

# El Maríne Primary



## Prospectus



**Tel:** 021-853 7943

**Cell:** 082 073 6517

**Principal:** Elna Wise 082 895 7326

**Directors:** Elna Wise 082 895 7326

Mariana Furter 079 891 5418

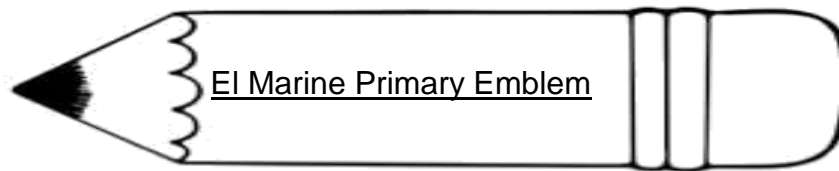
**Email:** [info@elmarineprimary.co.za](mailto:info@elmarineprimary.co.za)

**Website:** [www.elmarineprimary.co.za](http://www.elmarineprimary.co.za)

**Address:** 142 Brand Street

Strand

7140



Our school name is of Spanish origin and it means The Sea.

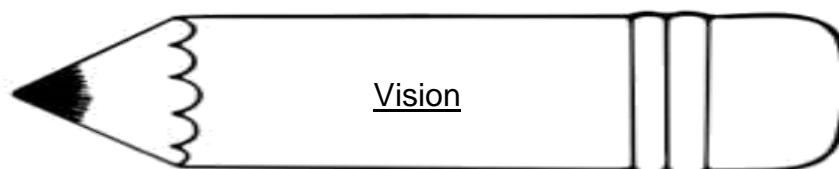


**About the logo:**

The shell represents the fishing industry of our area and indicates strength courage and endurance. The blue indicates safety and the shell is the protection of the pearl that represents what we aspire our learners to become.

**Our slogan:**

***With Diligence Comes Excellence***



***Maximum Opportunity Through Optimal Education.***

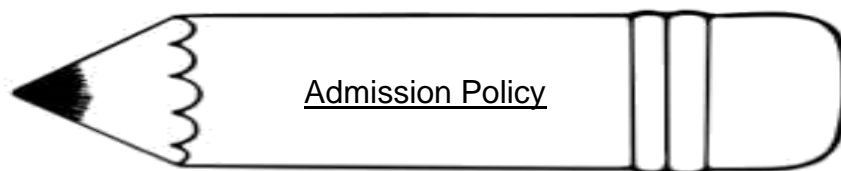
By this vision we mean that each child should have every opportunity to reach his/her full potential through outstanding education.



Our mission is to provide children of all ethnic groups with educational, spiritual, environmental and social opportunities in a safe, educational, homely, Christian environment, which will enable them to develop independence, self confidence, a love for learning and an awareness of the great gifts God has given them.

**We will do this by:**

1. appointing staff with both the right heart and the appropriate qualifications.
2. attracting parents who appreciate and identify the right values and are able to pay the school fees diligently each month.
3. adhering at all times to the academic, caring and spiritual standards of excellence that characterizes our school.
4. supporting parents and teachers to solve problems directly and immediately.
5. encouraging open and honest communication.

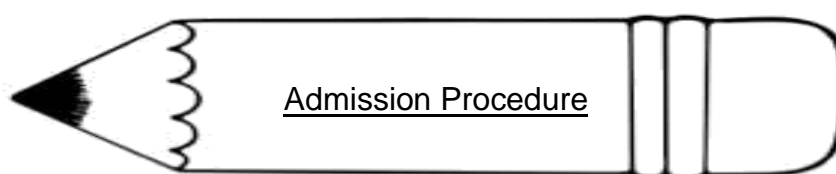


El Marine Primary is registered with the Western Cape Education Department (WCED) as an independent school. We comply with the requirements of the National Curriculum (CAPS). The WCED's policy of Education will therefore be followed.

1. El Marine Primary is a single-medium school and instruction will take place in English.
2. Afrikaans is a compulsory first additional language.
3. Learners from the areas of Strand and Gordon's Bay will have preference at the school.
4. Clients with a poor payment record at previous schools will not be considered for admission.
5. We expect that parents meet their financial obligations towards the school.

We are not subsidized by the government so we have to meet all our own obligations. **Payments are required to be made on the 1<sup>st</sup> of every month.**

6. Learners will be required to adhere to the school's code of conduct at all times. The right of admission is reserved and the necessary steps will be followed when learners are in breach of the code of conduct (see the Code of Conduct for more details).
7. The school, as the most fundamental entity will be of a Christian character whereby all instruction and education will take place. Bible Education will be a part of the daily program. It will however be the parent's prerogative whether your child should be exposed to it or not.



1. **Before the start of the year enrolments:** The enrolment forms (pages 12 & 13 of this prospectus) must be completed and handed in or emailed before the **end of August.**

**During the year enrolments:** The enrolment forms (pages 12 & 13 of this prospectus) must be completed and handed in or emailed by a date that will be communicated by the office.

2. The following documents must be attached to the enrolment forms:

**2.1 Copy of Birth Certificate**

**2.2 Transfer Documents from previous school where applicable.**

**2.3 Most recent Academic Report**

**2.4 Clinic Card**

**2.5 Proof of address**

**2.6 Foreign Learner Enrolments also need the following documents and will not be accepted without:**

**2.6.1 Copy of Learner's Passport and Valid Study Visa**

**2.6.2 Copies of Parent Passports and Visas**

**2.6.3 Copies of Parent Asylum/Refugee Permits**

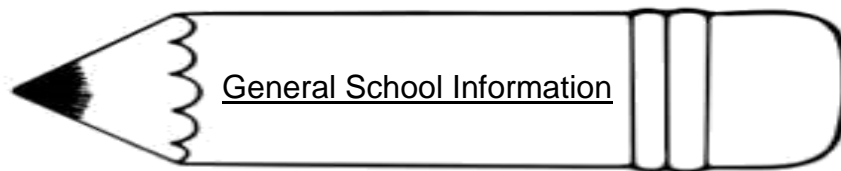
**2.6.4 Copy of Learner's Valid Asylum/Refugee Permit**

**2.6.5 Asylum Seekers and Refugees - They need to submit their**

**Formal Recognition of Refugee/Asylum Status as students may only attend school within the dates issued on the document.**

(New immigration regulations were implemented in 2014 and this drastically increased the responsibility on learning institutions to ensure that all foreign students have the necessary documentation.)

3. An invitation with a date will be sent to parents where an assessment with the prospective pupil will be conducted.
4. Parents will be invited to an interview where more information will be given and questions and concerns will be responded to. All applicants will be notified of the schools decision regarding acceptance.
5. Admission will be secured on the payment of the Registration fee (R3900) on or before the 1<sup>st</sup> of November (Start of the year admissions) or a date that will be communicated by the office (Includes R3400 for January fees).
6. Should a parent cancel the admission before the end of the year, the January fee portion will be refunded. No registration fees will, however, be refunded.



**Fees are as follows:**

**Grade R:**

**Registration Fee:** R2 900 (R2 400 includes the fees for the first month)

**Monthly tuition fee:** R2 400 per month – January to November and  
December R1 000

(Full day until 17:00 R3 000 per month)

**Grade 1-7:**

**Registration fee:** R3 900 (R3 400 includes the fees of the first month).

**Monthly tuition fee:** - R3 400 per month - January to November and  
December R1 000

***(accounts will be sent out monthly)***

**Aftercare fees:** R1 020 per month - January to November. From after school until 18:00.

**Half day aftercare fees:** (homework class and lunch included): R500 per month. From after school until 15:00.

Fees increase every year in March with no more than 14%.

A discount of R50 is applicable if fees are paid before the 1<sup>st</sup> (per EFT ONLY).

**Banking details**

**EL MARÍNE JUNIOR PRIMARY SCHOOL**

**Absa Bank Strand Branch Code: 632 005**

**Account number: 408 231 8550**

**Reference: Learner's name and surname**

**Procedure for accounts in arrears:**

El Maríne Primary reserves the right to take legal action against parents who do not pay their bills on time. Interest will be charged on outstanding fees at a rate of 10% per month.

If accounts are in arrears and no acceptable arrangements have been made with the financial department, the case will be handed to lawyers who will then deal with the collection of the funds. **In such cases we reserve the right to terminate our services which implies that your child will have to stay at home until the account has been settled in full.**

**We reserve the right to refuse access to your child in case of non payment by the 1st of each month and you will still be liable for any outstanding fees.**

**Termly academic reports will not be given out should your account be in arrears.**

All school fees have to be up to date by the end of November to ensure acceptance for the following year. After this date debtors will automatically, without warning, be transferred to the lawyers.

**Leaving the school:**

One month's written notice have to be presented if your child intends leaving school. A transfer document will be issued on the last day the child attends school. Be sure to take it on leaving. All outstanding fees have to be settled and all books, study material and library books have to be returned before this document will be issued.

### **School Operating Times**

El Marine Primary opens at **07:00** every morning. Under no circumstances may a child be dropped off before there is supervision from one of the staff members.

We strongly encourage parents to **drop your children off at least 5-10 minutes before 07:30** as learners need time to put down their bags, go to the bathroom and line up before the bell rings. **Tardiness will not be tolerated.**

1. School times are **strictly** from: Gr. R : **Mon - Fri 07:45 - 13:00**  
Gr. 1 & Gr. 2: **Mon - Thu 7:45 - 13:30**  
Gr.3 : **Mon - Thu 7:45 - 14:15**  
Gr.4 - 7 : **Mon - Thu 07 :30 - 14 :15**  
Gr. 1-3 : **Fri 7:45 - 13:00**  
Gr. 4-7: **Fri 07:30 - 12:30**  
Aftercare: Mon – Fri until 18:00
2. After school: Should your child be at school for longer than 15 minutes after their school day ended, you are **obligated** to enrol them in the **homework class.**

### **Appointments with the Principal and Teachers**

We have an open door policy by appointment for any problem, difficulty, suggestions or motivation that you as parents may have. **Under no circumstances may any parent reprimand or correct a teacher at her class.** Appointments must be made and a meeting will be held with the relevant teacher in the office.

### **General School Rules** (As stated in the Code of Conduct):

1. All learners are to arrive at El Marine Primary before the starting time.
2. If a learner is going to be absent, the parent or guardian must notify the school via a phone call or text message.

3. Should a learner be absent from school for a period of three days or longer, a doctors letter must be handed in.
4. Any absence from a formal assesement must be supported by a doctors letter.
5. Learners may not bring cell phones, tablets, large sums of money or other valuables to school.
6. Any act of cheating in class work, homework or formal assesements is prohibited.
7. Tasks that has to be completed at home must be handed in on time.
8. Homework must be completed every day.

### **Disciplinary Procedures**

The grade of the offence will determine the procedure to be followed. (More details in the Code of Conduct):

1. Grade 1 offences: A verbal warning followed by a final verbal warning, after which the learner will receive a written warning and notification of poor behaviour to parents. After 3 written warnings the learner will receive detention.
2. Grade 2 offences: A written warning and notification of poor behaviour will immediately be sent to parents without verbal warnings. After 3 written warnings the learner will receive detention.
3. Grade 3 offences: Immediate detention will be given to the learner. After 3 times in detention, a learner's parents will be called for a disciplinary hearing.
4. Grade 4 offences: A learner will immediately get a disciplinary hearing with his/her parents and the Disciplinary Board. Some of these offences may also get reported to the South African Police Service for further investigation.

### **Uniforms**

Our school uniform forms a part of our image as a school and it is one we strive to be proud of at all times. The school/sport uniform must be strictly adhered to at all times and is listed below.



## School Uniform:

Gender	Summer (first and fourth term)	Winter (second and third term)	Accessories
<b>Girls (Gr1-3 School uniform)</b>  <b>Girls (Gr4-7) Sports Uniform</b>	<u>Available to buy only at school:</u> - Golf Shirt - Navy skort  <u>Buy from anywhere:</u> -Short grey socks -Black tackies (as plain as possible)	<u>Available to buy only at school:</u> -Tracksuit top (jacket) -Long sleeved golf shirt -Tracksuit pants  <u>Buy from anywhere:</u> -Grey socks -Black tackies (as plain as possible) to wear with Tracksuit pants	<u>Hair:</u> -Only <b>navy or black</b> elastics in hair. -Navy hair clips. -Natural hair colour only (no dye). -Fringes may not touch eye brows(± 2cm above eye brows) -Hair must be tied back if hanging on the shoulders.  <u>Jewellery:</u> -Must be limited to <b>1 small round</b> gold/silver stud in each ear. -Medical bands/necklaces.  <u>Nails:</u> -No nail polish. -Keep short and clean.  <u>Make-up:</u> -No make-up or permanent make-up allowed
<b>Girls (Gr4-7) Formal Uniform</b>	<u>Available to buy only at school:</u> -Dress  <u>Buy from anywhere:</u> -Short White socks -School shoes -Black skipants (must not be visible under dress)	<u>Available to buy only at school:</u> - Golf Shirt -Tracksuit top (jacket)  <u>Buy from anywhere:</u> - Grey Trousers, grey socks and Black School shoes -Navy jersey - <b>Navy</b> scarf, beanies, gloves etc.	<u>Nails:</u> -No nail polish. -Keep short and clean.  <u>Make-up:</u> -No make-up or permanent make-up allowed
<b>Boys (Gr1-3 School uniform)</b>  <b>Boys (Gr4-7) Sports Uniform</b>	<u>Available to buy only at school:</u> -Golf shirt -Navy Shorts  <u>Buy from anywhere:</u> -Short Grey socks -Black tackies (as plain as possible)	<u>Available to buy only at school:</u> -Tracksuit top (jacket) -Long sleeved golf shirt -Track suit pants  <u>Buy from anywhere:</u> -Grey socks -Black tackies (as plain as possible) to wear with Tracksuit pants	<u>Hair:</u> -Keep short. -Fringes may not be longer than ±3cm. -No steps may be cut. -No signs or symbols may be shaved onto the head. -Natural hair colour only (no dye) -No hair gel  <u>Jewellery:</u> -No jewellery except for medical reasons.
<b>Boys (Gr4-7) Formal Uniform</b>	<u>Available to buy only at school:</u> -Red Golf Shirt  <u>Buy from anywhere:</u> -Short Grey School Pants -Short Grey socks -School shoes	<u>Available to buy only at school:</u> -Red Golf Shirt -Tracksuit top (jacket)  <u>Buy from anywhere:</u> - Grey Trousers, grey socks and Black School shoes -Navy jersey -Navy scarf, beanies, gloves etc.	<u>Nails:</u> -No nail polish. -Keep short and clean.

All articles not sold at school can be purchased at Pep Stores, Woolworths and

Ackermans.

**Casual Clothes:**

Please pay attention that learners are not allowed to wear beachwear, tight fitting clothes, clothes that are see-through, too revealing and/or too short.

**Sport Uniform:**

The following lists the clothes that your child should pack in on the days that he/she participates in sport.(Gr 4-7) Learners will be given time after school to change into these clothes. Gr1-3 comes to school everyday already dressed for sports.

<b>Gender</b>	<b>Summer (first and fourth term)</b>	<b>Winter (second and third term)</b>
<b>Girls (Gr1-3)</b>	<b>-Stay in school uniform</b>	<b>-Stay in school uniform</b>
<b>Girls (Gr4-7)</b>	<b>-Change into sport uniform after school</b>	<b>-Change into sport uniform after school</b>
<b>Boys (Gr1-3)</b>	<b>-Stay in school uniform</b>	<b>-Stay in school uniform</b>
<b>Boys (Gr4-7)</b>	<b>-Change into sport uniform after school</b>	<b>-Change into sport uniform after school</b>

**Sport Rules:**

1. Under no circumstances may learners wear casual clothes during our sports period. They stay in their school uniform.
2. Learners who participate in Netball must wear tackies and will not be allowed to play barefoot.
3. If a learner is sick, a letter must be written and signed by a parent or guardian to excuse their child from sport practice or matches.
4. Once a learner has chosen what sport they would like to participate in for the year, they will not be allowed to change.

**Extra-Curricular Program:**

At El Marine Primary we offer a range of compulsory extra-curricular activities. Learners get the opportunity to choose the activities that they will participate in for the rest of the year.

### **Extra-Curricular Descriptions:**

- **Netball:**

Netball is a ball sport played by two teams of seven players. Games are played on a rectangular court with raised goal rings at each end. The object is to score goals from within a defined area, by throwing a ball into a ring attached to a post. Players are assigned specific positions, which define their roles within the team and restrict their movement to certain areas of the court. During general play, a player with the ball can hold onto it for only three seconds before shooting for a goal or passing to another player. The winning team is the one that scores the most goals. The girls who participate in netball need to bring their own netball ball at the start of the year.

There will be a minimum of 14 players and maximum of 16 players. Should the teams not be complete, the coach will choose players from other activities and a letter will be sent out regarding this.

The netball teams will play matches against other schools during the year.

- **Soccer:**

Soccer is considered to be the world's most popular sport. In soccer, there are two teams of eleven players. Soccer is played on a large grass field with a goal at each end. The object of the game is to get the soccer ball into the opposing team's goal. The key to soccer is that, with the exception of the goalie, players cannot touch the ball with their hands, they can only kick, knee, or head the ball to advance it or score a goal.

There will be a maximum of 18 players allowed in a team. We will participate in matches against other private schools throughout the year.

- **Mini Cricket**

Mini Cricket is aimed at young players. The pitch is circular, and there is a wicket. The bowler and batsmen are either end of the wicket. There are three stumps at either end and also a crease which is a line. There are 2 teams of six players. The maximum learners allowed will be 15 players. We will participate in matches against other private schools throughout the year.

## El Marine Primary Enrolment Form

Date of Application: \_\_\_\_\_

For Office Use

Registration Fee

**INFORMATION OF CHILD**

Surname: \_\_\_\_\_

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Home Language: \_\_\_\_\_ Gender: \_\_\_\_\_

Doctor: \_\_\_\_\_ Tel: \_\_\_\_\_

Medical Aid: \_\_\_\_\_ Nr. \_\_\_\_\_ Main Member: \_\_\_\_\_

Allergies/Chronic diseases \_\_\_\_\_

Previous School Attended: \_\_\_\_\_ Phone no: \_\_\_\_\_

Services required at El Marine: Grade \_\_\_\_\_

Aftercare: Yes / No

Where did you hear about us? \_\_\_\_\_

**Parents Information** (Please write in capitals)

	Father	Mother
Surname		
Name		
I.D.nr		
Employer		
Occupation		
Home Address		
Postal Address		
Account to?		
Tel. Work		
Tel. Home		
Cell. Nr.		
Email Address		

If school fees are not paid by the 7<sup>th</sup> of every month your child must stay home and his/her place will not be secure. Parent's Signature \_\_\_\_\_

Next of Kin - Please indicate the relationship to your child: (Grandfather, Grandmother, Aunt, Uncle, Friend..)

\_\_\_\_\_  
Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

NB: Please attach all relevant documentation to the enrolment form!

INDEMNITY FORM

- Although every necessary precaution will be taken to prevent accidents, neither El Maríne Primary School, nor the facilitators, or employees of the school, any agents or other persons associated with the school will be held responsible for any claims to a child arising from an accident which may occur whilst the children are on the premises or at any outing by or on behalf of the school or any of the said persons. This indemnity shall in addition be deemed operative as against any third person suffering damage consequent upon such injury, damage or death.
- My child may participate in educational excursions, with my knowledge, and may be transported by school staff to and from these excursions.
- He/she may be transported in another vehicle in case of emergency to the nearest doctor/hospital.

I hereby understand and acknowledge acceptance of the El Maríne rules and indemnity form.

I/we hereby accept the above-mentioned conditions and rules and consider myself /us bound towards El Maríne Primary School.

Signed at .....on the.....day of.....20.....

*Signature* .....

PARENT/S NAME IN CAPITALS .....