SILVER CREEK SCHOOL

# FAMILY HANDBOOK

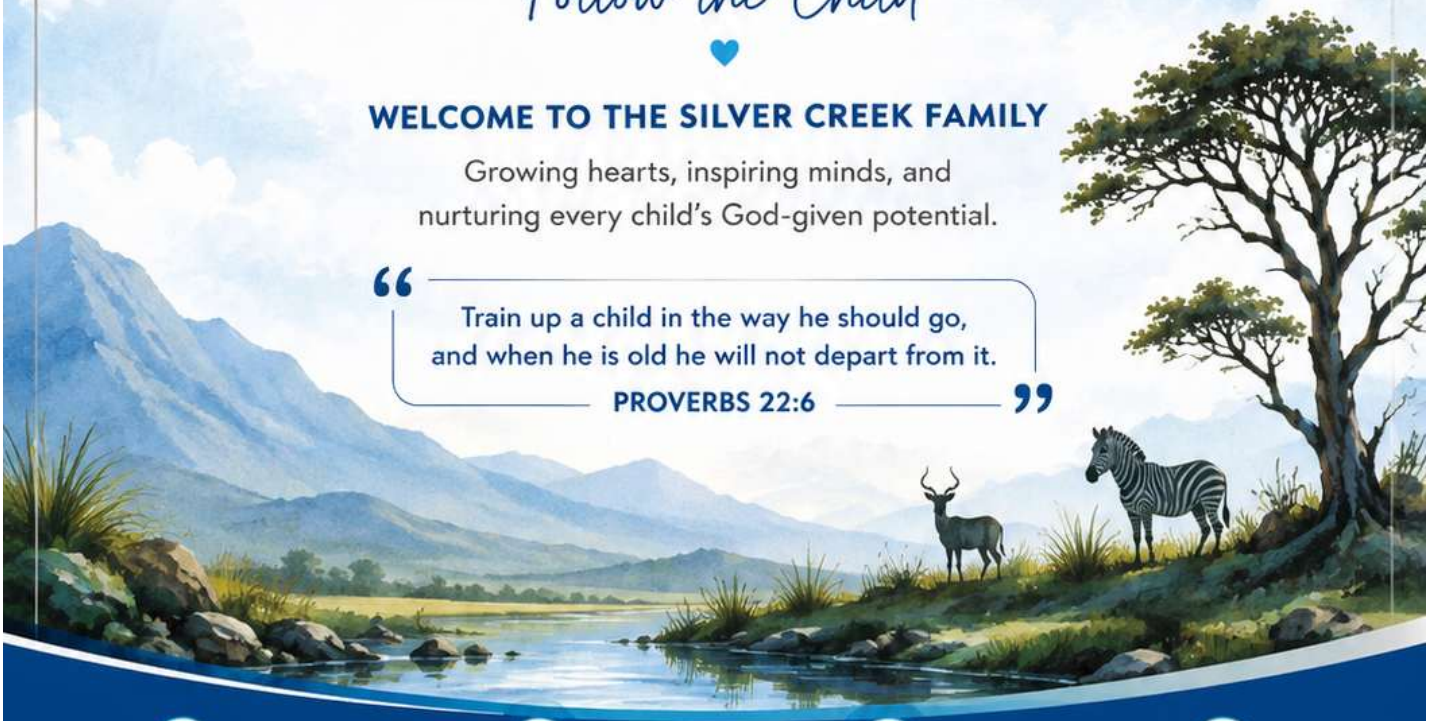
## 2027

*Follow the Child*

### WELCOME TO THE SILVER CREEK FAMILY

Growing hearts, inspiring minds, and nurturing every child's God-given potential.

> "Train up a child in the way he should go, and when he is old he will not depart from it."
>
> **PROVERBS 22:6**




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*Stronger Together.*

ONE SCHOOL. ONE FAMILY.
ONE PURPOSE.

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# WELCOME TO THE SILVER CREEK FAMILY

*"Education is a partnership between the school and the home. Together, we inspire children to discover their God-given purpose, develop strong character, and achieve academic excellence."*

## Dear Parents and Guardians,

It is our pleasure to welcome you to **Silver Creek School**.

By choosing Silver Creek School, you have become part of a caring community that values Christian principles, academic excellence, respect, integrity, and a love for learning. We believe that every child is uniquely created by God and possesses gifts and talents waiting to be discovered and nurtured.

Our beautiful bushveld environment provides more than just a place to learn—it offers children the opportunity to grow through exploration, curiosity, and meaningful experiences while developing a deep appreciation for God's creation.

At Silver Creek School, we believe that education is most successful when parents and teachers work together. Open communication, mutual respect, and shared values create the strong foundation every child needs to thrive.

This Family Handbook has been prepared to provide you with the information you need regarding our school's policies, procedures, expectations, and daily operations. We encourage every family to read it carefully and refer to it whenever needed throughout the school year.

Thank you for placing your trust in us. We look forward to partnering with you as we guide your child through an exciting and rewarding educational journey.

May God richly bless your family.

## OUR MISSION

To provide a dynamic, Christ-centred education that develops every learner academically, spiritually, emotionally, socially, and physically while encouraging a lifelong love of learning.

## OUR VISION

To be a school where every learner is known, valued, challenged, and inspired to reach their full God-given potential within a safe, nurturing, and family-centred environment.

## OUR CORE VALUES

💝 ***Faith*** Walking in Christian values and integrity.

📚 ***Excellence*** Pursuing the highest standards in everything we do.

🤝 ***Respect*** Treating every individual with dignity and kindness.

🌿 ***Stewardship*** Caring for God's creation and our surroundings.

🌟 ***Growth*** Encouraging every learner to reach their full potential.

🏠 ***Family*** Building lasting partnerships between school and home.

## OUR MOTTO

## Follow the Child

*"Train up a child in the way he should go, and when he is old he will not depart from it."*
**Proverbs 22:6**

# About Silver Creek School

## GROWING TOGETHER. LEARNING TOGETHER. BELONGING TOGETHER.

At Silver Creek School, we believe that every child is unique, capable, and deserving of an environment where they can learn, grow, and thrive.

Our school is built around the belief that education is about more than academics. It is about developing confident, respectful, and responsible young people who are prepared to make a positive contribution to the world around them.

We value the partnership between the **learner, the family, and the school**. When we work together, communicate openly and support one another, we create an environment where children feel safe, valued, and encouraged to reach their full potential.

## OUR APPROACH

We strive to provide a learning environment that recognises the individual needs, strengths, and interests of every learner.

Our approach encourages:

- **Curiosity** – encouraging learners to ask questions and discover new ideas.
- **Confidence** – helping learners believe in themselves and their abilities.
- **Respect** – teaching learners to value themselves, others, and their environment.
- **Responsibility** – encouraging learners to take ownership of their choices and actions.
- **Independence** – developing learners who are equipped to think, solve problems, and make informed decisions.
- **Community** – creating a school family where everyone has a role to play.

## OUR SCHOOL FAMILY

We believe that a strong school community is created when learners, parents, educators and staff work together.

Every member of the Silver Creek family contributes to the atmosphere of our school. Through kindness, communication, cooperation and mutual respect, we can ensure that Silver Creek remains a place where children feel that they **belong**.

Our goal is not simply to prepare learners for the next grade, but to help each child discover who they are, what they are capable of and where their unique journey may lead.

🏫 ***Quality Education*** Providing a strong academic foundation through engaging and meaningful learning experiences.
❤️ **Caring Community** Creating a safe environment where every child feels valued and respected.
🌳 **Growing Together** Working in partnership with families to help every learner reach their full potential.

# School Information

This section provides essential contact details, office hours, school hours and important information to keep you connected with Silver Creek School

## School Office

**Physical Address:**
A99 Barnardsvlei
Mooinooi
0325

**Telephone:**
076 467 8494/083 611 0354

**Email:**
principal@silvercreekschool.co.za
finance@silvercreekschool.co.za
admin@silvercreekschool.co.za

**Website:**
www.silvercreekschool.co.za

## Office Hours

**Monday – Thursday:**
07:00 – 15:00
**Friday:**
07:00 – 13:30

## School Hours

**Grade RR – Grade 12**
07:15 – 13:30

## Communication

To ensure effective communication between home & school, Silver Creek School uses the following communication platforms:

- ☑ D6 Connect App
- ☑ Email
- ☑ Official WhatsApp Groups
- ☑ Letters & Notices
- ☑ Parents Meetings (by appointment only)

Parents are encouraged to to check the D6 app and the WhatsApp groups regularly to stay informed about school events,announcements, assessments & important notices.

## EmergencyContact Information

It is the responsibility of every parent or guardian to ensure that the school has up-to-date contact information at all times:

**Please notify the school immediately should anyof the following change:**

- ☑ Home address
- ☑ Telephone numbers
- ☑ Email addresses
- ☑ Emergency contacts
- ☑ Medical information

Current information allows the school to respond quickly in the event of an emergency.

# Our School Community

Together, we create a community where every learner is known, valued, supported and encourgaed to grow.

## Learners

The heart of our school community -encouraged to learn, participate, take responsibility and develop their unique God-given potential



## Educators & Staff

The people who guide, support and nurture our learners while creating a positive and purposeful learning environment



## Parents & Families

An essential part of the Silver Creek family, working in partnership with the school to support each child's development and success



## Our Community

The wider Silver Creek community -built through respect, kindness, cooperation, service and a shared commitment to our children.



## "It Takes a Village to Raise a Child"

# Our Family Community

## THE SCHOOL – OUR FAMILY PARTNERSHIP.

At Silver Creek School, we believe that every child thrives when home and school work together. Our families are an important part of our school community, and we value the role they play in supporting their child's growth, learning and wellbeing. Through open communication, active involvement and a shared commitment to each learner, we can create a positive environment where children feel supported, encouraged and confident to reach their full potential.

### COMMUNICATION

Open, respectful and consistent communication between home and school helps us understand each learner and work together effectively. We encourage families to keep the school informed and to reach out whenever they have questions, concerns or information that may support their child.

### FAMILY INVOLVEMENT

We encourage families to take an active interest in school life, attend school events and celebrate their child's achievements. Your involvement helps strengthen the connection between home and school and allows learners to see that their education is valued and supported.

### SUPPORTING LEARNERS AT HOME

A child's learning continues beyond the classroom. Simple routines, encouragement, reading, completing homework and taking an interest in what your child is learning can make a meaningful difference to their confidence and progress.

### WORKING TOGETHER

When families and the school share the same goal—the wellbeing, development and success of every learner—we create a stronger community. By working together with mutual respect and understanding, we can provide our children with the support they need to grow and thrive.

**It takes a community to help a child grow.**

# Communication & Staying Connected

Clear communication helps us build strong relationships between the school, learners and families. At Silver Creek School, we aim to keep families informed about important school matters, events, academic progress and announcements. We also encourage parents and guardians to communicate with us openly and respectfully whenever they need assistance or have a concern. By staying connected, we can work together to ensure that every learner receives the support they need to thrive.

## SCHOOL COMMUNICATION

Important information and updates are shared with families through the school's official WhatsApp groups. Parents and guardians are encouraged to check these groups regularly so that they remain informed about school activities, announcements, changes and important reminders.

## DIGITAL COMMUNICATION

Digital communication allows us to share information efficiently and keep families connected to school life. Families are encouraged to regularly check their registered contact details and communication platforms (D6) to ensure that important messages are received.
Please ensure that the school always has your current telephone number, email address, and other relevant contact information.

## IMPORTANT DATES AND NOTICES

Families are encouraged to keep track of important dates, deadlines and notices communicated by the school. These may include school events, meetings, activities, payment deadlines, term dates, and other important reminders.
Where possible, please take note of deadlines as soon as they are communicated to avoid missing important information.

## CONTACTING THE SCHOOL

We welcome communication from our families and encourage parents and guardians to contact the school whenever they have a question, concern or matter that requires assistance.
We ask that all communication remain respectful, constructive and solution focused. Where a concern involves a specific learner or staff member, we encourage families to address the matter through the appropriate communication channel so that it can be handled fairly and confidentially.

## MEETINGS & APPOINTMENTS

Parents and guardians are welcome to meet with members of staff when a discussion is required. To ensure that the appropriate staff member is available and able to give the matter the attention it deserves, appointments should be arranged in advance.
Unscheduled visits may not always be accommodated, particularly during teaching, administration, or other scheduled activities.

**Good communication keeps us connected. Strong communication helps us grow TOGETHER.**

# Parent & Guardian Responsibilities

Parents and guardians are an important part of a learner's educational journey. At Silver Creek School, we believe that learners are most successful when the school and home work together to provide consistent support, guidance and encouragement. By taking an active role in your child's education and wellbeing, you help create a strong foundation for learning and personal growth.

## SUPPORTING YOUR CHILD

Take an interest in your child's school experience, celebrate their achievements and encourage them when they face challenges. Creating positive routines at home and showing an interest in their learning can help learners feel confident, supported and motivated.

## ATTENDANCE & PUNCTUALITY

Regular attendance and arriving at school on time are important for a learner's progress. Parents and guardians are asked to ensure that learners arrive prepared for the school day and attend school consistently. When a learner is unable to attend, the school should be informed through the appropriate communication channel.

## SCHOOL UNIFORM & APPEARANCE

Learners are expected to arrive at school in the correct school uniform and dressed appropriately for the school day. Parents and guardians are asked to assist learners in maintaining the required uniform and ensuring that they have everything they need for school activities.

## LEARNING & HOMEWORK

Parents and guardians play an important role in reinforcing the values taught at school. We encourage families to speak positively about education, support the school's expectations and encourage learners to treat staff, fellow learners and members of the community with respect and kindness.

## KEEPING INFORMATING UPDATED

It is important that the school has accurate and up-to-date information for every learner. Parents and guardians should notify the school of any changes to contact details, emergency contacts or other relevant information as soon as possible.

## At home, you can:

- Encourage your child to take responsibility for their belongings and schoolwork.
- Establish regular homework, reading and bedtime routines.
- Ask your child about their school day and listen to their experiences.
- Check school communications and important notices regularly.
- Celebrate effort, progress and positive behaviour—not only results.
- Encourage your child to approach challenges with confidence and perseverance.

**When home and school work together, every learner has a stronger foundation to grow**

# CONTROLLING LEGISLATION

Silver Creek School is a fully registered as an independent school with the Department of Education.

Silver Creek Primary - EMIS: 600105317
Silver Creek Secondary – EMIS: 600105318

The school is governed by the policies and procedures of ACSI (Association of Christian Schools International). Through ACSI we are registered with NAISA and monitored by Umalusi.
The legislation framework which controls Silver Creek School will be the South African Schools Act 86 of 1996 (SASA) and all amendments to the Act thereof, National Education Policy North West Provincial Regulations relating to the registration and withdrawal of registration and subsidies to independent schools. No. 6517 dated 30 July 2008 and all amendments thereof and the Constitution of South Africa.

# ADMISSIONS POLICY

Silver Creek School will seek to admit students where, in the opinion of the school, it can firstly reasonably be expected of the school to fulfil the educational needs of the student and secondly to concomitantly partner with parents to move students' forwards in the acquisition and development of Christian values (spiritual formation) and the depth of their faith (equal and essential conditions).
The purpose of the Silver Creek School Admissions Policy is to provide clear guidelines regarding the application procedure for admission and the selection of successful candidates for enrolment. The policy is designed to ensure that the interests and obligations of the school and its students as well as the interests and obligations of the applicants are fairly evaluated and appreciated. It is vitally important that students who are enrolled at the school are adequately equipped to cope with our academic programme and a careful screening process is applied to establish proficiency of applicants.

## PRIMARY CRITERIA

The following are the foundational criteria of the admissions policy:
Silver Creek School will not discriminate on the basis of gender, race or ethnic origin.

At least one parent must be of Christian faith and actively involved in the Christian community.

## SECONDARY CRITERIA

Placement will be limited because of the availability of space. As per policy class numbers are to remain at a maximum of 15 learners, where possible.

- Parents must provide official documents containing results from the learner's previous school, e.g. last three report cards, transfer letter containing past year's marks, etc.
- A confidential report may be requested from previous school. Silver Creek School will take reasonable and lawful action to maintain the confidentiality of these reports.
- A financial status report will be requested from the previous school where outstanding fees must be fully paid up before any application will be considered.
- An assessment by an educational psychologist may be required.
- Parents must furnish/disclose all relevant information and/or reports that have a bearing on the learner's education. Applications may be declined in cases where parents have failed to disclose pertinent information which might have bearing on the success of admission.
- The learner must be within 2 years of the average age for the grade he/she is wishing to enter.

- An academic readiness assessment (entry exam) will be required to ascertain whether the applicant would be able to cope with the academic requirements of the school. This test would be administered by the school, at a time specified by the school's administration department.
- Parents must sign Parents' Commitment Declaration, Student Contract, Application, General Indemnity and Medication Consent form and be willing to comply with the conditions stated therein.

# APPLICATION PROCEDURE

1. Parents contact the school and show interest.
2. Interview scheduled with principal/H.O.D or Administrative Assistant.
3. During interview parents will be issued with the Family Handbook which contains all the important information parents may require.
4. Parents must read the Family Handbook thoroughly and sign the Student Contract.
5. Parents must complete the Application form, General Indemnity and Medication Consent form.

Parents must return the completed forms of Step 4 and 5, along with the following documents to the school:

- Child's last three report cards at previous school
- Transfer card or letter from previous school
- Road to Health card (immunization record)
- Copy of medical aid card
- Copy of child's birth certificate
- Copy of both parents' ID documents
- Reports from educational therapists, occupational therapists, remedial specialists, etc. if the child has any learning disabilities like dyslexia, ADD, ADHD, etc.
- Proof that a debit order has been arrange to go off no later than the 30th of each month.

An interview and entrance exam will be arranged for the learner which consists of an English test and Maths test. The tests' marks are confidential and will not be made available.
The learner's previous school will be contacted regarding the learner's profile and the parents' school fee account. This information will be treated with strict confidentiality.
The enrolment committee will meet and collectively make a decision based on all the above as well as availability of space.
A second interview may be requested.
Parents will be informed of the decision within five working days (accepted, declined or pending available space or conclusion of selection interviews. **Silver Creek School reserves the right to refuse admittance to the school.**
Placement confirmed on payment of registration fee. This registration fee of **R1500** will be charged only once per child and is non-refundable and non-deductible. Thereafter, the re-registration fee of **R250** will be charged once per annum for the duration of the learner's attendance at the school. This amount will change annually as determined on by The Board of Directors.

## THE INTERVIEW

The interview for the Gr8 – Gr12 learners will be conducted by the Principal or one of his/her delegated authorities.
The Parents/guardian and the child will be required to attend the interview.

## ACADEMIC READINESS ASSESSMENT

The purpose of the Academic Readiness test will be to test basic levels of competence on an age-normative scale, for the grade for which the learner is entering.
An Assessment by an Educational Psychologist can be requested in the following situations:

For any learner entering the School where their results indicate poor academic ability.
For any learner, whose previous school used an educational programme unfamiliar to the Principal.
For any learner who has not met the promotion requirements at their previous school or who has received a condoned pass from their previous school.
For any learner where the Principal wishes to confirm their academic ability.
For any learner where the results of age-normative testing and previous school report results do not reflect a reasonable correlation.

## SELECTION DECISION

After completion of the interview and readiness assessment; and after collection of all relevant data from previous school; the principal, HOD, financial manager and remedial head will meet to discuss the learner's possible admission.
In all situations the Principal makes the final selection decision, within the framework of the Vision and Mission Statement and with the primary consideration of what the Principal deems to be in the best interests of the student. The school reserves the right to decline any application without leave to appeal.

# SPECIAL CIRCUMSTANCES

## SIBLINGS

The school will endeavour to place siblings, but is not obliged to do so. If siblings are accepted, a discount of R250 per additional child per month will be given on the child's school fees.

## SELECTION OF APPLICANTS FOR LIMITED PLACES

Where the school receives more qualifying applicants than available places, the Principal makes the final selection decision. He/she may base that decision on the following criteria:

- Commitment of parents to the Christian faith
- Commitment of parents to Christian education
- Academic results of student
- Cultural ability of student
- Community service record of student

Where candidates are unsuccessful in their application, due to limited places, they can request to be placed on the waiting list.

When spaces become available, applicants are interviewed from the waiting list in an order determined by the school and the school reserves the right to award places to applicants at their sole discretion.

# CURRICULUM

## PRIMARY SCHOOL SECTION

Silver Creek School follows the latest CAPS as determined by the Department of Education.

## HIGH SCHOOL SECTION

**Switched On Education Curriculum**

The “Switched On” educational curriculum is designed to enhance the learning experience by integrating technology and innovative teaching methods. Here are some key reasons why Silver Creek choose to use this curriculum:
Engaging Multimedia Content: The curriculum often includes 3-D animations, video clips, and interactive exercises, making learning more engaging and enjoyable for students.
Personalized Learning: It allows for customized learning paths tailored to individual student needs, helping each student progress at their own pace.
Comprehensive Coverage: “Switched On” covers a wide range of subjects, including core areas like Math, Science, and English, as well as electives and creative subjects.
Teacher Support: The curriculum provides resources and training for teachers, helping them effectively integrate technology into their teaching methods.
Automatic Grading and Recordkeeping: This feature reduces the administrative burden on teachers, allowing them to focus more on teaching and less on paperwork.
These features help create a dynamic and effective learning environment, preparing students for the future by developing critical thinking, problem- solving, and digital literacy skills.

# EDUCATION

At Silver Creek School one of our fundamental principles is that we acknowledge each child as a unique individual and adapt our teaching methods to their individual needs in order for them to develop to their fullest potential.
Children are taught in various environments to meet all their developmental needs, and offer the most in terms of physical, emotional, social, intellectual and spiritual opportunities. These environments contain specialised materials, which have been designed to attract the children to work with them.
We pride ourselves on our ‘small class, better education’ philosophy. It is our belief that smaller classes improve a child’s ability to understand, concentrate and interact in class. It also allows our educators to provide individual attention to learners. This produces a comfortable learning environment for our learners and enhances their self-confidence.

# CODE OF ETHICS

## CONFIDENTIALITY

All personal information regarding children, their families and school related matters are held in the strictest confidence.

## RESPECT FOR THE CHILD

This includes a positive, optimistic attitude towards the child, a cooperative shirt, a nurturing of independence, recognition of the child's unique individuality, trust in the child's great work to create him/her, providing the right activity, listening to and observing the child in order to ascertain their needs. We avoid pride, anger, touching a child unless invited, speaking ill of a child, sarcasm, teasing, over-reaction to bad behaviour and implied punishment or rewards.

# GENERAL EDUCATIONAL OBJECTIVE

## PRIMARY

- To provide, promote and encourage the maintenance of teaching and providing educational services to boys and girls from Grade RRR to 7.
- To ensure a high level of excellence in teaching and learning with English as medium of instruction.
- To maintain such numbers of pupils per class as will optimize teaching effectiveness, taking into account teaching methods that are adopted, and needs and competencies of the pupils concerned.
- To provide education to any fee-paying pupil in a Christian ethos where religious studies, spiritual worship and prayer form a part of lessons and assemblies.
- To provide a secure, disciplined learning environment in which the imagination can be kindled, intellectual curiosity aroused, industry rewarded and academic potential fulfilled.

## HIGH SCHOOL

- To provide, promote and encourage the maintenance of teaching and providing educational services to boys and girls from Grade 8 to 12.
- To ensure a high level of excellence in teaching and learning with English as medium of instruction.
- To maintain such numbers of pupils per class as will optimize teaching effectiveness, taking into account teaching methods that are adopted, and needs and competencies of the pupils concerned.
- To provide education to any fee-paying pupil in a Christian ethos where religious studies, spiritual worship and prayer form a part of lessons and assemblies.
- To provide a secure, disciplined learning environment in which the imagination can be kindled, intellectual curiosity aroused, industry rewarded and academic potential fulfilled.

# THE LEARNER

- To develop each individual to his or her full potential spiritually, intellectually, physically, culturally and socially;
- To focus on cognitive development by challenging each pupil to think, to reason, to debate and to form personal opinions based on available information;
- To empower pupils to access and manage information by providing them with the necessary skills and exposing them with up to date information technology;
- To encourage in pupils a sense of community arising from service as a means of personal growth and civic responsibility;

- To provide facilities for sport, cultural and adventure activities to maximize the natural environment provided at Silver Creek School and its surrounding areas;
- To develop in pupils a sense of personal style and self-worth by providing a strong ethos, a strong value system and a sense of history and tradition;
- To provide every child with life skills to enable him or her to focus on clear attainable personal goals.

# CODE OF CONDUCT

## INTRODUCTION

The discipline policy seeks to apply Biblical principles to the correction of children, in order to develop Christ-like character with an eternal perspective. We believe that the root word for discipline is disciple and that our discipline should always carry a central emphasis on mentoring young children to develop strong character that assists in right decision-making.

"Train up your child in the way he should go, and when he is old, he will not depart from it."

(Proverbs 22:6)

# PREAMBLE

The Code of Conduct of the school acknowledges the Holy Scriptures as paramount in the training and educating of our children.
The Code of Conduct of the school acknowledges the Constitution of the Republic of South Africa (Act No 108 of 1996), the National Education Policy Act, 1996 (Act No 27 of 1996), the South African Schools Act, 1996 (Act No 84 of 1996), as well as Silver Creek School's Vision and Mission Statement.
The Code of Conduct of the school informs learners of the way in which they should conduct themselves at school in preparation for their conduct and safety in civil society.

- In order to achieve this objective we acknowledge that the following is important:
- Self-discipline and obedience.
- Responsible behaviour.
- Mutual respect and self-respect.
- Basic rights of educators to teach.
- Basic rights of learners to learn .

# LEARNER COMMITMENT

We expect each learner to commit to the following:
*As a learner of Silver Creek School I believe in God Almighty our creator, Jesus Christ as the Son of God and the Holy Spirit as our salvation...*

**...Therefore, I shall live to glorify the Holy Trinity in everything I do in and out of school.**

*I acknowledge the Holy Scriptures as the Word of God...*

**...Therefore, I will seek a Godly living and a lifestyle that exhibits the fruits of the spirit and to strive to become more like Jesus. (Gal.5:16-26)**

*I accept that in all aspects of life these eternal truths must hold value...*

**...Therefore, in gratitude, I will always be of service to my community and focus more on the needs of others than myself. (Eph. 5:21 & Matt 6:19-22)**

*I understand that rules and discipline exist to maintain order and create structure...*

**...Therefore, I will think wisely (wisdom) before I act and use self-discipline to control my thoughts and actions. I shall not abuse, misbehave, disrespect or commit any form of misconduct. (Prov. 16:32 and Prov. 1:7)**

*I acknowledge that the Christian facilitators of Silver Creek School are properly placed in authority and that they, in partnership with my parents, have my best interests in mind...*

**...Therefore, I will treat each teacher with respect and be obedient and I will not wilfully disobey their instructions or defy their right to correct me where necessary. (Romans 13:1-7)**

*I acknowledge that my body is the Temple of God and that we are all created in the image of God...*

**...Therefore, I will maintain a healthy lifestyle that is above reproach (integrity) and I will treat each person with dignity and respect. (Proverbs 11:3/20:11)**

*I acknowledge that God has a plan for each learner at Silver Creek Primary School and that each learner has a right to gain the knowledge and skill they would need to reach their full potential in Christ...*

**...Therefore, I will behave in a disciplined and responsible manner and always try to be dependable in every given task. I shall not steal or vandalise any property that does not belong to me. (Gal. 6:1-5)**

*I understand and accept that nothing will exempt me from complying with this Code of Conduct and that disciplinary action will be taken against me if I contravene the Code of Conduct...*

***...Therefore, I will strive for excellence and do everything as if I am doing it for God.***

At Silver Creek School, we want every learner to feel safe, valued, respected and encouraged to do their best. Being part of our school community comes with shared responsibilities. We expect learners to make positive choices, take responsibility for their actions and treat others with kindness and respect.

Our expectations are designed to help create a school environment where everyone has the opportunity to learn, grow and feel that they belong

## RESPECT & KINDNESS

Learners are expected to treat fellow learners, staff, visitors and members of the school community with respect. Kindness, good manners and consideration for others should be part of everyday school life.

## RESPONSIBILITY

Learners are encouraged to take ownership of their choices, behaviour, schoolwork and personal belongings. Learning to accept responsibility helps develop independence, maturity and confidence.

## POSITIVE BEHAVIOUR

Learners should make choices that contribute to a safe, positive and welcoming environment. They are expected to follow school rules, listen to staff and consider how their actions affect those around them.

## ACADEMIC RESPONSIBILITY

Learners are expected to participate actively in lessons, complete assigned work and make a genuine effort to achieve their best. Asking for help when needed is encouraged and is an important part of learning.

## RESPECT FOR SCHOOL PROPERTY

Our school belongs to the entire Silver Creek community. Learners are expected to take care of classrooms, furniture, equipment, books, sporting facilities and other school property.

## DIGITAL RESPONSIBILITY

Technology should be used responsibly and for its intended educational purpose. Learners are expected to follow the school's technology guidelines and use school devices, laptops, internet access and digital resources

## SAFETY

Learners must follow safety instructions and school procedures designed to protect themselves and others. Any behaviour that may place another person at risk should be avoided and reported to a staff member when necessary.

# OUR LEARNER PROMISE

Be kind. Be Responsible.

Be Respectful. Be the Best

Version of Yourself

***I will…***

Respect myself and others.
Take responsibility for my choices.
Give my best effort in everything I do.
Care for my school and its property.
Follow school rules and safety expectations.
Use technology responsibly.
Help make Silver Creek a positive place to belong.

# SCHOOL RULES

The following basic school rules can be used as a guideline for what is expected and what will not be tolerated. Disciplinary measures depend on the severity of a transgression.

## APPEARANCE

Learners must always take pride in their appearance. Neatness and cleanliness instil a sense of self-respect and pride in learners. We expect parents to support us in this matter.

- Uniforms must always be neat and clean.
- No torn clothes allowed.
- Girls' skirts may not be higher than four finger width above the knee and no lower than two fingers below the knee.
- Uniforms must be the correct size for each learner.

## HAIR

**Boys' hair** must not touch the collar of the school shirt at the back. Ears must be open, and hair must not hang over the top of the ear. Hair must not be longer than **2 cm** at the top and around the head **1cm** or the head needs to be cheese kop. Learners may not have shaved lines or designs in their hair or dye their hair.

**Girls' hair** must be tied up neatly as soon as it reaches the bottom of the school shirt's collar. Only hairbands, elastics and clips in navy, light blue, white and/or black may be worn. No colourful bows, glitter, flowers, or any other trimmings are allowed. If a girl wears a fringe, it must not extend below the eyebrows. No bangs or loose strands of hair may fall into the face. All loose hairs must be pinned away from the face. Hair must always be clean and neat. The only hair extensions permitted for girls are braiding hair pieces that closely match the learner's natural hair colour. Colours 1 and 4 are commonly used; however, the appropriate shade must be selected according to the learner's natural hair colour. **No highlights, dyed hair,weaves or peroxide allowed. No extreme hairstyles**.

## NAILS

No nail polish may be worn to school.
The length of the nails must not pass the fingertips

## MAKE-UP

No eyeliner, lip gloss, or any make-up of any sort is allowed. No fake eyelashes.

## HYGIENE

Children must be clean when coming to school, wash their hands regularly and make sure they wipe their mouths after lunch. Children who sweat a lot must please wear efficient deodorant. It is advisable that Gr. 8-12 learners bring deodorant with them to school to use after breaks, P.E., etc. Foot powder must be put in school shoes regularly to prevent smelly feet.

## TATTOOS

Children are not allowed to wear fake tattoos.

## CHEWING GUM

No chewing of bubble-gum is allowed on the school premises. No gumballs, candy balls and sherbet as it stains their mouths, lips, and clothes.

## JEWELLERY

No jewellery (including bracelets, ankle bracelets, rings, necklaces, toe rings, etc.) is allowed. Only one small round stud in the bottom lobe of each ear is allowed. No earrings on boys are allowed.

Learners may wear a watch to school however; a smart watch is not allowed.

## ASSISTANCE

As Christians, it is expected of us to be humble and helpful to our fellow man. Therefore, we expect our learners to display kindness and a willingness to assist their peers and teachers.

- Learners must attend all school functions and events where their attendance is required.
- Learners are expected to extend a hand of kindness both on the playground and in class when they observe someone in need of help. This does not include doing someone's homework. It refers more to random acts of kindness, e.g., carrying an elderly teacher's bag or helping up someone who stumbled.
- School fundraisers are for held for the betterment of the school and all learners are expected to participate.
- Learners are expected to motivate and encourage each other in a positive way.

## ATTENDANCE

Keeping a child away from school infringes on his/her right to an education, therefore the school views absence without reasonable cause in a very serious light. The school does not and will never condone parents to keep learners away from school for insignificant reasons. Missing class results in a learner falling behind in class work. Teachers cannot hold the rest of the class back to re-present a class to a learner who had been absent. Naturally, leniency is given due to illness, death in the family, etc.

- Learners are not allowed to stay away from school unless it is for a serious reason. In such case a parent must contact the office with due notice and valid reasons for the child's absence.
- Learners who had been absent are themselves responsible for catching up missed work and for getting the necessary homework given in his/her absence.
- If a student is going to be absent during a test or exam a sick note is required from a qualified doctor. Once the note is presented, the learner will get the chance to do the test or exam. However, if the note is not presented, the child will receive 0% for said test/exam as per regulations.
- Learners may not leave the school premises unless a parent or guardian had signed him/her out by the office.
- Such collections will only be permitted if valid reasons are given by the parent/guardian.
- Learners must be at school on time. Learners who arrive late must report at the office and state valid reasons.
- No learners are allowed to leave class without consent.
- Parents must inform the school if a child may not participate in a physical and/or class activity and give good, valid reasons.
- Attending field trips is compulsory as it bears significance to subjects. Learners who cannot attend must give valid reason in writing from parents.
- During field trips and other excursions, learners are not allowed to wander off on their own.
- Assembly must be attended by all learners.
- Unreasonable amounts of absenteeism without notice and reasonable cause may be reported to social services for investigation.

# BUS COMMUTERS

The bus service that Sibanye Stillwater provides for us is a courtesy which we are very grateful for. Learners are dependent on this service to get to school daily.

- No bad behaviour, mischief or rowdiness will be tolerated on the bus. Learners who do not comply will be refused access to the bus. Learners are expected to uphold the reputation of the school by displaying good manners and decent behaviour on the bus.
- No littering is allowed on the bus.
- No eating and drinking on the bus.
- No walking around or hanging out of the windows is allowed.
- Bus prefects are put in a position of authority and trust. They are expected to maintain order and report any misconduct observed on the bus.
- Learners may not request the bus driver to make unauthorised stops.
- Learners, who repeatedly misbehave on the bus, may be suspended or banned from using the bus.
- • Learners should wait at the bus stop and not go buy at cafes or spaza shops in case the bus leaves them behind or they get kidnapped.

***TAKE NOTE: It is entirely the parents' decision whether they allow their child to use the bus. Silver Creek School takes no responsibility for any loss, injury or damage that occurs on the bus.***

## HONESTY, INTEGRITY & BEHAVIOUR

As children of Christ, we have a duty to be honest, truthful, and respectable.

- Learners are expected to admit to mistakes or transgressions committed.
- When a learner observes an offence taking place, he/she is expected to report it to a teacher or HOD. Hiding another's offence only makes the situation worse as the transgressor will continue his/her bad behaviour which may lead to more serious consequences.
- Stealing is considered a very serious offence. It is wrong for a learner to take someone else's property without consent.
- Cheating with homework, tests, exams, and assessments is an act of dishonesty and will not be tolerated.
- Learners are expected to behave during classes and at all times show respect to their peers and educators.
- Learners must follow all instructions given to them by teachers.
- No tantrums, retaliations or other disrespectful behaviour will be tolerated.
- When encountering any teacher, staff member, parent or visitor to the school, learners must greet them in a good manner and always show respect.
- • Learners must greet teachers when entering or exiting a classroom.
- • Learners must stand up when another teacher visits their classroom, except during assessments.
- • Learners are expected to raise their hands during class when presenting a question or statement.
- Learners are expected to remain silent, listen to the presentation and only speak once a teacher asks questions or open the floor for discussions. Calling out during a lesson is disruptive and bad manners.
- • Profanity, blasphemy, crude language, rude hand gestures, indecent jokes or discussions, explicit paraphernalia and all other non-Christian like behaviour will not be tolerated.

## LOYALTY

**To be part of Silver Creek School is a privilege. Learners are expected to display Christ-like behaviour in public, especially when in uniform.**

**Fighting, offensive language and rudeness are unacceptable.**

- Learners are expected to attend at least ONE extra-curricular activity presented by the school to promote mental and physical health.
- When learners attend or participate in events where other schools are present, it is expected that Silver Creek School learners will display exemplary well-mannered behaviour and represent Silver Creek School loyally.
- Learners are expected to always uphold the reputation of Silver Creek School and never speak badly of the school, its teachers, or learners to others.
- Learners are expected to act as ambassadors for the school and promote it in a positive way.

## RESPONSIBILITY

Silver Creek School treats all learners as equals but may appoint learners who display exceptional leadership skills in positions of authority. This gives such learners the opportunity to develop these leadership skills in a positive and progressive way.

- Learners placed in positions of authority, e.g., bus prefect, LRC, class captain, group leader, tutor, etc. may never abuse their position to justify discriminatory, oppressive, or prejudiced behaviour.
- Learners must respect the authority such learner may have and cooperate with them to create a positive, harmonious learning environment.
- Learners in positions of authority may never take matters into their own hands. When faced with disruptive learners, mischief, or bad behaviour; such learners must report these matters to their H.O.D. who will deal with it.

## NEATNESS & TIDINESS

Cleanliness and tidiness create harmony and forms an organised learning environment. It also reflects a learner's self-image and self-worth.

- Learners are expected to work neatly and present neat work to their teachers.
- Learners are expected to clean up after themselves on the sports field as well as in the class.
- Littering harms, the environment. Learners are expected to use the available recycling and regular trash cans available for litter.

Learners are expected to present themselves neatly and cleanly dressed in the proper uniform. Hair and nails must be neat and clean and according to school rules.

## ELECTRONIC DEVICES

Bringing unnecessary devices to school creates a lot of disruption and conflict at school.

- Due to the constant distraction it presents to learners, it is preferred that learners do not bring cell phones to school. Any important information that needs to be communicated must be sent to the office or class teacher.
- In case a learner violates this rule, his/her cell phone will be confiscated until the end of the term and parents will have to physically come and collect the device.
- PSP's, tablets, portable music, or video players should not be brought to school. Silver Creek School will not accept any responsibility in the event of damage, loss, or destruction of such devices.

## PERSONAL PROPERTY

Silver Creek School will not take responsibility for any personal property that learners may lose on the school premises. Parents are expected to instil a sense of responsibility in their children by teaching them to take care of their property. Lending and borrowing of personal items are not condoned nor instructed by the school.

- All personal property must be clearly and adequately marked. This includes the uniform, socks, shoes, stationery, books, school bags/backpacks, lunch boxes, etc.
- When a learner loses or misplaces an item, he/she alone is responsible for the retrieval of the said item. The teachers and other staff do not have time to search for lost items.
- When losing something, a learner should report it at the office in case it was handed in by someone who may have found it.
- Learners are expected to be honest. When finding someone else's property, learners must hand it in by the school office from where it will be given to its owner. However, this can only be done if the item was clearly marked. If not, the item will be kept in the lost and found section for no longer than 1 month; after which it will be discarded or donated.

## CRIME, VIOLENCE & BULLYING

Criminal activities and violence of any sort will not be tolerated. In case a crime had been committed, authorities will be notified, and parents will be held culpable.

- Bullying is not allowed and completely unacceptable. This includes verbal bullying, emotional bullying, physical bullying, cyber-bullying, and social bullying.
- Learners must refrain from all forms of abuse. This includes verbal abuse, physical abuse, sexual abuse, and social abuse. Any action a learner performs against another that could potentially cause harm is considered abuse. This included teasing and taunting.

Assault against peers or teachers will be dealt with sternly and may lead to expulsion.

## DISCRIMINATION

Learners of Silver Creek School may never display any form of discriminatory actions or verbal statements. We are all creations of God and must respect the uniqueness and individuality of one another. We must humble ourselves before the Lord and never deem ourselves more important than another.

- No hate speech, prejudiced remarks or statements or any form of discrimination will be tolerated.
- Learners are expected to accept, tolerate, and respect the differences of others.
- Teasing and taunting is not allowed.
- Learners must strive to give uplifting comments towards others rather than make harsh and critical comments.

## WEAPONS & SUBSTANCE ABUSE

Silver Creek School puts the safety of our learners first. Transgressions that threaten the safety and general wellbeing of our learners will be dealt with sternly.

- No weapons are allowed at school. This includes guns, pocketknives, BB guns, slingshots and all other objects that may wilfully be used to harm another. Learners who do not comply may face expulsion.
- No alcohol, drugs, tobacco, vapes or unauthorized medication is allowed.
- If reasonable suspicion arises, learners may be searched for weapons, drugs or anything that could pose a potential risk to the learner himself/herself, his/her peers and school staff.
- It is also within the school's right; according to the Department of Education's Guide to Drug Testing in South African Schools 2013; to administer drug tests when reasonable suspicion arises.
- A more detailed description of when and how such searches and testing will be administered can be found in the school's Drug and Substance abuse policy.

## VANDALISM & ARSON

Learners are expected to respect the property of the school, teachers, parents and peers.

- No vandalism is allowed. This includes graffiti, wilful destruction of property and negligent use of school equipment. This applies to the school premises and equipment, aftercare facilities (when aftercare is available), vehicles belonging to teachers, parents or visitors, the school bus and any venue learners may visit during excursions.
- Borrowing and lending of personal property is not allowed.
- Learners may not use school equipment in a careless manner. Damages incurred due to deliberate or careless actions will be repaired or replaced at the parent's expense.

- Learners may not take lighters, matchsticks, flint rocks or magnifying glasses to school. Arson will be dealt with harshly.
- No fireworks are allowed at school. Fireworks contain explosives which threatens the safety of everyone at school.

### HOMEWORK

Learners are expected to write down their own homework in every class. In the Foundation Phase teachers will ensure that learners have any homework given, written in their homework books and may have to explain to parents what the learner should do.

Intermediate and senior learners must take responsibility for writing down their homework in a school diary. Teachers will not take responsibility for learners who neglect to do so. Homework is given to learners to practice skills and test understanding. It is imperative that learners complete all homework and assignments as it also may count for marks that contribute to the end-of-term reports. Parents must please follow up on learners to ensure that these get done and sign the homework every day.

# BIBLICAL PRINCIPLES

Students of Silver Creek School will aim to live according to Biblical principles. Students at Silver Creek School will seek to live a godly life in and out of school in order that Jesus Christ will be glorified in everything they do.
Students will aim to live a life of:
***Integrity:*** Maintaining a lifestyle that is above reproach ***(Titus 1:8, Job 27:5, Proverbs 11:3, 20:11, 1 Kings 9:4)***
***Respect:*** An attitude that highly esteems those in properly placed authority ***(Romans 13:1-7, Heb. 13:7)***
***Obedience:*** Maintain an attitude of respect and obedience ***(John 14:21, Eph. 6:1-4, Rom 13:1-7)***
***Self-Discipline:*** The ability to control one's thoughts and actions ***(Gal 5:22-26, Job 5:17, Proverbs 16:32)***
***Godly Living:*** A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature ***(Gal 5:16-26, Tim 2:22, 1 Peter 1:13-16)***
***Wisdom:*** Understanding what is true from God's perspective and doing what is right ***(Proverbs 1:7, 2-33)***
***Responsibility:*** Being dependable and accountable in all relationships and tasks ***(1 Cor. 13, Matt 18:15-17, Gal 6:1-5)***
***Thankfulness:*** Developing an attitude of gratefulness ***(Phil 4:6-7, Thess. 5:18, Col 2:7, Eph. 5:20)***
***Service:*** A spirit of humility in focussing on the needs of others ***(Eph. 5:21, Phil 2:3-11)***
***Eternal values:*** A godly focus ***(James 4:14, Matt 6:22, Matt 6:19-21)***

# DISCIPLINARY PROCEDURES

### MERIT SYSTEM

The school makes use of a merit system where learners can earn merits for good behaviour, leadership, sport and culture and academic improvements or lose merits for failure to adhere to the school code of conduct. When learners lose a certain number of merits, they may be given detention, and parents will be called in for a meeting.

The behaviour and performance of learners cannot solely depend on the school and teachers. Parents carry a large amount of that responsibility as well. Therefore, it is important the school, learners and parents work closely together to get the best out of a child.
To keep them informed, parents will be notified daily regarding:

- Late for school or class
- Disruptive behaviour
- Homework not done or book not at school
- Not adhering to dress code or the school code of conduct
- Absenteeism

## VERBAL & WRITTEN WARNING

The learner's parents will be notified verbally or in writing, of any offence and may be invited to meet with the relevant teacher / HOD or Principal.

## DETENTION

Learners may be detained during break or after school. If a learner is given after-school detention, parents will receive a 24 hours' or 1 weeks' notice in writing or via SMS.

- If a learner reaches 50 demerit points, he/she will receive detention on a Friday afternoon from 13:30 to 16:00. During detention, the learner might have to catch up on homework, do a chore, study the Code of Conduct, and do an applicable assignment relating to transgressions. Parents will receive notification in writing or via SMS of the detention 24 hours' or one week in advance. No exceptions will be made e.g., transport challenges etc.
- If a learner reaches 100 demerit points, he/she will receive a second detention on a Friday afternoon from 13:30 to 16:00. A meeting will be held by the Phase HOD with the learner.
- If a learner reaches 150 demerit points, he/she will receive a third detention on a Friday afternoon from 13:30 to 16:00. A meeting will be held by the Phase HOD with the learner and the parents, and the learner will receive a written warning.
- Any further detentions may be replaced by a disciplinary hearing which may lead to suspension or ultimately expulsion.

Late Collection of children without prior notice will result in fines.These fines will reflect on your statement, ***R200*** fine per hour late pick up

Post-poning of scheduled detention date without prior notice or a valid reason will result in a ***R100*** fine

## DISCIPLINARY HEARING

- When serious offenses are committed and verbal and/or written warnings are inadequate, the disciplinary committee (compromised of the Principal, HOD's and owner) will hold a disciplinary hearing before a decision is taken on what sanction should be imposed.
- The hearing will be conducted in a fair way, according to Scriptures. The aim of the school will always be to assist the learner and guide him/her towards reaching his/her potential in Christ.
- During the hearing, all parties will have the opportunity to be heard
- The disciplinary committee will make a final decision.

## SUSPENSION

After a fair hearing, the principal may suspend learners from school, as a correctional measure, for a period no longer than one week. The school reserves the right, but is under no obligation, to suspend a learner for a serious offense without following other actions, including a disciplinary hearing.
Serious offence in this context would be interpreted to include, but is not limited to:

- Blasphemy, profanity.
- Conduct that mimics occultist practices.
- Physical or verbal attack on a fellow learner or staff member.
- Verbal threats on a learner or staff member (that has the potential to disturb the good order).
- Gross insubordination towards teachers or the administration.
- Possession of dangerous objects
- Possession of dangerous/illegal substances, specifically including alcohol and tobacco.
- Possession of explicit or pornographic media or material, including electronic media.
- Damage to or theft of property.
- Continuous harassment of peers and staff members after being reprimanded.

Learners may only be suspended, in terms of this clause, by the principal or the person in his/her place in the event of his/her absence.

## EXPULSION

Expulsion may occur in the case of serious offences or a series of repeated offences.

# COMMUNICATION & GRIEVANCE PROCEDURES

For the purposes of encouraging communication and interaction at all levels among participants and members of the school community, and in order to constantly improve standards aspired to and/or methodologies adopted by the school, the following communication and grievance procedures have been put into place in relation to specific issues, namely:

## D6 COMMUNICATION

Silver Creek use the d6 platform primarily to enhance communication and streamline administrative tasks. We use the D6 for:

**Effective Communication**: d6 allows schools to communicate important information to parents and students. efficiently through various channels like email, SMS, and the d6 app1

**Administrative Integration**: The platform integrates various administrative functions such as attendance, grades, and fee management, making it easier for schools to manage their operations1.
**Parent Engagement:** By providing real-time updates and personalized information, d6 helps keep parents engaged and informed about their child's progress and school activities1.

Overall, d6 aims to create a more connected and efficient school environment.

# GENERAL MATTERS

Matters of school policy, ethos and general school affairs should be referred to either the office or the principal.

## CLASS TEACHING ISSUES & MATTERS RELATING TO PUPILS

Class teaching issues or matters relating directly to pupils should be referred firstly to the class teacher. If further discussion is needed, and the matter cannot be satisfactorily addressed at teacher level, then the matter should be referred to the Head of Department.

## SUBJECTS

Subject teaching issues should be referred first to the Head of Department

## EXTRACURRICULAR

Issues regarding extracurricular activities presented by Silver Creek School should preferably first be discussed with the relevant coach/teacher/facilitator. If the matter is not capable of satisfactory resolution at this level, then the matter may be referred to the school council.

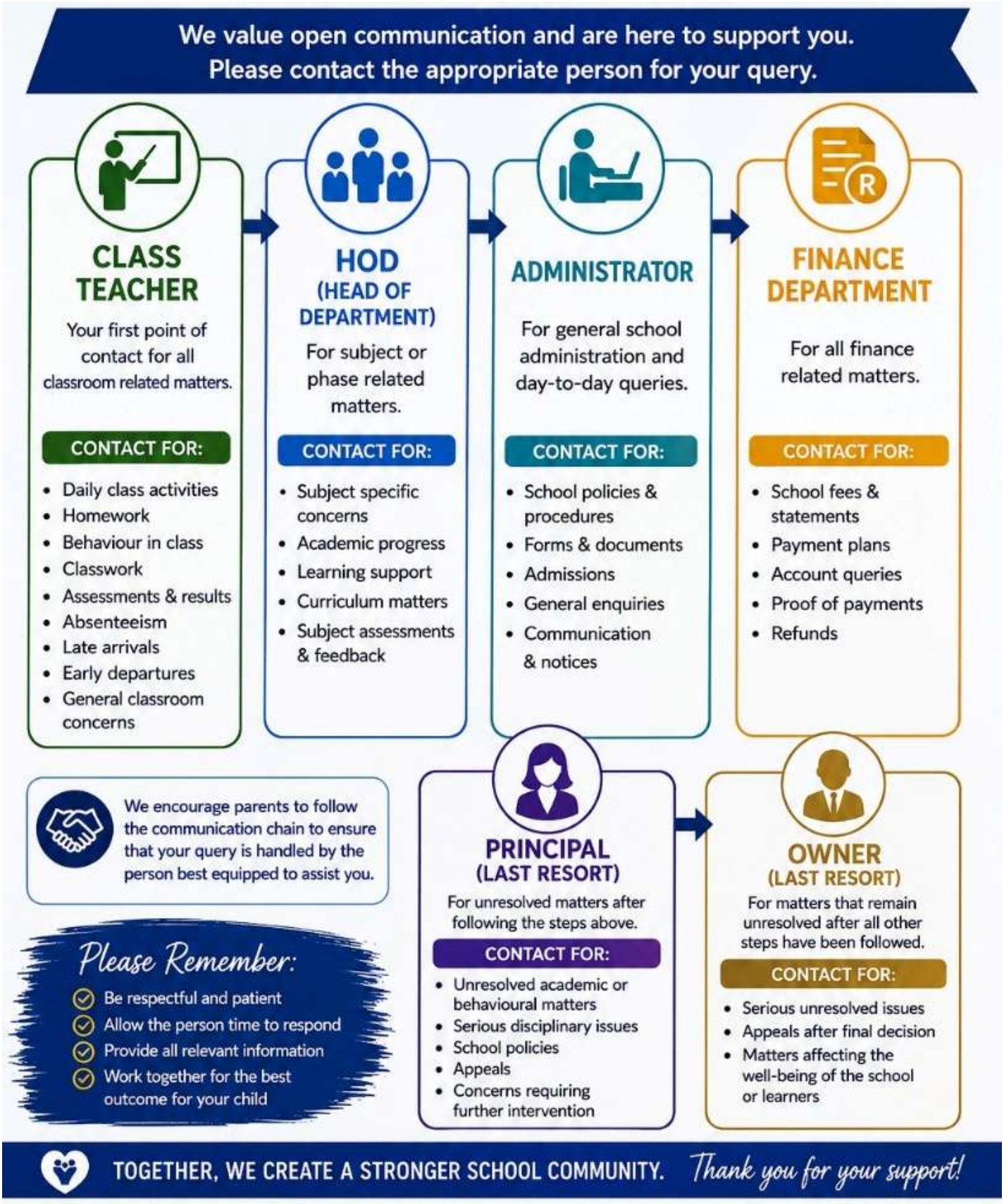
However, when an extracurricular activity is presented by an outside service provider (i.e. a third party not related to the school), all correspondence and payments must take place between the service provider's staff and their clients. Silver Creek School will not accept any liability for any losses or damages whatsoever arising regarding from the attendance to extra- curricular activities presented by an outside source. Parents making use of these services, do so solely at their own risk.

## SERIOUS MATTERS

All matters of serious concern should be put in writing and addressed to the school council. In this way the essence of the matter can be investigated, discussed and agreed upon and the school's response effectively recorded and communicated to interested or affected persons.

**IMPORTANT:**

Parents are expected to contact the relevant head of department, office or principal when they feel unhappy about something. Postponing matters usually make it worse and school personnel cannot assist you if they are not aware of the problem. However, it is never acceptable to verbally or physically attack the school personnel.




# Working Together for Your Child's Success

# RELIGION

## CHRISTIANITY

Silver Creek School is based and run on Christian principles, morals and values. Every child's uniqueness is a blessing from God and no success is possible without guidance from our Lord Jesus Christ. Teachers will present subjects with Christian values in mind. Prayer and scripture will take place on a daily basis and no blasphemy will be tolerated.

## STATEMENT OF FAITH

We at Silver Creek School believe in the Bible as the Word of God. We believe God Almighty, the Creator of Heaven and Earth.

We believe in Jesus Christ, our Lord Who was born of the virgin, Mary who lived a sinless life and performed miracles. Who was delivered, tortured and ultimately crucified as atonement for our sins. We believe in His resurrection and His ascension to the right hand of God.

We believe in the necessity of regeneration by the Holy Spirit for guidance and salvation. Only by God's grace and through faith alone are we saved from eternal damnation. We believe in the forgiveness of sins, the resurrection of the dead and eternal life. In Lord Jesus Christ we believers live in spiritual unity. Through God's ministry through the Holy Spirit we are able to live a godly life. Everything through God, for God.

# ARRIVALS & DEPARTURES

Children should be at school in time to be in their class by the time the bell rings. Children must be collected within 15 minutes after the last bell rang.

Children, who are still at school later than 15 minutes after the last bell, parents will automatically be charged penalties of up to R200 per hour until arrival.

If a parent needs to collect a child during school hours, valid reason must be given. Children can only be signed out at the office after which the secretary will contact the teacher with whom the child may be at that time and summon them to the office for collection.

When sending a friend or other relative to collect your child, you must send written consent with the person. For their own safety, learners will not be released to strangers.

Parents are expected to take care when driving on the school premises. Speeding won't be tolerated as it threatens the safety of the learners as well as that of the wildlife. Non-compliance may lead to denied access.

No smoking WHATSOEVER is allowed on the school premises by order of the Health Department. This includes teachers, visitors and parents.

Due to the natural surroundings, cigarette butts can cause veld fires which put the lives of our learners, staff and the wildlife at risk. Therefore, no smoking while being on the school premises is allowed either. Visitors and parents who do not comply may be prosecuted, refused further access to the school premises and learners may be expelled.

Parents and visitors may not visit the school while under the influence of alcohol, narcotics or drugs. Noncompliance may lead to prosecution

# DRESS CODE

## SUMMER WEAR

**Grade 1 – 3 girls**: Royal blue skirt white buttoned up school shirt with a **royal blue tie** school shirt with emblem
Girls must wear short navy ski-pants underneath.
Black school shoes with white socks.

**Grade 1-3 boys:** Black short, white buttoned up school shirt with a black with emblem, **with a school tie everyday**
Black school shoes with long black socks or barefoot

**Grade 4-7 girls:** Royal blue skirt white buttoned up school shirt with a **royal blue tie school** shirt with emblem
Black school shoes with white socks

**Grade 4-7 boys:** Black short, white buttoned up school shirt with a black with emblem, with **a school tie everyday**

**Grade 8 – 12 girls**: Royal blue skirt white buttoned up school shirt with a royal blue tie school shirt with emblem Black school shoes with white socks

**Grade 8 -12 boys:** Black short, white buttoned up school shirt with a black with emblem, with a school tie everyday

## WINTER WEAR

**Grade 1 – 7 girls:** Royal blue school skirt with black tights, white buttoned up school long shirt with emblem, royal blue jersey with emblem, black school Dry-mac with emblem, with **a royal-blue tie everyday**
Black school shoes and white socks

**Grade 1 – 7 boys:** Black trousers, white buttoned up long school shirt with emblem, royal blue jersey with emblem, black school Dry mac with emblem, with a school tie everyday
Black school shoes and long black socks

**Grade 8 – 12 girls:** Royal blue school skirt with black tights, white buttoned up school long shirt with emblem, royal blue jersey with emblem, black school Dry mac with emblem, with a royal-blue tie everyday
Black school shoes and white socks

**Grade 8 -12 boys:** Black trousers, white buttoned up long school shirt with emblem, royal blue jersey with emblem, black school Dry mac with emblem, with a school tie everyday
Black school shoes and long black socks

## PE OUTFITS

**Summer:** Black short and royal blue golf shirt with school logo

**Winter:** Black school tracksuit

***When learners have PE, they may wear their PE uniform to school.***

# FIELD TRIPS

Outings will be held from time to time in accordance with the children's field of study. Depending on the nature of the outing, parental involvement may occasionally be required. Parents are urged to allow learners to go such outings as it forms an inevitable and very valuable part of their education.
No children will be allowed on outings without written parental consent and a signed indemnity form which will be sent out prior to outing.

During excursions and outings, the school's Code of Conduct still applies, and learners are expected to behave in a manner that will reflect the school's Christian values and ethos. At all times learners are to uphold the school's good image and reputation. Misconduct and bad behaviour will result in disciplinary action.

# HEALTH & MEDICAL SAFETY

In case of an injury, a learner will be escorted to the sick bay where we keep a fully equipped First Aid Kit. First Aid may only be administered if the parent signed the attached Medication Consent Form.
Please note that the staff member, who will assist, can only administer basic first aid procedures to minor injuries as we are not equipped to handle severe injuries.

In case of more severe injuries, the learner will be taken to the nearest medical doctor or medical facility for treatment and parents will be notified immediately.

By order of the Department of Health, the school may not administer ANY form of medication, unless a parent specifically requested it on the Medication Consent form.

If a learner is sick or uses chronic medication to be administered, if necessary, it is the parents' responsibility to pack a container with the child's medicine inside and complete a Medication Consent form (including paracetamol) to that effect. All medicine must be labelled by a pharmacist.

The label must contain:

- the child's name,
- the issue date, dosage,
- when it must be administered and also the pharmacist's information

This container will be stored in the sickbay for the child's sole use.

***No learner is allowed to have any medication on his/her person.***

Parents must ensure that they update the school regularly regarding a child's conditions and allergies. If a person neglects to notify the school of any allergies or chronic conditions, Silver Creek School will not take any responsibility in case of a reaction or episode.

Weekly hair inspections will be done in attempt to prevent head lice infestations. Learners with head lice and/or nits detected on their heads will be sent home immediately. A letter will also be sent out to all parents to notify them that head lice had been detected at school and to advise them to check their children at home and to provide treatment. By order of the Department of Health, learners with head lice and/or nits are not allowed to return to school unless their heads are completely clear of both head lice and nits.

# Safety & Security

The safety and security of your children is of major concern to us. Staff will be on duty to receive your children in the mornings and registers will be taken in each class. All children who are not collected within 15 minutes after the last bell rang in the afternoons will be booked into aftercare (if there is aftercare available). No child is allowed to leave the school premises without being signed out at the office by his/her parent or guardian. If someone other than the child's parent or guardian is going to fetch the child, written consent must be given by the parent.
If a child is going to be absent, we ask that you notify the school immediately. We would appreciate your support in this matter as these procedures were put in place to ensure your child's safety and well-being.

Due to the location of our school, the presence of wildlife (such as zebra, antelope, wildebeest) and snakes is common. Children are educated at the school on how to behave when encountering such animals. Wild animals keep their distance from buildings and humans and seldom stray onto the school premises.

Parents and learners must never attempt to interact with any wildlife they may encounter on their way to school or on school premises. Although the estate does not house any predators, all wild animals should be treated as potentially dangerous. Although some may appear tame, wild animals are unpredictable and may get startled if approached and inadvertently injure someone. If a wild animal is spotted on the school grounds, report it to the office immediately. All learners will be taken inside the classrooms or hall until the animal had been moved and the area is safe again.

# TUCKSHOP

The tuckshop is a part of the school. All arrangements must be made directly with the Tuck-shop lady.

Lunches are only available for specific learners when ordered one day in advance.

The tuck shop is prohibited from giving accounts to learners and staff members with no exception.

The tuck shop has an advance payment system where learners put down money upfront from which future purchases are deducted. **These fees may NOT be paid into the school's bank account**. Tuck shop fees paid into the school account will be regarded as school fees and no refunds will be given.

The owner has the right to limit quantities sold to learners. Excessive sugar intake may lead to hyperactive behaviour and lack of concentration.

# DONATIONS

The school is always in need of and very appreciative of donations. We ask that all donations be booked in at the office so that it can be placed on the school inventory. It will then be issued to the classroom it is intended for.

# RECORD KEEPING & ASSESSMENTS

Records of the learners' reports will be kept up to date as required by the Department of Education. Assessments are done at regular intervals during each term. We also make use of self-evaluation and peer assessment as per CAPS Curriculum.
During terms 1 and 3 formal cycle tests will take place during which learners will write tests in each subject throughout the term or during a test week period. At the end of terms 2 and 4 formal examinations will take place. The result of these tests and exams combined with other informal assessments done during each term will be issued on a report and sent to parents for review.

The results will be discussed, if necessary, with parents during parent consultations after reports had been issued.

# POLICY REGARDING THE TERMINATION OF ENROLMENT

As per our school policy, a notice period **of three months** is required before a learner will be de-registered.
This policy ensures that we can manage our resources effectively and provide the best possible education for all our students.

If you are considering withdrawing your child from Silver Creek, please notify us in writing at least three months in advance. This will allow us to make the necessary arrangements with Switched On and ensure a smooth transition for your child.

# SCHOOL HOURS & TERMS

## TERMS - 2027

| | | |
|---|---|---|
| Term 1 | Open: 13 January 2027 | Close: 19 March 2027 |
| Term 2 | Open: 13 April 2027 | Close: 25 June 2027 |
| Term 3 | Open: 20 July 2027 | Close: 17 September 2027 |
| Term 4 | Open: 05 October 2027 | Close: 27 November 2027 |

## SCHOOL HOURS

| | | |
|---|---|---|
| Grade RR – 7 | Mon to Fri | 7:15 – 13:30 |
| Grade 8 – 12 | Mon to Fri | 7:15 – 13:30 |

# School Fees

## REGISTRATION FEE (ONCE – OFF WITH ENROLMENT)

***First Enrolment:*** R1500 per learner, R1250 for each additional sibling
***Take note: Enrolment fees are non-refundable as it reserves your child's spot in the school.***

## SCHOOL FEES

| | |
|---|---|
| ***Grade RR to Grade R:*** | R1450 per learner per month **(payable one month in advance)** |
| ***Grade 1 to Grade 3:*** | R1950 per learner per month **(payable one month in advance)** |
| ***Grade 4 to Grade 7:*** | R2250 per learner per month **(payable one month in advance)** |
| ***Grade 8 to Grade 12:*** | R2750 PER learner per month **(payable one month in advance)** |

**Take note** the school fees include a rate for the *Annual Away Excursions* for Grade RR – Grade 2 & the *Annual Camp* for Grade 3 – Grade 12

## ADVANCE PAYMENTS

Advance Payments work as follows:
On the 1st of ***January,*** *the* ***fee for January is due;*** *on the* ***1st of February*** *the* ***fees for February are due, and so on.*** **– The school fee invoices are billed on the 1st of every month.**

## ADDITIONAL FEES

| | |
|---|---|
| **Grade RR** | **Annual Resource fee – R3800 Compulsory** |
| **Grade R** | **Annual Resource – R3800 Compulsory** |
| **Grade 1** | **Annual Resource fee - R4400 Compulsory** |
| **Grade 2** | **Annual Resource fee - R4250 Compulsory** |
| **Grade 3** | **Annual Resource fee - R4250 Compulsory** |
| **Grade 4 -7** | **Parents are responsible for buying textbooks and stationery from stores.** |
| **Grade 8 – 12** | **Parents are responsible for buying laptops, mouse, books, stationery etc** |

The textbook and stationery fees must be paid by 15 October for the following year's supplies. Parents are welcome to pay a little extra each month until 1 December 2026 to avoid having to pay a large amount all at once.

# INTEREST & PENALTIES

*If payments are overdue, 5 % interest will be added to your account.*
*It is the parents' responsibility to notify the financial manager if they can't make a payment so that an alternative agreement can be made. If parents fail to do so and fail to make payments without communicating with the financial manager, she reserves the right to charge such parents an administration fee of R150 for each month that she is forced to make phone calls, send e-mails or letters.*
*If commitments and/or arrangements are not honoured, as an independent school, Silver Creek School reserves the right to suspend education of your child as per the Chief Directorate of the NW Educational Department.*

***Regrettably we do not have card facilities.***

**PLEASE TAKE NOTE: GRADE 1 SCHOOL READINESS NEEDED TO BE PROVIDED**

## PAYMENTS

***All school fees are paid via debit order or yearly payment in advance.***

***Proof of debit order needs to be sent along with enrolment information.***

## SCHOOL BANKING DETAILS

***Kindly request banking details from the office***

Your family code will be given to you upon successful registration of your child.

Please note: Incorrect referencing will result in payments not being allocated correctly and may lead to suspension of services.

***Take Note: Only school fees, book fees, enrolment fees and art fees (pre-school) may be paid into the school account. All other outsourced extra- curricular fees and tuck-shop monies must be paid to the relevant facilitators.***