

El Maríne Primary



Prospectus



Tel: 021-853 7943

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Principal: Elna Wise 082 895 7326

Directors: Elna Wise 082 895 7326

Mariana Furter 079 891 5418

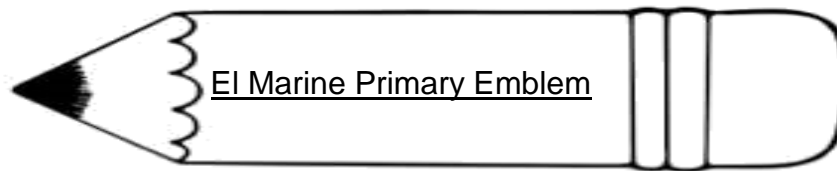
Email: info@elmarineprimary.co.za

Website: www.elmarineprimary.co.za

Address: 142 Brand Street

Strand

7140



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

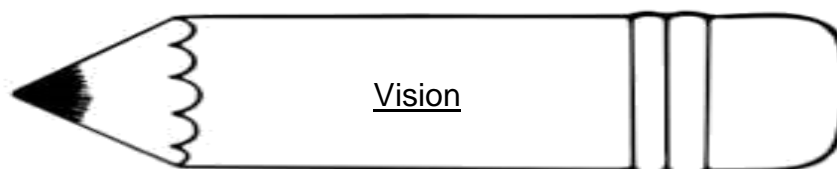


About the logo:

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.

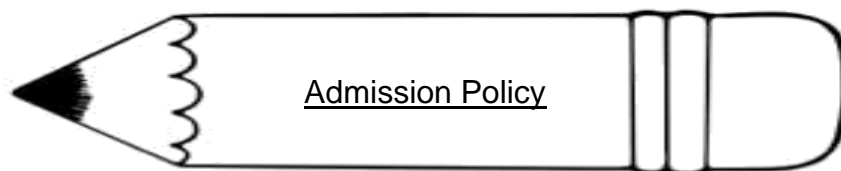
By this vision we mean that each child should have every opportunity to reach his/her full potential through outstanding education.



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.

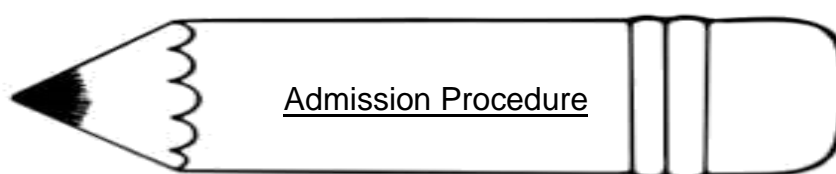


El Marine Primary is registered with the Western Cape Education Department (WCED) as an independent school. We comply with the requirements of the National Curriculum (CAPS). The WCED's policy of Education will therefore be followed.

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 1st 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 Payment record from previous school

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

2.7.1 Copy of Learner's Passport and Valid Study Visa

2.7.2 Copies of Parent Passports and Visas

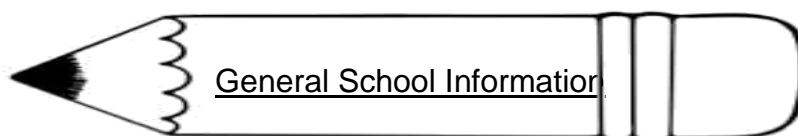
2.7.3 Copies of Parent Asylum/Refugee Permits

2.7.4 Copy of Learner's Valid Asylum/Refugee Permit

2.7.5 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 1st 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 February

R2 700 per month – March to November

December R1 800

(Full day until 17:00 R3 000 per month - January to February

R3 400 per month - March to November)

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 February

R3 800 per month – March to November

December R1 800

(accounts will be sent out monthly)

Aftercare fees: R1 020 per month - January to February

R1 150 per month from March 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 1st (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 07:25** 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 :25 - 14 :15**
Gr. 1-3 : **Fri 7:45 - 13:00**
Gr. 4-7: **Fri 07:25 - 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 or any learners on the school premises.** 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
Girls (Gr1-3 School uniform) Girls (Gr4-7) Sports Uniform	<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 navy or black 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 1 small round 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
Girls (Gr4-7) Formal Uniform	<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> - Dress -Tracksuit top (jacket) <u>Buy from anywhere:</u> - Opaque Black/Navy Stockings and Black School shoes -Navy jersey - Navy scarf, beanies, gloves etc.	<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. <u>Nails:</u> -No nail polish. -Keep short and clean.
Boys (Gr1-3 School uniform) Boys (Gr4-7) Sports Uniform	<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. <u>Nails:</u> -No nail polish. -Keep short and clean.
Boys (Gr4-7) Formal Uniform	<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.

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

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 7th 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 aton the.....day of.....20.....

Signature

PARENT/S NAME IN CAPITALS



El Marine Primary

Tel: 021 853 7943
Cell: 082 073 6517
Fax: 086 619 5053

info@elmarineprimary.co.za
www.elmarineprimary.co.za



EL MARINE PRIMARY SCHOOL RELEASE FORM IN RESPECT OF LEARNER PHOTOS/IMAGES/VIDEOS

Hereby, I, (please neatly print full name) _____,

grant permission to EL MARINE PRIMARY SCHOOL to display photos/images/ videos of the child(ren) indicated below as part of:

- a demonstration/project/activity in the course of classroom teaching;
- a sample project/activity on CD created by the school for use in educational workshops, classrooms, advertisements, etc.;
- the school's webpages and social media platforms (including Facebook and Twitter);
- samples given to programme publishers, or contest entries submitted to sponsors;
- video recordings to appear in a school-related programme broadcast on a television station; and/or
- any printed publication, including, though not limited to, newspapers, magazines, yearbooks, etc.

In granting this permission, I understand that the school may use photos/images/videos of the child(ren) for purposes such as celebrating achievements and publicising education events, as deemed appropriate by the school governing body and the principal, and that such use may include display in the school photo gallery.

I further understand that although the school associated with the photos/images/videos will be identified, and adults appearing in photos/images/videos may be named, the personally identifiable information of the child(ren), except for the name(s) of the child(ren), will not be used with any photo/image/video.

I am signing this release form in the knowledge that any photos/images/videos posted on the school's website can be downloaded and reproduced by various news organisations, including print, electronic and broadcast media, and I therefore release the school from any liability arising from the use of photos/images/videos of the child(ren) in school web postings.

Additionally, I understand that there are potential dangers associated with the posting of photos images and videos on a website, since global access to the internet does not allow for control over who accesses information.

I further understand that if I wish to rescind this agreement, I may do so at any time by sending a letter to the principal of the school.

Name(s) of learner(s): _____

Name of parent/guardian: _____

Address: _____

City: _____

Postal code: _____

Telephone number: _____

Signature of parent/guardian: _____

Date: _____



Tel: 021 853 7943
Cell: 082 073 6517
Fax: 086 619 5053

info@elmarineprimary.co.za
www.elmarineprimary.co.za

Consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPI)

Consent to use personal information

- By agreeing to the terms of this information form, you, _____ (full names) hereby voluntarily authorize EL MARINE PRIMARY SCHOOL to process your personal information as well as that of the learner _____ (full names) (including the names, physical address, telephone numbers and any other information you have provided to the school).
- Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain effective until one of the conditions stated under paragraph 8 of the Policy on the Protection of Personal Information has been met.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.
- In addition, you hereby take note that EL MARINE PRIMARY SCHOOL collects and processes personal information pertaining to the proper functioning, management and governance of the school, as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- The type of information will depend on the purpose for which it is collected, and will be processed for that purpose only.
- In terms of section 11 of POPI, personal information may only be processed in the following circumstances:
 - If the data subject, or a competent person where the data subject is a child, consents to the processing.
 - If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
 - If processing complies with an obligation imposed by law on the school.
 - If processing protects a legitimate interest of the data subject.
 - If processing is necessary for the performance of a public law duty.
 - If processing is necessary for pursuing the legitimate interests of the school.

Your rights in terms of this consent

You have the following rights:

- The right to know what information is being kept, how it is being used, and when the school will disclose it. All of the aforesaid information is contained in our Policy on the Protection of Personal Information and our Privacy Policy, which are available and may be obtained from our offices or our website.
- The right to correct your details. The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- The right to revoke consent. You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect any past or existing use of your information.

Consent to receive marketing information

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes, and understand that by consenting, you may receive marketing materials in the form of SMSs, e-mails and the like from the school.

Please tick the appropriate box below:

I agree I do not agree

Signature of parent/guardian

Date