



SCHOOL POLICY

VISION AND MISSION STATEMENT

VISION

To prepare a godly generation who personally know God and live a life of fulfilment in their God-given purpose. To develop PCS into an excellent and prestigious school in the Western Cape.

MISSION

To create a learning environment that will accommodate a learner's individuality and will enhance his/her spiritual, intellectual and social development.

SLOGAN

Prepare His Harvest

GROOMING AND RESPECT

PCS sets a very high standard of excellence as far as the training in grooming and manners of learners and staff are concerned, and parental involvement and co-operation is vital.

The learners will be taught to check their grooming and appearance constantly and to wholeheartedly support the dress standards set by the school. The learners will be expected to be neat, clean and well-mannered at all times, so as not to dishonour and discredit God, the school or the uniform that they display. When a learner knows and feels that he is smart, it will be reflected in a high standard of performance academically. If a learner is constantly dirty and untidy, it will be evidenced in a slothful attitude towards his school work and be detrimental to his self-image, confidence and performance.

Boys: Boys should have a neat and acceptable haircut and parents are requested to support the standard and hairstyles stipulated by the school. Hair is to be kept clean and tapered off at the collar and ears. Hair may not have steps, colouring, patterns, gel or be worn over the eyes. Parents are requested to respond promptly when instructions are given for haircuts, as ignored requests will result in detention for learners. Boys must be clean-shaven (no stubble or moustaches). Uniforms must be kept clean, neat and in good repair. No jewellery may be worn. Only medic-alert bracelets and watches are allowed.

Girls: Each girl is to be discreet and modest in appearance. No extreme hairstyles will be allowed and it will be at the discretion of the school and not the parents and the learners to define what is 'extreme'. Hair should be kept neat and clean, no colouring and at no time may it be worn over the eyes. No jewellery may be worn except one pair of sleepers or round studs. Only medic-alert bracelets and watches are allowed.

Special events and outings: Learners who attend official school activities either on or off school premises during and after school hours must wear the school uniform as stipulated above.

Uniforms: No part of the uniform may be worn in public combined with ordinary clothes e.g. school jersey with jeans, etc.

MARKED CLOTHES

All clothing is to be marked with the learner's first name and surname. Learners will be taught not to be careless with their clothing, therefore clothing left lying around will result in punishment as seen fit by the school.

RESPECT

One of the strong points of PCS is that we teach learners respect for others, both younger and older than themselves. We as Christian Educators respect our learners and their parents and expect this attitude to be returned. Our standard is never to speak critically or disparagingly of anyone, whether in the school or out of it. It is only as we give respect that we can expect to receive in return.

ADMISSION POLICY

PCS is a ministry of Jesus; to the community and to Christian parents and learners. We do not discriminate against race, colour, national ethnic origin in our selection and admission of learners.

Christianity and the Bible will be the **ONLY** religious medium used in the school and Christian Biblical character traits will be constantly expounded in all the subjects of the curriculum. All learners must agree to attend all the Christian meetings held during school times to honour fully the Christian principles taught and not to promote any other religion at the school.

First applicants will be required to complete a formal assessment to indicate his/her academic ability. There will be an interview with the parents of first time applicants.

ANNUAL RE-APPLICATION

Every learner will be required to re-apply for admission to the school. Acceptance will depend upon character, co-operation, diligence and consistency. Parents must encourage their learners to maintain high standards in morals, behaviour and attitude. No learner will be re-admitted if any fees are outstanding from previous year.

NOTICE PERIOD

If for any reason you intend withdrawing your learner/s from our school, we require at least one calendar month's written notice.

FINANCIAL POLICY

We are sure that, as parents, you will want your learner/s to be given the best opportunities and experiences that will make their school careers memorable, enjoyable and academically and morally beneficial to their future place in society.

PCS is registered as an independent school. All the costs (including teaching staff, books, computers and programmes, sports equipment, tours, etc.) will have to be carried by the parents of the learners through school fees, donations, fundraising and above all, personal involvement.

Parents need to see all their obligations and contributions, not just as school fees, but as an investment into their learners' total development and future. Our staff work on a pioneering or missionary basis, which means they work for you and the learners, but stay obedient unto God.

POLICY FOR UNPAID SCHOOL FEES

We would like to remind parents that the cost of education is their responsibility.

Budget for your learner/s' education as a priority. Don't be careless and think that the money will just be there. You must realize that you are investing in a life and that life is your most valuable possession.

The school cannot afford one single non-paying learner, as it will affect all the learners in the school. We are cautious not to recruit learners whose parents are not absolutely convinced that they will be able to afford the fees of the school. The parents must take full responsibility to finance their learners' education.

All school fees in arrears will be handed over to our attorneys for further legal actions every year by the end of June and again by the end of December.

THE FEES MUST BE PAID BEFORE THE 4TH OF EACH MONTH

If they are not paid by that date, you will receive a phone call from the school office. If the fees are still not paid by the 7th of the month, further action will be taken. Parents need to understand that the failure to pay one learner's school fees will be detrimental to the learner as well as to all the other learners and if it were on a large scale, it could even result in the closure of the school. We are therefore advised and obligated to implement this very strict financial policy in order to give every learner the best education available at the lowest cost.

POLICY ON DISCIPLINE

PCS recognizes that it cannot meet the educational needs of all learners. It is a school offering high quality Christian training but is not designed to be a correctional institution for problems arising beyond those usually encountered in average school learners. While we love delinquent and emotionally unstable learners, the school is not equipped to meet their needs. Some learners do not adjust to a disciplined academic environment and find excuses to criticize the policies and decisions of the staff.

As this is not a rehabilitation centre for rebellious and undisciplined learners, we request that parents don't enrol their learners with the hope or idea that we will reform them. The parents must see to it that their learners will be submissive and teachable. If the parents have neglected their duties or experienced difficulty in disciplining their learners, the school will not be able to fulfil their roles for them.

ALL NEW LEARNERS ARE ADMITTED ON PROBATION FOR THE FIRST 4 WEEKS.

If the learner does come home complaining about a policy or discipline, please follow this procedures.

- Give the staff the benefit of the doubt.
- Realize that your child's reporting may be emotionally biased and not include all the information.
- Realize that the school has reason for all rules and that they are impartially enforced.
- Support the process and call the school for all the facts.

DISCIPLINARY ACTIONS

Discipline is that which is done for a learner, not what is done to him. Here at PCS a discipline is maintained which is firm, consistent, fair and tempered with love. Our staff maintain standards of behaviour in the school through kindness, love and a genuine regard for the learner. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgement and understanding. You will receive a copy of the school's disciplinary system.

PARENTAL INVOLVEMENT

Parental involvement promotes a good understanding between parents or guardians and the staff of this school. Every parent is required to participate in any activities which may occur.

REMEMBER PARENTS. YOU TEACH A LITTLE BY WHAT YOU SAY, MORE BY WHAT YOU DO, BUT MOST BY WHAT YOU ARE.

SCHOOL HOURS

School starts at 07h30 for all grades. Learners are to arrive at school no earlier than 30 minutes before school starts. A learner will be given negative points if he is not present at the given time. When school hours change due to exams, it will be communicated through our communication system.

ATTENDANCE

A written excuse signed by a parent or guardian must be presented to the secretary when a learner returns to school after his/her absence or an email must be sent to the school with the reason for absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental and other appointments are preferably to be scheduled after school hours.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance in writing with the principal. Excessive absences will inhibit the learner's progress.

STANDARD OF CONDUCT

Learners of this school are expected to refrain from engaging in cheating, swearing, smoking, drinking alcohol beverages and using illegal narcotics.

Learners are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Learners must agree to strive towards unquestionable character in dress, conduct and attitude. It is our goal that these standards be maintained by learners, off- as well as on school premises.

DEVOTIONAL TIME

Devotional time is a vital part of our programme. Learners and staff worship once a week during assembly. With the commencement of each day classes start with age appropriate devotions.

DESKS

Each learner is assigned a desk. During class hours learners sit at their desks and work quietly. Learners are responsible for any damage done to their desks. This includes pen and pencil marks as well as other forms of vandalism. All learners need to ensure they have all the stationary as prescribed.

HOMEWORK

The responsibility for scholastic achievement is placed on the learner. Should learners in the foundation phase have homework, their homework book will be sent home stating the homework to be completed. The homework book is to be signed by the parent and returned the following school day. In any other phase, it is the responsibility of the learners to write down their own homework.

UNIFORMS

Learners are not permitted to wear any other clothes other than the prescribed uniform, unless on their birthday or as communicated. It is compulsory to wear the prescribed sportswear to PT and all sports events.

SCHOOL ANTHEM

Thy word is a lamp unto our feet
and a light unto our path x2

When we feel afraid and think we've lost our way
Still, You're there right beside us.
Nothing will we fear as long as You are near
Please be near us to the end.

Thy word is a lamp unto our feet
and a light unto our path x 2

We will not forget Your love for us and yet, our hearts forever are wandering.
Jesus be our Guide Piketberg Christian School. We will prepare Your harvest.

Thy word is a lamp unto our feet
and a light unto our path x 1