

PARENT/STUDENT PROSPECTUS  
AND  
THE PARENT/STUDENT GUIDE TO POLICIES  
AND PROCEDURES



**Together We Grow**

ASHBURY HIGH AND PREPARATORY SCHOOLS  
69 VON BROEMSEN RD  
FAIRLEADS  
BENONI

ASHBURY IS A NON-SUBSIDISED INDEPENDENT SCHOOL

## PROPRIETORS

Mrs Terry Scott  
Mr Trevor Scott

## BOARD MEMBERS

Mr Steve Budda  
(Chairman)  
Mr Lucky Kolobe  
Mr Svu Mabena  
Mr Leslie Rakhibane  
Mrs T Myemane

## ADMINISTRATION

Mr Cecil H. Behrens  
(Headmaster)  
Mr Vinesh Indurjeeth  
(Deputy Head High School)  
Mrs Nicola Behrens  
(Deputy Head Prep School)  
Mrs Keshani Chetty  
(Head of Dept. ISP)  
Miss Lisa Trollip  
(Head of Dept. HS)  
Mrs Beverly Parsons  
(Head of Dept. FP)

## SECRETERIAL STAFF

Mrs Sue Leighton  
(Headmaster's Secretary)  
Mrs Marietjie Bosch  
(General Secretary)

## MAINTENANCE MANAGER

Mr James Scott

## HISTORY

Ashbury is a non-subsidised independent school registered with the Gauteng Department of Education. Ashbury was started in 1994 at its current location in Fairleads Benoni as a Preparatory School educating students from grade 000 to grade 7. After numerous requests from parents Ashbury High was born in 2005. Today Ashbury is a combined school of over 500 students.

**MISSION:**

To provide a holistic education based on sound norms and values in a caring and nurturing environment where students are encouraged to reach their full potential in the classroom, on the sports field and in cultural activities.

**ASPIRATION:**

Ashbury School will accomplish its goal and its mission by discovering and developing each individual child’s potential and talents.

**MOTTO:**

Together We Grow

**GENERAL INFORMATION:**

**School Hours**

Pre School: Pre Grade R – Grade R 07:55 – 13:30  
Preparatory School: Grade 1 – Grade 7 07:55 – 14:00  
High School: Grade 8 – Grade 12 07:55 – 14:00

**Important Phone Numbers**

Reception Desk (07:00 – 14:00).....011 969-2187  
School Mobile (after 14:00) .....072 495 4902  
Fax to Mail .....086 578 1542  
Finance .....011 969-1079  
Headmaster .....011 969-2187

**Website**

[www.ashburyedu.co.za](http://www.ashburyedu.co.za)

**Email**

[ashburyschools@lantic.net](mailto:ashburyschools@lantic.net)  
[admin.ashburyschools@iburst.co.za](mailto:admin.ashburyschools@iburst.co.za)

**ARRIVALS AND DEPARTURES FROM CAMPUS:**

Ashbury School maintains a closed campus policy. Once a student arrives on campus, the student is to remain on campus until the end of his/her school day. Any Parents/Guardians picking up student(s) before dismissal time are required to go to the **reception area**, and state their purpose for taking the student out of school.

**All visitors must report to reception when visiting the campus.**

**Arrival Pre Grade R – Grade 7:**

School opens every morning at 07:00 and school starts promptly at 07:55. All students must enter through the South Gate at the staff parking lot and go directly to their respective playgrounds after dropping their schoolbags off at their classrooms.

**Arrival Grade 8 – Grade 12:**

School opens every morning at 07:00 and school starts promptly at 07:55 from Monday – Thursday and at 07:45 on Friday. Students must enter through the East Gate at the sports fields, drop their bags off at class and proceed to the playground.

**Departure Pre Grade R and Grade R:**

Students are to remain at school until 13:30 p.m. Upon dismissal and only if fetched by an adult or older sibling, students are to exit the campus through the South Gate (Parking lot). Students remaining for aftercare are to be collected by 17:30.

**Departure Grade 1 – 7:**

Students are to remain on campus until 14:00 p.m. Upon dismissal students are to exit the campus through the South Gate (Parking Lot). Students remaining for aftercare are to be collected at the South Gate by 17:30.

**Departures Grade 8 – 12:**

Students are to remain on campus until 14:00 p.m. Upon dismissal students are to exit the campus through the East Gate at the sports field. If students are not involved in extra-curricular activities they are to be collected or leave the premises by 16:00 p.m. unless arrangements are made and permission granted by the Head of School.

**Aftercare Pickup Policy:**

Students must be picked up on time by 17:30 p.m. Failure to pick your child up on time will result in a R50.00 fine been imposed.

**COMMUNICATION AND EMERGENCY CONTACT INFORMATION**

In the interest of student safety, it is the parent/guardians/student's responsibility to ensure the correct home address, telephone and cellular phone numbers and emergency contact information are on file at the school. Please contact the school and report any changes to the above. Information sheets are sent out annually to update information.

## FIELD TRIPS AND EXCURSIONS

Field trips and excursions are educational tools to enlighten the students of Ashbury. Students must wear correct school uniform or otherwise designated dress for trips and excursions. All school rules and policies apply during Ashbury trips and outings. Students without signed parent consent will remain at school, supervised by a teacher or Ashbury staff member.

## D.E.A.R

The most important lesson your child has every day at Ashbury Preparatory is D.E.A.R (Drop Everything And Read). D.E.A.R. is 30 minutes of silent sustained reading. It is important that you reinforce this behaviour at home. It is important that in Foundation Phase Grade 1 to Grade 3 the child reads aloud to a parent. It is also equally important that parents read to their children. Reading a more challenging text than children themselves could read is a great introduction to more complex and in depth subject matters and will greatly contribute to a student's background knowledge.

## HOMEWORK

At Ashbury, homework is a natural extension of a student's education. You can expect that your child will have homework based on the individual requirements of each teacher.

- Homework serves to reinforce skills and concepts previously taught in the classroom.
- The purpose of homework is to enrich and to extend concepts being taught in the classroom, to build on the current days work, and prepare for the following day. Homework will be assigned 4 days a week for the Preparatory School and 5 days a week for High School (this includes studying for exams and tests).
- The most positive way parents can assist their child to complete homework is by providing the student with a consistent time and place for study, making supplies available, and helping children to develop organizational and time management skills. Therefore they can finish and return their homework to school in a timely fashion. While parents are encouraged to assist their children, *please remember that all homework should be the product of the student.*
- Assessment plans are sent home for every grade and every subject for parents to see when assessment will take place in order to assist the students to prepare thoroughly.
- Homework for each grade level is assigned as follows. The assumption is that 75% of the students can finish homework in the allotted time.
  - Grade 1-3                      1hour
  - Grade 4 -7                    1hr. to 1hr. and 30 mins
  - Grade 8 + 9                  2hrs. to 2hrs. and 30 mins
  - Grade 10 – 11                3 – 4 hrs. depending on subject choices.

## LOST AND FOUND VALUABLES

Student valuables, cellular phones or large amounts of money should not be brought to school. **Ashbury School assumes no responsibility for the loss or theft of such valuables. Please label your child(ren)'s clothing with a permanent marker.**

**School property:** If school property is lost, it is the responsibility of the student and parents to pay the replacement cost.

## INTERVIEWS

Ashbury School has an open door policy and any positive input by our parents is valued. Parents may request an interview with the Head of School, Deputy Head, Heads of Department or any member of the teaching by appointment only.

## SCHOOL UNIFORM

Our uniform stockist is Rynfield Drapers situated on Pretoria Road, across from the fire station.

### High School

#### **Boys – summer and winter uniform**

1. Trousers: Long grey flannels
2. Belt: Black with plain buckle. No ornate buckles are permitted.
3. Shirt: White only. Short sleeved **only in summer**
4. Tie: **Only in winter;** plain black. Gr. 12 black and white striped.
5. Socks: Regulation black school socks only.
6. Jersey: Black with red stripe pullover or long sleeved jersey only.  
Gr. 12: Plain white pullover or jersey.
7. Shoes: Black plain round toe leather lace-up school shoes only.
8. Blazer: Plain black blazer with school badge on the pocket.

#### **Girls – summer and winter uniform**

1. Skirt: Tartan school skirt to be worn no shorter than 7cm above the knee when kneeling.
2. Shirt: **Winter:** Plain long sleeved white school shirt.  
**Summer:** Plain short sleeved school shirt or white tailored school blouse.
3. Socks: **Summer:** White ankle-length regulation school socks.
4. Stockings: **Winter:** Black opaque tights or black with red stripe knee high regulation school socks.
5. Tie: **Winter:** Black school tie
6. Jersey: Black with red stripe pullover or long sleeved jersey only.
7. Shoes: Black low-heeled lace-up or one bar strap.
8. Grade 12's: Tailored tartan or black skirt, white school shirt, white jersey or pullover. Regulation Black nylon pantyhose with plain black leather medium-heel court shoes are allowed throughout the year.

### **Preparatory School:**

#### **Boys – Summer and winter uniform:**

1. Trousers: Grey school shorts. (Gr. 1 – 6) summer only.  
Long grey flannels. (Gr. 1 – 6 winter only; Gr. 7 All year)
2. Belt: Black with plain buckle. No ornate buckles are permitted.
3. Shirt: White short sleeved school shirt in **summer**. Long sleeved **winter**.
4. Tie: **Winter only**; black with red stripe.
5. Socks: Regulation black with red stripe school socks only.
6. Jersey: Black with red stripe pullover or long sleeved jersey only.
7. Shoes: Black plain round toe leather lace-up school shoes only.
8. Blazer: Plain red blazer with school badge on pocket.

#### **Girls – Summer and winter uniform:**

1. Dress: **Summer:** Black and white checked school dress to be worn no shorter than 7cm above the knee when kneeling.
2. Gym slip/  
Pants: **Winter only:** Black school long pants or gym slip. Same length as above.
3. Shirt: **Winter only:** Plain long sleeved white school shirt.
4. Socks: **Summer:** White ankle-length regulation school socks.
5. Stockings: **Winter:** With gym slip: Black opaque tights OR with pants black with red stripe regulation school socks.
6. Tie: **Winter:** Black with red stripe school tie.
7. Jersey: Black with red stripe pullover or long sleeved jersey only.
8. Shoes: Black low-heeled lace-up or one bar strap.

#### **Additional winter clothing**

The school drimac or tracksuit top may be worn under the school blazer, but not in place of the blazer. No other clothing may be worn with the school uniform. **No beanies may be worn with the school uniform.**

#### **Physical education uniform**

Black shorts and red Ashbury golf shirt or Ashbury tracksuit are to be worn for physical education or extra mural activity (sport).

## **HAIR REGULATIONS**

#### **General Remarks:**

The general image of the school is more important than the fashion consciousness of the individual. Neat, tidy hair creates a good impression and as stated before, the benefits derived from being part of a school with a good image are of inestimable value.

#### **Stipulation for boys:**

- Hair must be kept short, neat and tidy
- Braiding must be flat against the head
- No substance (Gel, Hairspray, cream, colouring, highlights etc.) may be worn to school.
- No beards or moustaches are allowed and faces must be clean shaven at all times.

#### **Stipulation for girls:**

- Banana clips are not allowed, and all other grips, slides and combs must be limited to only one colour. Fuzzy hairstyles are not allowed. **Any shoulder length hair must be tied up.** No ribbons or pieces of material are allowed in the hair. Towelling bands

must be white, black or red and only ONE colour at a time – no mixture of colours. Combs must be the same colour as the band and NO MIXTURE OF COLOURS. No hair accessories with shiny decorations are permitted. Fringes must be of a reasonable length – if too long they must be clipped or held back with a comb or clip.

- Braiding must be flat against the head.
- No dreadlocks are allowed.
- Hair may not be permanently waved, coloured, extended, highlighted or treated with chemical substances.

### **JEWELLERY**

#### **Stipulation for boys:**

No jewellery other than a wrist watch or medic alert bracelet may be worn.

#### **Stipulation for girls:**

One pair of plain stud (gold or silver) or small hoop (gold or silver) earrings may be worn, over and above a wrist watch and/or medic alert bracelet. No makeup is allowed.

### **NEWSLETTERS**

A newsletter is sent out every two (2) weeks to keep parents informed with regard to results and achievements, upcoming events and any other school matters that need to be communicated. Parents are encouraged to look out for these in order to stay abreast with regard to developments and what is happening in and around school.

### **INFORMATION EVENINGS**

Parents' evenings are held 4 times per year, at the beginning of terms 1, 2, 3 and 4. Beginning Term 1 is to discuss requirements for the year and to meet the teaching staff. Beginning of terms 2, 3 and 4 is to discuss your child's progress with regard to work.

### **SCHOOL TERMS**

At Ashbury we have 4 terms that run concurrently with the State school terms in Gauteng.

### **MEDICAL**

Please inform the school in writing if there are any medical conditions that we need to be aware of or any chronic medication your child might need to take during the school day.



## SAFETY AND SECURITY

Your child's safety is a very high priority to us. We will take every precaution possible to ensure that your child is kept safe while on the school premises or on an outing or trip with the school. It is however humanly impossible to prevent accidents from happening. It is therefore vitally important that you accurately complete the **information sheet** provided so that we can contact you in an emergency.

## EXTRA MURAL ACTIVITIES

Extra Mural Activities offered at Ashbury:

Football	Chess	<u>Out sourced activities</u>
Netball	Drama	Karate
Softball	Eisteddfod	Pottery (Pre-school only)
Athletics	Interact	Swimming (Pre-school only)
Cross Country	Rotakids	

An extra mural programme will be sent out every term. Check if there are activities for your child to get involved in. Encourage your child to get involved in the school's extra mural programme.

## SPORTS CODE OF ETHICS

As an athlete, I understand that it is my responsibility to abide by the following:

- Place academic achievement as the highest priority.
- Display good sportsmanship and exhibit fair play and proper conduct on and off the playing field.
- Show respect for teammates, opponents, officials and coaches.
- Respect the integrity and judgement of referees and umpires.
- Refrain from the use of profanity, vulgarity and other offensive language or gestures.
- Return all equipment in good order. The athlete is held responsible for lost, stolen or damaged equipment.
- Attend all scheduled practices and games. I understand that failure to attend practice may result in reduced game playing time.
- Follow all school disciplinary rules as described in the school Code of Conduct.
- Win with character; lose with dignity.

## COACHES EXPECTATIONS OF PLAYERS

**Coaches expect players to abide by the following:**

- Be on time for practices.
- Be at all practices, games and meetings.
- Be committed to the season.
- Be "coachable" (i.e. players listen, focus, during practice, implement what the coach wants, and give 100%)
- Talk to the coach if there is a problem.
- Treat each other and the coach with respect.

- Trust the coach's experience, knowledge of the game, and the ability to make decisions in the best interests of the team.

### **EDUCATIONAL AND PERSONAL BENEFITS OF EXTRA MURAL INVOLVEMENT**

- Learn individual and team goal setting
- Learn teamwork skills
- Learn to sacrifice for the good of the whole
- Develop self-discipline
- Learn to persist
- Learn to endure
- Learn to deal with losses and wins in a positive way
- Develop positive attitudes
- Learn to put body and mind together
- Learn to deal with pressure
- Learn to get along and work together with those you may not like
- Learn your strengths and weaknesses
- Develop time management skills
- Develop close relationships
- Learn to commit
- Learn to finish what you have begun (no quitting)
- Develop leadership skills
- Develop healthy ways of dealing with stress
- Learn to accept appropriate constructive criticism.

Ashbury School recognises the connection between academics, sport and cultural activities. Young boys and girls develop a sense of pride in their accomplishments in the classroom and on the field and courts of competition. Fostering a critical link between success in academics and sport and culture remains a focal point of our mission.

### **CELLULAR PHONES**

The use of cellular phones by students is prohibited on campus. Cellular phones must be turned off during school hours. The cell phone cannot be visible on the school campus. Cyber-bullying sent from Ashbury students at any time is grounds for immediate suspension and severe disciplinary action which could include expulsion. If a student is using a cellular phone for any reason during school hours, be it as a phone, organiser, or calculator, the phone will be confiscated for a period of 14 days.

### **DRUGS AND ALCOHOL**

The possession or use of alcohol or illegal drugs is strictly prohibited on campus and at any school event or event where a student is representing the school including school outings, trips, excursions or tours. Any such possession or use may result in immediate suspension and/or expulsion

## **BEHAVIOUR OF STUDENTS**

Good behaviour inside and outside of the school is strictly enforced and is of the utmost importance. The readmission of students who discredit the school will be reviewed annually. The image of the school is way more important than the individual as the benefits of attending a school with a good image is of inestimable value.

## **GENERAL SCHOOL RULES**

- Late arrivals for school will not be tolerated.
- Litter must be placed in the bins provided. The school grounds must be clean and free of litter.
- Medical certificates are required for exemption from physical education as well as for an absence of more than two (2) consecutive days from school.
- Any form of bullying, cyber, physical, emotional or psychological is in direct contravention of school policy and will be dealt with in the harshest manner possible.
- Students may not be in possession of any object which could be deemed by the school to be dangerous or could cause injury.
- Students must at all times safeguard personal effects, including money, calculators and other belongings, as the school will not be held liable for any theft or damage thereof.
- When in uniform inside or outside of school students will conduct themselves in a manner that will bring credit to the school. Uniform will be worn correctly at all times, inside and outside of school.
- It is compulsory to wear the school blazer when outside class or when in uniform outside of school. The blazer may be removed during break times.
- **NO STUDENT MAY;**
  1. smoke or be in possession of tobacco;
  2. be in possession of, use, distribute or contrive to distribute or in any way bring any drugs, alcoholic and/or narcotic substances whatsoever onto the school premises or influence any other student to do so. This is in direct contravention of the Education Ordinance and laws of the country;
  3. attend any school function under the influence of alcohol or any narcotic substance for any reason whatsoever;
  4. be in possession of, or bring any form of pornography on to the school premises at any time;
  5. commit any form of vandalism at the school;
  6. deface the property of the school or anyone else;
  7. intimidate or threaten any fellow student, staff member or visitor to the school;
  8. dress in an inappropriate or promiscuous manner;
  9. steal;
  10. use foul language;
  11. show disrespect to fellow students, staff or visitors to the school;
  12. use cd players, I-pods, games, portable radios etc. during school hours, unless for specific educational purposes. These will be confiscated for a period of two (2) weeks if used during school hours;
  13. chew chewing gum during school hours.
- A drug test may be performed on any pupil at any time by a designated member of staff duly sanctioned by the Head of School or his/her representative and without

prior correspondence to or consent of the parent if there is reasonable suspicion of drug usage.

- Searching of a pupil's personal school bags, kit bags and any containers may be performed at any time by a relevant staff member duly sanctioned by the Head of School or his/her representative without prior consent of or correspondence to the parent.

**Any student, who fails to comply with Ashbury's code of behaviour, will be dealt with by the School's disciplinary committee and continued breach of this code may lead to suspension or permanent dismissal from the school.**

## MANNERS

The displaying of good manners and respect for others are core to the education at Ashbury and these will be displayed in the following ways:

- The polite greeting of staff and adult visitors at the school.
- Displaying of helpful behaviour towards visitors to the school.
- Being silent during assemblies and formal proceedings, especially when being addressed by guest speakers.
- Stepping aside for an adult when entering or exiting a room or doorway.
- Speaking politely to office staff when requiring assistance.
- Paying attention when being spoken to.

## ABSENCE FROM SCHOOL

Regular school attendance, which is enforced, is the first and last instance the responsibility of the parent. No student may leave campus during school hours without the permission of the Head of School. Permission can be granted for students to leave school early in exceptional circumstances only on receipt of a letter addressed to the Head of School in which full details are given for the reason.

**NB: Phone calls to parents of students who fall ill during school hours may only be made by a staff member from the admin office. Students may not use their cell phones for such calls.**

In the event of absence from school, the parent shall provide a written explanation of such absence in the school diary. A medical certificate is required for an absence of two (2) or more days from school. Cases of expected truancy are viewed in a serious light and reported to the disciplinary committee who in turn may then choose to report it to the relevant education authorities.

## EXAMINATIONS AND TESTS

Tests are written for all subjects throughout the year, dates for these will be given out to the students well in advance.

Examinations are written in Grades 4 – 11 at the end of terms two (2) and four (4). Grade 12 also writes a preparatory exam in term 3. Absence from any examination or test requires

production of an original doctor's certificate. **Failure to produce a doctor's note will result in a zero mark being allocated.**

## REPORTS

Reports on pupil progress are issued 4 times a year, at the beginning of term 2 for term 1's results, beginning term 3 for term 2's results, beginning term 4 for term 3's results and the end of term 4 for promotion or retention.

## PROMOTION REQUIREMENTS

### Preparatory School:

Grades 1 – 3:	50% in English 40% in Afrikaans 40% in Mathematics
Grades 4 – 6:	50% in English 40% in Afrikaans 40% in Mathematics 40% in any 2 of the 3 remaining subjects: NS and Technology Social Sciences OR Life Skills
Grades 7 – 9:	50% in English 40% in Afrikaans 40% in Maths 40% in 3 subjects AND 30% in 2 subjects from the listed subjects: Natural Science Social Science Technology Arts and Culture EMS Life Orientation
Grades 10 – 12:	40% in English 40% in Two (2) other subjects 30% in three (3) subjects

## FET SUBJECTS

**The following subjects are offered in Grades 10 – 12**

### Compulsory

English, Afrikaans, Mathematics or Mathematical Literacy and Life Orientation,

### Choice of 3 from the list below in set combinations

Physical Science, Life Sciences, Accounting, Business Studies, History, Geography and Computer Application Technology.

## TARDINESS

Being late for school means your child is missing instruction in their first period class. This is disruptive to other students in the class as your child's late arrival will distract them from their lesson. Also, the teacher will have to meet with your child and review the lesson that he/she has missed because the student was tardy. This burden hinders the teacher's effectiveness in teaching all of their students.

In the 'real world' employees must be on time to work. Coming late to work or taking a longer break than is allowed is unacceptable. Tardiness at Ashbury is also unacceptable. Student tardiness is a serious disruption to the educational process. "Tardiness interferes with time to teach and infringes on the educational rights of other students."

**If you are more than 5 minutes late for a lesson you are placed on immediate break detention. Regular break detentions will result in further disciplinary action taken by the disciplinary committee.**

## SCHOOL DIARY

A school diary will be issued to each student by the school. It is compulsory to have the diary at school every day. If the diary is lost it must be replaced at own cost. Failure to have the diary at school will be deemed as a breach of the code of conduct and will be dealt with accordingly, as the diary is an integral part of communication between the teaching staff and the parent with regard to the child's behaviour and progress at school.

## POLICIES

For policies below, consult our website

- Code of Conduct
- Disciplinary Code and Procedure
- Health and Safety Policy
- Admissions Policy
- Language Policy
- Awarding of colours Policy
- Drug and Substance abuse Policy