



HIGHBURY
PREPARATORY SCHOOL

PARENT HANDBOOK

2023

TABLE OF CONTENTS

1. Message from the Headmaster's Desk

2. Mission Statement

3. Structure of the school

- 3.1 Highbury School
- 3.2 Board of Governors
- 3.3 The Highbury School Education Trust
- 3.4 Highbury Parents' Association
- 3.5 Old Boys' Society
- 3.6 Staff
- 3.7 School Directory
- 3.8 Parents and Communication
- 3.9 Website and Blog
- 3.10 Social Media
- 3.11 Community

4. School routines and regulations

- 4.1 Standards
- 4.2 Academic Structure
- 4.3 Cultural
- 4.4 Sport
- 4.5 ICT
- 4.6 LAD
- 4.7 LSC

5. Daily Routines

- 5.1 Pre-Primary - Weavers' Nest
- 5.2 Foundation Phase
- 5.3 Aftercare
- 5.4 Senior Primary

6. General

- 6.1 Homework
- 6.2 Reporting and Pupil Progress
- 6.3 Evaluation and Assessment
- 6.4 Pupil Absences
- 6.5 Discipline/School Rules
- 6.6 Pupil's Charter
- 6.7 Houses
- 6.8 Pupil Leadership and Responsibility Posts
- 6.9 Awards
- 6.10 Medical
- 6.11 Pocket Money
- 6.12 School Uniform and Dress
- 6.13 Uniform / Clothing Exchange
- 6.14 Haircuts
- 6.15 Insurance
- 6.16 Vehicle Stickers

7. Highbury Facilities

- 7.1 Chapel
- 7.2 Centenary Hall
- 7.3 Memorial Hall
- 7.4 LEAP Long Room
- 7.5 The Lecture Theatre
- 7.6 The Mike Procter Pavilion
- 7.7 Music Practice Rooms
- 7.8 Science Lab
- 7.9 Art, Design and Technology Room
- 7.10 Sports Facilities
- 7.11 Cap 'n Chino

8. Safety and Security

9. Frequently Asked Questions

1. MESSAGE FROM THE HEADMASTER'S DESK

One of the first things that all of us do when we have bought a new motor vehicle is to reach into the glove compartment to find the Owner's Manual. What is often a glossy, detailed users guide serves to cover the A to Z of all that one will need to know about the new car.

As customers and important stakeholders in the life of Highbury School it is crucial that you have at your disposal Highbury's version of an 'Owner's Manual' that will offer information and detailed coverage of most of the internal workings of the school.

Recognising that there are complex and overlapping dynamics serving to keep a school's operational system functioning at required levels, we have designed this user-friendly handbook to help you to find your way around.

Where regular newsletters, email correspondence, the d6 Connect App and other forms of communication will keep you abreast of daily happenings, this 'user guide' will give you the necessary broad-picture understanding of how it all networks together.

We hope that this handbook will help to:

- familiarise yourself with many of the potentially confusing places and names.
- act as an orientation tool designed to help you acclimatise to the daily routines and systems.
- allow you and your child to make those all - important initial contacts with the team who will be supporting you as a family during your time at Highbury and who will be playing a part in your child's life during the months and years ahead.

Needless to say, as with all schools, we are about people, relationships and communication. If you are still struggling in any way at all, please feel free to approach any member of the staff team for assistance.

Welcome to Highbury.

Sincerely



Roland Lacock
Headmaster

2. Highbury's Mission Statement

Mission Statement

Highbury is a boys' Christian preparatory school, which offers an all-round, relevant and dynamic education within a caring environment, equipping its pupils with values, skills and knowledge to deal with the demands of a changing and challenging world.

Academic Mission

For every teacher to create a stimulating environment which will embrace diverse learning styles enabling every boy to acquire the necessary skills, knowledge, attitudes and values equipping him for the following year and beyond.

Core Values

Christian morals and ethics

Respect for self, others and family

Family responsibility

Trust – mutual and relational

Responsible citizenship within the community, society, the environment and globally

3. STRUCTURE OF THE SCHOOL

3.1 Highbury School

- Pre - Primary School called Weavers' Nest (Grades 0000, 000 and 00)
- Foundation Phase (Grades R - Grade 3)
- Senior Primary School (Grades 4 – 7);
- (Middle School: Grade 4 – 5);
- (Upper School: Grade 6 – 7)

3.2 Board of Governors

The objective of the Board of Governors is to set policy and direction of the School.

Name	Role
Mr Murray Evennett	Chairman
Mr Blake Edy	Finance
Mr Iain Ewing	Special Projects & Sustainability
Mr Bheka Makhathini	Education
Mr Neil Patrick	Marketing
Mrs Shanta Reddy	Social Responsibility & Transformation
Mr Khayelihle Mthethwa	Facilities & Infrastructure
Mr Alex Gordon	Chairman of the Parents' Association
Mrs Victoria Mubango Madziwa	Human Resources
Mr Philip Norton	ICT
Mr Jason Goodison	Legal

3.3 The Highbury School Education Trust

In September 1995, the Highbury School Education Trust was established for the purposes of securing a long term capital base for the school and to make education at Highbury School more affordable. The trust is to be the vehicle to raise funds to provide for the long term sustainability of the school and to provide scholarships and bursaries.

The trustees are to comprise:

- (a) The headmaster;
- (b) The chairman of the board;
- (c) The chairman of the finance committee;
- (d) The chairman of the bursary committee;

(e) Not less than 2 (two) and not more than 5 (five) other persons appointed by the trustees.

3.4 Highbury Parents' Association

All parents and legal guardians of children at Highbury are automatically members of our very dynamic Parents' Association. Membership is free of charge. The various activities of the Parents' Association are coordinated by an elected committee. The committee is elected annually at an AGM held in October/November and is made up of 10 parent members and some Highbury staff (Headmaster and Business Manager).

The Highbury Parents' Association has two purposes:

1. To fundraise for the benefit of the school.
2. To encourage camaraderie amongst the parents.

The Highbury Parents' Association is responsible for organising the Golf Day, Fun Run Day, FP Dads and Lads Campout, Welcome Party, Spirit Day and the Year End Function.

3.5 Old Boys' Society

Our Old Boys' Society draws membership from governors, staff, Old Boys and past parents and provides a facility to promote fellowship within the Highbury community. To join the mailing list, and to receive quarterly newsletters, please email alumni@hps.co.za.

3.6 Staff

Management

Name and Role		Qualification/s	Email Address
Lacock, Mr. R	Headmaster	H.D.E Edgewood College of Education, BA (UNISA), Masters in Educational Leadership (Open University UK), Leadership Development Programme (Wits Business School)	roland.lacock@hps.co.za
Willows, Mrs. B	Headmistress of Weavers' Nest, Head of FP	HDE Junior Primary (CT College of Education)	belinda.willows@hps.co.za
Burns, Mr. D	Head of SP	B.Ed (UKZN), B Ed Hons (UNISA)	david.burns@hps.co.za
Watkinson, Mrs. L	Deputy Head of SP, Head of English, Gr 7	HDE (Edgewood)	lynette@hps.co.za
de Beer, Mrs. M	Deputy Head of FP	HDE (Natal); FDE (Remedial-RAU)	michelle@hps.co.za
Nel, Mrs. J	HOD Middle School	B.Prim Ed (UCT)	jenny@hps.co.za
Serfontein, Mr. P	HOD Sport	Bachelor of Arts (Psychology & Sociology)	pieter.serfontein@hps.co.za
Wren, Mrs. K	HOD Pre - Primary	BA Psych Hons PGCE	kirsty.wren@hps.co.za
Lyle, Mrs. L	HOD Academic Support	B.Ed FP Hons (UNISA) Special Needs Education	lea@hps.co.za
Van Rooyen, Mrs. M	Business Manager	B.Soc Sci (Natal), MBA (GSB-UKZN)	mvr@hps.co.za
Ndumndum, Mrs. N	Marketing Manager	Bachelor of Social Science (UKZN).	nomfundo.ndumndum@hps.co.za
Nombewu, Mr. M	Facilities Manager		mhlanga.nombewu@hps.co.za

Teaching Staff

Name	Grade / Role	Qualification/s	Email Address
Adigun, Mrs N	Gr 6 – 7	BA (Hon), PGCE	nqobile.adigun@hps.co.za
Bentley, Mrs A	Gr 000	HDE (Edgewood)	andrea.bentley@hps.co.za
Chimboza, Miss P	Gr 00	Diploma	primrose.chimboza@hps.co.za
Clark, Mrs H	Gr 000	Certificate in Pre-School Education	hayley.clark@hps.co.za
Coetzee, Mrs D	Gr R	B Prim Ed, Advanced Certificate in Education (difficulties)	devon.coetzee@hps.co.za
Cole, Mrs J	FP Music/Speech & Drama	BA Hons (UKZN) PGCE	judith.cole@hps.co.za
Dahl, Mrs D	Gr R	PGCE ECD	dee.dahl@hps.co.za
Dalton, Mrs L	Gr 1	B.Ed (Foundation and Intermediate Phase)	liesl.dalton@hps.co.za
de Beer, Mr A	FP Sports	HDE (DOK), Sport Psychology (Intec)	andre@hps.co.za
de Beer, Mr J	Gr 6 - 7	BEd Intermediate and Senior Phase	juandre.debeer@hps.co.za
de Beer, Mrs M	Deputy Head of FP, Gr 2	HDE (Natal); FDE (Remedial-RAU)	michelle@hps.co.za
Dladla, Ms M	Gr 5 - 7 isiZulu	B.Ed (Edgewood)	margaret.dladla@hps.co.za
Essery, Mrs T	Gr 3 LSC	BA (Rhodes), PGCE (UNISA), ACE (Remedial) (UNISA)	taryn.essery@hps.co.za
Goveia, Mrs E	Grade 6 – 7	B.ED Honours (UNISA)	estie.goveia@hps.co.za
James, Mrs S	Gr 1	HDE (PCE)	susanna.james@hps.co.za
Jones, Mrs M	Gr 4	B Ed Hons (Remedial)	michelle.jones@hps.co.za
Keeley, Mrs J	Gr R	HDE (Edgewood)	judy.keeley@hps.co.za
Kruger, Mrs H	Gr 4	B Prim Ed (Edgewood)	hayley.kruger@hps.co.za
Krüger, Mrs J	Head of Afrikaans, Gr 5 - 7	PGCE, B.Mus (Potchefstroom)	junine.kruger@hps.co.za
Louw, Mrs S	Gr 2 (LSC)	PGCE, BSOCSOI (UCT)	sarah.louw@hps.co.za
Mathonsi, Mr. F	Gr 4	B.Ed (UNISA)	freedom.mathonsi@hps.co.za
Matthews, Mrs J	SP Music/Speech & Drama	BA PGCE	jennifer.mathews@hps.co.za
McNabb, Mrs M	Gr 5	BEd Int/Sen Phase & BA Creative Brand Comm	michelle.mcnabb@hps.co.za
Minietti, Mrs L	EdTech Coach, Gr 4 – 7	PGCE (UNISA), BSc (UKZN)	lara.minietti@hps.co.za
Misic, Mrs T	Gr 3	B Prim Ed (UKZN)	tarryn@hps.co.za
Naidoo, Mrs M	0000	B Ed (Embury)	michaela.aidoo@hps.co.za
Ngxoko, Mrs P	Gr 2	B Ed Hon (Psych)	princess.ngxoko@hps.co.za
Roberts, Mrs S	Head of Maths, Gr 6 - 7	HDE (Durban College of Education)	suzanne.roberts@hps.co.za
Sansbury, Mrs A	SP Academic Support Coordinator , Gr4 (LSC)	BA, HDE (PMB), OCR Dip Remedial	abigail.hooper@hps.co.za

Scott, Ms G	Head of Music	B Mus HDE (UKZN) UTLM (UNISA) LTCL (Trinity College London)	gill@hps.co.za
Shaw, Mr C	Gr 6 – 7	HDE (Edgewood)	craig.shaw@hps.co.za
Shazi, Mr A	SP Physical Education	N6 Business Management	ayanda.shazi@hps.co.za
Smith, Mrs B	Gr 2	BA, PGCE	bianca.smith@hps.co.za
Smith, Mr B	Gr 3	BA, PGCE	brandon.smith@hps.co.za
Swale, Ms K	Gr 0000	B.Ed (UNISA)	kerry.swale@hps.co.za
van Bronckhorst , Mrs L	Gr 1	B Prim Ed (UFS)	lisa.vanbronckhorst@hps.co.za
Vilakazi, Mr K	Gr 5	BA (UKZN) and PGCE (UNISA)	knowledge@hps.co.za
Wakefield, Mrs G	Gr 5 - 6 (LSC)	B. Prim. Ed	gen.wakefield@hps.co.za
Wilson, Mrs T	Gr 3	B Prim Ed (Edgewood)	taryn.wilson@hps.co.za
Zondi, Dr N	Gr 4 isiZulu, Gr 6 History	BA, HDE (UDW), B Soc Sci Hons, MA (UKZN)	nz@hps.co.za

Housemasters and Housemistresses

Name	Role
Misic, Mrs. T	Housemistress Acutt's House
Mathonsi, Mr. F	Housemaster Acutt's House
Smith, Mrs. B	Housemistress Duff's House
Vilakazi, Mr. K	Housemaster Duff's House
van Bronckhorst, Mrs L	Housemistress Escombe's House
Shaw, Mr. C	Housemaster Escombe's House
Smith, Mr. B	Housemaster Robinson's House
Watkinson, Mrs. L	Housemistress Robinson's House

Teachers Assistants

Name	Grade
Khumalo, Ms. F	Grade R
Xulu, Ms. W	Grade R
Mdima, Ms. L	Grade 00/000
Xulu, Ms. A	Grade 00/000
Khumalo, Ms. T	Grade 0000
Zungula, Ms. A	Grade 0000

Aftercare

Name	Position	Email address
Cebekhulu, Miss P	Weavers Nest Aftercare	
Mabhida, Ms P	Weavers Nest Aftercare	

Mkhize, Ms M	Foundation Phase Aftercare	mabongi.mkhize@hps.co.za
Smith, Ms C	Foundation Phase Aftercare	aftercare@hps.co.za
Smith, Mrs D	Weavers Nest Aftercare	dea.smith@hps.co.za

Administrative Staff

Name	Position	Email Address
Basner, Mrs. J	Catering Manager	kitchen@hps.co.za
Compion, Mrs. L	Debtors	accounts@hps.co.za
Mamba, Ms. B	Library Assistant	bongi.mamba@hps.co.za
Houareau, Mrs. R	Marketing Officer	roxanne.houareau@hps.co.za
Hurst, Mrs. K	Financial Controller	kamantha@hps.co.za
Linley, Mrs. C	FP Head's PA & FP Admissions	fp@hps.co.za
Mazibuko, Mr. A	Reprographics	alpheus@hps.co.za
Moon, Mrs .B	Uniform Shop Manager	uniformshop@hps.co.za
Peel, Mr. M	IT Technician	matthew.peel@hps.co.za
Pegu, Ms. P	Bookkeeper	priya.pegu@hps.co.za
Smyth, Mrs G	SP Head's PA/SP Admissions	gill.smyth@hps.co.za
Dennekamp, Mrs. T	Weavers' Nest Secretary	tamlyn@hps.co.za
To Be Confirmed	School Sister	san@hps.co.za
Liezel Leigh	Headmaster's PA	pa@hps.co.za

3.7 School Directory

Website address is www.hps.co.za

Main Reception/SP Office 031 765 9800

FP Office 031 765 9830

Office Hours

The official working hours of the School's Administration Department are as follows:

School Terms: Monday – Friday: 07h15 – 16h00

School Holidays: Office opens from 8am – 12pm on certain days only.
Please phone to confirm.

3.8 Parents and Communication

Every effort is made to stay in touch with parents. An open-door policy is encouraged within every area of the school.

A detailed term **calendar** is updated regularly and is live on the **d6 Connect Application**. The d6 Connect Application is an important tool used by the Highbury parents and is a direct channel between school and parents. It provides up - to - date news, events, timetables, contacts and more.

The school **newsletter** '*Highbury Happenings*' is distributed twice a term.

Highbury will send regular emails with important letters on Adam and/or push notifications on d6 Connect with relevant sporting or event information. The Senior Primary parents are emailed the '*SP Weekly Update*' on a Friday to remind parents of forthcoming events and sporting fixtures.

'**At Home**' meetings, where parents can discuss their child's progress with teachers, take place at the end of the first and third terms.

The **homework** notebook, apart from being a daily record of the work that is coming home with one's boy, may also be used to communicate with parents.

Liaison Parents play an important role in helping to be a channel of communication between the parents and the class teacher. A liaison parent is chosen for each class at the beginning of the year.

3.9 Website and Blog

The Highbury website is used as an information and marketing tool for prospective parents. We trust you find the website interesting, informative and easy to navigate (www.hps.co.za). The core purpose of our blog is to share our understanding of what 'Knowing Boys' means in the teaching and learning context at Highbury. It also includes an Eco-Blog section (www.hps.co.za/blog).

We also have a Weavers' Nest website for prospective parents (www.weaversnest.co.za).

3.10 Social Media

Please follow us on social media: Facebook **@highburyprep** and on Instagram **@highburyprep**. We also have a Weavers' Nest exclusive Facebook page **@weaversnestpreprimary**. If you do not want your child used in our social media channels please indicate this on your ADAM parent's information detail sheet which is sent at the beginning of each year for parents to check and update.

3.11 Community

Our external outreach programmes are in keeping with Highbury’s mission statement of responsible citizenship within the community, society, the environment and globally. Highbury hosts a number of fundraising activities in support of various charity organizations, other schools or people in need of assistance.

4. SCHOOL ROUTINES AND REGULATIONS

4.1 Standards

Having been successful in gaining entry into Highbury, children need to understand that the school is first and foremost an institution of learning where the academic programme is specifically geared towards extending and challenging the learner.

A professional and well-qualified staff team works hard within the dynamic of an exciting curriculum to foster and promote a work ethic that is built around a love of learning.

We aim to be able to pass young men onto their secondary phase of learning with academic building blocks securely in place, with a sound recognition and understanding of life-related skills, and with a realistic belief and confidence in their own ability and self-worth.

4.2 Academic Structure

Grade	Classes	Number per class
Grade 0000	2 classes	16
Grade 000 and 00	2 classes each	20
Grade R	3 classes	22
Grade 1	3 classes	22
	1 Learning Support Class	12
Grade 2	3 classes	22
	1 Learning Support Class	12
Grade 3	3 classes	22
	1 Learning Support Class	12

Grade 4	3 classes	22
	1 Learning Support Class	12
Grade 5 – 7	3 classes each	24

The maximum number of pupils per grade is 72 so the number is balanced between the Mainstream Classes and the Learning Support Class for Grades 1 to 4. Maximum is 24 in a Mainstream class and 12 in a Learning Support Class. The model is 20 pupils for each of the three Mainstream classes and 12 in the Learning Support Class per grade.

Grade 7 has three mixed-ability Form (register) classes. Mathematics is set according to Grade 6 results with the emphasis on being able to extend boys who have the basics in place and for others to be able to consolidate the basics.

Grade 6 has three mixed-ability Form (register) classes, except for English and Mathematics which are set according to Grade 5 results.

The Headmaster would, at his discretion, be permitted to exceed these class numbers by only one pupil per class, and only under exceptional circumstances.

4.3 Cultural

The cultural aspect of the school is made up of Music, Speech & Drama, Art and Public Speaking.

Music forms part of the boys' curriculum as a non-examinable subject. All boys from Grade 1 – 7 attend Music lessons for one hour per week. Grade R boys attend one half-hour lesson per week.

These lessons include:

- A brief introduction to music history and form.
- Folk music.
- Listening to a wide variety of musical styles.
- Reading music notation and playing of instruments and recorders.
- Percussion instruments are frequently used.
- Performing individually and as a group.

A wide range of instruments is offered as paid for extra-curricular activities:

- Guitar (acoustic, electric and bass), flute, drum kit, piano, violin, cello, voice training, clarinet, saxophone, trumpet and recorder.

- Djembe drumming is also offered as an optional extra and this is a vibrant, growing group.
- Boys have the opportunity to play in the SP orchestra or to sing in the choirs (FP / SP choirs). There are many opportunities presented to play in concerts at the school or at other schools in the Highway area.
- Two Marimba groups (junior and senior).

The Music Department regularly goes on tour to other provinces, visiting local schools and sharing their talents. Boys also participate regularly in music concerts both formally and informally at school.

Drama offers learners the opportunity to explore and express themselves in a safe and controlled environment. In addition to the academic content, boys experiment with mime, dance drama, improvisation, scriptwriting and stage performance. This is formally part of the curriculum from Grade 1 and 7. During a time-tabled lesson, boys in Grades 1-7 develop their performing skills in voice, characterization, narrative and ensemble acting. They use drama games and exercises to explore and express their own ideas about the world in which we live.

Art lessons are a creative exploration of colour, paint, texture and other materials. Lessons are planned and designed specifically to stimulate illustrative and craft creativity. Children in Grades 6 and 7 and are taught by a specialist Art teacher.

Public Speaking and Reading culminates in two annual competitions for the Middle and Upper Schools.

4.4 Sport

An extensive range of sports and extra-mural activities are on offer. Boys are expected to play the sport of the season although alternatives are offered for Senior Primary boys. It is compulsory to participate in some aspect of the termly sports programme. There is a termly sports timetable which will be uploaded on the Communicator reflecting the sports offered for that term. Boys and parents are expected to be committed to Saturday sports fixtures during the term, only in extraordinary circumstances are boys able to be excused from participating in these matches.

Summer/Winter Sports Programme

Foundation Phase – Grade R, Grade 1 and 2

Term 1	Swimming and Mini-Cricket
Term 2	Soccer and Cross Country
Term 3	Hockey and Athletics
Term 4	Swimming, Mini-Cricket, Hardball Cricket (Grade 2 only)

Foundation Phase – Grade 3

Term 1	Swimming, Mini-Cricket, Hardball Cricket
Term 2	Soccer, Rugby, Cross Country
Term 3	Hockey and Athletics
Term 4	Swimming, Mini-Cricket, Hardball Cricket

Cycling club takes place on Friday afternoons

Paid Extras	Judo Karate Tennis Swimming
-------------	--------------------------------------

Senior Primary

Senior Primary boys must be committed to at least two afternoons per week in all four terms.

Term 1	Cricket, Swimming, Tennis, Chess, Water Polo, Cycling and Golf
Term 2	Rugby, Cross-Country, Tennis, Badminton, Chess, Soccer, Cycling and Golf
Term 3	Hockey, Athletics, Basketball, Tennis, Chess, Cycling and Golf
Term 4	Cricket, Swimming, Tennis, Chess, Water Polo, Cycling and Golf

Golf, Judo and Karate are also offered by outside specialists:

Golf:	Kate Brett-Castle (Kloof Country Club) or kate@kloofcc.co.za
Judo:	George Carter – 082 893 2259
Karate:	Kelvin Daniels – 072 434 5052

Wet Weather Procedure On Weekdays:

Boys must bring sports apparel on practice days regardless of the weather. In the event of inclement weather, practices will continue indoors, but matches may be cancelled. Queries regarding sport should be made to the school between 12h00 and 13h00. Alternatively, details will always be posted on the d6 Connect.

On Saturdays:

Parents will be notified as soon as possible on a given day should it be necessary to cancel or postpone a fixture for any reason.

Points for parents to note:

- All boys should get to know the rules of the sport being played
- Foul play and unlawful rough play are unacceptable at Highbury and may lead to a player's suspension from the sport
- There is an important difference between hard play and rough play – a player should never play with disregard for his opponent's safety
- Neither players nor spectators are to publicly criticize the decisions made by referees or umpires
- Applause should be offered for opponent's good play – 'putting down' the opposition is unacceptable at Highbury
- Highbury teams are to turn out smartly – clean clothes, socks gartered etc.
- Boys who are not wearing the correct kit will not be permitted to play the game/match.
- A Highbury boy's responsibility is to his team. His commitment to the well-being of the team is expected to take priority over individual preference
- Highbury boys are expected to participate in all matches, if selected for a team

4.5 ICT

Highbury is committed to harnessing technological innovations in the provision of an enriched learning environment and iPads have been identified as essential tools in this process. It is our goal to make learning varied, stimulating and creative while encouraging self-motivation and independence of thought.

Our boys are first exposed to technology in education at Grade R level through the use of a Smart interactive board in the classroom and using a bank of iPads when appropriate. From Grade 1 (Term 2) through to Grade 7 iPads become an integral part of the learning experience, each boy using his own device under the direction of enthusiastic, trained staff members. In addition to the iPad programme, the school has a number of desktop and laptop computers, all of which are networked. The Senior Primary has a dedicated ICT facility of 25 workstations, which provides opportunities for boys in Grade 6 and 7 to be taught the Windows-based skills currently required by most high schools. This venue is available to Upper School boys throughout the day, should their teachers wish to make use of it. Carefully filtered hands-on access to the Internet is available in all grades under adult supervision, by means of a school-wide wireless network that provides seamless browsing and research opportunities.

Grade R boys use the BeeBot coding bots to learn the basics of coding. In Grade 1, the boys use the Simple Machine Lego sets to learn basic principles of engineering like gears, levers and pulleys. The

Grade 3 and 4 boys are taught Lego WeDo Robotics and Grade 5 and 6 boys are taught Lego Spike as well as Ev3 Robotics.

Interactive white-boards are installed in most classrooms to further enhance visual learning. This cutting edge technology provides our teachers with added freedom and flexibility in their use of technology to enrich and add value to the learning taking place.

4.6 Learning and Discovery Centre (LAD)

This Centre is dedicated to the academic support of our pupils in all grades and is offered as a paid extra.

- This facility is situated on the Highbury grounds.
- Boys in the mainstream and Learning Support Classes attend the required therapy during school hours on a 'pull-out' system
- Facilities available are Remedial Therapy (Language and Mathematics), Speech and Language Therapy, Occupational Therapy, Physiotherapy, Counselling and Play Therapy.

The LAD Centre holds three parent Support Group meetings a year. Guest speakers are invited to talk on subjects of interest to parents of boys attending the LAD Centre.

4.7 Learning Support Centre (LSC)

Our Learning Support Centre has been developed in response to a growing need to provide specialist remedial intervention in certain grades to boys with short term special learning needs. Having opened in January 2012, with a first phase Grade 2 and 3 integrated model, we expanded into further phases in 2013. This includes stand-alone Grade 1, 2, 3 and 4 remedial classes. Support classes for English Language and Mathematics are offered in Grade 5 and a support English Language class is offered in Grade 6.

5. DAILY ROUTINES

5.1 Pre-Primary Weavers' Nest

Class	Age Group
Two 0000 Classes	2 - 3 years old
Two 000 Classes	3 - 4 years old
Two 00 Classes	4 - 5 years old

07h15 – 08h00

Arrival

12h00

Home Time

- Children bring a healthy snack and water to school.
- Playball, Tennis, Swimming, Ballet offered (as paid extramural).
- Children do not need to wear a uniform.

5.2 Foundation Phase

- Grade R lessons commence at 07h45 and end at 12h30 (12h45 Terms 3 and 4).
- Boys in Grades 1 – 3 are expected to be at school by 07h25 to attend Chapel at 07h30.
- Grade 1 and 2 pupils' complete lessons at 13h00.
- Grade 3 pupils' complete lessons at 14h00, except Wednesday when they are dismissed at 13h15.
- Grade 1 boys are involved in compulsory extra-murals until 13h30 on one afternoon per week.
- Grade 2 boys are involved in compulsory extra-murals until 14h00 on one afternoon per week.
- Grade 3 boys are involved in compulsory extra-murals until 15h00 on two afternoons per week.
- Grade 1-3 boys attend Chapel services in the Lecture Theatre on Monday, Wednesday and Friday. Tuesday is House Chapel in allocated venues and Thursday's service is held in the Chapel.
- All Grade 3 scholars enjoy a sit-down lunch at 13h00 in the Dining Hall except on Wednesdays when boys have lunch in their quad.
- Foundation Phase boys may be involved in optional post-school programmes.
- Play blues must be worn for morning Phys Ed lessons and for all games included in the post-school programme.
- Homework – set by the class teacher.
- Snack – boys may bring their own healthy snack for the 10h00 break. Please note no nuts of any kind are allowed. The school provides sandwiches and a drink for Grade 1 to 3.

- Boys who are not collected timeously will be taken to Aftercare.
- Highbury provides a morning bus service from Westville, Cowies Hill and Waterfall. For further information email Gill Smyth at gill.smyth@hps.co.za.
- Please contact the FP office before 08:00 to report your child's absence from school.

5.3 Aftercare

Weavers' Nest Aftercare

Aftercare is offered to all children from Weavers' Nest. A qualified caregiver, together with assistants, will supervise the children and their afternoon activities. The Aftercare facility is an annexure to the Weavers' Nest with a separate, easily accessible entrance for collections.

- Aftercare is open Monday to Friday during term time from 12h00 until 16h00. Please note, however, that on **half - term** Fridays, the facility will close as usual at 16h00 but on the **last day of term**, the facility will close at 13h00.
- Children may attend Aftercare on a permanent or casual basis. Casual aftercare children may be signed up each morning when you drop your child at school. For security reasons, it is very important that you keep us informed about who is collecting your child. Your child may not be fetched by an older sibling.
- Weavers' Nest children are escorted to the facility by a teacher at the end of the school day.
- Please pack an extra snack and refreshment for your child to enjoy on arrival at Aftercare.
- A daily register is taken and parents are required to sign their child out each day.
- The children enjoy lunch between 12h00 and 12h30 followed by quiet time.
- After lunch, the Grade 0000 children have a nap in the Quiet Room.
- Junior waterproof mattresses are provided for this purpose.
- Please provide all 'sleep paraphernalia' for your child - nappy, blankets, fluffy toys etc. These will be kept at school and sent home for washing when necessary.
- If a dummy is needed this must be packed in a sealed container.

- Pull-up nappies and/or spare clothing must be provided. Each child has their own 'cubby' for creams and nappies. Please ensure that you check this supply each week.

The programme then includes a variety of supervised indoor and outdoor activities subject to weather conditions.

'BoyZone' Foundation Phase Aftercare

Aftercare is offered to all pupils from Grade R to Grade 3. A qualified caregiver will supervise the children and their afternoon activities. The Aftercare facility is housed on the Highbury property, opposite the Foundation Phase office.

- Aftercare will be open from 12h30 – 17h30 Monday to Friday during term time, however, please note that on **half-term** Fridays the facility will close at 16h00 and on **the last day of term** at 13h00.
- Grade R boys attending Aftercare will remain in the Grade R area until 12h45 when a teacher is available to escort the boys to the facility.
- A light, healthy lunch plus liquid refreshment will be provided for all children up to Grade 2. Grade 3 boys eat lunch in the Dining hall at 13h00 each day. Another snack will be provided during the afternoon.
- Suitable indoor and outdoor activities will be provided subject to the weather conditions.
- Caregivers will assist with homework, but parents are expected to check homework books.
- A daily register will be taken and parents will be required to sign out their child each day.
- Boys must change into their play blues for Aftercare (Grade 1 – 3) and all children must wear hats.
- Preference of place will be given to children who require permanent/regular aftercare

5.4 Senior Primary

Day Programme:

Arrival	Boys are expected to be at school by 07h25 to attend Chapel at 07h30
Chapel	Monday, Wednesday and Friday (Chapel Service). Tuesday (House Chapel, Thursday (Hymn Practice)

Tea Break Juice and sandwiches are served at 10h00. SP boys may not bring lunch boxes or juice or sweets of any kind to school. Hot chocolate/tea is served on especially cold days.

Lunch 12h30 Grades 4 and 5 are served lunch in the Dining Hall

13h45 Grades 6 and 7 are served lunch in the Dining Hall

On Wednesday, all grades are served lunch at 13h00 in the quad

Prep All boys waiting at school for extra-mural events are required to attend a homework/prep session in the Dining Hall between 14h15 – 14h45 on Mondays, Tuesdays and Thursdays. Prep is compulsory for Grade 4 boys on a Monday.

Sports SP boys are expected to participate extra-murally at least two afternoons per week.

Afternoons Boys in Grades 4 – 7 are welcome to remain at school during afternoons until 16h30. The Library and IT lab is open until 16h00. Between 17h00 – 17h30 SP boys still at school are to go to the FP Aftercare.

Bus Service Highbury provides a daily bus service from Westville, Cowies Hill and Waterfall areas to school. For further information email Gill Smyth at gill.smyth@hps.co.za.

6. GENERAL

6.1 Homework

A weekly homework timetable is in operation throughout the FP and SP. Boys are expected to apply themselves to all homework given. Parents are expected to check homework books daily.

6.2 Reporting and Pupil Progress

Pupil progress reports are distributed to parents at the end of the 1st (settling-in reports), 2nd and 4th terms.

6.3 Evaluation and Assessment

Continuous assessment is used throughout the school with formal testing/exams introduced in Grade 6 and 7.

6.4 Pupil Absences

Pupil absences are recorded daily which the school is legally bound to maintain. Lists of absentees are collected by 08h00 daily. If the absence is due to illness and is longer than two days in duration, a doctor's certificate must be given to the class teacher who will send it to the office for

filing. Leave of absence requests can only be handled by the Head of Senior Primary and all such requests are to be made to him in writing. Please contact the SP office before 08h00 to report your child's absence from school.

6.5 Discipline/School Rules

Highbury prides itself on having a proud tradition of good manners, neat and tidy dress and high standards with respect to appropriate behaviour. The school has a Pupil's Charter that serves as a guide when discipline is required. Boys are, however, encouraged to think for themselves and to ask themselves whether their behaviour is applicable to the situation.

Class teachers in the Foundation Phase manage discipline issues with support from the Head of Foundation Phase.

In the Senior Primary, a teacher may, following internal classroom management of a situation, require that a child return to school on a Friday afternoon for detention. These sessions take place each Friday afternoon from 14h15 to 15h30 and replace any extra mural activity. Boys wear their Smart Blues.

If a problem behaviour persists the pupil's parents will meet with the Head of Senior Primary to draw up an action plan going forward. If this proves to be unsuccessful, the Headmaster may choose to convene a disciplinary hearing. For further details, the Discipline Policy is available from the school office and on the school's website.

Highbury has a zero-tolerance for bullying. There is a 'Hurt-free, Helpful Policy' that is adopted throughout the school and is implemented in every learning environment.

Once at school, boys may not leave the premises unaccompanied by staff or parents. Highbury boys are expected to show respect for themselves, for those around them and for the environment in which they live.

6.6 Pupil's Charter – Code of Conduct

As a school with a strong Christian ethos, Highbury expects tolerance of, and respect for, every member of the community through the nurturing and development of defined and socially acceptable norms.

Adherence to the Pupil's Charter (code of conduct) will contribute to the establishment and maintenance of the desired ethos within the school. The emphasis of the Children's Charter lies in the constructive process of building up each child. Children are praised and encouraged in a variety of ways, on an ongoing basis.

6.7 Houses

Highbury has a 'House system' where all boys and staff are divided into four houses competing at sport, merits, general knowledge, quizzes, etc. Houses are Acutt's (Yellow); Duff's (Red); Escombe's

(Green); and Robinson's (Blue). Grade 1 - 7 Boys attend House Chapel each Tuesday in their respective Houses.

6.8 Pupil Leadership and Responsibility Posts

All Grade 7 boys are given the opportunity of performing duties as monitors during their final year.

6.9 Awards

Colours or Honours are awarded to senior boys for outstanding achievement in academic, sporting or cultural activities. Academic awards are given out at the end of the 1st and 2nd Semesters. The guidelines for both sporting and academic awards are available on the school's website.

6.10 Medical (Nursing Sister)

The Nursing Sister is available to treat any child during normal school hours. Sick pupils must report to the Sister before phoning home. Children can visit the Sanatorium throughout the day for various ailments and injuries. These are reported to the parents if necessary. Sister attends sporting matches and is available for any first aid requirement. Children are not allowed to keep any medication in their school bags. This is to be handed to the Sister who will then administer accordingly. Sister does administer medication upon written request from parents.

Highbury has a close working relationship with the Hillcrest Medical Centre and Emergency Unit. Any child who has an injury at school will be taken to this Centre and treated once the parents have been notified. This is covered by the school's medical insurance.

6.11 Pocket Money / Electronic Devices / Cell Phones / Smart Watches

Boys are prohibited from bringing these items or other personal valuables to school.

6.12 School Uniform and Dress

All boys are required to have a Smart Blues uniform, a khaki uniform and play blues as prescribed on the official clothes list. The wearing of approved sandals with khakis is permitted.

For **ALL** evening events; music evenings, general knowledge quizzes, drama performances etc., all Grade 1 – 7 pupils in the audience will be expected to be dressed in Smart Blues and Grade R boys in their day uniform **when the event is held at Highbury**. Where boys attend events at other schools as 'non-participants', not representing Highbury, they may wear civvies.

Special events at other schools where boys are representing Highbury, require the wearing of Smart Blues. For example, Grade 7 information evenings at the high schools/colleges.

6.13 Uniform Shop

The Uniform Shop is situated at the school, adjacent to the Coffee Shop, and is open at the following times:

Monday – Friday, during Term time: 07h00 – 15h00

Saturdays, with home sport fixtures: 08h00 – 12h00

The shop will be open for a limited time during the holidays – parents will be advised via d6 Connect as to days and times.

The full school uniform can be purchased from the shop.

Smart Blues, everyday khaki uniform, full tracksuit (may be worn over khaki uniform), Grade R uniform (play blues), hat (to be worn when outdoors), Highbury jersey, Grade 7 white jersey, House vests, rugby kit, cricket kit, hockey kit, soccer kit, swimming kit and school shoes.

Second-hand items of school uniform in good condition can usually be obtained. As boys outgrow their uniform, clean items in good condition will be accepted to be sold in the shop, at the shop manager's discretion. Also available is supporter gear, picnic blankets, cushions, umbrellas, etc.

Payment is made via credit card or cash. EFT's are acceptable but must be done at least 3 days in advance of purchases.

Please use the following banking details:

Highbury School

Standard Bank, Hillcrest

Acc. No.: 081686927

Ref: Child's name and surname

6.14 Haircuts

Boys' hair must be kept short and neat. Gel or similar hair products, may not be used. Highlights, or any other type of hair colouring, are not acceptable and will result in an immediate suspension of the pupil until such time as the hair has been dyed back to its original colour or he has received a No. 2 haircut.

Fashionable hairstyles e.g. comb-overs, steps, mohawks, shaved-in details etc. are not acceptable. Boys who are identified with such a hairstyle or haircut will be issued with a notification informing parents of the offence and a date by which the haircut/hairstyle must be rectified. Failure to do so may result in disciplinary measures and/or the boy being ineligible to represent the school in any official capacity.

6.15 Insurance

General accident and permanent disability insurance is compulsory. This fee will be advised.

6.16 Vehicle Stickers

Vehicle stickers are available from your respective Phase Secretaries. Please ensure a sticker is displayed clearly on the bottom right side of your windscreen, for security reasons and to aid traffic flow at drop off and collection times.

7. Highbury Facilities

7.1 Chapel

The Chapel is used daily for Chapel services and may be hired for wedding services, memorial services and baby christenings by 'friends of the school'.

7.2 Centenary Hall

This multipurpose hall, can hold up to 1000 people and is equipped for all indoor sports and physical education needs. It is also utilised for year-end award ceremonies, final assemblies and major school functions.

7.3 Memorial Hall

This Performing Arts Centre is used daily for all cultural activities, which include drama productions, informal music evenings, choir and orchestra practices. Further to this is a large designated drumming room housed under the stage in the Memorial Hall.

7.4 LEAP Long Room

Situated alongside Harris Field, the LEAP Long Room is a facility enjoyed by parents and staff. There are four change rooms situated downstairs for Highbury and visiting teams. Upstairs hosts a comfortable 'club house' area with a wrap-around veranda for a bird's eye view of the sport taking place on the surrounding fields.

7.5 The Lecture Theatre

The Foundation Phase uses this facility daily for their morning Chapel service. The Lecture Theatre is a well-utilised facility throughout the whole school and it houses a fully equipped AV system and cinema-style seating.

7.6 The Mike Procter Pavilion

This is utilised throughout the year by spectators and sports teams.

The above six facilities are available for hire - for more information please contact the School Nurse, who is also the Function Co-ordinator on 031 765 9800.

7.7 Music Practice Rooms

Six individual music practice rooms are situated alongside the Music Centre, with further music rooms located in the adjacent cottage.

7.8 Science Lab

Highbury has a state-of-the-art Science Laboratory, following major renovations in 2019. It is an engaging, inspirational space that is flexible, allowing for collaborative learning and discovery. We have the latest interactive technology and lighting specifically suited to scientific investigation. The visible storage space is designed to pique boys' interest and our highly durable, colourful, ergonomic furniture is suited to boys.

7.9 Art, Design and Technology Room

This is a spacious area needed for all practical assignments and projects. The boys do art and design and many other art-related projects.

7.10 Sports Facilities

<u>Cricket</u> Turf Pitch (1) Synthetics (3) 13 Nets (+ 4 indoor nets) Pavilions (2)	<u>Hockey</u> SP Hockey on Astro: 1 at St Mary's and 1 Kearsney College FP Mini Hockey Grass Fields
<u>Rugby</u> Mini Rugby Field (1) Full Size Fields (2)	<u>Soccer</u> Full Size Field (1) Junior Field (1)
<u>Tennis</u> Tennis Courts (4) Tennis Walls (2) Tea Shelter	<u>Badminton</u> Courts (2 – Sports Hall)
<u>Swimming</u> 25m Heated Swimming Pool (1)	<u>Basketball</u> Basketball Court (1 – Sports Hall)

7.11 Cap 'n Chino

The coffee shop is open from Monday to Friday from 07h00 to 15h45. It is open on a Saturday morning when there are home sporting fixtures. Fresh and frozen meals are available.

8. SAFETY AND SECURITY

Highbury has two security guards on duty at the main gate during the day and one on duty at night. The gates are access controlled and anyone wishing to enter the grounds must display the school security sticker on the bottom right-hand side of the windscreen. These stickers are available for parents from the main reception. Alternatively, visitors must fill out the visitor's book and get a visitor's card to be returned to security on exiting the grounds. This applies to both vehicle and pedestrian entry.

The Highbury Estate, being a secure and safe playground haven for all children, is to be driven through with extreme caution. Drivers are expected to look out for children crossing roads anywhere and at any time. Please drive with special care, obey and follow our road signs and road markings. **No texting or talking on your phone whilst driving.**

9. FREQUENTLY ASKED QUESTIONS

Who owns Highbury School?

The School is a Non-Profit Company and is governed by a Board of Governors.

Who appoints the Governors?

The Board itself invites members who usually have expertise in particular areas. **The Governors' Selection Committee** is responsible for identifying and screening prospective governors for consideration by the Board of Governors. The identification and screening are to be undertaken based on the selection criteria determined by the Board.

The Selection Committee is independent of the Board and is composed of past board members and/or individuals serving in other structures of the School and/or individuals with diverse knowledge of the local community networks.

The Selection Committee shall be appointed by the Board for a defined term, initially 3 years, and will comprise 3 or 4 members, one of whom shall be appointed to Chair the Selection Committee.

Is the School financially secure?

The school financials are audited annually and Highbury is in a sound financial position.

What is the academic staff complement?

The school consists of 50 full-time and part-time academic staff.

What makes Highbury a Christian School?

We begin each day with a Chapel service. Scripture lessons are taught in each grade and Christian values, morals and ethics are encouraged. It is expected that all boys participate in these activities regardless of their own religious beliefs.

School Policies are available on request.

IMPORTANT NOTICE:

A FULL TERM'S NOTICE OF THE INTENTION TO WITHDRAW A BOY FROM SCHOOL MUST BE GIVEN IN WRITING TO THE HEADMASTER, OTHERWISE, A TERM'S FEE IN LIEU OF NOTICE MUST BE PAID.

SCHOOL SONG

JAMAIS ARRIERE

Honour truth and valour
E'er our quest shall be
Working with each other
In love and harmony
With our eyes on Jesus
Looking unto Him
We shall face the future
His truth our strength within.

Chorus

*Jamais Arriere
Never behind
With our eyes on Jesus
Looking unto Him
Jamais Arriere
Never behind
Ne-er behind to do right
HIGHBURY*

We respect each other
Work as in a team
Teachers, school friends, family
Are held in high esteem
Ne'er behind to do right
Care for one and all
Strive to honour Jesus In answer to our call.