

Prospectus



*Collegiate
Junior School
for Girls*

*Facta non verba
Deeds not words*

Welcome to Collegiate Junior. Founded in 1874, the school has been built on the foundations of traditions spanning over more than 144 years. We hope your association with our school will be a long and happy one. Our main aim is to provide your daughter with a balanced and worthwhile education in a friendly, caring and disciplined environment. We acknowledge that this can only be done in partnership with parents. May we work together successfully, thereby enabling your daughter to make the most of all the opportunities available at Collegiate Junior. We trust that your daughter will enjoy her years at our school. The school's motto is, *Facta Non Verba* ~ deeds not words.

AT COLLEGIATE JUNIOR YOU WILL FIND ...

- High academic standards and a child-centered approach
- Education based on sound values
- Creative and passionate educators
- Progressive teaching methods that aim to embrace the digital/technological era
- Acknowledgement of pupils' achievements
- Promotion of confidence, adaptability and respect for others
- Academic Support and Intervention Grades 1 - 7
- Regular stage presentations which develop confidence, life skills, self-esteem and team building
- A wide variety of extra-mural activities, sport, cultural, arts and crafts and community service
- Modern sporting facilities (astroturf, 25m training pool, tennis & netball courts, squash court, waterpolo pool)
- Opportunities to work together co-operatively, learn teamwork and self-discipline
- Dedicated, caring, enthusiastic and experienced staff
- Specialist educators and learnership students
- A vibrant and involved parent body
- A well-stocked library with excellent resources
- A well-equipped computer laboratory
- An outstanding music department
- Class Music for all classes and individual music lessons for selected pupils from Grade 3 - 7
- Junior and Senior Choir; Concert Band, Jazz Band and String Ensemble
- Secure playgrounds in beautiful surroundings
- After school care facilities for Grades 00 – 7 (time frames 12:30 – 17:15)
There is an additional fee for this facility
- Pre-Primary to Grade 7 on the same campus, adjacent to the High School
- A hostel that caters for weekly boarders Grades 1 – 7, conveniently located across the road from the school. A maximum of twenty two girls can be accommodated. More information available on request. The hostel is located at 12 Rochelle Road.

COLLEGIATE NURTURES HAPPY AND PROGRESSIVE CHILDREN

Vision: Empowering our girls to be happy and progressive in an ever-changing world.

Mission: We aspire to provide a rich variety of learning experiences in a **caring** and **secure child-centred** environment. We aim to develop **confidence, creativity, critical thinking, adaptability and resilience** to enable the girls to reach their **full potential**. We seek to work together to educate the **whole child** so that learning is **enjoyable**, success is **celebrated** and children feel **valued**.

The four pillars of support to nurture along the way:

- Academic (intellectually)
- Sport (physically)
- Cultural (art, music, drama, dance and community awareness)
- Wellness (spiritually, socially and emotionally)

Our vision is underpinned by six core values namely citizenship, responsibility, fairness, caring, trustworthiness and respect as character counts!

FOUNDATION PHASE GRADE 00 / PRE-PRIMARY

Collegiate Junior School for Girls has six Pre-Primary classes housed in their own area of the school, on the Collegiate Campus. Our policy is to accommodate no more than 25 pupils in a class, allowing the six qualified Foundation Phase teachers to create a happy, secure learning environment, offering individual attention to our girls.

UNIFORM

All Pre-Primary pupils wear a Collegiate 'play uniform' especially created for comfort and easy movement of the young child. All items and school requirements are obtainable from the school shop, Wendyware, situated in the school building.

DAILY PROGRAMME

The school morning starts at 07:45 every day. Grade 7 portfolio leaders and a duty teacher do gate duty during the early mornings to welcome and see to the pupils' safety.

Morning ring starts with greetings, news, songs, weather and theme discussions. Ring time includes thinking skills, problem solving, sound games (phonics), creative thinking, descriptive language and vocabulary enrichment.

- ✓ Creative activities grant the pupils an opportunity to explore and practise different skills through a varied daily programme which includes painting, drawing, cutting and sticking, collage and construction, printing and sewing.
- ✓ Educational games develop perceptual skills and are played in small groups daily. All learners are exposed to co-operative learning skills in the classroom situation.
- ✓ Music and movement rings complete a varied morning timetable for all our Pre-Primary pupils.
- ✓ Each day ends with quiet play and a story time before the pupils depart at 12:30.
- ✓ The Grade R classes have an integrated movement programme and are exposed to Neuronet, class music and computers.

Grade 00s are exposed to CoreJnr and class music. The daily programme allows the learner time to play out her energies, fantasies, fears and to strengthen her body. Furthermore, they learn the important life skill of socializing and sharing with their peers at school by exposing them to a host of different activities.

PROGRESS REPORTS

Progress Reports – A report will be handed out each term for the Grade R pupils. Reports for Grade 00 will only be handed out in the first, second and fourth term. Personal interviews between parents and teachers are encouraged, at convenient times, throughout the year.

ADMISSION TO GRADE ONE

Admission to Grade 1 is automatic. The School Governing Body does, however, reserve the right to refuse progression of a learner into the formal education section of the school if there should be continuous default of payment of school fees.

F FOUNDATION PHASE

GRADE 1 TO 3

(Three classes per Grade – mixed ability groups – average number per class 28)

The Foundation classes have busy, happy days that are filled with fun whilst the learner works and experiences the important and necessary skills for life and further learning. Class numbers are kept to manageable sizes enabling the teachers to give individual attention to pupils.

Four SUBJECTS are taught in the Foundation Phase, namely:

1. English as LOLT (language of learning and teaching)
2. Afrikaans as 1st Additional language
3. Mathematics
4. Life Skills which includes
 - Beginning Knowledge
 - Creative Arts (Visual Arts & Music)
 - Physical Education

Conversational Xhosa lessons are scheduled for Grade 3s.

Computer Mastery and Media Skills are covered throughout the year as an additional subject.

The Foundation Phase follow the Curriculum Assessment Policy Statement (CAPS), where the learners are taught knowledge, skills and values.

HOMEWORK ROUTINE

Homework is of value to pupils of all ages as it helps them build on what they have already learnt in the classroom and prepares them for their next stage of learning. It is also valuable for teachers as it helps them assess the progress of their pupils. We ask that your daughter has a regular place and time for doing homework – written or revision. Pupils in Grade 1 – 3 have a Collegiate **homework book** in which homework for the day is recorded. Parents are asked **to sign the book daily** after homework has been completed and to use this as a means of communication with the class teacher. Homework assists pupils to consolidate and revise the work done in class.

ACADEMIC SUPPORT AND INTERVENTION

An Academic Support teacher is available to assist the girls who need extra tuition in English or Mathematics in Grade 1, 2 and 3. Lessons take place during school hours. Small groups are assisted at a time which affords the learner more individual attention. In addition, we offer an Institution Learning Support Programme (ILSP extra lessons) after school, by the class teacher. Learners who may require consolidation in either Mathematics or English or Afrikaans in Grade 1,2 and 3 are encouraged to attend these after school sessions.

ASSESSMENT

Assessment is a process of collecting, synthesizing and interpreting information to assist the teacher(s) in making decisions about the progress of the learner. The Grades 1 - 3 girls receive reports at the end of each term. The report is based on the daily observations and on the results of formal assessment tasks. The report will provide a clear holistic picture of the learner's achievement in the different subjects. Personal interviews between parents and teachers are encouraged when necessary, at convenient times, throughout the year over and above the first term (March) and third term (September) set interviews.

INTERMEDIATE/SENIOR PHASE INTERMEDIATE (GR 4 – 6) & SENIOR PHASE (GR 7 – 9)

GRADE 4 TO 7

(Three classes per Grade - mixed ability groups - average number per class 30)

In the Intermediate Phase the following subjects are taught and assessed: (**Grades 4 – 6**)

- English (Home Language)
- Afrikaans (First Additional Language)
- Mathematics
- Natural Sciences and Technology
- Social Sciences
- Life Skills (Personal and Social well-being, Physical Education, Performing Arts and Visual Arts)
- In addition computer mastery, media skills and isiXhosa is also taught

Senior Phase (Grade 7)

English (home)	Social Sciences
Afrikaans (1 st add)	Technology
Mathematics	EMS
Natural Sciences	Life Orientation
Creative Arts	
(Art, Music, Drama, Dance – the girls will select two of these disciplines)	

HOMEWORK ROUTINE GRADE 4 – 7

Homework is of value to pupils of all ages as it helps them build on what they have already learnt in the classroom and prepares them for their next stage of learning. It is also valuable for teachers as it helps them assess the progress of their pupils. We ask that your daughter has a regular place and time for doing homework – written or revision. Pupils in Grades 4 – 7 have a Collegiate **Homework Diary** in which homework is recorded. Parents are asked **to sign the diary daily** after homework is completed.

PROGRESSION TO HIGH SCHOOL

Pupils are prepared for a variety of high schools according to individual strengths and interests. At the end of the first term in Grade 7, schools best suited to pupils' abilities are recommended to pupils and parents. Whilst Collegiate Junior is the main feeder school for Collegiate High School, progression is not automatic.

ASSESSMENTS

The Curriculum Assessment Policy Statement (CAPS) has been implemented in both the Intermediate Phase (Grades 4 – 6) and in Grade 7 (Senior Phase). The main aim of assessment is to provide clearer guidelines for parents of the strengths or developmental needs required by the learner in each subject. The ultimate aim is to ensure that learners leave the schooling system as confident, critical thinking and socially responsible citizens who can compete in a globally competitive world. The curriculum will ensure that all learners acquire and apply the knowledge and skills at their grade level.

If you ever have any concerns about your daughter's progress, please do not hesitate to contact her teacher. The girls will receive a report at the end of each term. Interviews between parents and teachers are encouraged and arranged during the course of the year.

LIBRARY, MEDIA CENTRE and ICT LAB

The School has a modern library and media centre with an excellent stock of both fiction and non-fiction. Reading is promoted throughout the school and the girls are encouraged to take out books on a weekly basis for additional reading and language enrichment.

In addition, our ICT Lab affords the girls the opportunity of being hands on with technology. Themes done in class are fully integrated into the ICT lesson. Keyboard mastery is emphasized and speed tests are conducted with the Intermediate Phase learners. Pupils are taught research skills using the internet as a resource. The computer lab boasts a wide variety of educational and fun games. Pupils may use the Computer Club lessons after school to complete class projects. All grade 6 & 7's bring their own iPad devices to school whilst we have an iPad bank to service other grades. These devices are strictly monitored during the school day.

MUSIC

Music is offered as an optional activity to selected pupils in Grades 3 –7 for which there is an additional fee. Lessons are taught during school hours. A hire fee is levied should it be necessary to rent an instrument. Grade 00 to Grade 7 classes attend class music lessons.

SELECTION OF MUSIC PUPILS: All pupils are tested twice in Grade 2. This is a music aptitude test. All pupils are re-tested in Grade 3. Parents are then advised if their daughter has been successful. Should vacancies be available, parents will be contacted during the course of the year. Parents may request music lessons at any time by writing to the Head of the Music Department.

PIANO: Provided they have been successful in the music aptitude test, pupils may start piano from Grade 3 upwards and they must have a piano/or keyboard at home on which to practise.

VIOLIN: Also offered from Grade 3.

CLASSICAL GUITAR: Offered from Grade 3

OTHER INSTRUMENTS: Tuition is available at the school for the following instruments from Grade 4:

1. Woodwind : flute, clarinet, alto/tenor saxophone, recorder
2. Brass : trumpet, French horn, trombone, euphonium, tuba
3. Other : percussion, bass guitar, cello

There are group and individual lessons with both piano and instruments. Pupils are prepared for either Trinity or Royal Schools of Music practical and theory examinations. In addition, girls participate in local Eisteddfods and competitions.

CONCERT BAND: Once the required level has been reached, pupils are involved in the Band. Rehearsals are held before school hours. Besides performing in school related activities and at local Eisteddfods, they appear at many outside venues as requested. Girls may join the Jazz Band in addition to the Senior Band by invitation.

SCHOOL CHOIR: Pupils are auditioned at the start of each year (Grades 4-7). Rehearsals are held in the early morning session before the start of the formal school day. Besides performing in school related activities, the choir also participates in the local Eisteddfod, Choir Festivals and outside venues as requested. A Junior Choir accommodates all Grades 2 & 3 girls who would like to participate (no auditions).

Grades 6 and 7 pupils participate in the annual Collegiate School Carols Service together with Collegiate High School. All proceeds are donated to Community Chest.

EXTRA-MURALS

The School provides a diverse extra-curricular programme and pupils (Grade 3 – 7) are encouraged to participate in at least one activity per term, as the lessons learned out of the classroom situation are invaluable and add to the holistic education of the individual. Furthermore, pupils get to interact with girls not necessarily in their class and learn important life skills. The support at sporting fixtures by parents is encouraged and welcomed. Parents are asked not to attend practices please. Full details of these activities are made available at the beginning of every term. The extra-mural activities commence as indicated on each term's programme. Please check the times.

SPORT

ALL YEAR

- Ballet: Pre Primary no fee involved
- Tennis: Grades 3 – 7
- Squash: 4 – 7 and 4th term Grade 3
- Road Running: Grades 4 – 7

Private lessons on campus (not compulsory):

These activities are outsourced and there is a fee involved.

- Peewees hockey Grade 1 – 4
- Tennis coaching Grade 00 – 7
- Hip Hop Grade 00 Grade 7
- Gymnastics Pre-Primary, Grade 1 & 2
- Playball Pre-Primary

SUMMER TERMS

- Swimming: Grades 2 – 7 (Selected girls)
- Athletics: Grades 3 – 7
- Water polo: Grade 5 - 7

WINTER TERMS

- Netball: Grades 1 – 7 (under 7 – under 13)
- Full-Field Hockey: Grades 5 – 7 (under 11 – under 13)
- Mini Hockey: Grades 2, 3 and 4 (under 8, 9 and under 10)

FOUNDATION PHASE

- Physical Education/Movement, Water Skills (1st term), Athletics, Hockey, Netball and Tennis Skills form part of the Grades 1 and 2 school day by professional coaches in small groups during school hours.

CULTURAL ACTIVITIES

CREATIVE ARTS

Grade 7s have to select two from this section of four disciplines. (Drama, Art, Music, Dance.)

CHESS

Groups are coached after school hours as part of the extracurricular programme and are entered into the local Junior Schools' league (Grades R – 7).

DRAMA

Every alternate year a musical production is presented by the Senior Phase (Grades 4 – 7). Inter-house plays are performed in the “non-show” years. The Foundation Phase department (Grades 1 – 3) and the Pre-Primary produce a concert every alternate year, one in the third term and one in the fourth term.

SCRIPTURE UNION

Christian groups meet at 1st break on a Friday for Grades 3 – 7.

ECO CLUB (Grade 4-7)

Collegiate has Blue Flag status.

ACADEMIC SUPPORT

Support is offered in Grades 4 – 6 in English and Mathematics. Extra Mathematics and Afrikaans lessons (Grades 4 – 7) are available on campus at an additional fee.

COMMUNITY SERVICE (GRADE 7)

The aim of this activity is to encourage the girls to get involved in their community in various fields. A number of different projects are undertaken during the course of the year. Outside of this, all our grades embark on some form of outreach during the year. Fundraising and collections for the underprivileged are undertaken throughout the year and this is totally voluntary.

CRAFTS CLUB

This popular extramural is available for pupils from Grades 4 – 7. There is a termly fee.

PARENT INVOLVEMENT

We value parent involvement and it is therefore the policy of the school to encourage parent participation in a variety of different areas. We also appreciate that not all parents are able to give of their time due to commitments of their own.

The following are areas in which parents may assist the school:

SCHOOL GOVERNING BODY (SGB)

This comprises of elected members who manage the various governance portfolios of the school. These include infrastructure development, collection of fees and appointment of staff to mention a few. The SGB aims to provide amenities that support quality teaching and learning in order to create an environment in which the girls can be afforded opportunities to develop and grow. Each year the amount required for funding is carefully assessed and care is taken to ensure that no unnecessary financial burden will be placed on parents. The Governing Body plays a vital role in school governance.

CLASS TEACHER / PARENT CONTACT

Class meetings are convened at the start of the year at which routines and policies are outlined for each specific grade. Set interview times are detailed during the course of the year and these are available for you to make use of should you wish to see the teacher.

CLASS REPRESENTATIVES

Every class has a class representative to assist class teachers, e.g. arrange transport for class outings, cover books, etc. These representatives keep parents of the class informed about events via a broadcast group but this form of communication is not to be used for any other purpose.

PARENT TEACHER ASSOCIATION

The **PTA** is responsible for fun fundraising events and organizing informal family functions during the course of the year.

COLLEGIATE ASSOCIATION OF MOTHERS

This group of mothers, **CAMS**, functions as part of the PTA. Amongst many other duties, this group handles the following: flowers for school functions, teas, garden and assistance in the library and book maintenance and sewing, to mention but a few.

SPORT ASSISTANCE

Parents are called upon to assist voluntarily with sports coaching, chess and transport to matches.

C ONTACTING THE SCHOOL

As a school, we value your interest in your daughter's welfare. Please do not hesitate to contact us if we can be of assistance in any matter as we encourage communication between all parties. It is advisable to phone for an **appointment** before coming to school so as to ensure that the person you need to see is available. As it is imperative that we have your most current details, please **inform** the school at your earliest convenience should you **change** your address, phone number or if the family situation has changed. Our weekly newsletter, the BLUE CIRCULAR is sent out electronically via the D6 platform. All communication must go through the office regarding changes in collection places etc. Anticipate a 24 hour turnaround time for staff to respond to emails. **Class Dojo is not the default means of communication with teachers.** It is not necessary to phone the school if your child is absent, a note detailing reason for absenteeism will suffice, but if you wish to collect homework (if she is off for more than 3 days or hospitalized), please phone before 10:00.

CONTACT DETAILS FOR THE SCHOOL

<p><u>ADDRESS:</u> Collegiate Junior School P.O. Box 34274 Newton Park 6055</p>	<p>Kestell Street Parson's Hill Port Elizabeth 6001</p>
<p><u>CONTACT NUMBERS</u></p> <ul style="list-style-type: none">▪ Office 041-3964500▪ Fax 041-3745834▪ Wendyware Shop 041-3964514▪ After Care 041-3964508▪ Robinson House (hostel) 041-3738059	<p><u>School bank details:</u></p> <p>Standard Bank Port Elizabeth Branch Code 050017 Acc.no. 080 136 982</p>
<p>e.mail : school@collegiate.co.za website : www.collegiate.co.za</p>	

W ENDYWARE AND SCHOOL UNIFORM

Our school uniform colours are white, navy and blue. A different uniform is worn during the summer and the winter terms. A school blazer is worn from Grade 4 onwards and forms part of the compulsory school dress throughout the year. A school tracksuit also forms part of the compulsory uniform and is worn in place of the school dress on certain days of the year.

WENDYWARE CLOTHING is situated upstairs, above the foyer. The shop carries stock of the full school uniform as well as stationery. The shop is open from Monday to Thursday from 12:00 - 15:00 and on Fridays from 12:00 - 14:00. Pre-term times are detailed in the **BLUE CIRCULAR**.

S CHOO L HOURS

- 07:50 - 12:30 (Pre-Primary)
- 07:30 - 13:30 (Grade 1 and Grade 2) Monday to Friday
- 07:30 - 14:00 (Grade 3 - Grade 7) Monday to Thursday
- 07:30 - 13:30 (Grade 3 - Grade 7) Friday

In order for the girls to be prepared for the day, it is important that they are at school by **07:30**.

OFFICE HOURS : Monday to Thursday 07:30 - 15:30
Fridays 07:30 - 14:30