



HENTIES BAY —PRIVATE SCHOOL—

Educating Young Minds

RULES & REGULATIONS

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1. ENROLMENT & ADMISSION PROCESS FOR GRADE RR – 9

- 1.1. Applicant writes an entry exam on 3 or more subjects (as per the School's discretion) at the school premises at a non-refundable fee of N\$400
- 1.2. The School interviews applicant & parents/guardians
- 1.3. The School reviews the Confidential Report from the student's previous school, if applicable
- 1.4. Applicant attends a 20-day trial-period at the school (as per the School's discretion)
- 1.5. The School gives written notification if application was successful or unsuccessful
- 1.6. Grade 1 applicants (that did not attend Grade R at Henties Bay Private School) will need to undergo a School Readiness Assessment by a qualified practitioner before applying

2. FEES

- 2.1. Annual Registration Fees are paid yearly by all enrolled students before the start of a new school year
- 2.2. School Fees are paid over 12 months (first payment on 1 January and last payment on 1 December)
- 2.3. Aside from Registration and school fees, school events like Valentine's day, Sports day, School concert, Spring day etc will have additional costs payable by all enrolled students
- 2.4. See REGISTRATION, SCHOOL & OTHER FEES document for all fees

3. FAMILY DISCOUNT (on SCHOOL FEES only)

Oldest Child:	Full Fee
2 nd Child:	25% discount
3 rd Child:	15% discount

4. FEES: HOMEWORK HEAVEN

Grade 1 - 12

Monday – Thursday	14h00 – 16h30	Day Rate: N\$ 50
Fridays	Closed	

5. SNOEPIE

- 5.1. Snoepie will be available daily during first break. In addition to the regular snoepie items, toasted sandwiches and pies will also be for sale.
- 5.2. The snoepie will have a speciality item every Friday. These are made to order and orders can be placed by the respective home-class teachers on/before every Thursday 13h00.

6. SCHOOL FEES & ANNUAL REGISTRATION FEES PRICE INCREASE

- 6.1. Fees for the next year will be made known during the month of September/October of the current year (see REGISTRATION, SCHOOL & OTHER FEES document)
- 6.2. Although the school will endeavour to keep fee increases to a minimum (5% - 10%), the school's Annual Registration Fees will be adjusted accordingly.

7. PAYMENT PROCEDURE: ANNUAL REGISTRATION FEES

- 7.1. A non-refundable Annual Registration Fee is payable yearly for all enrolled students
- 7.2. Registration Fees of new applicants are payable within 7 days of written notice of successful application
- 7.3. Re-registration Fees of current students are payable on/or before **30 October** to ensure placement for next year
- 7.4. Study material will only be ordered once Registration Fees are paid in full
- 7.5. Registration Fees for the following year will be made known during September/October of the current year.
- 7.6. Included in the Registration Fees are:
 - 7.6.1. Use of study guides: Grade 1 – 9
 - 7.6.2. Study material, art supplies, workbooks: Pre-Primary
 - 7.6.3. All study notes and summaries
 - 7.6.4. All photocopies (black & white and colour)
 - 7.6.5. All Exam papers, Test papers, Portfolio worksheets
 - 7.6.6. **All study guides, workbooks, copies, exams, tests and portfolio worksheets are the property of Henties Bay Private School and are to be handed in at the end of each school year**
 - 7.6.7. The school will charge the parent a 100% replacement fee should study guides not be returned in an acceptable condition at the end of each year

8. PAYMENT PROCEDURE: MONTHLY SCHOOL FEES

- 8.1. Monthly School Fees to be paid on or before **1st of every month**
- 8.2. Student will not be allowed entry to the school and will not be allowed to attend any extra-mural activities that are included in the monthly fees in the case of outstanding school fees
- 8.3. The school reserves the right to cancel a student's enrolment at any time without any notice period due to unpaid fees
- 8.4. Outstanding fees at the end of a term or year will result in the student receiving no report card and in the case of outstanding fees at the end of a year, the student will not be allowed to enrol for the following year

9. BANK DETAILS

Bank:	BANK WINDHOEK	
Acc Name:	Henties Bay Private School	
Acc Nr:	8014 920 303 (Cheque)	
Branch:	48-19-72-00 Windhoek	
E-mail:	hentiesbayprivateschool@gmail.com	PLESAE NOTE THE CORRECT REFERENCE!
Reference:	Student Name & Surname	

10. INSURANCE

- 10.1. The school does not accept liability for any personal insurance concerning a student. The school or the supervisor(s) will not be held responsible for any loss/damage to personal belongings during bus tours, excursions, etc.

11. COMMUNICATION

- 11.1. All school notices will be sent via a WhatsApp Group message to parents. Please e-mail (hentiesbayprivateschool@gmail.com) or WhatsApp (+264 81 712 6605) us should you require any additional information.
- 11.2. Requests for meetings can be sent via e-mail to hentiesbayprivateschool@gmail.com.
- 11.3. Feel free to visit, like and share our Facebook page as often as you like:
<https://www.facebook.com/hentiesbayprivateschool/>

12. CANCELLATION OF ENROLMENT / EXPULSION / DETENTION

- 12.1. Written cancellation must be received by the school one (1) months in advance if a parent/guardian wishes to cancel his/her child's enrolment. Please note that a cancellation fee will be charged regardless of written cancellation.
- 12.2. Notice must be given in October as November does not serve as a notice month. School Fees for December will still be payable in full.
- 12.3. Parent/Guardian are liable for the amount equal to one (1) months' school fees in the event of cancellation without the proper notice period.
- 12.4. Parents/Guardians are liable for a cancellation fee upon cancellation of enrolment.
- 12.5. The school reserves the right to cancel the enrolment of a student at any time due to unpaid/outstanding fees
- 12.6. Please see 17 and 18 below for disciplinary regulations and parental behaviour:

13. STUDENT ABSENTEEISM

- 13.1. In the event of a student being ill, the school must be notified on the office phone (+264 81 712 6605)
- 13.2. Should a student be absent on a Friday or a Monday, a doctor's letter will be required.
- 13.3. Any other student absences must be applied for (Student Leave of Absence Request form) at least 3 days in advance.
- 13.4. Any work missed by the student will be placed in a file on the reception desk. The student or the student's parent/guardian will be responsible to physically collect and sign for this file as well as to collect any other study material needed.
- 13.5. If a student requires additional guidance on how to complete the missed lessons with the subject teacher, parents are welcome to inquire when that teacher will be on afternoon duty in order to assist the student.

14. DISCIPLINARY REGULATIONS

- 14.1. Parents/Guardians will be informed via e-mail of each disciplinary action taken:

14.1.1. WRITTEN NOTE

- 14.1.1.1. Non-submission of homework
- 14.1.1.2. Non-submission of projects/task
- 14.1.1.3. Workbooks forgotten at home
- 14.1.1.4. Improper attire & grooming

14.1.2. **FRIDAY DETENTION (13h00 – 16h30)**

- 14.1.2.1. 3 Written notes (when a student receives his/her third Written Note, a detention session will be booked for the first available Friday as noted on the Teacher's calendar)
- 14.1.2.2. Disruptive & disrespectful behaviour
- 14.1.2.3. Act of dishonesty
- 14.1.2.4. Littering

14.1.3. **TEMPORARY EXPULSION OF A STUDENT (1 – 14 DAYS)**

- 14.1.3.1. Non-attendance without a doctor's note and or leaving the school without permission
- 14.1.3.2. Open defiance and rudeness
- 14.1.3.3. Smoking on school premises
- 14.1.3.4. Carrying a cellphone

14.1.4. **IMMEDIATE AND PERMANENT EXPULSION OF STUDENT**

- 14.1.4.1. Vandalism/Damage related offences on or off school property
- 14.1.4.2. Gangsterism (extortion, intimidation, threatening and bullying behaviour)
- 14.1.4.3. Cheating in tests/examinations
- 14.1.4.4. Assault, fighting and/or bullying on or off school property
- 14.1.4.5. Theft and shoplifting on or off school property
- 14.1.4.6. Using/selling of any alcohol, tobacco products or drugs
- 14.1.4.7. Bringing inappropriate items to school (blade weapons, guns, pellet guns, sex toys)

15. **PARENTAL BEHAVIOUR**

15.1. The school reserves the right to cancel a student's enrolment with immediate effect in the event of parental misbehaviour. We expect the following:

- 15.1.1. That adults set a good example to children always, showing them how to get along with all members of the school and the wider community
- 15.1.2. That no members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises
- 15.1.3. Physical attacks and threatening behaviour, abusive or insulting language (verbal or written), to staff, parents and guardians, children and other users of the school premises will not be tolerated

16. **SCHOOL RULES**

- 16.1. Students are to arrive in the proper uniform and grooming. Non-compliance of uniform and grooming policy will result in disciplinary action. It is expected of students older than 10 years of age to wear deodorant daily.
- 16.2. While in class or at school, students are expected to strictly refrain from:
 - 16.2.1. Making jokes
 - 16.2.2. Excessive noise/laughing

- 16.2.3. Pulling pranks on peers or teachers
- 16.2.4. Negotiation of rules as set out by school
- 16.2.5. Students are to stand up from their seats and formally greet any teacher, parent or adult they encounter at the school
- 16.3. Students are expected to treat their peers & teachers with the utmost of respect during and after school hours
- 16.4. No student can bring a cellphone onto the premises of the school. Any cellphone found on the school premises will be confiscated for the remainder of the year. Confiscated cellphones will be clearly marked with the owner's details and stored in a lockable safe on the premises.
- 16.5. No student can leave the premises of the school without supervision and/or permission from the school
- 16.6. Any student caught, handling, buying, selling or using illegal drugs, alcohol or tobacco products will be permanently expelled with immediate effect
- 16.7. Students enrolled at the school are not permitted inside a pub/bar
- 16.8. No bullying, hazing, physical assault or verbal/physical threats towards other students, teachers or parents will be allowed
- 16.9. Students will be permanently expelled should they engage in any criminal activity (vandalism, damage to property, theft, shoplifting)
- 16.10. Students are prohibited from using profanity, vulgar language or obscene gestures whatever the circumstances
- 16.11. Students are not allowed to throw dangerous objects than can cause bodily injury or damage property
- 16.12. Students are strictly prohibited from any form of "play-fighting"
- 16.13. The chewing of gum is not permitted when in school uniform or at school functions
- 16.14. The school reserves the right to administer random drug tests on students for Cocaine, Tik, Ecstasy, Heroin and/or Dagga.
- 16.15. Parents are to collect students in the Preschool grades from inside the classroom. Under no circumstances will these students be allowed to leave the premises unless accompanied by a parent/guardian or an adult appointed by the parent/guardian.

17. GROOMING

- 17.1. Be neat and tidy always
- 17.2. Wear deodorant daily (10 years and older)
- 17.3. Short, clean nails
- 17.4. No nail polish allowed
- 17.5. Nails may not extend past fingertips
- 17.6. No acrylic nails allowed
- 17.7. No make-up other than base (girls)
- 17.8. Tie up long hair with navy, blue or coral orange accessories (girls)
- 17.9. Neat, short haircut that does not touch collar or obstruct eyes (boys)
- 17.10. No hair may hang in front of the eyes
- 17.11. No exotic hairstyles or dyed hair
- 17.12. No jewellery except for one pair of studs (small) or sleeper (small hoops) earrings (1 cm) (girls) and a wristwatch (blue, black, white, grey, silver, gold colours only)
- 17.13. No visible tattoos or piercings
- 17.14. No beards or moustaches allowed (boys)

18. UNIFORM

- 18.1. Please fill out a UNIFORM ORDER form for school and sportswear
- 18.2. **Full payment to accompany the form. The school will not accept any uniform orders unless full payment or proof of payment accompanies the order form.**
- 18.3. Items not ordered at the school, will be available from all major retailers (Woolworths, Ackermans, etc)

19. VISION AND MISSION

The vision of the school is to:

- ✓ To equip our students with the proper tools to uphold a high-quality level of education
- ✓ To develop the emotional intelligence of our students to ensure well-balanced, respected and open-minded children
- ✓ To ensure our students are well-mannered and respectful adolescents

The mission of the school will be to:

- ✓ Ensure high knowledge and high skills in our students by implementing the CAPS syllabus
- ✓ Make extra-mural activities available to our students to help develop their social interaction & development
- ✓ Employing teachers and tutors who is committed to providing only a high level of education to our students

20. STATIONERY LISTS

1. Please take note of the specifications of the COMPULSORY ITEMS
2. Each student must buy the Homework Diary from the school – it will be the only Homework Diaries allowed. Please order from reception.
3. **It is the sole responsibility of the parent to check your child's pencil case daily for the ESSENTIAL ITEMS and to replenish items as needed**
4. Should a child fail to have one/more of the ESSENTIAL ITEMS at school, the school will provide the missing item/s and invoice the parent accordingly as below:
 - a. Pencil N\$ 15
 - b. Pen N\$ 15
 - c. Eraser N\$ 10
 - d. Ruler N\$ 10
 - e. Glue 22g N\$ 40
5. The school will not take responsibility for lost/broken stationery items. Please educate your child on the value and how to take care of the stationery items.
6. Ensure your child has a proper, sturdy bookcase
7. Cover all study guides with self-adhesive plastic ("kleefplastiek")
8. Cover all workbooks with the cover pages provided and self-adhesive plastic ("kleefplastiek")
9. **MARK ALL ITEMS CLEARLY**
10. Our local bookshop in town, The 3R Bookshop, usually stocks all the items below

PRE-SCHOOL

COMPULSORY ITEMS

2	A4 192pg Manuscript feint ruled (hardcover)
4	A4 80 gsm printing paper 500 sheets
1	A4 Project board (brights) pack of 50 (160 gsm)
4	Pritt stick 22g
1	A4 Pocket File 30 page
1	Play dough (4 colours)
1	Watercolour set
750 ml	Sunlight Liquid
750 ml	Handy Andy
9	Toilet paper rolls
1	Box of tissues

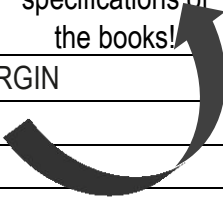
ESSENTIAL ITEMS (any brand) for PENCIL CASE – replenish as needed throughout the year

Set of 12	Retractable crayons
Set of 12	Fibre tip pen markers (koki's)
Set of 12	Wax crayons 8mm
1	Student scissors

GRADE 1 - 3

COMPULSORY ITEMS

Make sure of the specifications of the books!



6	Grade 1: A4 College Exercise Books FEINT AND MARGIN
6	Grade 2: A4 College Exercise Books 25mm lines
6	Grade 3: A4 College Exercise Books 25mm lines
1	Homework Diary - buy from RECEPTION
4	A4 80 gsm printing paper 500 sheets
2	A4 Exam Pad (punched)
1	A4 Project board (brights) pack of 50 (160 gsm)
1	A4 Pocket File 30 page
1	Mini Eng-Afr / Afr-Eng Dictionary (replace only if student does not have the item)
1	Abacus (replace only if student does not have the item)
4	Whiteboard Markers (any colour)
1	Play dough (4 colours)
1	Watercolour set
750 ml	Sunlight Liquid
750 ml	Handy Andy
9	Toilet paper rolls
1	Box of tissues

ESSENTIAL ITEMS (any brand) for PENCIL CASE – replenish as needed throughout the year

Set of 12	Retractable crayons
Set of 12	Fibre tip pen markers (koki's)
Set of 12	Colouring pencils
2	HB Pencils
1	Ruler
1	Eraser
1	Pencil sharpener
1	Student scissors
1	Pritt stick 22g

GRADE 4 - 6

COMPULSORY ITEMS

14	A4 College Exercise Books 25mm lines
2	A4 Nature Study Exercise Books
6	A4 Exam Pad (punched)
1	Homework Diary - buy from RECEPTION
4	A4 80 gsm printing paper 500 sheets
1	A4 Project board (brights) pack of 50 (160 gsm)
1	A4 Pocket File 30 page
1	Mini Eng-Afr / Afr-Eng Dictionary (replace only if student does not have the item)
1	Oxford School Dictionary (replace only if student does not have the item)
1	School Atlas (South Africa & Namibia) (replace only if student does not have the item)
2	Jovi Air Drying Modelling Clay (white or terracotta) 500g
4	Whiteboard Markers (any colour)
1	Watercolour set
750 ml	Sunlight Liquid
750 ml	Handy Andy
9	Toilet paper rolls

ESSENTIAL ITEMS (any brand) for PENCIL CASE – replenish as needed throughout the year

Set of 12	Retractable crayons
Set of 12	Colouring pencils
Optional	Highlighters, Coloured Pens (for note taking & summaries)
2	HB Pencils
2	Blue Pens
1	Ruler
1	Eraser
1	Pencil sharpener
1	Student scissors
1	Pritt stick 22g

GRADE 7 - 9

COMPULSORY ITEMS

18	A4 College Exercise Books 25mm lines
2	A4 Nature Study Exercise Books
1	A4 Graph (Maths) Exercise Books
6	A4 Exam Pad (punched)
1	Homework Diary - buy from RECEPTION
4	A4 80 gsm Rotatrim paper 500 sheets
1	A4 Project board (brights) pack of 50
1	A4 Pocket File 30 page
1	Scientific calculator (replace only if student does not have the item)
1	Geometry set (replace only if student does not have the item)
1	Mini Eng-Afr / Afr-Eng Dictionary (replace only if student does not have the item)
1	Oxford School Dictionary (replace only if student does not have the item)
1	School Atlas (South Africa & Namibia) (replace only if student does not have the item)
4	Whiteboard Markers (any colour)
1	Watercolour set
2	Jovi Air Drying Modelling Clay (white or terracotta) 500g
750 ml	Sunlight Liquid
750 ml	Handy Andy
9	Toilet paper rolls

ESSENTIAL ITEMS (any brand) for PENCIL CASE – replenish as needed throughout the year

Set of 12	Retractable crayons
Set of 12	Colouring pencils
Optional	Highlighters, Coloured Pens (for note taking & summaries)
2	HB Pencils
2	Blue Pens
1	Ruler
1	Eraser
1	Pencil sharpener
1	Student scissors
1	Pritt stick 22g

Additional items might be required for the subject “Creative Arts” (Grade 7 – 9).