

# DURBAN PREPARATORY HIGH SCHOOL

## INFORMATION BOOKLET

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General:	<a href="mailto:mailbox@dphs.co.za">mailbox@dphs.co.za</a>

*Our electronic newsletter, Prep Patter, is sent out on a weekly basis. Please ensure that you subscribe, at no extra cost.*

*To subscribe, please send an e-mail to  
[cmccarthy@dphs.co.za](mailto:cmccarthy@dphs.co.za)*

*[Follow us on Twitter @durban\\_prep](#)*

*[Follow us on Facebook - Durban Prep Parent Community](#)*

**The d6 Communicator**  
Website to download the communicator:  
<http://www.school-communicator.com/downloads>

November 2017

**HEADMASTER'S MESSAGE**

DPHS was established in 1910 which saw the school celebrating our Centenary in 2010 with numerous events and the launching of special projects. DPHS has every year thereafter continued to focus on building on these solid foundations laid down in the Vision and Mission Statements of our School.

DPHS, or fondly known by many as 'Prep', is blessed with the professional service and expertise provided by our multi-talented staff and coaches in the academics, cultural and extra-mural pillars of the school. This commitment combined with the passion of our boys and the dedicated support of our families has ensured that DPHS is recognized as a leading educational institution amongst other schools in our city, province and country.

Although our school is always progressive, encouraging initiative and fresh ideas, we are still extremely proud to be known as a school steeped in tradition that has been maintained throughout the years. Manners, appearance, respect for others and a positive outlook are some of the main core values that we believe in as we continue to "Prepare our Boys for Life", from the days of scholar here, right through to that of loyal Old Boy in society.

Thank you for choosing wisely in becoming the 'Present' and 'Future' of our beloved School - Prep! You will soon be joining in with our DPHS call of:

"From small beginnings better fortune follows - Prep!"

Yours in Prep

.....  
**B WILSON**  
**Headmaster**

## **VISION**

**Preparing our Boys for Life**

## **MISSION**

**To provide a unique, balanced education and fulfilling experience within a nurturing environment, founded on the School's guiding principles of integrity and respect for self and others.**

## **WE AIM TO**

**PROVIDE** a unique and balanced educational experience enjoying the committed contributions of skilled educators, support staff and parent community, strongly supported by the availability of leading edge school resources and facilities.

**TEACH** and inculcate in all, the principles of right living : excellence; fairness; honesty; human dignity; integrity; loyalty; perseverance; respect; self-discipline; service and servant leadership.

**FOSTER** a stable and stimulating environment in which all are intrinsically motivated in all that they do, enjoy a love of learning, and may experience happiness, fulfilment and guidance.

**DEVELOP** the inherent leadership potential in all to the benefit of each individual in their service of the School, their family and the community. (A Leader-full School)

**ENCOURAGE** and assist the development of strong teams amongst boys, staff and parents across the spectrum of the school's broader programme and activities.

## **FIRST DAY (School opens for boys on Wednesday 17 January 2018)**

New parents and new boys are requested to present themselves at school from 07h00. Please enter through the main gate in Gordon Road and proceed to the Hall. In the Hall, you will find staff members who will direct you to your son's classroom where you will be able to meet his class teacher.

### **DOCUMENTS REQUIRED (Grade 2 to Grade 7 only)**

On the first day of school, please hand your son's **Transfer Card** (obtainable from his previous school) to his class teacher.

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## **GENERAL INFORMATION**

### **1. COMMUNICATION OF INFORMATION TO PARENTS**

#### **1.1. d6 Communicator**

We urge parents to download the D6 communicator which is our preferred method of communication. Besides the news items, calendar dates and alerts which may be viewed upon opening, the GALLERY provides a selection of up to date photographs of events at Prep. In addition the RESOURCES section includes all previous correspondence and forms for easy referral.

For your Computer (desktop and laptop):

Visit the website <http://www.school-communicator.com/downloads> and follow the prompts:

- Click on the link
- Go to the drop down menu
- Select 'DPHS' from the menu
- Choose either the 'Mac' or 'Windows' option
- Run programme

Print your own notice

All stored communications and material available via the "Resources" menu bar to the left of the main Communicator screen may be printed.

D6 Communicator for your mobile phone:

The School Communicator *mobi site* is available to anyone with an internet-enabled mobile phone. An app is available for both Android and iPhone.

- Type in the address "schoolcommunicator.mobi"
- Select your school from the list
- Select "Submit"
- Save as a 'favourite' to your home screen, where the icon will be displayed.

#### **Other sources of information and forms of communication used by the School**

- Prep Patter - send e-mail to [cmccarthy@dps.co.za](mailto:cmccarthy@dps.co.za) to be added to mailing list
- DPHS Website - [www.dphs.co.za](http://www.dphs.co.za)
- Twitter - follow us on Twitter @durban\_prep
- Follow us on Facebook - "Durban Prep Parent Community"
- Find us on Instagram - Durban Prep

## **2. DRESS, UNIFORM AND APPEARANCE**

The good tone and discipline of the school depends on the boys being correctly dressed for all school events and occasions. Boys must arrive in uniform each day and leave school either in uniform or in a full school tracksuit and shoes. School uniform must be worn for all lessons except P.E. and games, during which time changes into sports kit and back into school uniform will be made. Blazers and ties must be worn to and from school. Blazers are, however, not worn in the first and fourth terms due to the excessive heat and humidity. Pupils in Grade 3 and above must be in **school uniform and not in school tracksuit whenever attending school functions. When watching school matches, home and away, they should be in uniform or wearing school tour kit which is school sports shirt, school tour shorts with badge and school tennis / golf short socks and predominantly white sports footwear.**

To uphold the good name of the School, it is imperative that pupils are properly dressed and well-groomed at all times. This is particularly applicable to haircuts where hair must be kept reasonably short and shaped to the head and kept clear of the collar and the ears. Thick, overlong, hair on top of head and untidy hair especially will not be tolerated nor will unconventional haircuts and styles, including colouring and tinting, be allowed. Personal cleanliness must, of course, be constantly observed.

### **2.1 FULL SCHOOL UNIFORM**

School uniform is a navy blue blazer with a DPHS pocket badge and navy blue shorts. Blazers are only worn in the 2<sup>nd</sup> and 3<sup>rd</sup> terms. A cap with the small school badge, school tie, school socks, white short sleeved shirt (long-sleeved shirts are optional) and black **lace-up** shoes complete the uniform. A school jersey and a sleeveless pullover are also available and may be worn during the first and fourth terms without the school blazer. An official **school bag is compulsory** and is available from the school's uniform shop. All boys are required to wear the official **school sun hat** during break times and other outdoor activities. DPHS urges all boys to be proactive in protecting their skin against sun damage from an early age and to apply sunscreen daily. Certain days during the year will be designated as House Dress Days on which the boys will be required to wear their House cap, House shirt, white shorts, school tennis socks and predominantly white sports footwear.

### **2.2 SCHOOL SPORT UNIFORM**

#### **ATHLETICS/CROSS COUNTRY**

Athletics : DPHS House shirt and white shorts.

Cross Country : DPHS Athletic Vest and shorts.

#### **BODY BOARDING**

Rash vest (swimming sun protection top), baggies or costume.

#### **CRICKET**

White school sports shirt, white shorts, school socks, white footwear / trainers, school cap and school hat. Blazers must be worn for matches. Sunscreen tops may be worn for cricket. These are available from the School Shop.

#### **GOLF**

White sports shirt, touring shorts, tennis socks and white tennis cap.

## **HOCKEY**

Blue touring shorts, white school sports shirt, rugby socks, suitable footwear / trainers.

## **JUNIOR PRIMARY GAMES**

Prep sports shirt, white shorts, long school socks, white footwear / trainers.

## **MINI-CRICKET**

Prep sports shirt, white shorts, long school socks, Prep sun-hat and predominantly white footwear / trainers.

## **MINI-HOCKEY**

Prep sports shirt, white shorts, long school socks, predominantly white sports footwear or soft stud hockey boots (for Astro turf), shin pads and hockey stick.

## **MINI-RUGBY**

Prep sports shirt, navy blue rugby shorts.

## **PHYSICAL EDUCATION**

House shirt in House colour, white shorts.

## **RUGBY**

Navy blue shorts, short sleeved House jersey/school jersey, rugby socks and boots. **(Rugby boots must be mostly black in colour. Only grey and black headgear is permissible. Boys must wear a gum guard.)**

## **SWIMMING**

School swimming costume and House swimming cap. The boys are required to have a navy blue towel. (Embroidered towels are available at the School Shop and are strongly recommended). Prep swimming sun protection tops are also available from the School Shop.

## **TENNIS/SQUASH**

School sports shirt, white shorts, and school tennis socks. The white school tennis cap must be worn to tennis.

## **SCHOOL TRACKSUIT**

The School Tracksuit is **compulsory** for all boys participating in school sport. The tracksuit may not be worn in place of the blazer or jersey during the academic school day.

## **TOURING TEAMS**

Touring teams must have **navy blue touring shorts, school tennis socks and the DPHS touring jacket.**

**Please ensure that all items of clothing and equipment are clearly labelled.**

### 3. SCHOOL SHOP

3.1 The school has a small Uniform Shop which will open as follows:  
During school terms:

Monday	07h15 - 08h30	12h30 - 14h00
Tuesday	07h15 - 08h30	12h30 - 14h00
Wednesday	07h15 - 08h30	12h30 - 14h00
Thursday	07h15 - 08h30	12h30 - 14h00
Friday	07h15 - 08h30	

Before school commences the Uniform Shop will be open as follows:

Monday 15 January 2018	07h30 - 11h00
Tuesday 16 January 2018	07h30 - 11h00

### 3.2 SCHOOL UNIFORM SUPPLIER

The school uniform and only certain items of the sports gear are also available from:  
"GEM" SCHOOLWEAR 21/23 JUNIPER ROAD (NEXT TO OVERPORT CITY)

WEBSITE [www.gemschoolwear.co.za](http://www.gemschoolwear.co.za)



\*More visuals on the inside back cover

4. DAILY ROUTINE

<b>BOYS MUST BE AT SCHOOL NO LATER THAN 07H20</b>		
	<b>Mon to Thurs 07h25</b>	<b>Friday 07h25</b>
Warning Bell		
First session	07h30 - 09h30	07h30 - 09h50
Tea Break	09h30 - 09h50	09h50 - 10h15
Second Session - Gr 1 & 2	09h50 - 12h40	10h15 - 12h30
Second Session - Gr 3 - 7	09h50 - 11h50	10h15 - 12h45
<b>CLOSE OF SCHOOL FOR GRADES 1 AND 2</b>	<b>12h40</b>	<b>12h30</b>
Lunch	11h50 - 12h10	-----
Third Session (Includes Gr 1 & 2 games and activities)	12h40 - 13h40	-----
<b>CLOSE OF SCHOOL FOR GRADES 3 TO 7</b>	<b>13h40</b>	<b>12h45</b>
Grade 3 clubs and activities	13h45 - 14h45	
U9 school sports Senior school clubs & activities Some activities may be extended to 16h30	14h00 - 15h30	



## 5. SCHOOL CURRICULUM PLAN

With the implementation of CAPS (Curriculum and Assessment Policy Statements) in the Foundation Phase in 2012 and the Intermediate Phase in 2013, in accordance with the Department of Education, adjustments may be made to the programme as required.

# Specialist (or proficient class teacher)

√ Class Teacher

Phase Grades	Foundation				Intermediate			Senior
	0	1	2	3	4	5	6	7
Language : English	√	√	√	√	√	√	√	√
Afrikaans	√	√	√	√	#	#	#	#
Zulu	#	#	#	#	#	#	#	#
(Specialisation where necessary)								
Mathematics	√	√	√	√	√	√	√	√
Natural Sciences					√	#	#	#
Design Technology	√	√	√	#	#	#	#	#
Information Technology	#	#	#	#	#	#	#	#
Media Science				#	#	#	#	#
JP Literacy Programme	#	#	#					
Social Sciences					√	√	√	√
History / Geography / (EMS - Gr 7)								
Visual Arts	√	√	√	#	#	#	#	#
Performing Arts - Individual Tuition (with associated Music School)	#	#	#	#	#	#	#	#
Music (Class)	#	#	#	#	#	#	#	#
Drama (Class)	#	#	#	#	#	#	#	#
Physical Education	#	#	#	#	#	#	#	#
Coaching Specialist	#	#	#	#	#	#	#	#
Swim Coach	#	#	#	#	#	#	#	#
Life Orientation / Life Skills	√	√	√	√	√	√	√	√
Reception Unit Programme	√							
Learning Support and Bridging Classes JP & SP	#	#	#	#	#	#	#	#
Pastoral Care and Guidance Counselling	Grade / Phase / Learning Support Unit Team							

## 6. ATTENDANCE

The teachers are never happy when a boy misses school and ask that you do not keep your son at home unnecessarily or request leave for him. **On returning to school, boys must present a letter of explanation of their absence to their class teachers, which will be placed on file. The boys must be committed and present at their extra-mural practices and fixtures.**

## 7. TEACHING, TESTING AND REPORTS

### 7.1 CLASS SIZES

Reception Unit/Grade 0: 3 classes of 25 boys per class  
Junior Primary: Grade 1 - Grade 3: 22 - 24 boys per class  
Senior Primary: Grade 4 - Grade 7: 28 - 30 boys per class

In special circumstances it may be necessary to make a small adjustment to these numbers. Class teachers and learners have the support of a large team of specialist teachers, including three learning support (remedial and extension) teachers.

### 7.2 TEACHING APPROACH

In their application of sound teaching principles and methodology, teachers have been especially asked to encourage each boy to:

- Fulfil his potential through a belief in his self-worth and ability
- Enjoy mastering the skills, concepts and content of an updated curriculum
- Develop a healthy attitude to school life in its entirety
- Learn to question and to develop problem solving skills
- Learn and gain knowledge through activity and involvement
- Make full use of computers and technology to strengthen his learning experience

### 7.3 ASSESSMENT

The school's assessment policy places equal emphasis on the formative and summative assessment of our pupils.

The assessment policy is designed to limit rigid and time-consuming testing and examining procedures. Standardised assessments are written at regular intervals to benchmark performance across Grade groups. Grade 6 and Grade 7 year groups experience a more formal control test programme at mid-year and at the end of the academic year.

Informal assessment is carried out on a continuous basis, and is combined with the results of the more formal assessment process to provide a profile of each pupil's academic progress. This profile is used for the compilation of progress reports during the year. The academic records are also used for promotion and school class placement purposes.

### 7.4 BEANLAND CUP (Grades 4 to 7)

- a. The Beanland Cup for House Academics is contested on a quarterly basis. The holders of the top five positions in each class earn points for their respective

Houses and these boys will have their names read at the final Academic Assembly each term.

- b. The Top 10 positions in each class also earn points for their respective Houses and will also have their names read out at the final Academic Assembly each term.
- c. Boys who have scored 80+ % for their overall aggregate will receive a Merit Certificate and have their name read out at the final Academic Assembly each term.
- d. Each class will also have a “Most Improved” learner announced each term based on that learner who has improved the most through percentage scores.
- e. All the above boys will then be invited straight after the Academic Assembly to the “Headmasters Tea” to celebrate their academic achievements.

### **7.5 PROGRESS REPORTS AND PARENT/TEACHER MEETINGS**

Very early in the first term parents will be invited by their son's class teacher to the school for a brief grade and class information talk.

Early in the second term a Parents' Week is held during which teachers will meet with parents to discuss their son's progress. It is hoped to further cement a positive, pupil-parent-teacher relationship on this occasion.

During the third term an "Open Time" is held on one afternoon during which parents may visit their son's classroom and view their books at their son's desk, and other examples of the year's class work.

Senior Primary reports: At the end of each term a progress report form is completed by the class teacher and sent home with your son.

Junior Primary reports: At the end of the first, second and fourth terms, a progress report is sent home with your son.

### **7.6 HOMEWORK**

Homework as general practice is set from Monday to Thursday for all classes. At the beginning of the school year, parents will be informed by the Grade Heads of the homework policy in each grade. The homework book forms part of your son's official means of contact between home and school. Newsletters, notices, sports programmes etc. may be pasted into the homework book. **Please check and sign the book daily.** In the Junior Classes (Grades 1 - 5) parents are requested to supervise the work set. This is not intended as a 'chore' to the parent, but rather in order for you to encourage your son to develop sound homework habits. A well-structured evening routine is essential in this respect. Provide your son with a quiet place to work and be firm about distractions such as cell phones, television and computer games. He should be selective about which programmes he watches on television. The school would like to caution you as parents that from a scholastic point of view, exposure to too much television and excessive time spent on “computer games” may have an adverse effect on scholastic progress. Recreational reading is strongly recommended.

### **7.7 INFORMATION TECHNOLOGY**

The school's computer network, Internet access facilities, computers and other school IT equipment/devices bring great benefits to the teaching and learning programmes at DPHS, and to the effective operation of the school.

The overall goal of the school in this matter is to create and maintain a cyber-safety culture which is in keeping with the values of the school, and legislative and professional obligations.

DPHS will do its best to enhance learning through the safe use of IT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school IT equipment/devices at school, or at school related activities.

Parents are expected to support the school's cyber-safety programme by encouraging boys to follow the cyber-safety rules, and to always ask the teacher if they are unsure about any use of IT.

## **8. AFTER SCHOOL CARE**

### **8.1 PREPPY'S PLACE AT 54 CLARIBEL RD: GRADES 0 TO 3**

Preppy's Place at 54 Claribel Road provides a service for parents of pupils who are in the Reception Unit and Grade 1 to Grade 3. Pupils at DPHS are collected from school at 12h40 and walked safely to the house which is adjacent to the DPHS Reception Unit where they are able to rest up, have some of their homework supervised, play games and enjoy a late afternoon drink and snack. Flexi-care pupils must be collected before 14h30. Full Care pupils must be collected before 17h00. Every effort must be made to collect your son timeously. Admission to this facility is subject to a positive school fee credit rating from the Bursar's office. Further information and application forms are available from the Admission Secretary's Office.

### **8.2 HOMEWORK CENTRE: GRADES 4 TO 7**

The Prep Homework and Activities Centre provides a service for parents who would like their children to do their homework after school under the care and supervision of Prep teachers. Although individual assistance is given when necessary, the emphasis is on encouraging independent work habits and responsible self-study attitudes. Boys are given access to the Library/Media Centre. A manageable number of up to 40 pupils from Grades 4 to 7 are accepted on a "first come" basis at the beginning of each term. Admission to this facility is subject to a positive school fee credit rating from the Bursar's office. The fee per term is calculated at the beginning of each year. The Homework Centre is open from 13h45 to 17h00 from Monday to Friday. A daily register is kept by the teachers on duty. Further information and application forms are available from Meryl Holloway's office or from the teacher in charge of Homework Centre, Anne Smith.

## **9. TEXT BOOKS, EXERCISE BOOKS AND STATIONERY**

Text books and exercise books must be carefully covered and preserved in good condition. Boys must be taught to respect all books and not to damage them in any way. Tearing pages out of any book is strictly forbidden. Library books must be treated with the utmost care.

### **9.1 EXERCISE BOOKS**

Parents may be required to purchase certain exercise books. You will be informed by your son's class teacher in due course.

## **9.2 TEXT BOOKS**

These are supplied to all pupils at no cost. Text books must be returned at the end of the year or when a pupil leaves the school. Any of these lost or defaced by a pupil, must be replaced at cost to the parent.

## **9.3 STATIONERY**

Parents will be required to purchase certain items of stationery. A requirements list will be sent to you before the start of the new school year.

## **10. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

Boys are expected to participate in at least one summer and one winter major team sport. At the beginning of each term, boys are able to choose from a programme of co-curricular and/or extra-curricular activities. Dropping out of an activity before the end of term is strongly discouraged.

## **11. EXTENSION AND ENRICHMENT ACTIVITIES**

Activities may include: visits by educational theatre groups, concerts, class assemblies, participation in the speech and drama festival, music appreciation, singing, gumboot dancing, debating, dance club, photography, art club, chess, environmental awareness, junior and senior choir, and a computer club. Highlights of the yearly programme include the House Plays and the Junior Primary Concert which is presented by the Grade 3 boys.

The School has specialist teachers in the following fields:

Afrikaans, Computer Literacy; Design Technology; Drama; Information and Communication Technology; Natural Sciences; Media Science; Music; Physical Education; Professional Swimming and Tennis Coaching; Learning Support; Visual Arts and Zulu.

### **11.1 INSTRUMENTAL MUSIC PROGRAMME**

The DPHS MUSIC CENTRE hosts an after-school instrumental music programme. Musicians proficient in piano, violin, guitar, recorder, clarinet, flute, voice and percussion provide private tuition to learners on request. The tuition fee includes Theory/Aural lessons which are held immediately at the close of school on three afternoons a week. Musicians perform at regular Music Progress Concerts and may enter for examinations set by (Trinity Guildhall or the Associated Board of the Royal Schools of Music).

A limited number of violins ( $\frac{1}{8}$ ,  $\frac{1}{4}$ ,  $\frac{1}{2}$  and  $\frac{3}{4}$  sizes), a French horn, trumpet and trombone are available for hire from the Music Department. Further information may be obtained from the Director of Performing Arts.

### **11.2 SENIOR PRIMARY DRAMA CLUB**

Aspiring Senior Primary actors may attend weekly Drama Club activities.

## 12. SPORT

### 12.1 SENIOR PRIMARY - GRADES 4 TO 7

The school has a very proud tradition of fine sportsmanship and excellence in games. This is due to the conduct and performance of the boys and coaches, and fine support given by the parents.

The school is represented by teams in the main sports of Athletics, Body Boarding, Cricket, Cross Country, Golf, Hockey, Rugby, Squash, Swimming, Tennis and Water Polo.

Inter-House competitions take place in all school sports and games at Junior and Senior level.

Boys are able to choose from a programme presented at the end of every term detailing activities for the following term.

Each boy must participate in at least one summer and one winter game (cricket, hockey, water polo and rugby) each year. Teachers and coaches will make every effort to allow each boy the opportunity to play for his school in matches against other schools in at least one activity per term.

Boys who are Under 14 may play sport for High Schools willing to accommodate their participation. Boys are permitted to play Club Sport but this must **not** take precedence over their school sports.

Unavailability for an Inter-house or Inter-school fixture for reasons other than medical reasons may result in a boy playing his next match in a lower team. This includes fixtures which are changed to earlier or later dates than those initially advertised. Early warning of these changes is not always possible. An exception will be made for boys being unavailable due to representation of merit/district/zonal/provincial or national teams.

If a boy is unable to attend a fixture due to family commitments or special circumstances, a letter must be given to the school **TWO WEEKS PRIOR TO THE EVENT**. Failure to register your son's absence will result in a **TWO WEEK SUSPENSION** from fixtures.

### 12.2 JUNIOR PRIMARY - GRADES 1 TO 3

A programme of games and activities will be offered to the **Grade 1 and Grade 2** pupils from 12h40 to 13h40 once a week. On the designated day the boys will stay at school for a supervised lunch supplied by their parents, before the start of these games and activities. Arrangements must be made for the boys to leave school **promptly** when these activities end at 13h40.

Mini Cricket is offered on Friday evenings and/or Saturday mornings during the first and fourth terms.

In the second term Mini Rugby is played either under floodlights on Friday evenings or on Saturday mornings.

Mini Hockey is played on Saturday mornings during the third term at the Riverside Astro in Durban North.

For Mini Cricket, Mini Rugby and Mini Hockey, parents will be called upon to assist with coaching.

**Grade 3** boys will be able to participate in an extra-curricular programme of clubs and sports, which will be offered from 13h45. The U9 sports fixtures are arranged in conjunction with the Senior Primary fixtures.

Every Junior Primary boy must participate in at least one summer and one winter team sport each year and Grade 3 boys must participate in at least one activity (Club or Sport) per term.

### **12.3 WET WEATHER**

Every effort will be made not to cancel practices and matches. When this does become necessary, a decision to cancel will be taken at 11h00. This should allow sufficient time for arrangements to be made for your son to be collected earlier than anticipated. Any boys not able to get home after school will be supervised by the teacher on duty until the normal finishing time of that particular activity.

## **13. TOURS**

Touring is an integral part of maintaining our standard of sporting excellence, building team and school spirit, and developing the sporting talent of individual boys. In accordance with our Mission Statement "Preparing our Boys for Life" the boys learn to adjust emotionally and socially to new environments. The safety and well-being of the boys is the primary concern in planning any itinerary.

For the comprehensive policy regarding outgoing and incoming tours, please refer to the Annual Sports Tours and Festival Booklet available from the Director of Sport.

### **13.1 EDUCATIONAL TOURS**

Educational tours, as an extension of the learning environment are undertaken on a regular basis. These may take the form of day or overnight tours. All boys are expected to be part of these tours.

### **13.2 SPORT TOURS**

Sport Tours are undertaken in consultation with the Headmaster, Governing Body and parents. Every attempt is made to keep costs at a minimum and a Budget approved by the school is mandatory. Tour fundraising projects must be approved by the Headmaster and Governing Body.

## **14. LEADERSHIP PROGRAMME FOR GRADE 7 BOYS**

The discipline in the school is the responsibility of the staff, parents and the boys. The School **does not** have a prefect system.

The leadership programme is designed to give every boy in Grade 7 the opportunity to exercise responsibility, serve the school, develop strength of character and qualities of leadership. Every Grade 7 boy, as is every DPHS boy, is expected to act in the best interests of the school and his fellow pupils. After due consideration, duties will be allocated to all the Grade 7 pupils in the new year.

### **14.1 PREP PAL SYSTEM**

To give all the boys in the School an opportunity to meet and talk to each other across the Grades, a unique family of friends, known as Prep Pals, is established at the start of every year.

Each boy in Grade 7 is allocated a learner from each of the lower Grades, affording the senior boy the opportunity to become mentor or guardian of his group of six

younger boys. It is the duty of the older members of each group of pals to take a personal interest in each of the younger boys as individuals and in so doing encourage their happiness and success at DPHS.

Prep Pal meetings are usually held at the beginning and end of each term and on other occasions when the need arises.

## 15. HIGH SCHOOLS

Boys from DPHS are very fortunate to have the opportunity to attend excellent high schools. Choosing a high school should not become a divisive issue for boys in Grade 6 and Grade 7. The matter needs to be handled by parents and the school in a sensitive way allowing the boys to continue with their friendships at DPHS and their loyalty to the school.

## 16. SCHOOL FEES AND MONEY COLLECTION

### 16.1 SCHOOL FEES

School Fees are reviewed annually by the School Governing Body and parents are advised accordingly.

Year 2018 School Fees were set at R12 410.00 per term or R49 640.00 per year. The following conditions apply:

The payment of school fees is a **compulsory** requirement.

Payment must be made to Durban Preparatory High School.

Fees are due on the **first day of each term**.

Parents who wish to spread their payments over 10 months may sign a monthly stop order with their banking institution. Under these circumstances, it is essential that regular monthly payments are made at the beginning of each month **commencing in January 2018 until October 2018**.

The facility for paying fees by credit card or debit card is available. Budget facility offered by your banking institution is acceptable.

**A full term's notice is required in writing** in the event of withdrawing your son from the school. If a boy is withdrawn without a term's notice, the parents will be liable for the next term's fees. This requirement is in terms of Admission policy.

The School strives to be a safe cashless environment for the payment of all fees, excursions and tours. Electronic fund transfers, bank deposits or cheque payments are the preferred method of tender.

### 16.2 MONEY COLLECTION

School fees brought to school by your son may be handed directly to Isabel Edouard-Betsy from 07h00 on each school day.

Parents will always be given written notice of other incidental monies that need to be paid, e.g. school photographs. Please send the **exact** amount in an envelope **marked with your son's name, grade and the amount** contained in the envelope. Please assist class teachers by reminding your son to hand in money brought to school at the start of the first lesson of the day.



## 17. SCHOOL ETHOS

### 17.1 VALUES AND EXPECTATIONS:

Durban Preparatory High School is a multi-cultural, non-racial community. The basic expectation of the community is that its members embrace the notion of diversity and that they show compassion and respect towards all others.

In a community such as this, the creation and protection of values depend less on rules than on thoughtfulness, sharing, sensitivity to others' needs and participation in a constructive academic and extra-mural programme. It has taken many years for people who have gone before to make the school's good name. Durban Prep's fine reputation for the good conduct, manners and appearance of its pupils cannot be perfectly defined or legislated for simply by a set of rules or values.

### 17.2 THE SCHOOL'S GUIDING PRINCIPLES

**DPHS ENCOURAGES PUPILS, STAFF MEMBERS AND THE GREATER SCHOOL COMMUNITY TO BASE THEIR ACTION ON THE GUIDING PRINCIPLES OF HONESTY, A RESPECT FOR SELF AND A RESPECT FOR OTHERS.**

**Honesty** is a basic value on which this community rests. The school expects honest behaviour in all areas of school life. The boys come to understand the concept of integrity as they mature on their journey through the school.

**Self-respect** grows from honesty. Without self-respect, individual growth is impeded. An essential component of self-respect is an honest and healthy attitude toward school life in its entirety. To build on their sense of self-worth, pupils are encouraged to participate in the many activities at the School, especially team games.

### 17.3 CODE OF CONDUCT

The school strives to be recognised from within, and beyond its gates, as a *friendly school*. The school aims to achieve an environment that is free from bullying, harassment and abusive behaviour. Verbal or physical conduct that has the effect of creating an intimidating, hostile or offensive environment for any pupil or member of the school community will not be tolerated. Any pupil who is being abused or bullied should immediately bring the matter to the attention of a staff member.

To provide a safe environment and to support these values and expectations, Durban Prep recognises that there must be a clear statement of rules and minimum standard of behaviour.

### THE FOLLOWING ARE THEREFORE STRICTLY FORBIDDEN:

- Dishonesty, including lying, cheating, copying (other pupils' work), plagiarism and falsifying.
- Any form of bullying, harassment, unkindness or "ganging-up" or any action dangerous to the health, safety or well-being of other persons. This includes any form of cyber bullying or messaging on cell phones and other electronic devices to cause hurt or harm to others.
- Stealing or interfering with the property of others, in and outside the school.

- Damage to school property and equipment, including writing on desks, furniture, walls and doors.
- Any form of harmful or destructive behaviour towards animals, plants and the environment.
- The use, possession of or being under the influence of alcohol, drugs and any tobacco products in or outside of school, this includes the use of e-cigarettes, vaping products, hubbly blubbly/hookah or any such paraphernalia.
- The possession of undesirable materials, published or otherwise. This includes pornography of any sort, magazines, posters, videos or electronic files. This applies to the viewing, downloading, uploading, storing or printing of subjects that are profane, obscene or use offensive language.
- Swearing and bad language.
- The possession of knives, pea-shooters, catapults, guns, fireworks or any other dangerous articles and the firing or throwing of any dangerous object.
- Entering spaces that are out of bounds or classrooms while the teacher is not present. This includes loitering on the corridors before school, during breaks and after school.
- Crossing roads other than at a manned pedestrian crossing, traffic light or under the direct supervision of a teacher.
- Cell phones and any electronic games etc. are not to be brought to school.

#### **17.4 BULLYING**

Bullying requires constant vigilance on the part of parents and teachers alike to protect potential victims, as well as to provide potential bullies themselves with constructive ways of communicating and dealing with their own frustrations and disappointments. In its most overt form bullying can manifest itself as a physical threat from one child towards another, yet it also occurs in other more insidious forms which are sometimes more difficult to identify and are equally damaging. One of the ways this may occur among children at Prep school level is through exclusion of an individual by the group. One child is left isolated and on the fringes of the dominant “in-crowd” and feels ignored and alone. Parents can assist in this area when it comes to birthday party invitations and other social activities arranged among class groups, by ensuring that there is no isolation of only one or two children from the class group. Parents are in a position to encourage their children to widen their social circle, by including children beyond their “regular group” and in this way help in developing broader and healthy social bonds within the school.

**Respect for others**, friends, fellow pupils, staff members and the community is a basic requirement. Durban Prep will show respect for all its members, acting at all times to protect and advance their individual and civil rights. It is a highly prized tradition at DPHS that pupils are expected to behave as gentlemen, lift their caps off their head to greet and show respect to their teachers and elders in the community, obey instructions cheerfully and faithfully, stand up when spoken to and avoid giving offence to the public.

Any hurtful or defamatory comments by a DPHS boy or member of the school community on any social or public media sites will be regarded as a serious offence.

The remaining “DPHS principles”, regarded as major contributors to the ethos of the school, are: excellence; fairness; human dignity; perseverance; self-discipline; service and servant leadership.

**IN ADDITION PUPILS MUST ALWAYS REMEMBER:**

- Not to climb or play on banks, walls, fences, trees or school equipment
- To arrive on time for school and all school activities and not to leave the school grounds before the final bell.
- Not to attract attention to themselves by noisy behaviour, shouting or whistling especially from the sidelines whilst supporting their school.
- To walk slowly and carefully on all concrete, tar and hard surfaces.
- Chewing gum is not permitted.
- Cellular phones are only permitted in special circumstances following a written request from parents and consent by the Headmaster.
- Never to litter or spoil the cleanliness of the school.
- That while they are on tours, trips and excursions the values, expectation and rules apply fully.
- The school grounds and buildings are out of bounds after school.

**WHEN THE PUPILS ARE OUT OF SCHOOL BUT STILL IN SCHOOL UNIFORM THEY MAY NOT:**

- Loiter on pavements, streets or in parks.
- Visit shopping centres, shops, restaurants or neighbouring schools unaccompanied by their parents.
- Play electronic, video or computer games in a public place, games centre or shop.
- Give offence to the public at a bus stop or on a bus. In this regard boys using public transport are to be properly informed by their parents about what is expected of them.
- Use bad language or display offensive materials in public.

**FAILURE TO LIVE UP TO RULES AND EXPECTATIONS:**

DPHS expects all members of the school community to take seriously and positively their responsibility for co-operating with and upholding the ideals of the School. Parents are required to brief and continuously remind their sons to act in a responsible way and according to the values, expectations and rules of the school.

When a pupil acts irresponsibly, the teachers will attempt to deal with the pupil on an individual basis, encouraging personal growth and an acceptance of responsibility, not forgetting to act consistently according to the needs of the school community.

Teachers will expect pupils to be honest and will seek their voluntary confirmation of an offence. A pupil will be allowed to give a full account of the incident or argue his innocence. Dishonesty by a pupil at the outset of an enquiry will be regarded as an offence in itself.

Only if the evidence is compelling will disciplinary action be taken. An appropriate response will be determined according to the pupil's age, experience and any previous incidents or special circumstances. The disciplinary responses will vary. For some pupils a chat or a word of warning is all that is necessary. Written punishment or detention may be appropriate for others.

Where formal exclusion from a lesson, class or activity is necessary parents will be informed in writing.

For major offences, in accordance with the SA Schools' Act, suspension or expulsion may have to be considered. In the unfortunate event of this being necessary parents will be kept fully informed of the process as set out by the KwaZulu-Natal Education Department.

#### **18. DROPPING AND FETCHING YOUR SON AT / FROM SCHOOL**

Please make very definite travel arrangements with your son at the start of each school day e.g. lift clubs, bus times, etc. Your son must know who is collecting him from school, at which entrance he must wait and what time he will be fetched. Boys are not allowed to wait on the pavement to be collected but must remain within the school gates. This requirement is in the interest of our boys' safety.

**WE APPEAL TO PARENTS NEVER TO DOUBLE PARK OUTSIDE THE SCHOOL GATES OR TO STOP ALONGSIDE A PARKED CAR. HOOTING FROM THE CAR TO ATTRACT YOUR SON'S ATTENTION IS NOT PERMITTED.**

**CROSSING POINTS:** Boys are only allowed to cross roads at controlled points, viz. at pedestrian crossings or traffic lights.

#### **THE FOLLOWING ENTRY AND DEPARTURE POINTS SHOULD BE USED:**

**GRADES 1 to 3** Ramp gate in Gordon Road and Hall Entrance gate in Gordon Road.

**GRADES 4 to 7** The Rosetta Road gate, or the Tenth Avenue pedestrian gate. Hall Entrance gate in Gordon Road after 17h00.

**NB:** There is invariably parking available in Claribel Road.

#### **TENTH AVENUE NORTH**

In the interests of pupil safety, Tenth Avenue North between Florida Road and Claribel Road is **out of bounds** to pupils coming to or leaving school on foot. Boys must walk on the pavement in Gordon Road and cross Florida Road at the traffic lights.

**BOYS MUST BE COLLECTED PROMPTLY AT THE CLOSE OF SCHOOL OR AFTER GAMES.**

#### **19. GENERAL INFORMATION**

- The School Reception Office is open between 07h00 and 15h00 Monday to Thursday and between 07h00 and 14h00 on Fridays.
- Parents and visitors must only visit the school **via the School Office.**

- Appointments with teachers are to be arranged through the Secretary.
- Should you need to collect your son from school during the course of a school day, you should come to the main reception to meet him. Parents will be required to write a letter to have in at Reception indicating your intent to take your child out of school.
- Boys are not allowed to have cell phones at school or at any school organised event or function.
- The boys are not allowed to use the school telephone. All outgoing calls are made on behalf of the boys by a Staff member in the Printing Room.
- The School Library and Media Centre is open every day from 13h30 to 15h00 and at both breaks.
- Classes will play in their allotted grounds:
  - Junior Primary : Grades 1 - 3 on the "Wally Walshaw" (upper field)
  - Senior Primary : Grades 4 - 7 on the "John Smith" (lower field).
  - Teachers are on duty at both breaks in each of these playgrounds.
- **TUCKSHOP** : Light refreshments are provided at reasonable prices every weekday at both breaks, after school until 14h00 and during certain activities.
- Boys will not be given permission to go home for lunch.
- The school has a tightly controlled lost property system. Clearly marked articles claimed are returned to the boys on a regular basis by the mothers in charge. The lost property room is opened at first break on each weekday for boys to reclaim lost items of clothing etc. The success of this system depends on all possessions and articles of clothing **being clearly marked**.

## 20. THE DPHS ASSOCIATION

The Director and members of the DPHS Association undertake to provide the Headmaster, Boys, Staff, Parents, Governing Body and Trust with support in all their endeavours to improve and maintain the very high standard of schooling at DPHS and enhance the strong bonds which exist between past and present boys, parents, staff members and friends of the school. By joining the Association you will bond your unique contribution to the school and your DPHS legacy, to the legacy of the school. Membership is open to Old Boys, DPHS parents (present and past), Grandparents, friends and Associates of the school. A once-off life membership fee of R300 is payable to the DPHS Educational Trust. Please contact Richard Neave [rneave@dphs.co.za](mailto:rneave@dphs.co.za) if you would like to become a member of the Association.

## 21. SCHOOL BUS

The school has purchased a 36-seater Mercedes bus. This bus is used, with parental permission, to transport boys to sports fixtures, outings and excursions.

In addition a bus service from Mount Edgecombe via Durban North is run to transport boys to school each morning. Enquiries regarding this service should be directed to Mrs Caroline McCarthy on [cmccarthy@dphs.co.za](mailto:cmccarthy@dphs.co.za).



## RECOGNITION OF ACHIEVEMENTS

The school wishes to recognize and acknowledge all achievements. Certificates and trophies are presented throughout the year at assemblies for achievements at school and for outside activities. Some of these awards are the Junior Primary Certificates of Merit, Sports Certificates and the Grade 7 Service to School awards. Boys' achievements are also acknowledged in the school electronic newsletter Prep Patter. Parents are urged to subscribe to this newsletter by sending an e-mail to [cmccarthy@dphs.co.za](mailto:cmccarthy@dphs.co.za) asking to be added to the mailing list.

The Annual Prize-giving Ceremony marks the culmination of the school year and a list of the prizes and trophies presented at this Ceremony follows:

## PRIZES AND TROPHIES

Speech and Drama Award	Grade 7
Best Actor - School and House Plays	Open Award
Music Award	Grade 7
Eva Wilson Award - Art	Grade 7
1st XI Cricket Trophy - Sportmanship and Achievement	Grade 7
1st XI Hockey Trophy - Sportmanship and Achievement	Grade 7
1st XV Rugby Trophy - Sportmanship and Achievement	Grade 7
Swimming Trophy - Sportmanship and Achievement	Open Award
Tennis Trophy - Sportmanship and Achievement	Open Award
Water Polo Trophy - Sportmanship and Achievement	Grade 7
Hester Parsons - House Spirit	Top House
Keith Miller Trophy - House Points	Champion House
Academic Merit Certificates - Top 5 Boys in each Class	Grade 4 - 7
Academic Achievement - (80% Aggregate for Grade 7 year)	Grade 7
Academic Excellence Prizes - First in Class	Grade 4 - 7
Subject Prizes :	Grade 4 - 7
Top Pupil	Grade 4 - 7
English, Afrikaans, Zulu, Mathematics	
Human and Social Sciences and Natural Sciences	
Economic and Management Sciences	
Top Pupil	Grade 5
Konigkramer Trophy - Top Pupil	Grade 6
Information Technology Award	Grade 7
Physical Education Award - Sportmanship and Achievement	Grade 7
Victor Daitz Technology Award	Grade 7
Paterson Cup for General Knowledge	Grade 7
Scholarships & Bursaries	Grade 7
Beanland Cup - House Academics	Grade 7
The DPHS Centenary Award - Courage and Determination	Grade 7
The Connor Bell Award for Contribution to Sport	Grade 7
Sportsman of the Year Award	Grade 7
Good fellowship Trophy	Grade 7
Maurice Wilkinson Trophy Pro Meritis Award: Service to School	Grade 7

Dux Proxime Accessit  
Dux  
Headmasters Trophy - Outstanding Contribution to School  
The Haysom Trophy - Complete Prep Boy

Grade 7  
Grade 7  
Grade 7  
Grade 7



## The Complete Prep Boy

*“From small beginnings better fortune follows”*

At DPHS the emphasis is to teach the whole boy from Grade 0 right up until his last days with us as a Grade 7.

Of the many awards, the most prized is the Haysom trophy, awarded annually to the Grade 7 boy who has excelled in eleven categories.

Excellence is measured in academics; life skills, discipline and manners; good fellowship; achievement in major and minor sports; involvement in cultural activities, school clubs and societies; school leadership positions held and contribution to School. Also recognised are external Scholarships awarded and participation in other activities recognised by the School.

While only one boy can win this prize, the entire Prep experience is geared to bringing every boy as close to this level as possible.



The results of this dedication to holistic development are evident year after year by the quality of well-rounded boys leaving DPHS to forge their futures as they enter high schools of their choice.

## SCHOOL SONG

At DPHS we're happy to say  
we carry our old city's Motto :  
"From humble beginnings we're paving  
the way for better fortune to follow".  
With a song in your heart,  
you will find from the start,  
You can take all the hurdles in your stride.  
So let us fulfil daily tasks with a will.  
And may God, our Almighty be our guide.  
As we strive to contribute to Prep's honoured name,  
With the drive of our forebears, enhance Durban's fame.  
Then with ev'ry success, let's cheer DPHS  
With hooray, and hooray, and hurrah!

The spirit of esprit de corps, day by day,  
is the axis on which we revolve.  
With parents and Prep-folk in step all the way,  
Our problems are easy to solve.  
With a song in your heart,  
you will find from the start,  
You can take all the hurdles in your stride.  
So let us fulfil daily tasks with a will.  
And may God, our Almighty be our guide.  
As we strive to contribute to Prep's honoured name,  
With the drive of our forebears, enhance Durban's fame.  
Then with ev'ry success, let's cheer DPHS  
With hooray, and hooray, and hurrah!

In our land of the future we'll play our role,  
At Prep we have practised the art:  
For the good of the whole, ever be our set goal,  
So it's esprit de corps from the start.  
With a song in your heart,  
you will find from the start,  
You can take all the hurdles in your stride.  
So let us fulfil daily tasks with a will.  
And may God, our Almighty be our guide.  
As we strive to contribute to Prep's honoured name,

**With the drive of our forebears, enhance Durban's fame.  
Then with ev'ry success, let's cheer DPHS  
With hooray, and hooray, and hurrah!**