

Prospectus

2022



Ortloff's Preparatory School

EMIS nr 991102510

Address: 44 De Klerk street, Mokopane

Tel: 015 491 7540

E-mail: ortloffskind@mokopane.za.net

ortlofsswim@mokopane.za.net

Website: www.ortloffs.co.za

Facebook: www.facebook.com/ortloffs.kindergarten



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Message from the Principal

What a wonderful privilege it is to come to school every day and be surrounded with so much joy, laughter and positive energy. Things that can only come from children.

Children are my life and passion, and here at Ortloff's we are surrounded with love.

We are committed to excellence and a balanced approach, which is achieved through the implementation of the following four pillars:

- * Religion
- * Academics
- * Sports
- * Culture

Here the children are given the opportunities to succeed and build a strong self-esteem and a positive approach to learning. Christian principals and moral values are integrated into all aspects of school, from the classroom to the sports field where attributes such as respect, discipline and honesty are expected at all times.

We are proud of our dedicated team of teachers who care about the well-being of each child and foster strong family-school relationships. We encourage our parents to support the learners and for them to be involved. By doing this, we enrich and strengthen the Ortloff's community.

May your child's journey with Ortloff's awaken a sense of belonging in you as a parent, and may you become part of our family in who you can lean on, trust in and rely on.

Lindie Peens
Principal and founder





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➤ Our **MISSION** is:

At Ortloff's School our mission is to create an environment of LOVE;

- ♥ Love for God
- ♥ Love for neighbours
- ♥ Love for oneself
- ♥ Love for God's creation



Our Mission is to equip growing children with the Word of God and to let them experience abundant life which only happens through a relationship with Jesus Christ.

➤ Our **VISION** is:

Proverbs 24:3:

Through wisdom a house is built and by understanding it is established . By knowledge the rooms are filled with all precious and pleasant riches.

Our Vision is to create a solid foundation in an excellence prepared environment, full of love and dedication towards education. To have qualified teachers with a love for God and teaching. To grow Ortloff's into becoming a distinguished school of academic, sport and cultural excellence and on all levels of society, faithful to the Word of God. To help children develop their gifts and to enrich them by understanding their purpose in this life To help them to achieve a Godly character.

➤ Our **MOTTO** is:

The Lord is my Shepherd

➤ Our **VALUES** are:

- ♥ **Determination**
- ♥ **Joyfulness**
- ♥ **Encouragement**
- ♥ **Motivation**
- ♥ **Believe**
- ♥ **Endurance**



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2022 Fee structure

Please make sure that you read the following information carefully and that you clearly understand all prices and terms thereof. Please do not hesitate to contact us should you have any enquiries.

Upon completing and signing the enrolment form, you need to pay the Administration fee / Textbook fee as stipulated below. No forms will be accepted without the full Administration fee / Textbook fee or if the form is not completed in full. The Administration fee / Textbook fee is payable every year that your child will be attending Ortloff's, as well as a new and fully completed enrolment form every year.

All admin / textbook fees can now be paid via EFT, card or cash.

2022 Fees:

School fees

<u>Grade R – Grade 3</u>		<u>Grade 4 – Grade 6</u>		<u>Grade 7</u>	
Textbook Fee	R 800	Textbook Fee	R 1 500	Textbook Fee	R 1 800
1 child:	R 2 500	1 child:	R 2 700	1 child:	R 2 700
2 children:	R 4 800	2 children:	R 5 200	2 children:	R 5 200
3 children	R 7 200	3 children:	R 7 800	3 children:	R 7 800

Boarding (Gr. R – Gr. 7)

Swimming (Gr. R – Gr. 7)

Registration Fee	R 200	Registration Fee	R 150
1 child:	R 2 000		
2 children:	R 3 800	1 lesson per week	R 300 per month
3 children	R 5 700	2 lessons per week	R 560 per month

Transport (Mokopane and certain areas of Mahwelereng only) R600 per month

(Complete the section in the application form, the school will notify you if transport is available)

Please Note : All Fees are payable over **12 months**. All fees to be paid by the **15th** of each month. Should your account for the year be settled by 31 January, you will receive one month's discount.

All fees are payable until end of **December**. Even though school closes in December, we still have all the expenses as throughout the year, whereas the Teacher's salaries are our highest priority.

Should your account fall into arrears by more than 1 month, or should you not settle extra charges punctually, we shall hand over your account to the School Governing Body (SGB) and unfortunately ask you to remove your child from Ortloff's . Our fee structure does not allow for us to carry non-fee-paying pupils.



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Introduction:

What makes us unique is the fact that we operate not only as a school but we strive to make Ortloff's a home away from home.

Proverbs 24:20

"Homes are built on the foundation of wisdom and understanding. Where there is knowledge, the rooms are furnished with valuable, beautiful things."

Your child is very valuable to us, therefore we make sure that the facilities are of a high standard and our teachers are educated. Your child can experience not only the wisdom and knowledge but also the love that comes from the feeling of being at home.

Our main purpose at the end of the preparatory phase is to have moulded your child to be a well-balanced and adaptable human being, who consists of good morals, a relationship with our Father and have confidence within themselves, making them ready for any circumstances the future may hold.

Our focus :

- Teaching your child the Bible principals.
- Culturing love in our school.
- Teaching your child right from wrong.
- Harvesting joy – in the classroom
 - on the playground
 - amongst friends
 - in themselves
 - towards their teachers
- Teaching children how to trust. Every child is a work in progress; God is now only starting His continuous work within your child's life.
- Exposing your child to a proper preparatory phase atmosphere where we can fully equip him/her while they are still young, knowing that we have built the perfect foundation for his/her future.
- Focusing on each child as an individual, developing his/her purpose and talents to its best.
- Creating a warm, safe and creative environment.
- Allowing your child to really live every moment.



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Curriculum

We are following the Curriculum and Assessment Policy Statement (CAPS) of the Department of Education of South Africa. We also include various stimulating programmes.

Subjects Grade R - 3

- English Home Language
- Afrikaans First Additional Language (Gr1-Gr.3)
- Mathematics
- Life Skills (PSW, CA, PET)
- Robotics and Coding
- Computer studies (Gr.3 only)

Extra Mural Activities / Seasonal Sports / Speech Festivals

- Netball
- Soccer
- Athletics
- Bosveld Kunsfees
- Spelling Bee
- Eisteddfod
- Chess
- Discovery
- Science Expo

Subjects Grade 4 - 6

- English Home Language
- Afrikaans First Additional Language
- Mathematics
- Natural Sciences and Technology
- Social Sciences
- Life Skills (PSW, CA, PET)
- Robotics and Coding & Computer studies

Subjects Grade 7

- English Home Language
- Afrikaans First Additional Language
- Mathematics
- Social Science
- Robotics and Coding & Computer studies
- Creative Arts
- Economic and Management Sciences
- Life Orientation
- Natural Science
- Technology

Extra Mural Activities / Seasonal Sports / Speech Festivals

- Netball
- Soccer
- Athletics
- Bosveld Kunsfees
- Spelling Bee
- Eisteddfod
- Chess
- Discovery
- Science Expo

Stationery lists Grade R – 7:

ALL STATIONERY TO BE CLEARLY MARKED!

Make sure to mark each individual item, e.g. each individual pencil, and not just the box.

The teachers take no responsibility for lost items.

Note: Items may need to be replaced throughout the year when finished.

Grade R

Stationery

2x Packs Crayons (regular size)
2x Packs Twist crayons
1x Ponal Glue
1x Scissor
3x Glue
2x Erasers
4x Grey Pencils 2H
1x Thick tip Permanent marker (Black)
1x Pack White chalk
1x A4 chalkboard
1x chalk eraser
1x Pack Prestic
1x Chair bag
1x Jumbo Colouring Book
1x Arch Leaver File
1x Flip File 50 pages
2x Plastic Zip Files
3x Reams A4 copy paper
1x Colour cardboard Book (assorted colours)
2x Magazines
2x Newspapers
1x medium tip paintbrush
1x large tip paintbrush
1x Beanbag
1x Puzzle 36 pieces or more
1x large plastic container (example 2l ice-cream tub)
1x Old adult t-shirt (kids will wear this over their uniform when they do art and messy play)

Art Supplies: (Choose any 3 of the following)

1x pack of pom poms
1x pack of kidney beans
1x pack of corn (popcorn pips)
1x pack of drinking straws
1x pack of ice-cream sticks
1x pack of ear buds
1x pipe cleaners

Other items:

2x Hand sanitizer (200ml)
2x Hand Liquid Soap
2x wet wipes
2x tissue boxes
10x toilet rolls



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Grade 1

Stationery

1x A4 Chalk board
2x small boxes of chalk
1x Counting frame 1-100 (Plastic)
2x Packs of colouring pencils (Steadler)
2x Steel Steadler sharpeners
1x Small scissors
4x Big Pritt glue sticks
4x White erasers (Steadler)
1x Giant colouring book
2x pack turnout crayons (retractables)
12x 2H Faber Castell pencils
4x Plastic Zip files
1x 30cm Ruler (shatterproof)
1x Pencil bag (30cm ruler must fit inside)
1x Skipping rope
4x Ream copy paper
1x Denim Chairbag
2x wipe cloths
1x A5 hard cover book
1x Pack of Prestic

Art Supplies:

1x set of coloured oil pastels
1x A4 Coloured Pastel paper book (multi coloured)
1x Pack of 10 multi coloured cardboard
1x Pack of 10 Paper plates
1x no.10 paint brush (medium)
1x no.2 paint brush (small)
1x small wood glue (Ponal)
1x medium size ball

Other items:

2x Liquid hand soap
10 x toilet rolls
1x box of tissues
1x Age appropriate reader (Reading book) English
1x Age appropriate reader (Reading book) Afrikaans
2x Packs of wet wipes

Grade 2

Stationery

2x big Pritt glue
4x Steadler erasers
24x Steadler HB pencils
2x sets of Steadler colouring pencils
2 sets of Monami Retractable crayons
1x Shatterproof 30cm ruler
1x scissors
2x Pencil sharpeners
1x Pencil bag (30cm ruler must fit inside)
1x A4 Flip file (50 pockets)
4x A4 reams of paper
1x set of koki's
2x A4 Zip bags for books and letters
1x Chalk board (use the one from Grade 1)
1x Board eraser (cloth)
1x Pack of chalk
1x Empty 2liter ice cream container.

Art supplies:

1x pallet Pritt water paint
1x A4 Coloured Pastel paper book (multi coloured)
1x no.10 paint brush (medium)
1x no.2 paint brush (small)
1x small wood glue (Ponal)
1x Pack of 10 Paper plates
5x coloured A4 cardboards (any colour)

Other items:

2x boxes of tissues
10x rolls toilet paper
2x Liquid hand soap
2x Age appropriate reader (Reading book) English and Afrikaans



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Grade 3

Stationery

24x HB Steadler Pencils
1x Pencil bag (30cm ruler must fit inside)
1x 30cm ruler (must not bend)
2x steel Steadler sharpeners
4x white erasers (Steadler / Maped)
1x scissors
4x Pritt glue sticks (40g)
2x packs of colouring pencils (Steadler)
1x pack Turnout crayons (retractables)
1x pack koki's
1x A4 plastic Zip file
4x reams A4 copy paper
4x BIC Fine blue pens
1x A4 whiteboard
4x Whiteboard markers
1x orange dust cloth
1x Bilingual dictionary (English – Afrikaans)

Art supplies:

1x set of coloured oil pastels
1x A4 Coloured paper book
1x no.10 paint brush (medium)
2x Small Ponal wood glue
5x coloured A4 cardboards (any colour)
1x Pallet water paint

Other items:

1x box of tissues
5x rolls toilet paper
2x Liquid hand soap
1x Age appropriate reader (Reading book)
English and Afrikaans
Old Magazines (English & Afrikaans)

Grade 4 - Grade 6

Stationery

6x HB Steadler Pencils
6x BLUE pens (NO BIC CLICK PENS)
1x Pencil bag (30cm ruler must fit inside)
1x 30cm ruler (MUST NOT BEND)
2x steel Steadler sharpeners
2x white erasers
1x medium scissor
4x Pritt glue sticks (40g)
1x pack of colouring pencils
1x pack of retractable crayons
1x pack koki's
4x reams A4 copy paper
1x Bilingual dictionary (English – Afrikaans)
1x Age appropriate reader (Reading book) English and Afrikaans (100+ pages)
1x Oxford South African School Dictionary
2x Examination Pads
1x 92 page Hard cover book
1x Pack of highlighters
1x 10 Pocket Zip file

Art supplies:

1x A4 Pack of coloured paper (different colours)
1x paint brushes
1x small wood glue (Ponal)
1x Roll tin foil (Gr. 4)
1x packet of cotton wool (Gr. 5)
1x Ball of wool
10x paper plates
2x any colour glitter
Acrylic paint (blue, green, black, white, yellow)

Other items:

1x box of tissues
5x rolls toilet paper
2x Liquid hand soap
2x packs of wet wipes
Old Magazines
Mathematical Set (Grade 6 ONLY)



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Grade 7

Stationery

1x 50 Pocket A4 flip file (for Robotics, coding and Technology)
2x 100 Page Exam pad
1x Packet of Kokis
1x English Oxford Dictionary
1x Oxford English-Afrikaans Dictionary
1x Scientific calculator (Sharp EL231 LB 8 Digit)
1x 11 Piece mathematics set
2x A3 32 page Drawing paper (Croxley)
4x Big Pritt Glue sticks
2x 30cm shatterproof Ruler
12x Blue Ballpoint pens
2x Erasers
2x Sets of Highlighters (Wallet of 4)
1x Coloured pens (pack of 10)
2x Full length colouring pencils 12's
6x HB Pencils
1x Metal sharpeners
1x Scissors
4x Typek A4 White 80g copy paper (500 sheets)
1x Permanent Marker

Art supplies:

2x A4 50page coloured paper booklet
12 Multi-coloured cardboard sheets
1x Set of water colour paint with brush 12's
1x Hog hair paintbrush set (#4, 8, 12)
2x 2B Drawing pencils
2x 2H Drawing Pencils
1x small wood glue (Ponal)
1x 20 Pocket A3 flip file

Other items:

2x boxes of tissues
5x rolls toilet paper
2x Liquid hand soap
2x Wet wipes

CODE OF CONDUCT FOR PARENTS

AGREEMENT OF CO-OPERATION:

At Ortloff's, we acknowledge that parents/guardians are partners in education together with their children and the educators of the school, and we strive to create and foster channels of communication and mutual support.

Parents/guardians in turn, are expected to uphold the ethos of the school at all times, especially by requiring learners to respect and observe all School rules, together with the School's Code of Conduct.

I. VISIT TO THE SCHOOL BY PARENTS

Parents are required to make an appointment with the Receptionist of the school for a personal appointment with the Principal and state the reason for the visit. Also state the other persons who may be involved during the visit.

II. RIGHT OF ADMISSION RESERVED

- No unauthorised entry on the premises allowed.



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- Take Note: Ortloffs is fully under surveillance. We have CCTV cameras in all of the classes, as well as on the playground.
- All parents and visitors must first report to the office.
- Visit to teacher by parent: By appointment only.
- Messages can be left with the Receptionist if the teacher is unavailable.
- Parents must exercise patience if they come to school unannounced.

2. SCHOOL HOURS

2.1 Our school hours are:

06h45 – 13h30 for Gr.R – Gr.3.

06h45 – 14h30 for Gr.4 – Gr.7. (Monday to Thursday) Supervision until 17h00.

Fridays - 06h45 – 13h30 for all grades. Supervision until 16h00.

All grades strictly start at 6:45 in the mornings, no exceptions will be made.

Learners must be on time for school. The gate will no longer be opened after 7h00. After this time please use Kindergarten gate, and report at the office. The teachers don't have the time to repeat the work that was already done if a learner arrives late.

3. RULES TO PROMOTE SAFETY OF YOUR CHILD

COLLECTION OF LEARNERS:

- After school learners: The school gates will close at 17h00 Monday - Thursday. The teachers will not be held responsible for your child after school hours. A penalty of R150 will be payable to the teacher on duty for collecting learners after 17h00.
- The school gates will close at 16h00 on a Friday. The teachers will not be held responsible for your child after school hours. A penalty of R150 will be payable to the teacher on duty for collecting learners after 16h00.

LEARNERS TO LEAVE THE SCHOOL EARLIER (FOR WHATEVER REASON)

- Notify us in advance if you have made alternative arrangements for the day and if you send someone else to come and collect your child. We need to have an ID copy of any person coming to collect your child.
- All learners who are collected early, should be signed out at the Receptionist in the office.
- No learner will be allowed to leave the school premises during school hours, unless arranged otherwise.

4. Entering or exiting the school premises:

Anyone who enters or exit the school premises should make sure that the main gate is closed. Do not teach the child the code and do not give the code to strangers. This is for the safety of all learners and the staff of Ortloff's School.

5. No Toys:

No toys from home are allowed at Ortloff's School. The children fight over it and then they end up taking things that do not belong to them.

6. INJURIES AND MEDICATION:

- 6.1 Injury or illness during school hours: If a learner gets hurt during school hours or become ill, it will be reported to the office and written in the injury book. A third party may only fetch such a learner from school with the permission of the parent. We need to have proof of identification.
- 6.2 Ill children: If your child is very ill, please don't send him or her to school. Please make sure that you notify the teacher. Also notify the drivers that your child is ill.
- 6.3 Unfortunately no medication for your child will be allowed on the school premises, unless;



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- 6.3.1 Chronic and/ or prescribed medication in original packaging, containing doctor's instructions and dosage.
6.3.2 A written consent form must be completed.

7. SELLING OF PRODUCTS

- 7.1 There is a tuck shop at school. Lunch can be purchased at R25 per meal. Orders and payments made with class teachers during register period.

8. INVOLVEMENT OF PARENTS

- 8.1 **School activities:** We would like all parents to be involved in the school and school activities. Please make the best effort to attend parent meetings and events such as athletics day, school concerts, etc.
- 8.2 **Text books:** Learners must at all times take care of all text books. All books must have a proper protective cover. If a book is lost, the replacements cost can be obtained from the office.
- 8.3 **Homework:** Here the learner is allowed the opportunity to work independently. Homework is not restricted to written work only. Study and memorising are just as important. Daily revision of the work done in the class is to every learner's advantage. Learners are advised to read wider than the suggested material. Here the library plays an important role. Please take an active interest in your child's schoolwork and ensure as far as possible that learners complete assigned homework on time. We have a library at school, please feel free to donate any books you might find fit for reading / educational purposes.
- 8.4 **SMS System & WhatsApp:** We are making use of sms/ WhatsApp to notify you of any events, arrangements or to notify you regarding your child's behaviour at school. Please inform the school should your contact details change.
- 8.5 **Evenings:** Please do not let your child stay up too late in the evening. They are then very tired and they struggle to concentrate when doing their work in class.
- 8.6 **Supportive Therapy:** Please view the referral of your learner for supportive therapy by ourselves, speech therapy, occupational therapy, remedial therapy or therapy provided by educational psychologist, etc. if it happens, in a very serious light, and see to it that their children attend the recommended therapy sessions. This is part of parents' responsibility and form part of the child's right "not to be neglected in any way and to have his/her best interest served in every matter concerning him/her", as stated in the National Constitution. Refusing a child to receive the recommended therapy, which is in the child's best interest, could constitute negligence on the part of the parent/ guardian.

9. ABSENCE

- Learners may only be absent from school by reason of illness or funerals. All other absence must be limited and all doctor appointments must, wherever possible, be scheduled for the afternoons.
- Learners, who were absent, must on the first day of their return to school, provide a letter from the parents stating the reason for the absence. The letter must be handed in at his/her register class at the start of the school day
- Learners that were absent for two or more days must submit a doctor's certificate on their return explaining the reason for their absence.
- Learners that were absent during a test or exam must hand in a medical certificate upon their return, otherwise a zero will be allocated for that particular test or exam.

10. RULES TO PROMOTE HEALTHY RELATIONSHIPS AND ENVIRONMENT

- 10.1 **Language:** English is our Home Language and should be used as often as possible. We do not curse or use foul language.



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- 10.2 This is a Christian School. All parents should teach their children about the Bible and make this a priority in their homes.
- 10.3 Good manners: Teach your child to greet friends and teachers in the morning and in the afternoon. It is good manners to do so and shows respect. Learners are expected to behave in well-disciplined manner and all undisciplined behaviour will be penalized with strict action.
- 10.4 Lunch Box: Please pack a healthy lunch box for your child to eat during break (No sweets). Make sure that your child had breakfast at home before coming to school.

II. BEHAVIOUR IN PUBLIC

- II.1 In public: Learners will always display the best behaviour as representatives of the school. At all school activities, visitors will be welcomed and greeted in a friendly manner
- II.2 The School uniform: Our uniform is an advertisement for the school and should be worn with the necessary courtesy.
- II.3 Misbehaving in public: You should immediately reprimand a fellow learner who can't behave in public.

12. CONCLUSION

The above matters are introduced in accordance with the SA Schools Act with the sole purpose of enhancing the safety of the learners and staff. As an Independent School, we rely on the full and prompt payment of fees and other monies to ensure the smooth running of the School as stated in the enrolment form.

In return, the School undertakes to:

- Serve God, our pupils, and the wider community, by imparting quality education based on Gospel values and sound educational principles.
- Nurture individual children in totality, to foster their spiritual, intellectual, physical, ethical and emotional development, in keeping with their dignity as children of God.
(continued on next page)
- Do everything in our power to keep- and make our learners feel safe, loved and appreciated.
- Teach our learners the value of good character and discipline through a system of choices and consequences.

CODE OF CONDUCT FOR LEARNERS

A Code of Conduct for Learners aims to promote a school environment dedicated to the improvement of the quality of the learning process. The Code of Conduct should be based on principles and values supported by the school community.

It is vital that learners feel that they "own" the Code of Conduct, as this will enhance adherence to and support for it. It should therefore be a result of consultation and negotiation between learners and members of the school community.

We STRIVE to create an environment of LOVE.

LOVE for God; LOVE for neighbours; LOVE for yourself; LOVE for God's creation.

We want to teach learners that GOD has a unique plan with their life. They have purpose and they are here on earth to have value.

We strive to nurture individual children in totality, to foster their spiritual, intellectual, physical, aesthetic, ethical and emotional development, in keeping with the dignity as children of GOD and in the spirit of the school motto.

To achieve the mission of the school it is important that each learner must be bound by the basic guidelines through identification with it and then to undertake to subject himself/herself to it.

Examples of elements to be included in the Code of Conduct are:



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The school rules, regulations and procedures could include the following:

- School hours
- Dress code and appearance
- Rules that promote safety
- Rules that promote healthy relationships and environment
- Rules that promote responsibility towards school property
- Textbooks and stationery
- Absence and leaving the school premises

I. SCHOOL HOURS

I.1 Our school hours are:

06h45 – 13h30 for Gr.R – Gr.3.

06h45 – 14h30 for Gr.4 – Gr.7. (Monday to Thursday) Supervision until 17h00.

Fridays - 06h45 – 13h30 for all grades. Supervision until 16h00.

All grades strictly start at 6:45 in the mornings, no exceptions will be made.

Learners must be on time for school. The gate will no longer be opened after 7h00. After this time please use Kindergarten gate, and report at the office. The teachers don't have the time to repeat the work that was already done if a learner arrives late.

I.2 School Terms: School terms and holidays will be the same as the Department of Education for Limpopo, but might be altered as we are an independent school.

2. DRESS CODE AND APPEARANCE

- An Ortloff's uniform is available. It is compulsory for all learners to dress according to the dress code. Learners will be penalised if they do not dress according to the dress code. No foreign clothing items will be tolerated.
- Learners from Gr. 4 - 7 are obliged to also have the sportswear for Physical training as well as sports.
- Birthdays: Learners are allowed to come to school in casual clothes on their birthdays. All the other days they wear uniforms.
- All shoes, clothing, stationary must be marked.
- No lip-gloss, mascara, eyeliner, blush, base, medicinal cream or any other makeup is allowed. This rule applies at all times.
- Boys: Hair must be tidy and neatly cut.
- Girls: No foreign hairstyles are allowed. The hair may not be coloured or permanently waved. No beads in the hair.
- No excessive jewellery is allowed. No bangles, chains and rings will be allowed. A watch, signet ring, and one ear stud per ear are items of jewellery allowed. The signet ring's broadest point should not exceed 5mm.

3. RULES THAT PROMOTE SAFETY

- Running in the passages: No running will at any time be allowed in the passages, as this can be hazardous.
- Ball games: No ball games are allowed under any roof, on any passage or against any wall. Ball games must be played on the playground.
- Breakage and malevolent damage
No breakage or malevolent damage of private or school property will be allowed. Any such occurrences must immediately be reported to the office or to the educator on playground duty. The guilty person will be expected to pay the account for the necessary repair work.



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- Electrical installations: No learners will have permission to tamper or play with any electrical installation or open any distribution board. Light switches may only be utilized for the proper purpose.
- No Toys from home are allowed at Ortloff's. The children fight over it and then they end up taking things that do not belong to them – toys will be confiscated.

4. RULES THAT PROMOTE HEALTHY RELATIONSHIPS AND ENVIRONMENT

4.1 Behaviour in the classroom

- Inside the classroom, each learner must help to create an orderly atmosphere in which learning can be optimized. Learners should work as rapidly as possible to obtain the best results..
- Upon entering the classroom, learners will stand next to their desks and wait for the educator's instruction to take their seats.
- All rubbish must be collected before leaving the desk.
- No writing or scratching is allowed on any of the furniture.
- No learners will be allowed outside the classrooms during lesson hours, except when formal work is to be done outside the classroom.
- Learners may not change seats without the educator's permission.
- The learners must respect visitors to the classroom by standing up if a visitor enters the classroom.

4.2 Behaviour on the school grounds

- Learners are expected to greet their friends and educators in a friendly manner on the school grounds and show respect to adults.
- Learners must not display a lax attitude by leaning against walls.
- Learners must respect each other and by no means will dirty language or dirty games be allowed on the school grounds. We do not curse or use foul language.
- Learners must respect each other and not hurt each other while playing.
- Learners should at all times show respect towards the equipment at school, as well as trees and plants

4.3 Behaviour of our learners towards our educators

It is expected of the learners to be courteous and amicable against their educators. It is also expected of learners to be obedient and do their daily assignments and homework to the best of their ability. Learners are expected to behave in a well-disciplined manner and all undisciplined behaviour will be penalized with strict action.

4.4 Behaviour of our learners against each other

- Every learner will have the opportunity to be a senior of the school and it is expected from the junior learners to show the necessary respect for the seniors.
- We look up to our seniors to give direction to the junior learners to help maintain the good traditions of our school.
- It is expected of all the learners to support each other mutually and to help where assistance is needed. Learners must be gentle and polite towards each other.
- Learners must be tolerant and should help along to create a tranquil atmosphere.
- Learners must believe in teamwork and do their best if they participate in sport or other team events. Learners should reprimand each other if incorrect behaviour is noticed.
- New learners must feel welcome at our school and should be absorbed into the friendship circles.
- No teasing is allowed. The right, dignity and privacy of every learner must be respected. The use of nicknames is also forbidden.



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4.5. Bathrooms

- Appropriate request in the class to the educator is: "May I go to the bathroom?"
- Bathrooms are to be kept tidy and clean.
- No foodstuffs are to be taken into the bathrooms.
- No playing will be allowed in the bathrooms.
- Only one learner per turn is allowed to leave the class for the bathroom.
- Always flush the toilet after use.
- Washing of hands is compulsory

4.6 Behaviour in public

- In public, the learners will always display the best behaviour as representatives of the school. At all school activities, visitors will be welcomed and greeted in a friendly manner.
- The school uniform is an advertisement for the school and should be worn with the necessary courtesy.
- You should immediately reprimand a fellow learner who can't behave in public.

5 RULES THAT PROMOTE RESPONSIBILITY TO SCHOOL PROPERTY

- Just as one is proud of oneself, so one should be proud of the neatness and tidiness of your environment. Each learner must take pride in the tidiness of the school grounds, the buildings, the sports field, the garden and the classes. It is not just the duty of the Caretakers, General assistants and Educators to clean up the school grounds, but it is the duty of all the learners to help in this regard.
- No breakage or malevolent damage of private or school property will be allowed. Any such occurrences must immediately be reported to the office or to the educator on duty. The guilty person will be expected to make good the damage by paying the account for the necessary repair work.
- Textbooks:
 - Learners must at all times take good care of all the Textbooks in their possession.
 - All books must have a proper protective cover.
 - If a book is lost, the replacement cost of the book can be obtained from the office, so that the learner can replace the book.
- During break the learners are not allowed to go into classrooms without permission.
- Each learner is responsible to keep the classrooms, bathrooms, passages and playground tidy and clean from rubbish.
- The building, furniture and all apparatus should be looked after with the necessary care and respect.
- Every learner is responsible for his/her property. Lost articles must be handed in at the office.
- Ask at the office if you have lost any item.
- Learners are at all times responsible for the tidiness and cleanliness of the school and playground.
- There is regular class duty with the educator on playground duty.
- The policy of cleanliness also applies during all visits to other schools. Leaders must always be ready to motivate learners to clean up where they have wasted.

6 HOMEWORK

- Here the learner is allowed the opportunity to work independently.
- Homework is not restricted to written work only.
- Study and memorizing are just as important.



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- Conscientious learners will never allege that they have no homework.
- Daily revision of the work done in the class is to every learner's advantage.
- All homework must be written down in the homework books on the day it is given.
- Learners are advised to read wider than the suggested material. Here the library plays an important role.

7 ABSENCE

- Learners may only be absent from school by reason of illness or funerals. All other absence must be limited and all doctor appointments must, wherever possible, be scheduled for the afternoons.
- Learners, who were absent, must on the first day of their return to school, provide a letter from the parents stating the reason for the absence. The letter must be handed in at his/her register class at the start of the school day.
- Learners that were absent for two or more days must submit a doctor's certificate on their return explaining the reason for their absence.
- All parents wishing to collect their children from school during school hours must first obtain the necessary permission from the office.
- Learners that were absent during a test or exam must hand in a medical certificate upon their return, otherwise a zero will be allocated for that particular test or exam.

8 BREAK:

- During break, all learners will play on the allocated parts of the playground.
- No rough games are allowed and the older learners must stay away from the younger learners.
- No fighting will be allowed on the school ground and swearing is totally forbidden.
- No stones may be thrown.

9 LEAVING THE SCHOOL GROUNDS DURING SCHOOL HOURS

- No learner has the authority to leave the school grounds during school hours without obtaining the necessary permission from the office. Letters from the parents asking for permission must be submitted to the office during the outset of the school day.

10 SPORT

- Learners are compelled to participate in sport. Only a letter from a medical practitioner will be accepted as an excuse for a learner not to participate.

II MERIT SYSTEM

- At Ortloff's we follow a merit system. Good behaviour and positive actions lead to positive merits and awarding of the DJEMBE DRUM BUTTONS and entries in the Merit Register. Negative behaviour and actions that lead to not adhering to the school rules lead to demerits, which will then lead to learners joining detention class on Fridays from 14h00 – 16h00.



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- Detention criteria:

- 1st Detention = 80 points + letter to parent
- 2nd Detention = 120 points + parent interview
- 3rd Detention = 180 points + parent interview + 1 week suspension
- 180 points and above = disciplinary hearing with parents and SMT

- Merit criteria:

- Neatness of books = +10 per term
- 75% And above for test/exam = +10
- 2 Weeks no debits = +5
- Helpfulness = +5 per week
- Participating in extra mural activities = +5
- 3x Full marks for spelling tests = +5
- Honesty = +5
- Self-motivation = +10 per month
- Class captain = +5 per week
- Good behaviour = +5 per week
- General appearances (neatness) = +5 per week

OFFENCES AGAINST THE CODE OF CONDUCT, WILL BE REGARDED IN A SERIOUS LIGHT.

This Code of Conduct will be handled and discussed in each class by the teacher.

It will then be expected from each learner to sign a commitment that they understand the rules and their implications.

Thank you for selecting Ortloff's Preparatory School as your school of choice. We are very privileged and honoured to be a part of your child's educational as well as spiritual development.

Greetings

Ortloff's School Management Team and Staff members