



INFORMATION BOOKLET

2022

18 October 2021



**Hoërskool
MELKBOSSTRAND
High School**

*Sentrum van
uitnemendheid
Centre of excellence*

Tel.: (021) 5530086/5531277

Faks/Fax: (021) 5533016

admin@hsmelkbos.co.za

finansies@hsmelkbos.co.za

Posbus/Box 311

Melkbosstrand 7437

Otto Du Plessis Rylaan/Drive



Skoolhoof/Headmaster

Mnr./Mr D.J. Ross

www.melkboshigh.co.za

aspirantes ad excellentiam

Dear Parent

Thank you for enrolling your child for 2022. Your child is a unique person who will fill a special place at Melkbosstrand High School. We undertake to guide your child with respect and empathy in the fields of academics, sports and culture so that your child can become an ambassador for our school. May you and your child's association with Melkbosstrand High School hold good memories and shape a citizen who helps build the future of Melkbosstrand High School as well as in society.

At this stage you may already have questions about various matters which we would like to answer by sharing the following information with you:

1. **SCHOOL TERMS 2022**

TERM	OPEN	CLOSE
FIRST	19 JANUARY	25 MARCH
SECOND	5 APRIL	24 JUNE
THIRD	19 JULY	30 SEPTEMBER
FOURTH	11 OCTOBER	14 DECEMBER

2. **SCHOOL HOURS**

School will start for Grade 8 learners on **18 January 2022**, at 07:45 – 12:00

School times for the rest of the year are as follows:

MONDAY – THURSDAY: 08:00 – 14:30

FRIDAY: 08:00 – 14:00

Punctuality of learners is our top priority and we do not want your child to lose any academic time. Please ensure that your child is on time every morning. If your child makes use of a bus, please ensure that they take a bus which will ensure prompt arrival at school.

3. **BUS SERVICE**

The MyCiTi bus service is operational in Melkbosstrand. Feel free to call the toll free number: 0800 65 64 63 or visit the website www.myciti.org.za for more information.

4. **SCHOOL UNIFORM**

The appearance of our learners is a matter of pride to us and we would like you to support us by ensuring that your child is dressed in the correct uniform on the first day of school (18 January 2022). **Please consult Addendum A for details.** The school uniform can be purchased from ARC Sportswear (**see Addendum A**). Please **mark your child's school clothing and possessions clearly.**

5. **SPORT CLOTHING**

We would strongly encourage you to pay a visit to ARC Sportswear as soon as possible and acquire the necessary sports clothing and school blazer. The sports shirt is not only used for sport, but also for other school activities as well as LO practical and is therefore mandatory. The acquisition of the school's track suit is also mandatory. Finally, as we would like uniformity amongst our students, the Melkbosstrand High School sports bag is compulsory. Please do not purchase other sports bags. We would strongly encourage you to purchase a school cap.

6. **SCHOOL BAG**

The Melkbosstrand High School bag is compulsory for all students and is available at ARC Sportswear.

(See Addendum A)

7. **SCHOOL FEES**

The budget meeting for 2022 has not been held and the school fees for 2022 will be finalized after conduction of set meeting. Thereafter finalized school fees will be communicated promptly. Addendum B to follow after finalization of school fees.

8. **STATIONERY**

Every learner is responsible for his/her own classwork book, files and stationery. A complete list of what your child needs is included in this booklet **(see Addendum C)**. **Please do not buy a diary for your child, as each learner will receive one from the school.** Additional costs associated with materials required for certain subjects are also indicated **(see Addendum C)**. These costs are payable to the individual subject teachers by no later than 1 February 2022.

9. **TEXTBOOKS**

All textbooks will be supplied by the Department of Education (WCED). Textbooks will be handed out to learners at orientation (see point 13 below). Each textbook has a unique barcode ID and will be scanned out under the name of the learner on the electronic system. All textbooks must be covered (at home) within a week of receipt. Learners are responsible for keeping textbooks in a good condition throughout the academic year. Lost textbooks will result in a fine equal to the replacement value of the textbook.

10. **CONCESSIONS**

If your child currently has any concession that is approved by the WCED, please indicate it on the reply slip in **Addendum D** and return to the register teacher by **20 January 2022**.

11. EXTRAMURAL ACTIVITIES

Currently we offer the following:

<u>CULTURAL</u>	<u>SPORTS</u>
Drama	Chess
Debating	Athletics
Rotary Interact	Netball
Eisteddfod	Rugby
Orchestra	Cricket (boys and girls)
Melkbos Environmental Society (M.E.S)	Soft Ball
Choir	Tennis
First Aid	Swimming
School newspaper (Die Melkie)	Hockey (boys and girls)
Community Service	Tug of War (boys and girls)
Art Club	Golf
Recorder Ensemble	Cross Country
	Surfing
	Volleyball

It is compulsory for all learners in grade 8 to participate in at least ONE summer sport, ONE winter sport and a culture activity. **(Please complete the participation slip in Addendum E.)**

12. SPORT HOUSES

All learners in the school are grouped into three houses, each with a specific name and colour. The grouping is done according to the learner's surname.

HOUSE	COLOUR	SURNAME STARTING WITH
1 Penguins	Yellow	A D G K N Q R U V
2 Seals	White	B E H L O S W X Y
3 Sharks	Blue	C F I J M P T Z

13. COMMUNICATION

Should you require any further information please contact us.

- General enquiries to reception - Mrs J. Botha (021 553 0086; admin@hsmelkbos.co.za)
- Finances – Mrs T. Davis (finansies@hsmelkbos.co.za); Mrs B. Koen (finansies2@hsmelkbos.co.za)

The **D6 communicator** is used to communicate important information to parents. Important dates are also placed on the D6 communicator calendar. Parents must therefore ensure that they register on the D6 communicator. Please follow the link on the school website (www.melkboshigh.co.za) for further information.

We believe you are as excited as we are to involve you and your child in an educational partnership.

Kind regards,

A handwritten signature in black ink, appearing to read 'D.J. Ross', written over a horizontal line.

Mr D.J. ROSS

HEADMASTER

Addendum A



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GENERAL APPEARANCE AND SCHOOL UNIFORM

(An extract from the Melkbosstrand High School Code of Conduct.)

1. Hair, nails and jewellery

1.1 Boys

- Hair should be cut gradually from the top to bottom – not very long on top and very short at the sides, thus, no sharp change in length.
- No patterns, lines of notches may be cut into the hair or any extreme styles may be worn.
- If the fringe is combed forward, it must be two fingers above the eyebrows.
- No pony tails are allowed.
- Hair may not reach the ears or touch the collar.
- Hair must be clean and neat.
- Hair may not be dyed.
- Sideburns may not be lower than the middle of the ear.
- Hair may be braided in straight braids; the remaining ends may not be longer than 1 cm.
- Each boy's hair will be evaluated individually.
- If a boy's hair is not cut correctly, it must be rectified within 24 hours. Should a second warning be necessary, the parent/guardian will be contacted with the request to rectify it immediately.
- Boys must be clean shaven every day. If there is a problem, the parent/guardian must inform the Grade Head.
- Nails must be short and clean.
- Only a wrist watch and/or official medical alert bracelet is permitted.
- No rings, pendants, bracelets or ear rings are permitted.
- No tongue rings, nose rings or any other visible piercings / studs or visible tattoos may be worn with the school uniform.

1.2 Girls

- Only plain black, brown, navy, silver or white clasps/pins may be worn to tie hair.
- Only plain black, navy or white hair bands may be worn.
- Only plain black, navy or white hair ribbons are allowed.
- Only plain black, brown, navy, silver, white or transparent/guardian hair accessories are allowed.
- Long hair, also small braids (if touching the collar or being longer) must be tied.
- Hair may not be dyed in an unnatural colour.
- No extreme hair style may be worn.
- Hair extensions must be the same colour as the rest of the hair.
- Hair must always be clean and neat.
- No make-up is allowed.
- Nails must be short and no colour or tinted nail polish is allowed. (NO gel, acryl or "French tips".)

- Only a wrist watch, official medical alert bracelet and a signet ring is allowed.
- Only one pair of studs or rings in silver or gold, 5 mm in diameter in the lowest pierced hole in the ear is allowed.
- No extra earrings may be worn or covered by bandages.
- No tongue rings, nose rings or any other visible piercings / studs or visible tattoos may be worn with the school uniform.

2. School uniform

2.1 Boys

Summer wear

- grey trousers or short grey pants (black belt)
- blue short sleeve shirt (ALWAYS TUCKED IN)
- for assembly a blue school blazer, shirt collar over blazer collar, COMPULSORY
- long grey school socks, NO white or colour socks
- black leather lace up shoes

Winter wear

- grey trousers or short grey pants (black belt)
- blue long sleeve shirt (ALWAYS TUCKED IN), with collar for tie
- blue school blazer and tie
- navy blue school jersey or school pullover (optional)
- NO track suit tops underneath school blazer
- ONLY plain black or navy blue scarves, NO beanies
- long grey school socks, NO white or colour socks
- black leather lace up shoes

2.2 Girls

Summer wear

- blue short sleeve school blouse – NOT tucked in
- blue check school skirt (length four fingers above the knee, NOT rolled up)
- school navy blue pants allowed
- for assembly blue school blazer with shirt collar over blazer collar, COMPULSORY
- short white socks, folded
- black leather shoes

Winter wear

- blue long sleeve shirt (ALWAYS TUCKED IN), with collar for tie
- blue school blazer and tie
- navy blue school jersey or school pullover (optional)
- NO track suit tops underneath school blazer
- ONLY plain black or navy blue scarves, NO beanies
- plain black tights, no patterns, no socks beneath tights
- blue check school skirt (length four fingers above the knee, NOT rolled up)
- school navy blue pants allowed
- black leather shoes

ARC

SPORTSWEAR

Manufacturers of Ladies
Golf / Tennis / Bowls Wear
and School Uniforms

Cnr Mansell / Scheckter Roads
Killarney Gardens

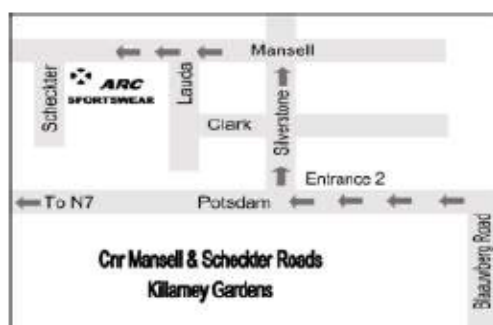
SHOP: Tel/Fax: 021 556-7265
E-mail address: shop@arcsportswear.co.za

MELKBOSSTRAND HIGH SCHOOL

SEPTEMBER 2021

ATTENTION: NEW LEARNERS - 2022
UNIFORM REQUIREMENTS

1. Blazer
2. Pullover (long sleeve)
3. Slipover (sleeveless)
4. Summer sky blue shirt (short sleeve)
5. Pleated check skirt (girls)
6. Sport shirts (house)
7. Sport skort (girls)
8. Sport shorts (boys)
9. sport socks
10. Track suit
11. Tie (for winter)
12. Sky blue shirt (long sleeve for winter)
13. Satchel
14. Tog bag



Girl's white ankle socks, boys grey long socks, and boys grey trousers are available from Major Retailers. Stock for 2022 learners will be available from 1 December 2021 at ARC Sportswear, the uniform shop. Please phone 021 556 7265 or e-mail us at shop@arcsportswear to make an appointment for fitting the uniform in November and December.

No appointments in January.

SHOP HOURS: Mon - Thurs 8.30am - 4.00pm
Friday 8.30am - 2.30pm
Saturday 9.00am - 12.00pm

SHOP CLOSED: During the festive season:
Close: Wednesday 15 December 2021
Re - open: Saturday 8 January 2022

PAYMENT Cash / Debit card / Visa or MasterCard
No cheques / American Express or Diners Club accepted.

PLEASE COME EARLY TO AVOID THE RUSH IN JANUARY 2022!!!!!!

Any queries please contact us on 021 556 7265.

Regards

Nadia or Glenda or Na-eemah

Member: A.R.Batt

Vat No.: 4020188019

Addendum D

Concession Reply Slip

Please indicate any WCED approved concession by marking the appropriate block and send it back by **20 January 2022**.

Separate venue	
Extra time	
Scribe	
Reader	
Spelling	
Larger font	

Name and surname of learner

Signature of parent/guardian

.....

Date:

.....

Addendum E

Melkbosstrand Extramural Participation Slip

Melkbosstrand High School aims to encourage holistic development of learners. In order for us to prepare our facilities and programmes, we would like to know what activities your child is interested in participating in.

Please tick the applicable boxes and return the slip on or before **20 January 2022**.

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Drama	Chess
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Melkbos Environmental Society (M.E.S)	Soft Ball
Choir	Tennis
First Aid	Swimming
School newspaper (Die Melkie)	Hockey (boys and girls)
Community Service	Tug of War (boys and girls)
Art Club	Golf
Recorder Ensemble	Cross Country
	Surfing
	Volleyball

I (name and surname)....., parent of
(name and surname of learner)hereby state that my child
will attend the practice sessions of the above mentioned activities.

Signature of parent/guardian

Signature of learner

Date:

.....

.....

.....



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**COMPULSORY GRADE 8 CAMP AT MELKBOSSTRAND HIGH
SCHOOL ON FRIDAY 21 AND SATURDAY 22 JANUARY 2022.**

Please take note of the following arrangements:

1. The camp will take place at the school and vicinity.
2. The camp will start on Friday afternoon at 14:00 and end on Saturday morning at 12:00.
3. Everyone is responsible for his/her own food and drinks on Friday afternoon. Breakfast will be provided on Saturday morning.
4. Remember to bring enough water and cool drinks.
5. Learners must bring along: old "tekkies", a hat, appropriate swimwear, towel, sunscreen, mattress, sleeping bag and pillow.
6. Please mark your possessions very clearly. The school does not accept responsibility for any loss/damage of property.
7. The cost is **R170-00** per learner.
8. Parents must please complete the **INDEMNITY FORM** below and send it back **on the latest 20 January 2022** to the register teacher. Please indicate it clearly on the indemnity form if the learner **cannot swim**.
9. Arrangements subject to Covid-19 protocol.

Addendum G



Study Hints

1. Make sure that you have SILENCE, good LIGHTNING and enough AIR in your study place.
2. Choose the right type of MUSIC (e.g. soft classical Barok) to help your brain to concentrate better. Do not listen to your favourite music when you study it will break your concentration.
3. Set up a permanent STUDY PLACE; Your bed is NOT a good idea. The brain makes quick associations and if you have a permanent study station it will help to get you in the right mind set to study.
4. ORGANISE your study place so that you know exactly where your textbook, workbook, notes, stationery and paper is when you need it.
5. Put up your TEST/EXAMINATION/STUDY ROSTERS on the wall in your study place. Mark the relevant dates properly.
6. Set yourself GOALS for each test. Use 5% intervals – e.g. I want to achieve between 50% and 55 % for this paper. Note that according to the academic goals of the school you have to achieve at least 50% for a test or an exam. Put up your goals where you can see them clearly when you study.
7. Use PEN AND PAPER, preferably in different colours, when you study – this will enhance your concentration and association and make it easier to memorize facts.
8. DEMARCATÉ the work that you plan to study for a test or examination.
9. Get an OVERVIEW of the work you have to study before you start making MIND MAPS and/or summaries.
10. Use COLOUR and ILLUSTRATIONS – the brain finds it easier to memorize than just text/words.
11. Break up CHAPTERS in smaller parts which you can study bit by bit.
12. REVISE each section when you are finished to enhance your memory.
13. Study the work by using different TYPES of QUESTIONS – look at what questions were asked about the topic. Your teacher can help you with this. Have a look at which parts are tested by short questions, discussion/long questions or data response question.

14. MARK the sections you have difficulties with and make sure that you work through them again before the test or examination. Talk to your teacher about the parts you do not understand before you write the test or examination.
15. REPEAT the facts aloud – write down the difficult words more than once; make up rhymes; use picture; use good and fitting examples to explain concepts.
16. In the sciences and mathematics you have to know the THEORY and STATEMENTS and FORMULAS very well. Remember you learn mathematics and accounting by DOING it. Work through all your homework exercises.
17. Use the correct TERMINOLOGY according to the textbook when you study a specific subject. Work through the examples in the textbook as well.
18. You have to start studying ON TIME (like this weekend already for next week's tests) so that you have enough time to go through all your work and to memorize it.
19. You should study a MINIMUM of SIX HOURS for each test. Plan your REVISION therefore, properly. Repetition strengthens your memory.
20. STUDY SESSIONS should last between 30 and 40 minutes. REST for 5 minutes and do something differently. Then start again. Rest for 10 minutes after every two sessions.
21. Work through PREVIOUS EXAMINATION PAPERS and look closely at the WAY QUESTIONS are FORMULATED, how MARKS are allocated and the TIME ALLOCATION.
22. Make sure that you understand the INSTRUCTIONS on test and examination papers. Take a close look at what the question choices are and which sections are compulsory.
23. Teach yourself to keep CALM before you start writing a test or exam – that will help you to remember the work better.
24. Drink enough WATER and eat fresh FOOD when you study – be careful of energy drinks and snacks which contain too much sugar and stimulants, those could make you feel more anxious and even make you feel exhausted.
25. Apply your OWN personal STYLE of learning when you study and make your own notes and summaries which you understand best.

