHOOL PRAYER:

Prayer for Africa
God Bless Africa
Guard Her Children
Guide Her Leaders
And Give Her Peace
Amen

CONTACT DETAILS:

Telephone: **012 001 7118**

Facsimile: **+27 (0) 86 242 9685**

Email: **admin@pecanwoodcollege.co.za**

Physical Address:

Corner of Oberon Drive and the R512
Provincial Road

Postal Address:

PO Box 402
BROEDERSTROOM
0240

GPS Co-Ordinates:

S 25.77421 / E27.85897