



# Parent Handbook 2012

*Not just a school ~ a way of life*



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# WELCOME TO SOMERSET HOUSE

By joining this school you are adding to a story which has taken more than 60 years to write. You will play a role in determining the future of this special place. It is my wish that you will discover what it is that makes this school different from others.

The grounds and buildings create a unique ambience. Children have the opportunity to play like children should; whether it be climbing trees or sitting quietly beneath them.

The approach to learning reflects critical thought and a desire to equip our children to face the challenges of an ever changing future with confidence.

Our outdoor and sport programmes reflect the level of importance we place on healthy bodies and active life styles. Our outdoor experiences seek to develop confidence, independence and the ability to work as part of a team.

It is, however, the relationships at our school that set us apart. Above all else, mutual respect is encouraged as this builds confidence and trust in our children. We also hold dear our motto; Non Nobis Solum, not for ourselves alone.

I hope that your child will take every opportunity that this school offers, and that he or she will grow as a result.

**MR CHRIS STOREY**  
**HEADMASTER**



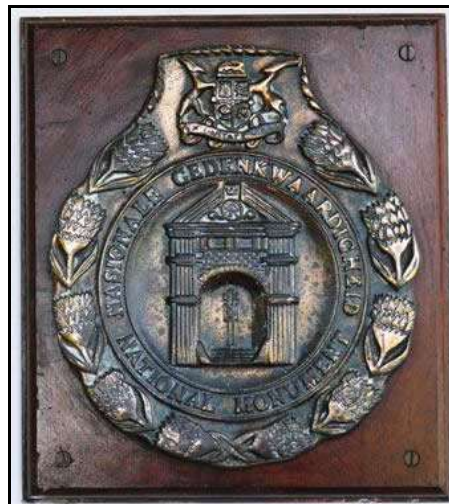


## OUR SCHOOL ~ BRIEF HISTORY

Somerset House School is housed in the original buildings of the farm Cloetenburg. The farmstead – one of the oldest in Somerset West – is named after Catherine Cloete who, in 1720, bought a portion of what had been Willem Adriaan van der Stel's Vergelegen estate. The gable was added in 1785. The property changed hands (and appearance) many times. In 1948 Somerset House School was founded by Dr and Mrs Haydock and was originally situated in Station Road in Somerset West. In 1950 the school moved to its present site and the Cloetenburg homestead, formerly Oatlands Guest House, became a school.

Now a National Monument, the building Cloetenburg forms the heart of the school. It houses the dining room, kitchen, staff room, archives, Headmaster and Admission offices.

The beautiful buildings and oak trees are a valued and important part of the ethos of Somerset House. Undoubtedly this tranquil environment fosters an appreciation of beauty within the children fortunate enough to spend their primary school years here.





# SOMERSET HOUSE SCHOOL CODE

- Consider the wellbeing, comfort and convenience of others ~ this is good manners.
- Take care of property and possessions ~ your own, those belonging to the school and those of other people.
- Do not put yourself or other people at risk.
- At all times, conduct yourself in such a manner as to bring credit to yourself, your family and your school.

In the spirit of our school prayer, and with a clear understanding of the school code; based on the core values of Somerset House, namely, ***Integrity, Compassion and Respect***, and keeping in mind the school motto, **NON NOBIS SOLUM** (*not for ourselves alone*) it is expected that a Somerset House pupil should:

**1. Lead by example** in being:

- Well-mannered;
- Well-spoken;
- Fully committed and involved in all the school offers;
- Modest in victory and gracious in defeat.

**2. Act in a responsible way** by:

- Taking care and pride in one's work, belongings and appearance;
- Taking care and pride in our school grounds;
- Making careful use of school property.

**3. Be considerate of others** by:

- Accepting and respecting others' differences, beliefs, opinions;
- Acknowledging and appreciating the part played in your education by your parents, teachers, administrative staff, and staff who cook, clean and keep the grounds tidy;
- Respecting others' possessions;
- Respecting the history and traditions, and honouring and upholding the proud record of Somerset House.



# MISSION

Somerset House is an independent preparatory school that strives to provide an excellent all round education for all children, preparing them thoroughly for higher education and equipping them to contribute meaningfully to society.

- Somerset House is firmly committed to recognising and developing each child's individuality and potential.
- We provide a stimulating and demanding academic programme emphasising child-centred learning, deep thinking and the development of life-long study habits.
- For over 50 years Somerset House has remained a caring, Christian based environment, where self-esteem is nurtured, initiative is encouraged and children are able to develop self discipline while maintaining an awareness and concern for others.

Amended 2001

## THE SCHOOL PRAYER / SONG

This is our school;  
 Let peace dwell here among us.  
 Let each room be full of contentment.  
 Let love abide;  
 Yes! Love of one another,  
 Of life itself, mankind and love of God.  
 We ought to know  
 That many hands will build a house,  
 So many hearts will make Somerset House.

## 2012 TERM DATES

Term	Start	End	Holidays within the Term
<b>Term 1</b>	11 January	23 March	21 March: Human Rights Day
<b>Term 2</b>	10 April	22 June	27 April: Freedom Day 1 May: Workers' Day 30 May: School Holiday
<b>Term 3</b>	17 July	28 September	9 August: Women's Day 10 August: School Holiday 24 September: Heritage Day
<b>Term 4</b>	9 October	6 December	



## CONTACT DETAILS

<b>Telephone Number:</b>	(021) 851 7164	
<b>Fax Number:</b>	(021) 851 2258	
<b>General E-Mail:</b>	<a href="mailto:info@somersethouse.co.za">info@somersethouse.co.za</a>	
<b>Postal Address:</b>	Drama Street, Somerset West, 7130	
<b>Website:</b>	<a href="http://www.somersethouse.co.za">www.somersethouse.co.za</a>	
<b>Headmaster:</b>	Mr Chris Storey	<a href="mailto:head@somersethouse.co.za">head@somersethouse.co.za</a>
<b>Deputy Headmaster:</b>	Mr Richard Codrington	<a href="mailto:riccod@somersethouse.co.za">riccod@somersethouse.co.za</a>
<b>Bursar and Business Manager:</b>	Mrs Heidi Westraadt	<a href="mailto:bursar@somersethouse.co.za">bursar@somersethouse.co.za</a>
<b>Deputy Bursar (Accounts):</b>	Mrs Judith Hanekom	<a href="mailto:dpbursar@somersethouse.co.za">dpbursar@somersethouse.co.za</a>
<b>Facilities Manager:</b>	Mr Delf Amm	<a href="mailto:delamm@somersethouse.co.za">delamm@somersethouse.co.za</a>
<b>Catering Manager:</b>	Mrs Robyn Rautenbach	<a href="mailto:robrau@somersethouse.co.za">robrau@somersethouse.co.za</a>
<b>Head of Foundation Phase:</b>	Mrs Pam Roberts	<a href="mailto:pamrob@somersethouse.co.za">pamrob@somersethouse.co.za</a>
<b>Head of Pre-School:</b>	Mrs Gillian Connell	<a href="mailto:gilcon@somersethouse.co.za">gilcon@somersethouse.co.za</a>
<b>Head of Sport:</b>	Miss Mandy McIlroy	<a href="mailto:sport@somersethouse.co.za">sport@somersethouse.co.za</a>
<b>Head's PA and Admissions:</b>	Mrs Tracey du Toit	<a href="mailto:info@somersethouse.co.za">info@somersethouse.co.za</a>
<b>Reception and School Shop:</b>	Mrs Kirsty Jardim	<a href="mailto:kirjar@somersethouse.co.za">kirjar@somersethouse.co.za</a>
<b>Admin Assistant:</b>	Mrs Noleen Jansen	<a href="mailto:noljan@somersethouse.co.za">noljan@somersethouse.co.za</a>
<b>Oakwood sms Line:</b>	072 644 5364	
<b>Sports Line:</b>	079 861 7245	
<b>Oakwood Aftercare:</b>	Mrs Caron Botha	083 458 9989
<b>Prep School Aftercare:</b>	Mrs Lewis	083 655 2953
	Mrs Karelse	083 370 3502

### Banking Details

Account Name:	Somerset House Preparatory School
Bank:	First National Bank, Somerset West
Branch Code:	200512
Account Number:	56190007266
Payment Reference:	Family surname and school account reference number



# COMMUNICATION

## **Weekly Newsletter – The Blah, Notices and Letters**

New Parents will automatically be signed up as 'Paperless Parents' meaning that the links to notices, newsletter etc. will be sent by e-mail only and only hard copies of certain items will be sent home. If you would prefer to receive hard copies of all the notices and newsletters – please e-mail [info@somersethouse.co.za](mailto:info@somersethouse.co.za) or notify Mrs du Toit personally. The weekly newsletter contains information about what children are doing at school and is also our means of communicating information to you. We ask that you take the time to read it carefully and share it with your children. The newsletter is also printed out, in colour, and placed on the notice board on the side of the Grade 3 classroom block. Grade 4 – 7 children will also receive the newsletter through their online Obami Profiles.

## **Website – [www.somersethouse.co.za](http://www.somersethouse.co.za)**

The Website contains a wealth of information, current and archived newsletters and photo galleries. Team lists, fixtures and information regarding match arrangements (including notices if matches are cancelled) are posted on the website daily. The term calendar, weekly newsletter and other important notices are also placed on the website.

## **E-mail**

Please feel free to e-mail the general school e-mail address ([info@somersethouse.co.za](mailto:info@somersethouse.co.za)) with any queries you may have or if you would like to set up a meeting with a teacher. The Headmaster can also be contacted on [head@somersethouse.co.za](mailto:head@somersethouse.co.za).

## **Communication with teachers**

Teachers all have their own school e-mail addresses and you are welcome to e-mail at any time. Teachers will respond as soon as they are able, between classes, duties and sport commitments. Messages for teachers can be e-mailed directly to the teacher, whose address follows a specific formula: first three letters of name and first three letters of surname added to @somersethouse.co.za. For example, Pam Roberts is: [pamrob@somersethouse.co.za](mailto:pamrob@somersethouse.co.za). Please respect the privacy of our teachers by not contacting them on their cell-phones by call or sms after hours.

## **Messages for children and teachers**

Please bear in mind that we have no intercom system, so when Administrative Staff are asked to deliver messages to children, an office and a telephone are unattended. For this reason messages are only conveyed to teachers / children during break and lunch-times. Please ensure that arrangements for play-dates, transport arrangements and afternoon activities are made the previous day.

## **Sports Teams, Match details and Sports Line**

Team lists and details regarding matches are placed on the website as soon as they are finalised. These notices are also placed on notice-boards outside the Grade 2 classrooms (Grade 1 – 3 notices) and on the Bailey Board (Cloetenburg verandah). It is the responsibility of the children and parents to check the team-lists and make the appropriate arrangements for practices and matches. If the weather turns during the day, you can phone the sports line (079 861 7245) after 12h15 to confirm whether sport matches or practices will proceed. The information will also be updated on the website.

## **Oakwood SMS Line**

Pre-School staff members may be contacted via e-mail or by sending an sms to 072 644 5364. Messages will be checked at intervals during the day.



# COMMUNICATION

Continued...

## Termly Calendar

The termly calendar is usually sent home with a child on the last day of the preceding Term. The Term 1 calendar is sent home on the first day of the school year. The calendar is easily identified as it is always copied onto brightly-coloured card. This calendar indicates key activities and events to diarise and pertains to parents and children of the Pre-School and Prep-School.

## Parent Information Sessions

There are two **Parent Information Sessions** (Junior Prep and Senior Prep) that take place within the first two weeks of the school year. We encourage you to attend, as this will give you the opportunity to meet all the class teachers as well as specialist teachers and the sports co-ordinator. You will be able to ask any questions you may have about your child's year. The class teachers will also be chatting about their general class routine and expectations and sharing valuable information to make this a pleasant, successful year at school.

## Telephone

There is a call box in the alley behind the headmaster's office. Phone cards can be bought from Mrs Hanekom in the Administration Building. Children must use this phone call their parents for forgotten sports kit / homework etc. They can use their own cell phone if they have one providing that they ask for permission to do so.



# CLASS SPLITS

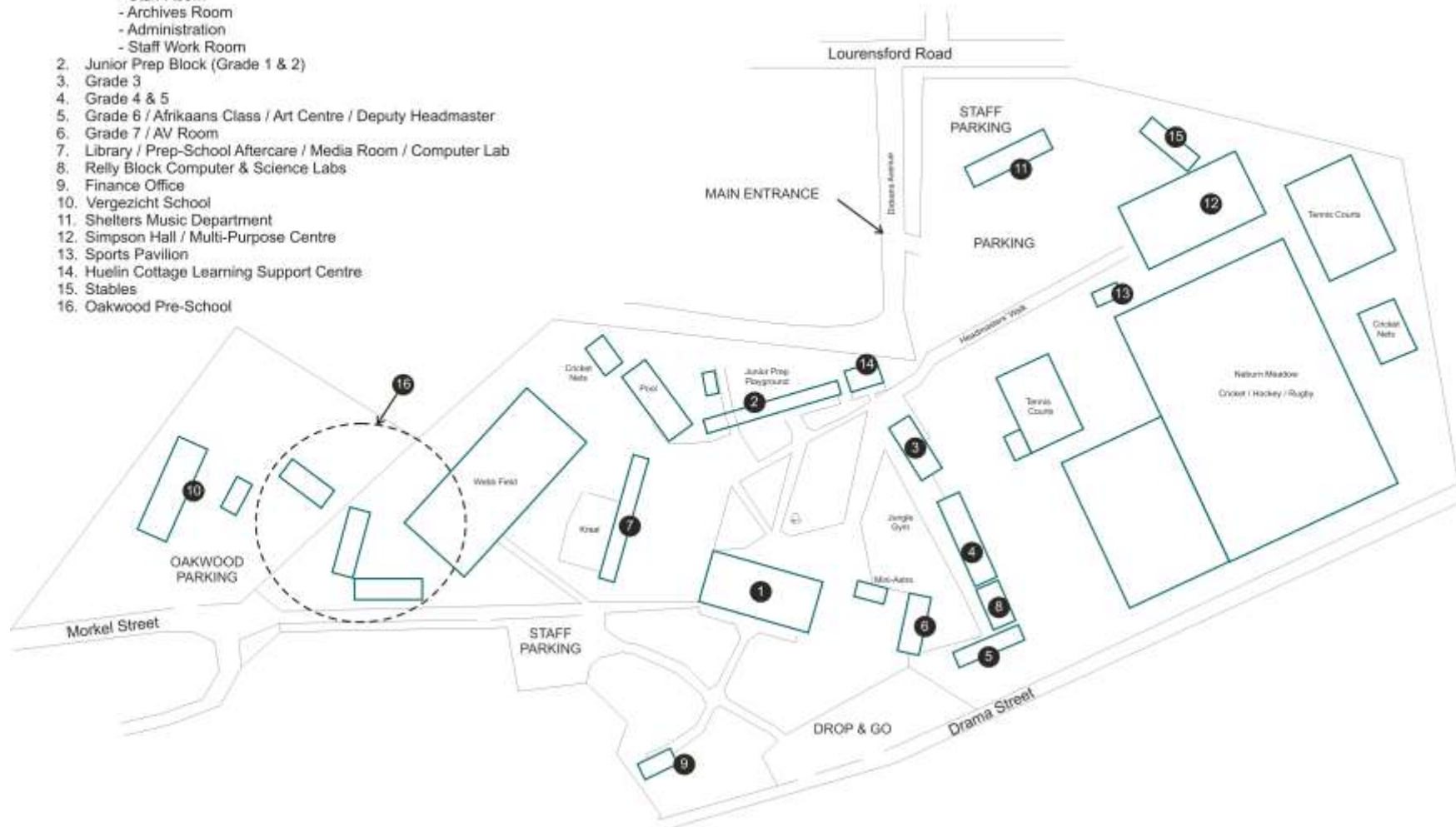
Children in a class do not generally move up as a unit to the next grade. The classes are shuffled to create 2 different classes for the following year. There are many factors that we consider when doing the class splits: Academic capability (we try to create classes that would yield similar class averages); compatibility between children, compatibility between children and teachers and gender. If an older child had a particular teacher it is not a given that the younger sibling would also go to that teacher. We ask that parents be respectful regarding our decisions.



# MAP OF THE SCHOOL

## BUILDINGS:

1. Cloetenburg
  - Headmaster's Office
  - Headmaster's PA / Admissions
  - Dining Room
  - Staff Room
  - Archives Room
  - Administration
  - Staff Work Room
2. Junior Prep Block (Grade 1 & 2)
3. Grade 3
4. Grade 4 & 5
5. Grade 6 / Afrikaans Class / Art Centre / Deputy Headmaster
6. Grade 7 / AV Room
7. Library / Prep-School Aftercare / Media Room / Computer Lab
8. Relly Block Computer & Science Labs
9. Finance Office
10. Vergezicht School
11. Shelters Music Department
12. Simpson Hall / Multi-Purpose Centre
13. Sports Pavilion
14. Huelin Cottage Learning Support Centre
15. Stables
16. Oakwood Pre-School





## MONEY MATTERS

- A School account is created for each Somerset House Family.
- All fees (Tuition, Music, Aftercare, Support Programmes and Levies) are billed and payable monthly in advance by debit order if you have not paid for the year in advance. Annual Fees are due by the first day of term 1.
- Other incidental charges (i.e. Camps and Outings, Stationery and Uniform Shop purchases) will be charged as and when they occur.
- Fees are payable via 10 monthly debit orders. An 11<sup>th</sup> debit order payment in December will be deducted to settle any outstanding amount on the account if so required.
- Parents paying the Annual Fee in advance must elect to do so annually by the first day of Term 1. Please e-mail the Accounts Department to advise them in advance. The Annual Fee is payable via EFT or cheque only (no cash or card).
- The School encourages parents to contribute to the Voluntary Building and Bursary Funds and issues Tax Donation Certificates to parents for all donations made. If you do not wish to contribute towards these funds, please inform the accounts department.
- Statements are sent electronically on a monthly basis to the person responsible for the account.
- For account related queries please contact Judith Hanekom ([dpbursar@somersethouse.co.za](mailto:dpbursar@somersethouse.co.za))
- For all other financial related issues please contact Heidi Westraad ([bursar@somersethouse.co.za](mailto:bursar@somersethouse.co.za))

## BOARD OF GOVERNORS 2011 / 2012

The Board is responsible for determining the aims and overall ethos of Somerset House. Board members are not all current parents of the school. They are the custodians of the school's mission and involve themselves in the determination of the strategy and structure of the school. They ensure that policies and plans are consistent with the school's mission. The Board ensures that the executive management implements the strategy and operates ethically. The Board also ensures that Somerset House has adequate systems of internal and external control, both operational and financial. It is responsible for the setting of the Annual Tuition Fees. The Board selects the Headmaster, ensures succession and gives guidance on the appointment of senior staff members. It also monitors the activities of the executive management.

GOVERNORS	E-MAIL
MR ANDREW RIBBANS – CHAIRMAN	<a href="mailto:aribbans@iafrica.com">aribbans@iafrica.com</a>
MR ROGER CARTER - VICE CHAIRMAN	<a href="mailto:roger@ajnorth.co.za">roger@ajnorth.co.za</a>
MR GERHARD SMIT - GUILD CHAIRMAN	<a href="mailto:gerhard@mblh.co.za">gerhard@mblh.co.za</a>
MRS JULIA DYSELLE	<a href="mailto:julia@iafrica.com">julia@iafrica.com</a>
MR CHARLES SIMPSON	<a href="mailto:fogsimpson@gmail.com">fogsimpson@gmail.com</a>
MR DENIS LANDSBERG	<a href="mailto:dnl@landsberglaw.com">dnl@landsberglaw.com</a>
MRS SUE REDELINGHUYS	<a href="mailto:head@stcyprians.co.za">head@stcyprians.co.za</a>
PROF HAROLD HERMAN	<a href="mailto:haroldherman@mweb.co.za">haroldherman@mweb.co.za</a>
MR RON READE-JAHN	<a href="mailto:reade-jahn@telkomsa.net">reade-jahn@telkomsa.net</a>



## GUILD (PARENTS' ASSOCIATION)

All parents and staff of Somerset House belong to the Guild. Led by a group of enthusiastic parents who serve on a Committee, the Guild Committee organises a variety of social occasions and functions which not only raise funds for the school but also help to create unity among the members of the school family. In addition the Guild also serves to keep the communication between parents and teachers open. Every year in June the Guild Committee hold their Annual General Meeting and those parents present elect a new Committee at this time.

### GUILD COMMITTEE 2011 - 2012

GUILD COMMITTEE MEMBERS	E-MAIL
GERHARD SMIT – CHAIRMAN	<a href="mailto:gerhard@mblh.co.za">gerhard@mblh.co.za</a>
KEVIN GAMBARANA - VICE-CHAIRMAN	<a href="mailto:kevin@synergyworld.co.za">kevin@synergyworld.co.za</a>
JACQUES ENGELBRECHT - TREASURER	<a href="mailto:je@manacc.co.za">je@manacc.co.za</a>
LISA THOMPSON	<a href="mailto:lisa.lit@iafrica.com">lisa.lit@iafrica.com</a>
RICHARD LORD	<a href="mailto:richardlord@rothesay.co.za">richardlord@rothesay.co.za</a>
SMUTS LOUW	<a href="mailto:smuts.louw@vitalitybroadband.co.za">smuts.louw@vitalitybroadband.co.za</a>
MR RON READE-JAHN – BOARD MEMBER	<a href="mailto:Reade-jahn@telkomsa.net">Reade-jahn@telkomsa.net</a>
MR CHRIS STOREY - HEADMASTER	<a href="mailto:head@somersethouse.co.za">head@somersethouse.co.za</a>
MR RICHARD CODRINGTON - DEPUTY HEADMASTER	<a href="mailto:riccod@somersethouse.co.za">riccod@somersethouse.co.za</a>
MRS GILLIAN CONNELL - SENIOR MISTRESS – OAKWOOD	<a href="mailto:gilcon@somersethouse.co.za">gilcon@somersethouse.co.za</a>
MRS PAM ROBERTS - JUNIOR PREP HEAD OF DEPT.	<a href="mailto:pamrob@somersethouse.co.za">pamrob@somersethouse.co.za</a>
MISS MANDY McILROY - SPORTS CO-ORDINATOR	<a href="mailto:sport@somersethouse.co.za">sport@somersethouse.co.za</a>

You may send an e-mail to the Guild Committee directly on [guild@somersethouse.co.za](mailto:guild@somersethouse.co.za) regarding any queries, concerns or suggestions you may have.





# MYSCHOOL FUNDRAISING

## About the MySchool Programme

The MySchool fundraising programme is South Africa's number one community support programme that raises essential funds for schools, charities and environmental organisations. Funds are used to improve education and social development in South Africa. You can make a difference to a worthy cause without it costing you a cent! You can apply for a MySchool card at no cost and nominate Somerset House as the beneficiary. When you purchase items from participating retailers you swipe the card with the purchase. A small percentage of your transaction is then allocated to Somerset House. All these transactions are recorded and a statement is sent to you on a monthly basis. The partner stores pay the donation on your behalf! The supporter card is not a credit or debit card but simply tracks your transactions and the funds you have thus generated.

## Where can I swipe my card?

The success of the programme depends on the number of times you swipe your card! Supporters can use their cards at a range of national, regional and local retail partners on the MySchool MyVillage MyPlanet system. Some of the national partners include Woolworths, Engen QuickShops, Waltons, SupaQuick, kalahari.com, Jack's Paint, Toys R Us, Reggie's, Altech Netstar, Club Travel, MySchool Travel, Toner Town and many more.

## The Benefits of being a cardholder

1. You can raise funds for the school or charity of your choice without it costing you a cent.
2. It is so convenient using one card at many different stores. There are over 11 national partners and over 2000 partner stores where you can use your card across the country.
3. Cardholders get exclusive discounts and special offers. For example, you are automatically part of **WRewards** from Woolworths (which includes 10% or more off on over 200 items in their stores and other tiered benefits), you get R40 off every GetAhead or MathPro educational software item that you buy, and you get exclusive discounts on vehicle recovery from Altech Netstar.
4. You will receive a monthly email statement showing exactly how much your beneficiary has raised.

## How can I get a MySchool Card?

E-mail Tracey du Toit ([info@somersethouse.co.za](mailto:info@somersethouse.co.za)) for an electronic application form which can then be e-mailed to [cs@myschool.co.za](mailto:cs@myschool.co.za) or faxed to 0866 822 833 or you can apply online at [www.myschool.co.za/supporter/apply/](http://www.myschool.co.za/supporter/apply/) .



MySchool MyVillage MyPlanet

**Every swipe counts!**



# PARENT INVOLVEMENT

We welcome your interest and participation in school activities. We appreciate constructive feedback regarding any aspect of school life.

## CLASS REPRESENTATIVES

The Class Representative is primarily a support to the class teacher and an additional communication link between parents and teacher. In addition, the Class Representative is viewed as an extra resource that the Guild can call upon for help with specific fundraising or other school events throughout the year. Given the important communication and liaison role played by the Class Representative the school relies upon and values the energy and positive approach required to do justice to the position. The extent to which a class teacher calls on the Class Representative for support and assistance is up to the individual teacher. Class Representatives are elected at the class break-away sessions that occur at the Parent Information Sessions at the beginning of the year. Two Class Reps may be elected to share the load of the responsibilities. The nature of the support may include:

- Social occasion during the first term
- Welcoming new parents
- Link between parents and teacher
- Assistance to the Guild Committee for Guild events

## GUILD PARENT FORUM

The Parents Forum was established in 2011 in order to provide an effective and constructive collective communication space for the discussion of school related issues. The Forum seeks to promote a positive and pro-active approach to addressing matters of mutual interest and/or concern.

The Forum consists of:

- The elected parent members of the Guild Committee, with one committee member (currently Lisa Thompson) as the facilitator of the Forum;
- The Class representatives, who play a key role in the Forum, helping to identify collective issues for discussion, or in need of Guild feedback. Class representatives may organise parent meetings, or ask for feedback via email, once a term. Thereafter, the Guild parent members and the Class Representatives meet to discuss any issues that arise.

Feedback from the Forum is discussed once a term within the full Guild (consisting of Somerset House senior management staff, parent members and a Board representative);

Parents have a direct voice on the Forum. Issues of collective interest or concern can be raised by email directly with the Guild ([Guild@somersethouse.co.za](mailto:Guild@somersethouse.co.za)) or with the Forum facilitator, or through discussions and information sessions organised by the Forum once a term to improve communication between parents, teachers and the Full Guild;

Feedback can be given through normal school communication channels or through Forum information/discussion sessions. The Guild or Somerset House management will also respond to issues as deemed appropriate by the full Guild.



# THE SCHOOL DAY

## Pre-Primary Daily Routine

- 07h30 Teachers and Assistants available from 07h30
- 08h00 Arrival time
- 08h15 Movement activities
- 09h00 Creative activities (Music, Xhosa, Crafts, ICT)
- 10h15 Snack time - juice and sandwiches
- 10h30 Outdoor play time
- 11h15 Various classroom activities (Music, Xhosa, Crafts, ICT)
- 12h10 Lunch time
- 12h30 Quiet time in classroom
- 13h00 End of morning session / Aftercare begins
- 17h30 Aftercare ends

## Prep School Daily Routine

- 07h45 Staff meeting for all staff not on duty
- 08h00 Children assemble in Quads for daily notices and morning assembly.  
Children are marked present or absent on the register.
- 10h10 Tea Break begins
- 10h30 Tea Break ends
- 11h45 Lunch for Grade 1 – 3 (staggered) in the dining room
- 12h30 Lunch for Grade 4 - 7 in the dining room
- 13h00 Lunch ends, Home Time for Grade 1 and 2 (and Grade 3 on a Friday only)
- 13h00 JP Sports Sessions Start  
These sessions end at varying times – please consult the Afternoon Activities Programme.
- 14h00 Grade 4 – 7 Lessons end on a Wednesday and Friday. (Including Grade 3 on a Wednesday)
- 14h30 Grade 4 – 7 Lessons end on Monday, Tuesday and Thursday
- 14h35 Sport begins  
These sessions end at varying times – please consult the Afternoon Activities Programme.
- 17h30 Aftercare ends

# PREP SCHOOL ASSEMBLIES

The children at Somerset House attend one of two Assemblies on a Friday.

- Junior Assembly for Grade 1 – 3 at 08h10
- Senior Assembly for Grade 4 - 7 at 13h00

Assemblies are split to provide an appropriate offering to children. Combined assemblies are done on the last day of each term and for special occasions. Parents are welcome to attend any assembly.

There are occasions where the Assembly times are altered, cancelled or the Junior Prep and Senior Prep Assemblies combined. Please check the back page of the weekly newsletter, the Blah, for updates.



# PREP SCHOOL CURRICULUM

## Academics

Somerset House is an independent school which makes its own decisions regarding curriculum and learning, while taking cognisance of national and international trends in education. The school is also aware of the requirements of quality assurance bodies like UMALUSI and IQAA (Independent Quality Assurance Agency), always seeking to deliver good quality education through sound educational practice. Preparing children for a future which is changing, demands that we focus on teaching children 'how to learn' rather than just 'what to learn'. Skills acquisition is thus very important while content provides context. Somerset House places emphasis on language skills. This is vital as sound progress in all subject areas is dependent on strong language and communication skills. Mathematics is a priority subject due to its importance in further study. Science is taught through a uniquely modified curriculum based on international standards due to its importance as a choice subject in high school. There is also a strong social science offering which is underpinned by preparation in media, information technology and knowledge management. A full cultural offering of music, art and drama is also offered.

## Physical Education

Pupils from Grade 0 through to Grade 7 participate in the Physical Education Programme at Somerset House. Two staff members are responsible for these sessions, which allows us the opportunity to divide the grade up into smaller gender groups for more beneficial results. Emphasis is placed on the following areas: Water Activities, Ball & Fitness Skills, Tennis & Badminton Skills, Sportsmanship, Participation, Enjoyment and an understanding of general physical activities. Pupils are assessed twice a year. Once at the end of the first term and once at the end of the third term. These assessments cover general Fitness Skills, Ball Skills, Hand-Eye Co-ordination Skills and levels of Sportsmanship & Participation. A brief sports report is also included.

## Outdoor Adventure

The key life skills of teamwork, communication, decision making, taking responsibility, trust and fun are all developed at Somerset House in our Outdoor Education Programme. Grade 2 – 7s will normally have one camp away from school each year. The level of "self sufficiency" and the number of nights away increase with each grade and a wide variety of experiences will have been enjoyed by the time Grade 7 is reached. Our Grade 6 programme includes an outdoor camping adventure in preparation for Grade 7 which includes a journey down the Orange River. Some of our camps link with the curriculum and we use our venues as bases from which to explore the local area. We are in the process of purchasing our own outdoor equipment which will enable pupils to enjoy a wider experience of the outdoors.





# PREP SCHOOL ASSESSMENT & REPORTING

## **Assessment and Reporting**

Assessment at Somerset House is conducted throughout the school, although it is only formally reported on with percentages from Grade 4 onwards. Examinations are conducted twice a year for Grade 6 and 7 pupils. The reports provide information on both what is learnt by the children as well as how each individual child manages the learning process. Reports also refer to discipline, attitude and socialization. Reporting regimes differ depending on phase.

## **Pre-Primary**

In this section of the school reports focus on developmental milestones and achievements. Early identification of learning difficulties is important and reports describe the social and learning experience of the child at school. In Grade 0 school readiness is reported on in detail to provide accurate information to parents on this important concept. Parent / Teacher Interviews are conducted in Term 1 and Term 3.

## **Junior Primary**

In this phase children receive three written reports during the year. Verbal reports are conducted at the end of the first term. The reports indicate the level at which a child is operating as well as the 'expected' performance at a given age or point in time. This enables parents to clearly understand where assistance may be required or where children are more competent.

## **Senior Primary**

Somerset House uses aggregates to show the level at which the class is working. This allows the child's progress to be understood in context. Levels of effort are also indicated. Somerset House uses percentages in the main academic subjects as more accurate feedback is possible by using this system. Children are encouraged to use the more accurate data to set targets and objectives for themselves. The comprehensive reports are detailed and provide useful information for parents and children alike.

## **Sport Reports**

The children spend a considerable amount of time involved in outdoor activities and therefore receive a special report on their activities at the end of Term 1 and Term 3. This includes information pertaining to fitness, attitude participation and skill.





## HOMework

The homework routine varies from class to class, as does the amount of homework given. A homework notebook is provided for each child in Grade 2 – 7 and acts as a communication tool between teacher and parent or caregiver. Supervised Prep periods are offered every afternoon for children in Grades 4 – 7 in the ICT Centre. We prefer children to work on projects during school time and we try to limit homework to a reasonable load depending on grade.

## WOW BADGES

For Grade 1 to 3 children 'Worker of the Week' badges are awarded in the Junior Prep Assemblies on Friday mornings to children who have put in that 'extra' effort. The badges are kept and worn for the week and returned the following Friday morning.

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Somerset House is in the process of upgrading the Information and Communication infrastructure so as to create an environment where children are able to work in a modern and connected manner. Computers are seen as vital tools for learning and living.

Each Grade 1 – 7 child at the Prep School has been allocated a private profile on our internal computer system. This profile is password protected and ensures that each child has a digital space through which to experience technology. They will communicate, work and save data on this profile too. They have space allocated for files and documents, as well as photos and videos.

Our Grade 1 – 7 pupils are also allocated an email address. This address is used for communication within the school, as well as externally. Each email address has the same format: the first three letters of a child's name, followed by the first three letters of their surname, followed by @somersethouse.co.za. Our email is web-based which means that users can access their mail from any computer with an internet connection.

Another exciting ICT initiative at Somerset House is the integrated introduction and use of social media. We use the free and proudly South African online tool called Obami. Obami combines a social networking platform with a virtual learning environment to create an engaging social learning platform. Obami is a great teaching tool that safely introduces our pupils to social networking. Children and teachers can interact on the internet safely and without threat from non-school related parties. Our pupils learn to set up online profiles, share information, photos and videos safely, and they are able to undertake class tasks and assignments through the engaging interface as well. Obami helps teachers to facilitate communication and resource sharing between themselves and their pupils.



# LEARNING CENTRE FOR EDUCATIONAL SUPPORT, THERAPY AND EXTENSION

A multi-disciplinary team, headed by a learning support teacher, has been established to provide support for teachers, children and parents. Early screening assessments in the Pre-School enable the teachers to identify children who might require the services of a speech and language therapist or an occupational therapist. These therapies can be provided during the school day by professionals who visit on a weekly basis or at a therapist of your choice outside of school hours.

While the speech and language therapist supports children experiencing difficulties with articulation and non-fluent speech, she also focuses on the development of auditory perceptual skills, receptive and expressive language and writing skills.

The occupational therapist focuses on the development of fine and gross motor skills, motor planning, visual perception and sensory integration.

Academic support in the form of reading, spelling, comprehension, mathematics and study skills is provided by the learning support teacher, on an individual or group basis.

Assessments are undertaken to identify the specific areas in which the children require support, thereafter all therapies are offered for a prescribed fee, payable by the parents. Where it is deemed necessary, children may be referred to play therapists or psychologists practising in the community.

**Learning Centre Co-ordinator / Teacher:**

Annie Hugill  
Grades 1-7

**Occupational Therapist:**

Karin Lehmensiek  
Main focus: Pre-Primary to Foundation Phase

**Speech & Language Therapist:**

Alison Rogers  
Pre-Primary to Grade 7

Contact Annie Hugill: [annhug@somersethouse.co.za](mailto:annhug@somersethouse.co.za)



# PREP SCHOOL AWARDS

Four separate ceremonies are held at Somerset House so that appropriate acknowledgment can be given to children of different ages.

## **Junior Primary Awards**

In this area of the school we believe that every child should be acknowledged for the achievements of the year. Some children will have excelled in the classroom while others have made a difference by being kind to peers. Some will have shown promise in music or drama while others will have shown prowess on the sports field. All children here are treated in a similar manner as far as awards are concerned. The emphasis is on each child being positively acknowledged at the culmination of the year. This ceremony will normally take place within the last two weeks of school.

## **Senior Primary Awards**

Once a child enters the intermediate phase of schooling, we focus more on excellence in the allocation of awards. This has to have been demonstrated over a significant period of time to qualify. As far as academic awards are concerned, diligence and effort are rewarded as well as achievement of excellence. Excellence in the visual and performing arts, character and leadership are also acknowledged at this ceremony. Some of the character awards are regarded as the most prestigious awards to be made.

## **Sport Awards**

These awards are made at a separate Sport Awards Ceremony. The outstanding sporting achievements of children of all age groups are acknowledged here. Shields (equivalent to school colours) are awarded to senior children who qualify.

## **Falcon & Lion Awards**

- A *Lion Award* is made to a child in Grade 7 “who, through diligent effort and application in class, a contribution to the cultural life and sport at school, as well as being a caring and reliable citizen, has made a special contribution to Somerset House.”
- A *Falcon Award* is made to a child in Grade 7 “who, through ability, consistent effort and application has made a significant contribution to Somerset House in several fields of activity.”
- These awards are made on Founders’ Day.

## PREP SCHOOL ART LESSONS

A broad range of mediums are taught to expose the pupils to a variety of materials. These include painting, drawing, ceramics, papier maché, sculpture, collage, fabric painting, lino cuts and many more. The basic art principles are taught in context and are repeated each succeeding year so that by the time the Grade 7 pupil leaves for high school he/she has a good understanding of both the practical aspects of art and the supporting theory underlying it. Grade 6 and 7 pupils are expected to complete research projects as part of their year. Art plays a lively and visible role in the ethos of our school and we are very proud of the high standard of work which our pupils produce.



## PREP SCHOOL DRAMA LESSONS

Drama is offered as a curriculum subject for each child from grade 3 – 7. Children are exposed to all forms of drama including an understanding of theory and the different genres. All children are coached in various techniques including mime and voice production. An element of performance is expected and the benefits of group work are put to good use. We include dance and movement as a component of the syllabus. From puppetry to storytelling to making movies...and finally the Grade 7 production where each child has a chance to shine and learn the ropes of live theatre including all the art design, costume design, stage make-up and stage management. The Grade 2 and 3 children are also involved in a production each year while the Grade 1s have their own 'happening'.



## PREP SCHOOL MUSIC LESSONS

Teachers	Instruments Individual and Group Teaching	Class Teaching
Estelle Louw	Piano, Violin, Recorder, Keyboard Guitar	Grade 3 Class Music, Junior Choir
Lindsay de Kock	Piano, Flute, Recorder	Nursery School, Grade 1 & 2 Class Music
Anri Human	Piano, Keyboard, Recorder, Guitar	Grade 4-7 Class Music, Senior Choir
Amanda Joubert	Piano, Keyboard	Theory Classes
Hester Fourie	Piano, Recorder	
Mari Eigelaar	Piano, Cello	

### Individual lessons:

We offer individual teaching in a wide range of instruments such as piano, flute, violin, cello, recorder, keyboard and guitar. Recorder and violin group teaching is offered from Grade 2 as an introduction to music. Piano, violin, cello, flute and keyboard lessons are offered from Grade 3. Exceptions are made from time to time for exceptionally talented children who wish to start earlier, subject to availability of space. Group guitar lessons are offered from Grade 5 and subject to availability. Lessons are integrated in the school day and lesson times are fixed in consultation with the class teachers. Only one instrument can be studied during school time. Theory of Music forms an integral part of music tuition and all music students, with the exception of guitar students, are required to attend lessons from Grade 3. Piano and Cello lessons are offered after school hours by a part-time teacher, Mari Eigelaar.

### Music Exams:

We enter children for exams on recommendation.

	Instrument	Exam Sessions
<b>PRACTICAL EXAMS</b>		
Royal Schools of Music	Piano, Violin, Cello	May/June; August/September
Trinity College	Piano, Flute, Recorder, Keyboard. Violin, Cello	April; August; October
UNISA	Piano	May; August
<b>THEORY EXAMS</b>		
Royal Schools of Music		March, June, October
UNISA		June, October

Application forms for Music Lessons can be obtained by e-mailing Tracey: [info@somersethouse.co.za](mailto:info@somersethouse.co.za)





### **Class Music:**

Children from Grade 000 to Grade 7 are exposed to a wide variety of music suited to their level and age. They learn to play Orff and percussion instruments and provide accompaniment to their class singing. They learn basic musical concepts through singing, instrumental work, movement, music appreciation and are encouraged to create and perform their own music compositions.

### **Choirs:**

We have a Junior (Grade 1-3) and Senior Choir (Grade 4-7) who perform at various occasions throughout the year, in and out of school. Children are trained in the art of choral performance, which includes voice training, correct breathing, diction, interpretation and performance. They are exposed to a wide variety of music and learn to combine instruments and movement with their singing.

### **Ensemble:**

Various ensembles are formed throughout the year in all the instruments or combinations thereof. Apart from performing at concerts and Eisteddfods, they play an integral part in helping with accompaniment at assemblies and choir performances.

### **Eisteddfod:**

We enter children for the Stellenbosch and Helderberg Eisteddfods for solo as well as ensemble work. This provides a platform for them to perform and serves as preparation for their external exams. Solo singers and smaller singing groups are also selected to participate. We have achieved excellent results at these events. The children get the opportunity to hear others perform and learn a great deal from the experience and exposure.

## **PREP SCHOOL CHESS**

Somerset House participates in the Helderberg Chess League during the winter terms. Matches are played on Friday afternoons and we enter as many teams of 5 players as our opposition are able to field. As a result of our very busy afternoon sports programme, senior team players attend a chess practice on Thursday mornings. We believe that it is important to introduce our younger children to Chess and for this reason one chess lesson per week, during the 2nd and 3rd terms is timetabled as part of the academic programme for all Grade 4 children. Our Junior Prep children are also invited to attend our Wednesday morning practices during the winter months. The children are taught the basic skills, an understanding and hopefully a love and enjoyment of the game, during these lessons. Our more competitive players participate in league matches. An annual Inter-House competition is run for all interested players of all ages as well as the Somerset House Junior, Middle or Senior Championships.





## ABSENCE / ILLNESS / MEDICATIONS

If a child is really ill then they will not benefit from being at school. In cases such as these we ask that for the sake of your child and those around him/her – you make arrangements to keep them off school. Please phone the school or e-mail [noljan@somersetshouse.co.za](mailto:noljan@somersetshouse.co.za) by 08h30 on the day that your child is ill. If a child is required to miss a school day or part of a school day, that request must be made, in writing, to the Class Teacher or Headmaster.

If a child becomes ill during a school day, the class teacher or one of the Administrative staff may phone you to collect him/her.

If a child is not at school due to any reason – the responsibility to catch up missed work lies with the child. In the case of Grade 1 / 2 children – the parents to ask for work missed.

### **We ask your co-operation with the following:**

Temperature / Fever:

Please do not send your child to school if they have a fever.

Mucus / Phlegm:

Children who have a nose with thick mucus or who are coughing with lots of phlegm should not be at school.

Antibiotics:

Children who have been prescribed antibiotics must stay off school for 48 hours after which they may return as long as they are no longer feverish.

Vomiting and Diarrhoea:

Please do not send your child to school if they are vomiting or have diarrhoea.

Rashes:

Please consult a doctor or clinic sister before sending your child to school. Some rashes may be indicative of a serious illness which may be contagious.

Nits / Lice:

Children may not come to school if they have nits or lice. Your pharmacist can recommend one of the many special shampoos and combs necessary to get rid of lice and nits. If your child is found to have lice / nits at school – you will be called to collect him / her.

Impetigo:

This must be treated by a doctor and covered when a child is at school as it is highly contagious.

Ringworm:

Ringworm must be treated with an anti-fungal ointment and covered if a child is at school.

Conjunctivitis / Pink Eye:

This is also highly contagious and the eyes must have been treated, contain no discharge and may not be pink and swollen when they return to school.

Chickenpox:

Chickenpox is contagious until the spots have dried up and no new spots are developing. This usually takes about 2 weeks. We allow children to return to school once their sores have healed.

### **Medication to School:**

Please avoid sending medication to school that has to be administered by the teacher if possible. We do understand that there are times where this cannot be avoided (antibiotics), but it is not ideal. Chronic medication and vitamins should be given in the morning before school if possible.

### **Please note:**

If your child has any special medical needs (asthma / diabetes) – please communicate with the teachers directly regarding their specific requirements.

Remember to keep the school informed regarding any allergies or food intolerances your child may have.



## PREP SCHOOL AFTERCARE

**Prep School** children from Grade 1 to 7 are accommodated in the library for aftercare. They have their normal lunch meal as part of the school day and then enjoy a snack in the afternoon. Time is set aside for completion of homework. Games and activities are available indoors while the kraal provides a contained and safe area for play on the jungle gym. Application forms for Aftercare are available from Tracey du Toit – [info@somersethouse.co.za](mailto:info@somersethouse.co.za)

## SUPERVISED PREP

Supervised Prep periods are offered every afternoon for children in Grades 4 – 7 in the ICT Centre. Children are supervised while they complete work not finished during school-time or do homework. They must also be in supervised prep while waiting for late sport sessions.

## BEFORE SCHOOL CARE

The school morning begins at 08h00. Staff in the Prep School will be on duty in the playgrounds from 07h30 to supervise children who arrive at school early. Pre-School children can be accommodated from as early as 07h00 in Bee Class (Grade 000)





# PREP SCHOOL SPORT & EXTRA-CURRICULAR ACTIVITIES

Somerset House is committed to providing pupils with a comprehensive sports programme designed to ensure maximum participation. It is our firm belief that the programme we offer will enhance our children's physical ability and develop their self confidence. Sport not only promotes physical fitness, builds self-esteem and introduces children to a healthy lifestyle, but also encourages teamwork, the development of self-control, co-operation, loyalty, unselfishness, determination and leadership.

Somerset House has a system of compulsory sport participation and therefore has an obligation to develop every child who participates in the programme as much as possible. Somerset House is also committed to sporting excellence in terms of being competitive and developing individuals who are able to represent not only their school, but their province and their country.

## **Sports Programme**

The sports programme for each term is sent home on the last day of the previous term and is also available on the website. From time-to-time an amended programme is compiled for the last 2 weeks of term. Please consult this programme carefully to see what time your child's age-group is doing which sport. It can take a little time to get into the swing of things but the Sport Director or the admin staff are available to assist you with any queries you may have.

Our Sports Policy can be viewed on our website: [www.somersethouse.co.za](http://www.somersethouse.co.za). Please take the time to read through this policy. There is information regarding the following: Team selection, Participation vs Excellence, Code of Conduct for Children, Coaches and Parents, Organisational Matters, Sporting Codes, Sports Uniforms etc.

It is compulsory for children to do at least one summer and one winter sport from the second term of Grade 1 onwards.

## **Summer Sports:**

Boys: Tennis (Grade 3 – 7), Cricket, Swimming

Girls: Ball Skills or Mini Cricket (Grade 1 and 2), Tennis (Grade 3 – 7), Swimming

## **Winter Sports:**

Boys: Hockey, Rugby

Girls: Hockey, Netball

## **Sports Teams, Match details and Sports Line**

Team lists and details regarding matches are placed on the website as soon as they are finalised. These notices are also placed on notice-boards outside the Grade 2 classrooms (Grade 1 – 3 notices) and on the Bailey Board (Cloetenburg verandah). It is the responsibility of the children and parents to check the team-lists and make the appropriate arrangements for practices and matches. If the weather turns during the day, you can phone the sports line (079 861 7245) after 12h15 to find out if sport matches or practices will be going ahead or if alternative arrangements have been made. The information will also be posted on the website.

## **Absence from Sport**

If a child is not able to do sport on a certain afternoon or compete in a match, please e-mail our Head of Sport, Miss Mac: [sport@somersethouse.co.za](mailto:sport@somersethouse.co.za)



# SPORT

... Continued

## **PARTICIPATION VS EXCELLENCE**

Although not all our children have the skills, genetic ability or size to play competitive sport, it is important that they still participate in physical activity. Some children have no desire to compete, but simply by participating they will feel good about themselves. At Somerset House we encourage all our children to do their best and to participate in at least one sport per season. We create opportunities at different levels of competitiveness.

**PARTICIPATION** – Somerset House has a system of compulsory sport participation and therefore has an obligation to develop every child who participates in the programme as much as possible. Part of this development involves matches arranged between schools on a non-league or friendly basis. It is important in these games to give everyone an opportunity to participate. Participation and enjoyment are the most important elements here. **Sporting excellence in this context means developing each individual so that they achieve according to their potential.**

**EXCELLENCE** – Somerset House is also committed to sporting excellence in terms of being competitive and developing individuals who are able to represent not only their school, but their province and their country. League fixtures are arranged in the team sports codes. Team sports include swimming, cricket, tennis, hockey, netball & rugby. At this level of competition, Somerset House will always field the strongest team. As such, some players may not get to play in certain games. **Sporting excellence in this context means selecting the strongest teams or players who will achieve the best results.**

## **COMMITMENT**

Sport is a team effort and as such children have to rely on each other and be dependable themselves. Their commitment, punctuality and attendance are key components for the success and enjoyment of the sports programme. Once a pupil has indicated an interest in and become involved in a sport, they must continue to play that sport until the end of the school term. If a child does not want to continue playing a sport, the child and parent must motivate their reasons and permission must be granted to stop playing a particular sport, by the Sports Director.

## **VALUES**

*“When we play our games, we play to win. However, sport is being spoilt today by the tendency to play to win ‘at all costs’. Thus dishonesty, over-robustness, displays of temper, intimidating and ridiculing the umpire, disputing the referee’s decision, fighting, gamesmanship and uncalled-for behaviour on the part of team supporters have all become an unfortunate part of the sporting scene. Some of our international and provincial sportsmen set a very poor example for young players by indulging in these practices.”*

*Alan Clarke – Former Headmaster of Westerford*



### **CODES OF CONDUCT: PUPILS**

- Good sportsmanship is expected at all times and is more important than winning.
- Respect for opponents and fellow team mates, is non-negotiable.
- Respect for umpires & officials must be shown at all times regardless of whether their decision is perceived to be good or bad.
- Attendance at practices is compulsory.
- Children may be excused for valid reasons only by means of a letter from their parents.
- Support for ones team is expected even if your participation in the match may be over. This means that Somerset House pupils stay with their team until the very end of the match, gala or event.
- Players are expected to assist coaches with the putting away of apparatus or equipment that may have been used for practices or matches.
- Correct uniform is an absolute requirement and children will not be allowed to participate if they are not dressed correctly.

### **CODE OF CONDUCT: PARENTS**

- Parents should understand the importance of competition, co-operation, leadership, social interaction, and each child doing their best, but not winning at all costs.
- Parents should encourage children to participate.
- Encourage honest effort, skilled performance and team loyalty.
- Do not place unfair expectations on pupils; they are children, not professionals.
- Parents should encourage all pupils from the sidelines and not discourage any.
- Parents should not interfere with the game plan by giving their children instructions. This puts your child in a difficult position as they are required to follow the instructions of their coach, whether you agree with the coach or not.
- Parents should make an appointment and communicate with the coach if they have a concern.
- Parents must understand the school's ethos and allow children to stay with their team until the very end of the match.
- Parents should not run up and down the touchline or move onto the field of play.
- Be aware that pupils are trying their best to carry out their coach's instructions and a steady stream of advice to the players from the sidelines can be unsettling and confusing.
- Criticism of the referee or umpire is totally unacceptable.
- Exercise self-control and maintain a sense of proportion. If your team is losing, it is not a major tragedy!





## NUTRITION

Our kitchen provides meals for all children (Grade 000 – Grade 7). The meals are slightly different in the two sections of the school ensuring appropriate nutrition for the different age groups. Fruit is freely available throughout the day. Sandwiches are provided during first break while a sit-down meal is enjoyed by all the children at second break. The meals are planned using the input of a nutritional expert to ensure a healthy diet. Sandwiches are also available after school.

Somerset House does not have a tuck shop or vending machines and does not allow food to be brought from home, unless under exceptional circumstances which are arranged with the Headmaster. The philosophy behind this approach is based on the importance of healthy eating without sweets and junk foods being made available at school. Termly menus are e-mailed on the last day of the preceding term.

### **Here are some food friendly facts for your information:**

Healthy snacks and meal times make up an important part of our children's day at school. All bread and rolls are baked in the early hours of the morning and delivered fresh at the start of each new day. All our bread and rolls contain no preservatives or additives and make a satisfying snack come break time. The juice that the children drink is an iced tea which comes from Elgin and also contains no preservatives or caffeine and is Vitamin C enriched. Iced tea is served only at break time after which the children are encouraged to drink water if they are thirsty.

All our meals are made from produce of the highest quality:

- The Fish Fingers are endorsed by the Heart Foundation, low in fat and high in omega fatty acids.
- All crumbed chicken products are made from 100% chicken breast with no other reconstituted protein.
- Beef patties, sausages and kebabs are specially made fresh on order for our school.
- No food is fried or deep fat fried at any time.
- Lean beef mince is used in all our mince dishes.
- Our potato dishes are made from real potatoes and the sauces and pastas from fresh ingredients every day.

A variety of fresh fruit and / or salad is made available at all meals for the children to choose from.

You are always welcome to discuss any food issues with the Catering Manager. Please e-mail her - [robrou@somerset.co.za](mailto:robrou@somerset.co.za)





## DISCIPLINE SYSTEM

Discipline is possibly one of the most widely discussed terms and is often used in the judging of schools. It is also possibly one of the most frequently misunderstood. Our objective at Somerset House is to assist children in learning to make the right decisions with regard to personal actions and behaviours. We do so, recognising that children make mistakes and must learn from them in order to grow. The ability to self-regulate ones behaviour is a valuable attribute. We take discipline seriously and are advocates of an environment which is based on mutual respect and responsibility rather than fear. We believe strongly that if a positive and constructive environment is created in our school, there will be fewer discipline issues to deal with. Equally, if we deal with discipline issues respectfully and responsibly, our children will learn to respect rules and be responsible in abiding by them. We therefore emphasise our responsibilities more than our rights. We emphasise consideration for others in all our actions.

The “Yellow Card” system is used in the prep school which ensures that parents are informed timeously if their child is involved in disciplinary problems as opposed to only finding out at term end. It also encourages behaviour correction on the part of the child and offers a ‘clean sheet’ at the beginning of each term. Because the problem behaviours are tracked, it indicates patterns of behaviour, not only of the individual child, but also in the classes or school as a whole. It has been very successful since being introduced in 2008.

At Somerset House we expect:

- Good manners from all who make up the school community
- Responsible behaviour
- Respect for others regardless of differences of appearance, culture, religion, language, opinions or beliefs
- Respect for school property and the property of others
- Pride in our school, our grounds, our appearance
- Children to handle problems in a responsible manner by consulting the relevant staff member leading to a speedy solution.

Our Code of Expected Behaviour can be seen on page 5.

## GREEN CARD SYSTEM

Green cards can be given to children by all Staff for almost anything that is positive, out of the ordinary, helpful etc. It can include good academic work, good sport and sportsmanship, politeness, going the extra mile et al. Green cards would be appropriate in all areas of school life.

**What is it?** It is literally a small piece of green card or paper, upon which the teacher writes details of why the card has been given. The children hold onto the card until it is handed in. The children hand the card to Mr Cod at lunch time and therefore have an opportunity to explain to someone else why he or she has earned the card. They can be pleased and proud of what they have done! The card might then go home to parents, it might end up in the bin – but that is up to the child.

**The Points:** Each Green Card earns one House Point and these can be added to the other points competed for in the House Competition.



## PREP SCHOOL UNIFORM

<p><b>Girls' Summer Uniform:</b></p> <ul style="list-style-type: none"> <li>• Teal uniform dress</li> <li>• White cotton socks</li> <li>• Black shoes / sandals</li> <li>• White hat</li> </ul>	<p><b>Boys' Summer Uniform:</b></p> <ul style="list-style-type: none"> <li>• Short sleeved turquoise shirt</li> <li>• Grey shorts and grey socks</li> <li>• Black shoes / sandals</li> <li>• White hat</li> </ul>
<p><b>Girls' Winter Uniform:</b></p> <ul style="list-style-type: none"> <li>• Grey tunic</li> <li>• Long sleeved turquoise shirt</li> <li>• Long grey socks / stockings</li> <li>• Black shoes</li> <li>• V-necked teal jersey</li> <li>• Teal anorak</li> </ul>	<p><b>Boys' Winter Uniform:</b></p> <ul style="list-style-type: none"> <li>• Grey shorts or long pants</li> <li>• Long sleeved Turquoise shirt</li> <li>• Long grey socks</li> <li>• Black shoes</li> <li>• V-necked teal jersey</li> <li>• Turquoise anorak</li> </ul>
<p><b>Optional Item:</b></p> <ul style="list-style-type: none"> <li>• Grey Fleecy Top</li> </ul>	<p><b>Optional Item:</b></p> <ul style="list-style-type: none"> <li>• Grey Fleecy Top</li> </ul>
<p><b>Girls' Sports Uniform:</b></p> <ul style="list-style-type: none"> <li>• Teal Shorts</li> <li>• Falcon T-shirt</li> <li>• House T-Shirt</li> <li>• Hockey T-shirt</li> <li>• Takkies (preferably white)</li> </ul>	<p><b>Boys' Sports Uniform:</b></p> <ul style="list-style-type: none"> <li>• White or navy shorts</li> <li>• Falcon T-shirt</li> <li>• House T-shirt</li> <li>• Hockey T-shirt</li> <li>• Rugby jersey</li> <li>• Rugby &amp; Cricket socks</li> <li>• Takkies (preferably white)</li> </ul>
<p><b>Optional Items:</b></p> <ul style="list-style-type: none"> <li>• Sports Tracksuit</li> </ul>	<p><b>Optional Items:</b></p> <ul style="list-style-type: none"> <li>• Sports Tracksuit</li> </ul>

### Sports Kit:

Please read the Sports Policy Document found on our website carefully. The details regarding exactly which clothing items are required for each sport are comprehensively listed there.

### School Shop:

All school uniform items, except shoes, grey shorts and long pants are available from the School Shop which is located in the Administration building. Shop hours are Tuesdays and Thursdays between 07h30 and 14h30.

### School Bags:

Grade 1 and 2 children use a Somerset House 'Reader Bag' available from our School Shop. There is also a Somerset House tog-bag available from the School Shop.

### General Grooming

Please ensure that girls' hair is neatly tied up if worn longer than shoulder-length and that boys' hair is kept short and neat off the ears and the collar. Pupils may not highlight or dye their hair and no decorative jewellery is allowed. Girls may wear one plain stud or sleeper earring in the bottom of each ear. No nail polish is allowed.

### Please note:

Children may not leave the school grounds in swimming costumes. If children dress in their school uniforms – school shoes must be worn. When children wear their uniforms in public they represent the school so we ask that they wear them with pride and respect.



# ITEMS SUPPLIED AND ITEMS YOU NEED TO BUY

## Stationery (Prep School)

- Stationery for Grades 1 – 3 is bought in bulk and **supplied by the school**. Each child will be issued with their own stationery. The cost of this stationery is added to the family account in Term 1.
- Most stationery for Grade 4 – 7 is bought in bulk and **supplied by the school**. Each child will be issued with their own stationery. The cost of this stationery is added to the family account in Term 1. There are some additional items that you will also have to purchase. A detailed letter will be sent home with your child in the first term if this applies.

## Sports Equipment

- Children taking part in sporting activities are required to supply their own sporting equipment (i.e. shin-pads, hockey sticks, gum guards and tennis racquets)
- All rugby, tennis, netball and hockey balls will be supplied by the school.
- Swimming caps (in house colours and white) can be bought from the school shop. Each child requires a house-coloured swimming cap. White Somerset House caps are required for those swimming in the team.

## Food

- All food is supplied by the school. No food is permitted to be sent to school by parents unless with prior consultation and permission of the Headmaster.

## Uniform

- Pre-School: You may purchase the 'smiley' T-shirt, Somerset House hat and draw-string bag if you choose.
- Grade 1 – 7: You will need to purchase the school uniform including the sports-kit. Please contact Mrs Jardim for more information and prices: [kirjar@somersethouse.co.za](mailto:kirjar@somersethouse.co.za). It is advisable to make an appointment to give you sufficient time to fit and purchase everything for a child new to Somerset House.

# LOST PROPERTY

We make a special request to parents to please mark all their children's possessions clearly. Children are encouraged to take responsibility for their possessions. Unmarked items of school clothing not claimed are sold at the end of each Term. Lost Property for the Prep School is kept in a container on the Cloetenburg Verandah. Lost Property for Oakwood children can be found in a crate on the bench outside the kitchen in Oakwood. We also ask that you check your child's belongings frequently to make sure that they actually have the items that belong to them and haven't taken another child's item by mistake.



## PREP SCHOOL HOUSES

The three "Houses" to which the children belong are Hobby (yellow), Lanner (red) and Peregrine (blue). The names are derived from species of falcon; the falcon being the school emblem. Children are allocated into the Houses when they enter the Prep School in Grade 1. There are a number of Inter-House competitions during the year where children may earn points for their House:

- Inter-House Sports events (e.g. athletics, swimming, cross-country etc.)
- Inter-House Spelling Competition
- Inter-House General Knowledge Quiz
- Green-Card System



## LIBRARY

Reading is the cornerstone of education and whilst the skill of reading is taught in the classroom, the love of reading is taught and fostered in the Library. A fully computerised Library system ensures that control of the book stock is never a problem and information is easily accessible. Adjoining the Library is a Reference Library and a Computer Centre which allows the children internet access for project and reference work, thus ensuring that the children have everything they need under one roof - for working on projects and for developing a taste for literature.

## BIRTHDAYS

Your child may come to school on his or her birthday in Civvies. If his/her birthday falls on a Saturday or Sunday they may come to school in civvies on the Friday or Monday. Parents may supply cake, cookies or treats for the children in your child's class but we ask that you chat to the Class Teacher a few days before the event to make these arrangements. It really helps if cake is already cut or divided. No fizzy drinks are allowed.

## CLUBS

Grade 4 – 7 children have the opportunity to participate in a variety of Clubs during the school day on a Wednesday afternoon. Clubs vary from term to term and are run by Senior Primary Teachers. Some of the Clubs that have been offered include: Drama, Arts and Craft, Wall Hangings, Mosaics, Crosswords, Kite-Building, Photo Blocks, Wikki, Marimba Band, Singing, Knitting, Mazes, Sewing, Juggling, Card Games, Board Games, Dancing etc. The object is to give the children a chance to work in different groups with different teachers on a area of interest.



## PERSONAL TOYS / GAMES AT SCHOOL

Children are not allowed to bring their own toys and games to school unless specifically asked to do so by the class teacher.

## CELL PHONES

Children are permitted to have cell-phones at school but permission to use them must be granted by a teacher. If children are caught using the phones inappropriately or without permission – the phone will be confiscated for the duration of a term. The school cannot take responsibility for phones that go missing or are lost.



# PREP SCHOOL BUDDIES & FAMILY SYSTEM

Somerset House has two very special features which bring the children of different ages together.

The Grade 5 children are all given a Buddy in Grade 1. There are many times during the year when the buddies meet up whether it be for a chat, making a card together or supporting each other in some of the Inter-House events. A strong bond builds up between the buddies - birthdays and specials days like Mother's Day etc are celebrated together.

Every child is also part of a "Family". Each Family is led by two Grade 7s and is made up of two children from each of the Grade 6s down to the Grade 1s creating a Family of about 14. Family Lunches are held at various times during the term for the Families where they may be given a small task - for example making a branch of the Family recycling tree - and they have the chance to eat together. The "Family" allows for children of different Grades to be together, for the Grade 7 leaders to show responsibility and for the younger children to get to know their older peers. This helps to stop bullying and promotes healthy relationships among all children.





## PREP SCHOOL READING FRIENDS

The Grade 5s enjoy a special time once a week with their 'Reading Friend' who may be a mum, dad, grandmother or friend. They discuss books they're currently reading and spend time together under the trees after lunch.



## RECYCLING

At Somerset House we recycle a large amount of our own waste white paper. All the classrooms and offices have recycling bins and these are emptied into the orange Mondi igloos along with our Wednesday morning collections. Wednesday morning is a hive of activity in the main car park (Dickens Avenue, off Lourensford Road). Children and parents bring in newspapers, magazines or old telephone directories. These should be pre-weighed and be in a plastic bag. The EarlyAct and Grade 5 Recycling Crew will then check the weights, note for which class the amount is and then wheelbarrow the paper to the igloos. They load it and the totals are added together for each class. The children almost run the entire operation now - the adults are for decoration! The class that collects the most during the term wins a plate of Mrs Cod's fairy cakes! The aim here is not so much the making of money, but rather the learning that recycling is a must and we all need to be doing our bit for the environment. The money that is raised goes to the school's MAD programme.





# OUTREACH ~ MAKING A DIFFERENCE

Involvement in, and engagement with, the community that surrounds us is vital as our children learn to live as contributing citizens in South Africa. There are many initiatives at our school which are aimed at developing an awareness of others, both their needs as well as their talents and strengths. There are a number of opportunities for reaching out and making a difference in our community for children from Grade 000 to Grade 7.

## **Pre-School**

The Pre-School children also have the opportunity to reach out to the community through the Oakwood Spring Tea. From time to time collections are also held for various much-needed items for community organisations.

## **Junior Primary**

The Grade 1 – 3s are involved in a Goody-Bag project towards the end of the year. Bags filled with much-needed items are donated to a worthy non-profit organisation.

## **Rotary EarlyAct**

This is the primary school version of Rotary Interact. It allows our children to work with children from other schools on projects, or simply engage to promote understanding and build friendships. It is a national organisation and also has the potential to allow an ambassadorial role for participants. It is service based and activities will almost always be for charity purposes.

## **MAD**

This programme sees all Grade 6 pupils participating in a programme that aims to promote engagement with people living with disadvantages in the area. We have chosen to focus our efforts on two schools so that our children can establish and develop meaningful relationships rather than experiencing giving with no engagement. The two schools are Sir Lowry's Pass Primary and St Paul's Primary School. The objective is that all children develop empathy for others and gain an understanding of the importance of community work.

## **Leadership Programme**

This unique leadership model encourages individual children in Grade 7 to initiate and organise their own service projects as part of their participation in the 4 Leadership Programme components. These initiatives may involve other children or may be individually based. On average, 25 different initiatives are driven by our pupils in this way each year, making a substantial difference in the Helderberg and beyond.





# LEADERSHIP PROGRAMME

## Aims:

- To encourage the development of leadership by allowing individuals to take initiatives which will impact on both their own lives, as well as the lives of others.
- To live out the values of our school by being of service to members of both our school and wider communities, in a generous, open and honest manner.
- To allow individuals to develop to the point where that which was previously thought impossible, becomes achievable.
- To develop role-models in our school environment which will encourage younger pupils to learn from and respect senior pupils.

## Requirements:

- The Programme is accessible to pupils of Somerset House School who are in Grade 7.
- This Programme must be undertaken with the prior knowledge of the headmaster of the school.
- Disciplinary actions involving an individual may result in this award not being made in spite of all the requirements being met. This is because the award is far more than the fulfilling of certain criteria. It reflects an individual who takes seriously the values of Somerset House School and is committed to living by them. It is leading by example.

## Criteria:

### 1. Service:

An offering of community service needs to be undertaken where committed time is given to a particular cause, or number of causes. This must be both in and outside of the school community. The aim is to learn what it means to give of oneself in service to others. It is hoped that in some instances it will allow children to develop insight into the lives of others. The spirit in which this service is undertaken is as important as the service itself. 25 hours of service in school and 25 hours outside is the minimum.

### 2. Development of Self (Skill)

This involves the establishment, or development, of an area of competency in an individual. It may be self-taught, developed through course work, or be as a result of instruction. It should result in a broadening of experience and ability, in that it culminates in an individual being empowered to do something which was not possible before e.g. learning to do something new etc.

### 3. Physical Achievement, Challenge or Expedition

This involves achieving a physical objective. It is aimed at stretching an individual to achieve more, by harnessing extra effort and determination. For some this may mean selection to a provincial team, while for others it may be achieved by consistent effort in a practice situation. It may even be the completion of a hike or cycle event. The input of coaches or trainers will be important in some cases.

### 4. Development of Organisational Skills and Responsibility

An action needs to be initiated where the development of organisational skills and responsibility is evident. This may take the form of an outdoor experience or the arrangement of a function or event. The important factor is that the individual takes responsibility for all the organisational aspects involved and that planning is both thorough and effective.

## OAKWOOD PRE-SCHOOL

Oakwood is undoubtedly the busiest part of our school. This is where firemen and nurses, fairies and magicians, truck drivers and computer technicians all work and play and learn. This is where your child is able to be whatever they wish to be, while they are readied for Grade 1 and all that formal school will demand of them. Our pre-school is a friendly, happy one where your children can enjoy a beautiful environment and the attention of teachers who regard each child as special. Somerset House offers relevant and high quality schooling to children from Grade 000 to Grade 7. The fact that this is all offered on one campus enhances communication and co-operation between teachers of pre-school and primary school allowing for a smooth transition between the two.

Education at Oakwood is geared towards tomorrow. Our aim is to begin educating your child for life - encouraging independence, self-sufficiency and maturity. This can only be done by building the child's self-confidence allowing him or her to make his own decisions and teaching him or her to solve problems independently and creatively. To achieve this we provide a carefully researched and well-planned curriculum that provides opportunities for all children to succeed in a caring atmosphere. Our programme is based on self-imposed (individual) structure, which as far as possible emphasises "do's", rather than "don'ts" or rules, and encourages self-discipline within the framework of loving, but firm, adult guidance.

There are 2 classes in each grade:

- Grade 000 (Bees & Ladybirds) - 15 children per class
- Grade 00 (Dormice & Fieldmice) - 20 children per class
- Grade 0 (R) (Owls & Squirrels) - 22 children per class

Included in the Oakwood Programme (included in school fees):

- Music and Movement (presented by one of the Music teachers from the Prep School)
- Phys Ed (presented by one of our Prep School sports coaches)
- Xhosa (presented by the Prep School Xhosa Teacher)
- ICT (Computers – for Grade 0 only - presented by the Prep School ICT Teacher)



## CURRICULUM - OAKWOOD

There is a clearly-defined curriculum for Grade 000, Grade 00 and Grade 0 (Reception Year or Grade R) which aims at ensuring that your child is school-ready. School readiness refers to the child's readiness to learn and the ability to benefit from formal education in a group without pressure or emotional stress. It is the duty of the Grade R teacher to assist the child to become "ready" for the learning process. The purpose of a programme for "readiness to learn" must include the following:

1. To assist the child to develop emotionally in order that he/she might control his/her emotions and take into consideration the feelings of others.
2. To assist the child in their social adaptation in order that they might play and work in group situations.
3. To assist the child to develop muscle co-ordination in order to control their movements, at first in the larger movements of walking, running and jumping and secondly, in the smaller movements which pertain to the handling of objects and writing tools.
4. To assist the child to observe i.e. to develop and interpret what he/she sees, hears, feels, smells and tastes.
5. To develop the child's intellectual ability i.e. their language usage, understanding of number, perceptive ability, memory, understanding and spatial relativity, ability to learn and think.
6. To take into account the child's approach to learning, including enthusiasm, curiosity, temperament, culture and values.

School readiness is determined in a large measure by the child's environment which needs to be a healthy and safe place, allowing the child to develop at their own pace, to reach their full capacity. Their basic needs of nutrition, safety, adequate clothing and shelter, appropriate education and access to medical services must be met to allow for optimum growth. The child also needs strong, nurturing relationships within their families, communities and peer groups, as well as opportunities to develop their talents and skills. Early intervention is imperative for children with any type of learning or physical disability to prevent later, more serious problems. Children also need to be protected from violence and abuse as well as discrimination and if exposed, to be given the opportunity of healing.

There is a Grade R Parent Evening in the first Term where teachers have the opportunity to discuss the various aspects of school-readiness with Grade R Parents. This is an important discussion and we encourage you to attend.





# THINGS OAKWOOD PARENTS SHOULD KNOW

## **Blackboards outside classrooms**

Please write anything that a teacher should know on the blackboards outside your child's class– for example that a child is going home with a friend or needs to attend Aftercare on that day. The teacher will also use this blackboard to communicate with you and remind you about special occasions.

## **Open-Door Policy**

You are welcome to chat to the teachers about any problems or concerns you have. Teachers are not always able to chat to you directly after a school day though, so we ask that you e-mail them to schedule a time convenient to both of you.

## **Reading Policy**

We will not be teaching your child to read at Oakwood. Formal reading skills will be taught when they enter Grade 1. Our aim is prepare children for this by teaching them listening and pre-reading skills. We use the Letterland Programme to teach your child sound recognition and pre-reading skills.

## **Writing**

When your child is ready to begin writing his or her own name - please remember the following:

- Please ensure that the correct pencil grip is used. Your child's class teacher will be able to advise you regarding this.
- Use title case. (Only the first letter of your child's name must be a capital letter)
- Use the phonetic pronunciation of letters. (Say the sound the letter makes and not it's alphabetical name.)

## **Show and Tell**

Children will sometimes be asked to bring something in to class that relates to a theme (i.e. something that starts with an 'F' when they are doing 'Fireman Fred', something red, a photo of their family etc.). They may have a turn during their morning ring to share something about what they have brought in.

## **Shopkeeper**

Each term parents are asked to send approximately R10 to school. Friday is Shop-keeper Day for the children at Oakwood Pre-School. (Grade 000s only participate in Shop-Keeper from Term 2). Parents take turns to sign their child up to be a Shopkeeper (the notices will be on the door of your child's classroom). When your child is Shop-Keeper, you will need to send 25 cookies, cupcakes or sweet treats to school. All the children may then purchase a sweet treat from the Shopkeepers which they may eat after they have had their mid-morning snack.

## **Birthday Rings**

To celebrate your child's birthday you may send to school some cupcakes for the children in his/her class. Please chat to your child's teacher to make arrangements that will fit in with the class activities. Parents are welcome to stay as the class sings songs and enjoys a 'Birthday Ring' and their cupcakes. It is tradition to donate a book to the Pre-School to mark this happy occasion.

## **Equipment**

If you happen to find a puzzle piece, toy or piece of school equipment in your child's pocket or bag – please return them to school. This kind of thing happens at Pre-School and is not yet considered stealing, but it is important to use the occasion as an opportunity to teach your child about correct behaviour by returning the item to school.

# THINGS OAKWOOD PARENTS SHOULD KNOW

....continued

## Waste Materials

In Oakwood children produce amazing works of art – often created entirely from ‘waste’ materials. Don’t waste it – we paste it! We welcome any of the following items that you can collect or donate:

Beads	Used Matches	Margarine Containers	Pasta
Bottletops	Doilies	Material	Spatulas
Boxes	Feathers	Newspaper	Spools
Bubble Wrap	Felt	Old Greeting Cards	String
Buttons	Florists Wire	Paper Plates	Tin Foil
Toilet Rolls	Foil Containers	Pegs	Tissue Paper
Paper	Fake Fur	Pipe Cleaners	Toothpicks
Cardboard	Ice-Cream sticks	Polystyrene	Wallpaper Samples
Take-away containers	Ice-Cream Containers	Ribbon	Wood cut-offs
Corks	Lace	Rope	Wrapping Paper
Curlers	Leather	Sequins	
Match Boxes	Magazines	Shells	

## Class Teas

Class Teas will be held early in Term 1 so that mothers and children can get to know one another in a social setting. The teas will be held at the school, usually at about 10h00 on the chosen day. Your class teacher will advise when these have been scheduled.

## No food brought to school

As mentioned elsewhere in this handbook – all food is provided by the school. Please do not send any additional snacks, sweets or cold-drinks to school. Children may have water-bottles (filled with water) in their classes. Your co-operation is appreciated.

## Dress Code

Please make certain that your child is dressed sensibly for school. During the course of the morning they are involved in many varied activities that might include running, climbing or jumping and they need the freedom of movement necessary for these activities. They especially need shoes that are safe when using the outdoor equipment. Dressing-up clothes are not always suitable for outdoor play. Each Oakwood Classroom has many dress-up items available for children for certain times of the day!

During the summer months it is compulsory for your child to wear a hat whenever he / she is outside. White school hats are available from the uniform shop. If possible, please keep a spare set of clothes in your child’s bag. It will help your child feel less anxious especially in the early days, to know they have a change of clothes in the case of an accident.



## OAKWOOD AFTERCARE

**Pre-Primary** children are able to attend aftercare in their own environment from the end of their normal school programme until 17h30. Lunch is provided during the course of the day and a snack is available in the afternoon. Children experience time outside on the play equipment as well as being engaged in indoor activities. Please sign your child out from Aftercare when you collect them. We need to know exactly how many children are in Aftercare at any moment in time for safety reasons. Failure to sign them out will also mean that you will be charged for the full afternoon.



## OAKWOOD EXTRA-CURRICULAR ACTIVITIES

The following activities may be offered as optional extra-curricular activities by private individuals/companies (for your own cost):

- Playball
- Ballet
- Music
- Cricket:
- Swimming
- Kickstart Rugby:

The dates, times and costs of these extra-murals change from time to time and so these details will be communicated with you directly.

## COLLECTION FROM SCHOOL

Please ensure that you collect your child promptly from school. Children left at school must attend Aftercare for safety reasons and you will be charged for this service.



## RULES FOR ENTRY TO SCHOOL CAMPUS

1. If you are visiting the school campus make sure you obey all signage.
2. Climbing over any fences or gates is prohibited.
3. Noise disturbance will not be tolerated.
4. Access to the swimming pool is prohibited unless prior permission has been granted by School management. All children must be accompanied by an adult at all times. Swimming is at your own risk.
5. All litter must be disposed of in the refuse bins provided.
6. If walking your dog(s) all litter must be picked up and removed from the campus.
7. Do not drive through automatic entrance gates when they are in motion.
8. The destruction of vegetation, animal or bird life is prohibited. No firearms, weapons (including pellet and 'BB' guns) are allowed anywhere on the campus.
9. Follow the instructions of the security personnel at all times.
10. Somerset House School has the right to request anyone to leave the campus.
11. Motor vehicles are restricted to specific roads and parking areas. The speed limit on the campus is 20km/h.

Somerset House School shall not be liable for any property lost, stolen, damaged or mislaid, nor shall the School be responsible for bodily injury to, or death of, any person whilst using the Somerset House campus. The term 'Somerset House' shall include the Board, Headmaster, Teachers, Support Staff, Office Bearers and Agents. People entering the campus waive any right to claim compensation against Somerset house School for any claim in respect of any loss, injury or damage incurred howsoever arising and we indemnify them against such claims.

## USE OF SCHOOL FACILITIES

The facilities of the school are an amazing asset for our school family. We are very happy that the grounds are used by current Somerset House families on week-ends and after hours in a responsible and safe manner. Parents and children who are current members of the school can gain access to the grounds by means of a coded tag which is available from the Deputy Bursar. This will allow access to the grounds for playing tennis or using the fields. Some tags allow access to the pool, however, these can only be used with adult supervision. We obviously expect that the facilities will be looked after at all times.

### **SWIMMING POOL RULES**

Any person using the swimming pool or any of its facilities does so at entirely their own risk. Any injury, death, loss or damage to property arising from usage of the swimming pool and its facilities shall not be the responsibility of Somerset House or any of its agents or employees:

1. Any usage of the swimming pool shall be under the full supervision of a duly authorised adult at all times.
2. No glass bottles or containers shall be permitted within the pool area.
3. All persons making use of the pool shall behave in a controlled and disciplined manner, appropriate to the purpose for which the pool is intended.
4. Leave the pool area in the condition in which you found it.
5. Do not tamper with pool equipment. Report any equipment damage to management.
6. In case of any medical emergency please contact (021) 480 7700.
7. The access gate shall be the responsibility of the authorised adult of any activity and shall be kept closed at all times and locked on departure.



## SECURITY

We employ a security company to look after our security requirements at the school. In addition to access control they also conduct patrols of our school grounds on random weekends. Any queries or comments about security can be raised with our Facilities Manager.

Our security guards are under strict instructions to book in all visitors who do not display the school sticker on their vehicles. No exceptions will be made to this instruction so in order to minimise any inconvenience to our parents or family visiting the school we strongly suggest that you obtain vehicle stickers from our Admin Department.

If you wish to use the school grounds and facilities out of hours you will require a tag for use with the tag reader to gain entry through our gates. When conducting their random weekend patrols, our security guards are under instruction to speak to all people using our grounds and to ask for presentation of their tag. Anyone unable to produce a tag reader will be requested to leave the site immediately. These patrols have been introduced following weekend abuse of our facilities by unauthorised persons and so your co-operation with our security guards on their patrols will be highly appreciated.

## TRANSPORT

Somerset House takes transportation of children very seriously. We outsource this function of the school so that professional drivers and appropriate vehicles can be used. Buses will always be equipped with seat belts and children will be expected to be strapped in. For local sport fixtures children will be expected to arrange their own lifts with their parents.

## TRAFFIC & PARKING

There is a drop-off area off Drama Street, a large car park area off Dickens Avenue as well as a parking area at Oakwood. We ask that parents do not use the parking area reserved for the staff which is accessed via the oak avenue between the Oakwood car park and the main school during the school day. To collect children from Aftercare late afternoon use of this parking area is no problem.

Security Guards have been instructed to only allow vehicles displaying the Somerset House sticker onto the school grounds. Those without stickers will have to sign in. When big events take place, the field (Naburn Meadow) is opened for parking. You can access this field through a gate in Drama Street (close to the Drama Street / Mountain Road intersection). Drama Street may also be used for parking. It would also assist us greatly if parents collected children from the Drama Street entrance on busy afternoons.



## CONCLUSION

This document was accurate at time of printing. Every effort has been made to give the most relevant, up-to-date information. It is impossible to capture information regarding everything you will encounter as part of the Somerset House family. If you have any queries or questions regarding something printed in or omitted from this booklet – please feel free to contact us. This will help us to improve this booklet for future use.

There is a special **cocktail function for parents new to the Prep School** at the start of each school year (even Parents who had children at Oakwood the previous year!). This occasion will give you the opportunity to meet all the other new parents and to ask us any questions you may have. Representatives from the Board, Staff and Guild Committee are also present.

There are also two **Parent Information Sessions** (Junior Prep and Senior Prep) that take place within the first two weeks of the school year. We encourage you to attend as this will give you the opportunity to meet all the class teachers as well as specialist teachers and the sports co-ordinator. You will be able to ask any questions you may have about your child's year. The class teachers will also be chatting about their general class routine and expectations and sharing valuable information to make this a pleasant, successful year at school.





## INCLUDED IN THIS PACK

- 2 Access Stickers
- Most recent Term Calendar
- Most recent Term Menu
- Most recent Headmaster's Letter
- Most recent Weekly Newsletter
- Most Recent Afternoon Activities Programme for Prep School
- My School Application Form