

GENERAL INFORMATION

Telephone: 012 329 1695/3027/1698/3533

Please add the following EXTENSION numbers:

Reception / Admissions	10	HOD Guidance	18
Principal	11	HOD Intersen Phase	19
Grade R Admissions / Finance	12	Typist	20
Deputy Principal	13	Media Centre	21
Finance	14	Boardroom	22
Staff Room	15	Computer Centre	24
Typist	16	Sport	25
HOD Foundation Phase	17	Factotum	28



Telephone Grade R: 012 329 4678

Fax school: 012 329 6507

Fax finance: 0123292877

Email: mail@roberthicksschool.co.za

Address: 588 Adcock Street, Gezina, 0084

School office hours: 7:00 – 14:00 (Monday – Friday)

Contacts:

Principal: principal@roberthicksschool.co.za

Deputy Principal: deputy@roberthicksschool.co.za

Accounts: finance@roberthicksschool.co.za

TERM DATES

ACADEMIC CALENDAR

TERM 1	TERM 2	TERM 3	TERM 4
17 Jan – 28 Mar	10 Apr – 22 June	17 July – 28 Sep	9 Oct – 12 Dec

PUBLIC HOLIDAYS

New Year's Day	1 January	9 August	National Women's Day
Human Rights Day	21 March		

Good Friday	30 March	10 August	Holiday
Family Day	2 April	24 September	Heritage Day
27 April	Freedom Day	16 December	Day of Reconciliation
30 April	Holiday		
1 May	Workers Day	25 December	Christmas Day
16 June	Youth Day	26 December	Day of Goodwill

INTRODUCTION TO ROBERT HICKS SCHOOL

Robert Hicks School was established in November 1903 in three marquee tents, on the site presently housing Eben Swemmer Laerskool, to cater for the many resettled children after the Anglo-Boer War. In 1904 the marquee tents were replaced by wood and iron buildings as a temporary measure while the permanent brick structure was erected. This new building was then known as the Gezina School. In 1937 the school moved to the present Adcock Street site and was renamed Robert Hicks School after the headmaster who served the school with distinction during the period 1919 – 1935.

Robert Hicks School caters mainly for the zoned areas of Gezina, Wonderboom South, Innesdale, Rietfontein, Deerness, Villieria, Môregloed and Waverley.

VISION

Robert Hicks School is a caring and loving family of teachers, parents and children united in the purpose of equipping safe, happy and well-adjusted learners with the skills and absolute values they need to reach their goals and to fulfil their higher destiny.

MISSION STATEMENT

ROBERT HICKS School is a Christian based English school.

We are committed towards creating a disciplined, structures, secure educational environment, striving for academic, cultural, and sporting excellence.

We base this on effective communication, mutual respect, and social responsibility.

VALUES

“Virtue et Benevolence” – Goodness and Kindness

STRUCTURE

School Governing Body (SGB): a democratically elected group of representatives that is responsible for the governance of the school. It has a strategic and fiduciary responsibility and is responsible for appointing all non-GDE personnel. They are also involved with the interview as selection process of GDE-staff.

Finance Committee: a sub-committee of the SGB that oversees the finances of the school. It is also responsible for compiling the annual budget and setting the school fees.

School Management Team (SMT): responsible for the educational leadership and operational management of the school. They also play a role in strategic planning and financial management. The SMT comprise of the Principal, Deputy Principal, and the three HODs.

ORGANISATION

Robert Hicks caters for children from Grade R to Grade 7 and is divided into three phases

Foundation Phase: Grade R – 3

Intermediate Phase: Grade 4 – 6

Senior Phase: Grade 7

All learners are divided into classes of mixed ability with an average of ± 30 learners per class.

SCHOOL HOUSES

The three houses at Robert Hicks School are Hawks (Green), Falcons (Red) and Eagles (Blue). An entire class forms part of the same house.

SCHOOL ATTENDANCE

Illness: It is legally compulsory for children to attend school. Absence from school will not be condoned, except for illness or exceptional circumstances. A note from the parent is required to explain all absences. A doctor's certificate is required if a

learner has been absent for 3 or more days, or if a learner has missed a formal assessment or an examination.

Leaving early: Parents are requested to refrain from making doctor's appointments during school hours. Parents are requested to abide by the school hours and NOT take their children home early, especially on Fridays. A learner may only be released from school into the care of the LEGAL GUARDIAN. Any other person collecting the learner will need to provide a letter of permission from the legal guardian AND a copy of the ID of the legal guardian.

SCHOOL HOURS

First school bell: 7:20

School starts: 7:30

School ends: 13:45

TRAFFIC CONTROL

The speed limit on 11th Avenue, 12th Avenue as well as Adcock Street, is 30km/h, as these have warning signs up that it is a school zone.

The following gates are operational at Robert Hicks School.

GATE A: This is the main gate. Visitors need to report at this gate where they will be signed in by the security guard, before reporting to reception. NO parents are allowed to go straight to a teacher's class during teaching time. This causes a disturbance and it poses potential security threats.

The gate is closed at 7:30. Late-coming learners must please wait for the security guard to come back from locking the other gates.

GATE B & F: These are educator entrances and may not be used by parents and/or learners. Please do not block these gates by parking in front of them.

GATE C: This is the Hall gate. It is open at the following times:

6:45 – 7:30

13:45 – 14:00

Please make use of the main gate after 7:30 and the 12th Avenue Aftercare Centre gate after 14:00.

GATE D: This is the Grade R gate and is used exclusively by the Grade R personnel.

GATE E: This is the Aftercare Centre Gate. It is open at the following times:

6:45 – 7:30

13:45 – 17:30

SECURITY

Robert Hicks School has 24 hour video and audio surveillance.

There is also a security guard on duty 24/7.

Scholar patrol is on duty at the Adcock Street pedestrian crossing as well as the 11th Avenue pedestrian crossing at the following times:

7:00 -7:20

13:45 – 14:00

Please treat all personnel with courtesy, should they need to stop you or inconvenience you in any way during the course of their duties. Please remember: they are there for your child's protection.



ACADEMICS

Grade 1 – 3

Life skills, Language , Mathematics

Grade 4 – 6

English Home Language, Afrikaans First Additional Language, Mathematics, Natural Sciences & Technology, Social Sciences (History & Geography), Life skills (Creative Arts, Physical Education and Life Orientation)

Grade 7

English Home Language, Afrikaans First Additional Language, Mathematics, Natural Sciences, Economic Sciences Management (EMS), Technology, social Sciences (History & Geography), Creative Arts (Visual Arts & Drama), Life Orientation

HOMEWORK

All learners are expected to complete homework, although the level and intensity of work required will be grade specific to each grade. Homework offers the learners the opportunity to develop independent study skills and affords the parents the opportunity to interact with their children and observe how they are progressing academically.

LEARNER SUPPORT

Support is mainly facilitated in the classroom, where different intervention strategies are implemented to assist your child if needed. Upon the issuing of a report, remedial is recommended, and your child is invited to attend remedial classes. These could either be Mathematics or English. It is imperative that your child attends these classes, as infrequent attendance will result in your child losing his/her place in the remedial class.

Often external remedial is recommended. The following service providers are situated in the vicinity of the school:



610 24th Ave, Villieria, Pretoria, 0186, South Africa

082 7015345

PRETORIA MOOT CENTRE

Address

246 Dunstan Road Queenswood, Pretoria, Gauteng 0084

Phone

+27 12 333 6778

COMMUNICATION

The D6 Communicator

The D6 Communicator is an electronic communication system that can be downloaded onto desktop computers, tablets and smartphones. It is available in Windows, Android, Apple and Blackberry format. It is free of charge to all parents and learners at Robert Hicks School and is an efficient way of delivering news, important alerts, homework, photos and other forms of notification. Please register by visiting the following website:

<http://www.school-communicator.com/downloads>

Homework Diary (Grade 4-7) / My School Friend (Grade 1-3)

The Dairy is a useful platform for quick communication between parents and teachers. As all homework is written into the diary, parents are expected to sign each day in acknowledgement that they have controlled their child's homework. Often a teacher will also write messages in the diary.

Please ensure that your contact details are up to date, as the homework diary is the fastest way to get contact information from.

Robert Hicks School Website

Please visit the RHS website. It contains a wealth of information you may need. Important email addresses can also be found here. The address is:

<http://www.roberthicks.co.za>

Parent / teacher meetings

Parents need to attend the meetings at the start of each term (Term 2 & 3) in order to collect reports and discuss the progress of their child. Please make every

effort to attend. Reports may NOT be handed out to any person who is not the parent / LEGAL guardian.

Should you have a concern about your child's progress, you may request individual meetings with the relevant educator.

Any worries and concerns should be voiced immediately. Do not hesitate to make an appointment with your child's register educator, who will aim to resolve any issues there may be. The Grade Leader, Head of Department, Deputy Principal and Principal are also available, but please aim to resolve any issues with the register educator first.

Notice boards

Relevant information is put on the notice boards. These can be found on the corner of Adcock Street and 12th Avenue, as well as on the corner of Jacobs Street and 11th Avenue.

BEHAVIOUR

At Robert Hicks School we want to ensure at all times that everyone is HAPPY and SAFE. The CODE of CONDUCT and SCHOOL RULES can be found in the homework diary, and also on the RHS school website. These need to be adhered to. Learners are expected to know and adhere to all school and classroom rules. Ignorance of these rules is NOT an acceptable excuse.

Learners are awarded merits and demerits, based on their conduct and performance and according to certain criteria, as set out in the school rules.

A record of merits and demerits, for each class in the school, is kept in a Class Observation File. These records are controlled by the register educator on a weekly basis. Detention letters are subsequently issued as per the DETENTION POLICY.

EXTRA-CURRICULAR ACTIVITIES

Robert Hicks School offers a variety of activities. These are available at no extra cost. Please encourage your child to participate in these activities. Participation in these activities offer a range of benefits, from social interaction to becoming a team player to fitness. It teaches a child more discipline and ,importantly, it keeps

them away from a television screen! Once a learner has committed him/herself to the activity, it is expected that they follow through for the duration of the term.

Summer Activities

Chess	Choir	Cricket
Drama	Mini-cricket	Swimming
Tennis	Hip-hop	Scripture Union

Winter Activities

Athletics	Chess	Choir
Drama	Mini-soccer	Hip-hop
Netball	Tennis	Soccer

Other

Hikes, nature outings and tours take place at various times throughout the year.

SCHOOL UNIFORM



BOYS WINTER UNIFORM



GIRLS SUMMER UNIFORM

All information pertaining to uniforms can be found in the CODE of CONDUCT as well as the school diary. Please mark all clothing clearly so that these items can be returned to their rightful owners.

The supplier of the ROBERT HICKS SCHOOL uniform is as follows:



TOTIUSDAL HANDELSHUIS

773 Codonia Ave, Waverley Pretoria

0123321380

ilze@handelshuis.co.za

STATIONERY

Stationery must be purchased by the parent. The stationery list is available on the school website.

Please mark all stationery clearly with the "known as name". It works better to have your child's name and surname written on a piece of paper and to stick it onto the item with cello tape.

PARKING: AFTERNOON/EVENING ACTIVITIES AT SCHOOL

No parking is available inside the premises to the school. However, during events hosted by the school, security guards are on duty on both 11th and 12th Avenue. Please do NOT park in front of the educator entrances! These are located on 11th Avenue, close to the corner of Adcock Street, as well as 12th Avenue, close to the corner of Adcock Street.

BANKING DETAILS

Robert Hicks School banking details:

ABSA

Account number: 1056 980 900

Branch code: 509 045

SCHOOL FEES (2018) = R10 214

- First payment of R1 000 – payable by 15 December 2017
- **OPTION A: Monthly instalments**

First payment (payable by 15 December 2017) R1 000

Balance R9 214

Paid as follows:

PAYMENT NO LATER THAN	PAYMENT	BALANCE
31 January 2018	R921,40	R8 292,60
28 February 2018	R921,40	R7 371,20
31 March 2018	R921,40	R6 449,80
30 April 2018	R921,40	R5 528,40
31 May 2018	R921,40	R4 607,00
30 June 2018	R921,40	R3 685,60

31 July 2018	R921,40	R2 764,20
31 August 2018	R921,40	R1 842,80
30 September 2018	R921,40	R921,40
31 October 2018	R921,40	R0

- **OPTION B: Payment in full by no later than 28 February 2018**

10% discount granted when school fees are settled in full by no later than 28 February 2018.

R10 214,00 – 10%: Discount = R9 192,60

First payment (payable by 15 December 2017) - R1 000,00

Balance to be paid in full by no later than 28 February 2018. **R8 192,00**

LOITERING

Learners are expected to go home immediately after school or after their extra-mural activities have been concluded. There is no educator supervision after 14:15 in the afternoons, so learners who wait for their transport, will be expected to wait on the pavilion at the 12th Avenue gate. Please enrol your child in the After Care Centre if you are unable to pick him/her up.

CIVVIES

Learners are allowed to wear civvies on their birthdays. If the birthday should fall in a weekend, they may wear civvies in the Friday or proceeding Monday. Parents of learners who are inappropriately dressed will be contacted to bring more suitable clothing. In order to prevent this, please refer to the dress code found in your child's diary.

COLLECTION OF LEARNERS AFTER ACTIVITIES

All children need to feel safe and secure. Parents who neglect to fetch their children on time, create uncertainty and fear in their children. Please make sure you collect your child at the stipulated time. Learners who are not collected within 30 minutes after an activity, will be considered to be abandoned and will be taken to the Moot Police Station for safe keeping. Please bear in mind that leaving your child unattended at school can by law be seen as neglect.

POLICIES

The following policies are available on the school website:

- LEARNER CODE OF CONDUCT
- SCHOOL RULES
- DETENTION POLICY
- ADMISSION POLICY
- LANGUAGE POLICY
- RELIGION POLICY
- SCHOOL HEALTH, SAFETY AND SECURITY POLICY
- EVACUATION PLAN
- DISCIPLINE POLICY
- DRESS CODE FOR CIVVIES DAYS
- CELL PHONE POLICY
- SUBSTANCE ABUSE POLICY
- HIV/AIDS POLICY

POLICIES (EDUCATOR RELATED)

These policies can be found in the Educator Policy file

- DUTIES AND RESPONSIBILITIES
- ORIENTATION OF NEW EDUCATORS
- EDUCATORS' CLASSROOM DISCIPLINE POLICY
- DEPARTMENTAL MEETINGS POLICY
- SUBJECT MEETINGS POLICY
- GRADE MEETING GUIDELINES
- KEY PRODEDURE POLICY
- LEARNER REFERRAL POLICY
- POLICY FOR THE RETRIEVAL OF LTSM
- POLICY FOR GENERAL MARKING OF LEARNERS' WORK
- MEDIA CENTRE POLICY
- PLAYGROUND DUTY POLICY
- SWIMMING POLICY
- TEA/GIFT FUND POLICY
- TOILET POLICY