

MESSAGE FROM THE PRINCIPAL'S OFFICE

A good education is of paramount importance in any child's life and is the greatest gift parents can bestow on their children. It is something that can be neither lost nor stolen, and which will greatly influence the individuals' chances of successful living.

The Wartburg Kirchdorf School is acknowledged as one of South Africa's leading Historic Co-educational Country Schools that has offered quality education to generations of children since 1881. The School caters for learners from Grades 00 to 12 and offers a variety of Academic, Cultural and Sporting activities.



Our School Crest was designed to represent the amalgamation in 1931 of the Kirchdorf Private School (1881) and the Wartburg Private School (1892). The School, which overlooks the Karkloof Mountain Range and Albert Falls Dam, is closely affiliated to the two local Lutheran Congregations and is situated in the small village of Wartburg about 32 kilometres NE of Pietermaritzburg just off the R614.

Our motto "Dennoch fest und frei" meaning "Steadfast and Free", serves as the cornerstone for the requirements of our Mission Statement, which is to provide an education that will equip all learners for future success in society through creating a happy, Christian-based environment. All learners have the opportunity, through constructive interaction with motivated facilitators, to achieve their full individual academic, cultural and sporting potential.

We have every confidence in the future of Wartburg Kirchdorf School, a belief based on a strong tradition, proactive decision making, and a willingness to adapt to change in order to ensure that our learners are well prepared to face the challenges of the future.

This Prospectus / Code of Conduct is intended to provide information, while stimulating your interest in our school. You are invited to visit us in order to judge for yourself whether our school is the right place for your child.

Contact details:

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- Postal Address: Private Bag X 805, WARTBURG 3233
- Telephone: 033 503 1416
- Fax: 086 573 1205 / 033 503 1205
- E-mail: school@wartburg.co.za
- Website: <http://www.wartburg.co.za>

THE ACADEMIC PROGRAMME

Great emphasis is placed on a vigorous and disciplined approach to academic success.

The curriculum is divided into the:

- Foundation Phase (grades 00, 0 and R – 3),
- Intermediate Phase (grades 4 – 6)
- GET Phase (grades 7, 8 and 9) and
- FET Phase (grades 10 to 12).

The Academic programme is implemented by means of a 5-day cycle of ½ hour to 1½ hour-long lessons in the High School and ½ hour lessons in the Junior School.

THE FOUNDATION PHASE (Grades 00 to 3)

Children are equipped with life skills with a view to producing socially and emotionally well-adjusted and resourceful human beings.

The Pre-School encourages children between the ages of 3 and 6 to develop a positive self-image through the development of social, emotional, communication and concentration skills, gross and fine motor co-ordination, auditory and visual discrimination as well as problem solving skills.

In grades 1 and 2 emphasis is placed on the basics of Reading, Writing and Mathematics. Afrikaans and isiZulu are introduced as additional languages in Grade 1.

THE INTERMEDIATE PHASE (Grades 4 to 6)

The syllabus in this phase is geared to developing skills in Languages (English, Afrikaans and isiZulu), Mathematics, Natural and Social Sciences, Technology, Economics and Management Sciences, Arts and Culture as well as Life Skills. German is offered as an additional language to the German-speaking learners.

GENERAL EDUCATION AND TRAINING (GET) – Grades 7 to 9

Learners are subjected to a compulsory range of learning areas, which include:

- Language (English, Afrikaans OR IsiZulu and German)
- Social Sciences (History and Geography)
- Technology
- Mathematics
- Natural Sciences
- Arts and Culture
- Economics and Management Sciences
- Life Orientation

FURTHER EDUCATION AND TRAINING PHASE (FET) – Grades 10 to 12

Grade 10 learners enter into a more specialized phase of their school career and are required under NCS guidelines to complete a subject package of 7 learning areas from the following lines. The 4 Fundamentals are compulsory, while one Elective can be chosen from each of lines 5 to 7.

Line 1	English Main Language	Compulsory
Line 2	1 st Additional Language (Afrikaans OR IsiZulu)	Compulsory
Line 3	Mathematics OR Mathematical Literacy	Compulsory
Line 4	Life Orientation	Compulsory
Line 5	Physical Science OR Life Science OR Business Studies	Elective
Line 6	Life Science OR Consumer Studies	Elective
Line 7	Geography OR German 3 rd OR Consumer Studies	Elective

Please Note:

1. All subjects will only be offered in any line when subscription is greater than 10 learners
2. German is offered at 1st additional level 'out of' time-table as an 8th line option that replaces German 3rd in line 7. Learners doing this course may however still complete the German 3rd exams, thus completing an eight (8) subject package format.

DAILY ROUTINE - BELL TIMES

GRADE	STARTING TIME	CLOSING TIME	
Grade 0	08:00 (Mon to Fri)	12:00 (Mon to Fri)	
Grade R	08:00 (Mon to Fri)	13:00 (Mon to Thu)	12:30 (Fri)
Grade 1 - 2	07:55 (Mon to Fri)	13:30 (Mon to Thu)	12:30 (Fri)
Grade 3	07:55 (Mon to Fri)	13:30 (Mon to Fri)	
Grade 4 - 7	07:55 (Mon to Fri)	14:40 (Mon, Wed, Fri)	14:30 (Tues, Thurs)
Grade 8 - 12	07:55 (Mon to Fri)	14:40 (Mon to Fri)	

Note:

- Tea break from 10:30 to 11:00 (Mon to Fri)
- Lunch break from 13:00 to 13:30 (Mon to Fri) for Grades 8 to 12.
- Grade 3 sport occurs on Tues & Thurs from 13:30 till 14:30
- Sport occurs on Tues & Thurs for grades 4 – 7 from 14:00 till 15:00
- Different sport occurs daily for grades 8 – 12 from 15:00 till 16:00 (17:00 for 1st Teams)
- Sport for Grade 1 & 2 takes place during School time

HOMWORK POLICY

The aim of homework is to consolidate and reinforce skills taught in the classroom. Each grade has a set homework timetable, but whether written homework is set or not is left to the discretion of teachers. If written homework is NOT set, the onus is on the learner to revise previous work.

Time / subject allocation per grade is as follows:

Grade	No. of Subjects	Time per subject	Total (per day)
1	2	10 mins	20 mins
2	3	10 mins	30 mins
3	3	10 mins	30 mins
4	3	15 mins	45 mins
5	3	15 mins	45 mins
6	3	20 mins	60 mins
7	3	20 mins	60 mins
8	4	20 mins	80 mins
9	4	20 mins	80 mins
10 – 12	4	30 mins	120 mins

Homework note-books have to be kept by all learners. In these books details of all homework must be entered. It is helpful if parents keep a check on these books.

ASSESSMENT

The Wartburg Kirchdorf School considers the academic programme as an integral component in the development of life skills and believes that most success in maximizing the child is achieved through a combined effort involving both the school and the parents.

Term 1	Grades 1 to 12 Mark Order 1 (term 1 tests)
Term 2	Grades 1 to 6 (CASS) / Grades 7 to 11 Examinations (common or internal) / Grade 12 June Exams
Term 3	Grades 1 to 11 Mark Order 2 (term 2 and 3 tests) / Grade 12 (Trials)
Term 4	Grades 1 to 6 (CASS) / Grade 9 (CTA's) / Grades 7, 8, 10 and 11 Examinations (common or internal) / Grade 12 Matric Finals.

PARENT EVENINGS

Objective: To provide continuous and effective feedback to parents/guardians on academic and behavioral matters.

- A “new parents” evening is held at the school in early January.
- A Parents Evening (for both Junior and Secondary Phases) is held early in Term 2 and 3 to discuss progress (based on the Term report). These meetings may run separately or concurrently.
- Early in Term 3 the parents of Foundation Phase learners not progressing satisfactorily are contacted with a view to solving problems.
- A Subject Package meeting (grade 9) is held during term 4 to help facilitate with subject choices in the FET band.
- Ongoing communication with parents also occurs via term end reports, letters to parents, the School Communicator, the School website, our Facebook page, phone calls and interviews on request.

SPORTING ACTIVITIES

The School offers the following sporting codes in both the high and junior phases of the school:

- Cricket
- Boys and Girls Tennis
- Swimming
- Rugby
- Boys and Girls Hockey (field)
- Netball
- Athletics
- Boys and Girls Soccer

CULTURAL ACTIVITIES, CLUBS AND SOCIETIES

The School offers the following cultural activities in either the high or junior phases of the school, or both:

- Senior and Junior Choir
- Senior Gospel Choir
- Recorder Band
- Grade 7 to 12 SCA
- Adventure Club
- High School First Aid Club

SCHOOL HOUSES

The houses are named after the dominant colours in our school badge viz: Blue and Grey.

WARTBURG KIRCHDORF OLD SCHOLARS' ASSOCIATION – Founded 1956

Objectives

- To arrange regular gatherings of members of the Association.
- To promote and uphold the comradeship and contact between members.
- To assist the Wartburg Kirchdorf School and its pupils financially or otherwise.

GOVERNING BODY

The Governing Body, elected according to prescribed regulations, holds office for a period of three years. The Committee meets quarterly and administers matters pertaining to Academics, Staffing, and the physical condition of the school buildings, the grounds and school fees.

SCHOOL FINANCES

In accordance with Provincial Notice No. 53, 1998 the school is responsible for the payment of all accounts incurred during the everyday running of its activities. The State remains responsible for the salaries of staff allocated according to PPN scales and LTSM funding. As per staffing requirements the Governing Body employs additional full time staff - paid for by the parents of the school.

School fees are payable in advance and may be paid in cash, through Internet banking, Speed-Point, or by direct deposit in the school account as follows:

- Paid in full before the end of February will receive a 5% discount
- Paid in full before the end of March will receive a 3% discount
- Two (2) equal payments
- Ten (10) monthly payments from February to November

BANKING DETAILS

Account Name : Wartburg Kirchdorf School
Bank : First National Bank
Branch : 220231
Account Number : 62007873963

NB: All deposit slips need to be faxed to the school at 086 573-1203 or 033 503-1205 with the child's account number/name as reference. All financial arrangements are to be concluded with the Financial Secretary.

GROUP ACCIDENT INSURANCE SCHEME

Accident insurance is available to all scholars. For more details contact the Financial Secretary.

UNIFORM SHOP

A well-stocked uniform shop containing a wide selection of new and good second hand uniforms is available at the school. The hours of business are:

Monday 12.00 – 14.00
Wednesday 12.00 – 14.00
Friday 12.00 – 14.00

CODE OF CONDUCT

Legal Authority

The Code of Conduct has been negotiated with the Learners, Teachers and Parents of the learners, as represented by the Governing Body, and is applicable from January 1999. This Code of Conduct has been drafted in accordance with Section 8 (1) of the South African Schools' Act 84 of 1996.

Objectives

- The establishment of a disciplined and purposeful environment and to facilitate effective education and learning in the Wartburg Kirchdorf School.
- To ensure that quality education, based on a proud record and tradition, is upheld - and to preserve the rich heritage for all learners.
- To encourage Learners to use common sense, to show consideration for others, to be honest, and to conduct themselves at all times both at school and in public in such a way as to bring credit to the school.

The Institution

- The Wartburg Kirchdorf School is a Combined School and is managed as a Public School by the Governing Body, which has been delegated the managerial authority by the Minister of Education.
- As an Academic Institution the Wartburg Kirchdorf School takes the academic ability and performance of potential Learners into consideration before admission, as well as for the continued membership of the learners at the school.
- The Wartburg Kirchdorf School is a fee-paying school. In accordance with a decision taken at a Parents Annual General Meeting the fees levied in order to meet the requirements of the approved annual budget are compulsory.
- In keeping with its origin as a Church School and in accordance with the desire of the vast majority of parents, the Wartburg Kirchdorf School remains a Christian Institution in which Christian norms and principles underpin this Code of Conduct.

The Medium of Instruction

As laid out in the School's Language Policy, English remains the medium of instruction. Afrikaans and IsiZulu are the first additional languages in grades 1 to 12, while German (3rd) is offered as a Main Language in grades 1 and 2, as a second additional language in grades 3 to 12, and as a line 8 first additional language in the FET band. An adequate command of the English language will therefore be a recommendation for acceptance into the school.

Management Structure

The internal management of the Wartburg Kirchdorf School is the duty of the Principal who is assisted by each of the following groups of specifically appointed or elected members of the School Community. Each operates within the framework of their delegated fields of responsibilities as laid down in the General School Policy Document:

- **Management Committee -MANCO (Principal and Heads of Department)**
- **Staff** (Academic and Administrative)
- **Prefects, R.C.L and Class Captains**
- **House Masters and House Captains**
- **Media Center Prefects and Monitors**
- **The Disciplinary Committee** (Convened to conduct disciplinary hearings in cases of serious misconduct)

REGULATIONS AND PROCEDURES

Attendance:

- School attendance is compulsory for learners of school-going age.
- Learners must be at school by no later than 07:50 for the start of the school day.
- Learners should however not arrive before 07:30, as the school cannot accept responsibility for their well-being before this time. Latecomers must report to the front office.
- All learners should have left the grounds by no later than 17:00. The school cannot accept responsibility for the well-being of its learners after this time – unless during an official after hours function.
- Likewise the school cannot be held accountable for learners who have left the grounds unofficially, or while waiting outside the school grounds.
- Learners may not leave the school grounds during school hours without official written permission.
- Written notice must be submitted in advance of the fact that a learner will be absent from school for a specific reason. This also applies to absence from any co-curricular activities.
- A note/doctors certificate must be submitted in the event of a learner missing school due to illness.
- The end of the School day is staggered in different grades (refer to Table on pages 3 & 4):

Behaviour

- Learner's behaviour must always comply with the norms set to enhance the good name of the school.
- Learners are expected to be courteous at all times, particularly towards the staff, prefects and all visitors. This will involve standing when being addressed as well as assisting wherever needed.
- Instructions from Teachers and Prefects must be obeyed instantly and with good grace.
- Disorderly behavior such as fighting, bullying, intimidation, swearing, blasphemy, etc. is not permitted.
- Eating in class during lesson-time is strictly forbidden.
- Learners are not permitted to bring dangerous items or weapons including knives, pea-shooters, etc. onto the school grounds.
- The playing of all dangerous games on the school grounds is forbidden.
- Stealing or any form of unauthorized alienation of other peoples' property is strictly forbidden and constitutes as a serious offence.
- All flammable materials including methylated spirits are strictly forbidden on the school premises.
- No learner may be in possession of tobacco, alcoholic drinks, drugs or pornography of any kind while on the school premises or in school uniform.
- Smoking and the consumption of alcohol, drugs or any other intoxicating substance while in school uniform, on the school premises, or on an official School outing is strictly forbidden and constitutes a serious offence!
- Cell phones are not permitted in the classrooms. These must be left at the front office each morning and may be collected after school.
- The contravention of any law of the country by a learner and the subsequent conviction of such a learner in a court of law will have serious consequences for this learner's future attendance at the School.

Areas, which are out of bounds for learners, include:

- The area around the tractor shed and ground staff quarters.
- The quadrangle and the steps leading down to the science laboratory.
- The foyer except when on business to the secretaries' offices.
- The path past the Principal's Office.
- All the classrooms before school, during break times and after school hours unless specifically permitted or authorized by a teacher to be there.
- The school hall, unless specifically permitted or authorized by a teacher to be there.

School Buildings and Grounds

- The buildings and grounds are to be kept tidy and clean. Littering is not permitted. Use should be made of the refuse bins provided.
- Only Grade 12 learners may stay in their allocated registration classrooms before school and during break times. All the other learners may only remain in their classrooms at break during times of inclement weather.
- Learners may not run on the verandahs or on the concrete paths in and around the school.
- Change rooms and toilets must be kept clean and tidy. Dawdling and playing around in these facilities is not permitted.
- When changing classrooms between lessons learners must walk in single file, apply the “Keep Left” rule, move quickly, give way to adults and line up in single file outside the classroom concerned.
- Any damage done anywhere in the school is to be reported immediately, either to the teacher on duty or at the front office.
- Defacing of school property in any way, e.g. writing on desks, chairs or walls is forbidden.
- The swimming pool is out of bounds and may be used only under the supervision of a teacher or authorized coach.
- No bicycles, motorbikes or motorcars may be driven on the school grounds or on the sports fields. Learners driving any motor vehicle must be in possession of a valid driver's license.
- Learners are not permitted to receive any visitors without the permission of the **Manco** member on duty during school hours. All visitors to the school wishing to see a learner or a teacher must first report directly to the front office before proceeding onto the school premises.

Sport, Co-curricular Activities and Functions

- All learners are encouraged to participate in the co-curricular activities offered by the school.
- Membership of a team, society or group involves a commitment to attend all practices, matches, functions, etc. that involve the specific group.
- All team members of any particular sport or activity must be dressed in the prescribed dress or uniform as set out in the school's official uniform list. This applies also to the practice sessions.
- When participating in any match or competition, the referee or judge's decisions must be accepted unconditionally.
- All learners are encouraged to attend school functions to show their support for the school and the teams or groups that participate. They are expected however to behave in a decent and civilized manner during such functions.
- Where possible the school will provide transport to and from venues. For the sake of group and team spirit team members will travel with the official transport to the venue.
- On the return trip, learners may travel with their parents only where permission has been granted by the teacher / coach on duty. Learners will **NOT** be allowed to travel with other people without advance, written consent from the parent/guardian.
- When traveling to and from sport fixtures, learners must wear the prescribed School Uniform.

Buses

- Learners may only board a bus under the supervision of a teacher or coach whilst on an official school outing.

Tests and Examinations

- Class tests and Examinations will be conducted under the same conditions as the NCS Examinations at the end of every year. Irregularities are viewed in a very serious light and learners are encouraged not to indulge in any form of copying.
- Absence from an examination requires a medical certificate. If a learner's absenteeism is showing a pattern of coincidence with class tests, a medical certificate may be demanded.

Reward and Punishment

- Although it is the common perception and practice to punish those who do wrong, it is also very important to reward those who do right.
- Punishment is a corrective measure designed to maintain the orderly society of the school.
- Although the punishment administered will suit the offence, recalcitrance and a lack of remorse will be viewed as aggravating circumstances. In a case where a learner is honest and immediately admits guilt the punishment may be reduced.
- The form of punishment for serious misconduct will be determined after a fair hearing and related due process has occurred.

Administering reward and Punishment Points

Merits points scale

Pts/Term	Reward Action.
10	No order mark during the entire term.
5 to 10	Diligent service/Junior Prefect/class captain/Media monitor/Prefect.
5 to 20	Representing the school in sports team/Debating/Choir etc.
Up to 20	Marked improvement in aggregate (+15%)

Demerits points scale

Pts/Term	Description of misdemeanor.
1	Transgressions of any regulatory rule from the Code of Conduct.
1	Overdue library book and/or unpaid library fine.
1	Misbehavior in the media center.
1	Misbehavior in assembly.
1	Eating in class.
1	Homework not done/incomplete without acceptable excuse.
1	Late for lesson.
1	Late arrival at school without suitable explanation.
1	Littering – 1 st offence.
2	Late arrival at school – repeated and unjustified.
2	Being sent off the field/court during a match.
2 to 5	Deliberate disruption of class – 1 st offence.
2 to 5	Insolence/defiance/disobedience to teachers/prefects – 1 st offence.
2 to 5	Gross insolence/defiance to staff/prefects.
2 to 5	Unexplained non-attendance of sports practices/matches.
3 to 5	Bullying – depending on severity.
2 to 5	Swearing.
3	Littering – 2 nd offence.
5	“Bunking” lessons or detention.
4	Fighting on grounds/outside school/whilst in school uniform.
4	Inappropriate amorous behavior on/outside school – during school function.
5 to 10	Dishonesty/fraud – 1 st offence eg. Cribbing/forged letters etc.
5 to 10	Vandalism.
5 to 15	Theft.
15	Smoking or in possession of cigarettes or any other nicotine related item.
15	Possession of drugs (including non prescriptive)
15	Use of performance enhancing drugs / illegal substances.
15	Consuming alcohol / or in an inebriated state.
15	In possession of any dangerous weapon (gun/knife etc)
15	Guilty of possession of pornographic material whilst in school uniform.

Punishment

The following action will be taken at various stages in the event of an accumulation of order marks:

Order Marks	Action.
5	2hr Friday detention (written notification to parents).
10	(Once off (5 points) / accumulated over time) – 2 nd Friday detention.
15	(Once off/accumulated) – 3 rd Friday detention. 1 st letter to (or phone) parents (information – signed by Grade Head).
20	(accumulated) – 4 th detention.
25	(accumulated) – 5 th detention. Telephone call to parents, plus 2 nd letter – meeting with parents.
30	Disciplinary hearing with parents/ suspension procedure implemented.

Problem with hair/make-up/uniform/shaving etc.

Parents notified. Offence to be rectified immediately.

Cell phone offence (including all other electronic listening devices eg. iPods).

Device to be confiscated till last school day of the year. (including SIM card)

Note:

- Merits will not cancel out order marks.
- Demerits may be **cancelled** if the offender shows due retribution. The staff member giving the demerits may decide when and if to cancel.
- Any “instant” detention cannot be cancelled out.
- A “Once off” offence will be taken in isolation and dealt with as per the nature of the offence.
- Members of the Disciplinary Committee (subject to legal ratification) include: The Principal, Grade Head, Chairman / Vice Chairman of the Governing Body, Councilor and the Class Representative of the Learner concerned.
- A second detention will cancel out any merits earned during the year.

The Principal, Grade Head and Councilor will form the Executive of this Disciplinary Committee, which will perform preliminary investigations (subject to legal ratification)

Practical Implementation

- All Teachers will record merit / demerit marks in files that are kept in the staff room for this purpose, and in the learners’ diaries.
- The Senior Section Prefects can give demerits that must also be recorded as prescribed.
- Detention slips, notifying the learner/parent, will be handed out on the Wednesday prior to the detention.
- The merit or demerit total for any learner is not cancelled at the end of any term during the year. Although demerits will be cancelled at the end of each year, they will be kept on record for future reference.
- No excuses from Detention will be acceptable – unless in an absolute emergency.

Attention is drawn to the Education Law and Policy Handbook and **Provincial Notice No. 285, 1997**: that lists Regulations (3) (4) and (5) relating to the conduct of learners at, and their possible suspension and expulsion from, Public Schools. All procedure listed in Regulation (5) pertaining to this Notice will apply when dealing with disciplinary matters of a serious nature at the Wartburg Kirchdorf School.

This Code of Conduct was accepted at a meeting of the School Governing body held at the Wartburg Kirchdorf School on 16 November 1998.

Conclusion

Every parent admitting a learner to the school will, on admission be required to read this Code of Conduct and to sign an undertaking of adherence to the rules and regulations as laid down in this Document - and to accept the Disciplinary procedures of the school.

Uniform

The Uniform document is to be read in conjunction with this prospectus.