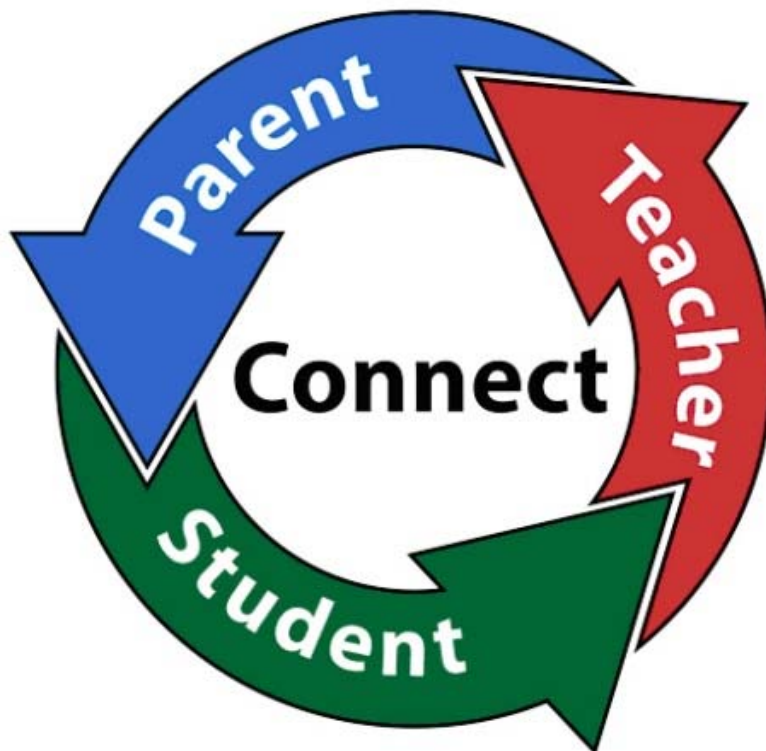




TAFELBERG SCHOOL

PARENT MEETING (GRADES 7-9): INFORMATION BOOKLET



Dear Parent

We look forward to providing a quality education to your child and working with you in the coming year. We want to get the best out of your child this year, but we will need their co-operation, and your support. We have no doubt that with their co-operation and the vital support you provide from the home, we as a team, will attain success this year. Our primary objective is to give your child the best possible access to a difficult, crammed curriculum, in this the Senior Phase of their schooling. Our focus in 2022 will be to improve on the quality of the work and “passes” of our learners. We know we can count on your support. We hope you will find the following information useful in navigating the year ahead.

THE SENIOR PHASE STAFF

TEACHER	CLASS TEACHER	SUBJECTS
Mr Romanes	7.1	Register teacher
Mrs Tutu	7.2	Register teacher
Mr Duvenhage	8.1	Register teacher (8-9 EMS)
Mrs Millard	8.2	Register teacher
Mr Eloff	9.1	Register teacher, 7-9 Computers
Miss Tilley	9.2	Register teacher, LO & English Gr. 9
Mr Last	10.1	Register teacher, Gr. 8 Afrikaans, Gr. 8-9 Maths
Miss Patel	10.2	Register teacher, English Gr. 9, 7-9 LO
Mrs Tolken	11.1	Register teacher, Gr. 7-8 Eng.
Mr Chikohomero	11.2	Register teacher, Gr. 7-9 Technology, Gr. 8 NS
Mrs Bester	12.1	Register teacher, Gr. 9 Afr.
Mrs Marx	12.2	Register teacher
Mr Davids		Creative arts Gr.7-9
Mr Sickle		Social Sciences Gr.7-9, EMS Gr. 7
Mrs Dippenaar		Natural Sciences Gr8-9
Mrs Lundie	Deputy Principal of Junior School	Maths Gr. 8
Mr Abrahams	HOP	PE Gr. 7-8
Mr Chaston	10-12 HOP	PE Gr. 7-8
Mrs Steenkamp	School Counsellor : Senior School (Grades 7 – 12)	
Mrs Woods	7-9 HOP, Afr. Gr. 7, Maths 7.1	
Mrs Benecke	Deputy Principal of High School / Maths Gr. 7.2	
Mr Benecke	Principal	

YOUR “GO TO” PEOPLE IN THE SENIOR PHASE

Please always start all communications with the class/subject teacher, and then escalate if no answer/satisfaction is forthcoming. Remember too, to give teachers at least 24-48 hours to respond to any emails. If no answer within that time-frame, please resend the email and cc the Deputy into the email.

Start with:

- Class / subject teacher
- Head of Phase
- Deputy Principal
- Principal
- SGB

E-MAIL ADDRESS OF THE SENIOR PHASE STAFF

TEACHER	E-MAIL
Mr Last	jlast@tafelbergschool.co.za
Mr Chikohomero	pchikohomero@tafelbergschool.co.za
Mrs Tolken	ttolken@tafelbergschool.co.za
Mrs Bester	abester@tafelbergschool.co.za
Mr Davids	odavids@tafelbergschool.co.za
Ms Patel	tpatel@tafelbergschool.co.za
Mr Eloff	celoff@tafelbergschool.co.za
Mr Chaston	bchaston@tafelbergschool.co.za
Mrs Dippenaar	edippenaar@tafelbergschool.co.za
Mrs Lundie	viceprin@tafelbergschool.co.za
Mr Duvenhage	eduvenhage@tafelbergschool.co.za
Mrs Tutu	ctutu@tafelbergschool.co.za
Mrs Woods	bwoods@tafelbergschool.co.za
Mrs Benecke	lee-anne@tafelbergschool.co.za
Mr Sickle	msickle@tafelbergschool.co.za
Ms. Tilley	ktilley@tafelbergschool.co.za
Mrs Millard	hmillard@tafelbergschool.co.za
Mr Abrahams	wabrahams@tafelbergschool.co.za
Mrs Steenkamp	counsellor@tafelbergschool.co.za
Mr Romanes	dromanes@tafelbergschool.co.za

FORMS OF COMMUNICATION FROM TEACHER/SCHOOL TO PARENTS

- Homework book
- Weekly Newsletter : on school website (every Tuesday)
- SMS service
- Emails
- Academic Term Report
- ISP
- DT letters
- Telephone calls
- Letters / contracts
- Termly teacher-parent meetings
- FAT result schedule in front of note/work books
- Google Classroom
- Online minute book

PASS / FAIL CRITERIA

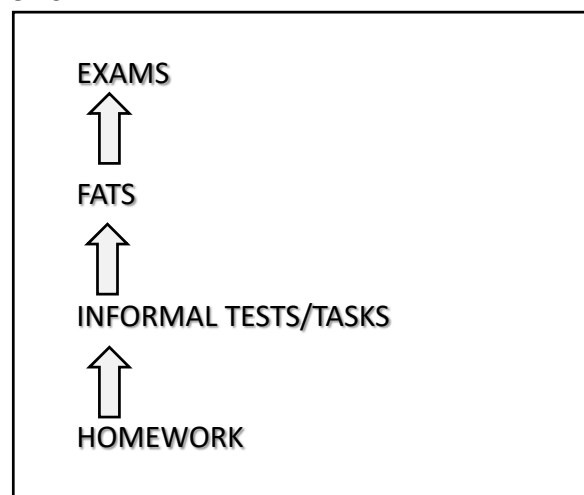
- **Home Language** **50%**
- **Additional Language** **40%**
- **Maths** **40%**
- 3 x subjects 40%
- 2 x subjects 30%

PROGRESSION OF LEARNING

The learning process starts with the proper completion of homework tasks, which indicate to teachers whether the learner has understood a concept or section of work. This content/question technique is a skill the teacher wishes the learner to master for exam purposes. Thus, homework and informal assessments form the basis for FATs and finally year-end examinations.

Please ensure your child does their homework to the best of his/her ability.

Doing homework and studying are not the same. They need to schedule study times, besides doing homework.



Study Area:



- A quiet, uninterrupted space
- Well-lit and good ventilation
- A desk and chair – you cannot learn lying in bed
- Must have pen and paper – cannot learn by merely re-reading
- All the necessary resources e.g. pens, highlighters, paper, stapler, books et

ASSISTANCE FOR OUR LEARNERS

1. Class / subject teacher
2. School Counsellor
3. Learning Support Centre: Mrs Turner (Study methods, learning styles)
4. Subject notes given to learners
5. Audio notes on request – from the Document Centre
6. Concessions and exam accommodations – via the School-Based Support Team (SBST)
7. After school and or break sessions
8. Power-point presentations (as made available by teachers)
9. Online support via Google Classroom

THE ROAD TO SUCCESS ...

To be successful academically, learners need to take responsibility for their own education, and not rely on the teacher “to make” them pass. They must be ACTIVE participants, and not passive onlookers.



- Listen and participate in class – ask questions but do not disrupt lessons with poor behaviour or irrelevant discussions
- Keep notebooks up to date (notes stuck in) and neat
- Have all your equipment in class, every day
- Complete all homework assignments and FATs by due dates
- Be at school every day, and on time and prepared for every class
- Work independently, and do your own work – do not copy
- Know your learning style
- Be organised – keep a diary
- Draw up a study and homework timetable – make studying a habit

FOCUS 2022: IMPROVE QUALITY OF LEARNER OUTPUT

This means we must all focus our attention and energies on improving the quality of learner outputs:

- The quality of answers given in informal and formal assessments, exams and homework
- The presentation of work
- Expand “deeper” knowledge

This can be achieved by:

- Taking care when completing questions, tasks, homework etc. – do your best and check your work before handing it back. Work not meeting the expected standard will be handed back to be re-done within 24 hours
- Learners must raise their expectations and set realistic targets in each subject
- Be at school each day - in class on time, prepared and ready to work
- Set aside a little time each day to study, especially during “off” days due to rotation.
- Read widely and watch the News bulletin on TV
- Prepare properly for class tests, FATs and examination

TEXTBOOKS

We will issue textbooks in each subject to each learner, and as per DBE and WCED instruction (Textbook Retrieval Policy), we need to retrieve all textbooks at the end of each academic year. Learners who lose or damage textbooks signed out to them, will replace said textbook(s) or pay the replacement cost of the textbook. The SA Schools Act states that parents/guardians will be held liable for any damage and or loss of school property (includes textbooks), as a result of the actions of their child.

Please:

- Purchase a sturdy school bag – ensure the sides/bottom are rigid to protect books
- Cover all textbooks with plastic
- Parent, check textbooks once a Term
- Report any loss / damage to the teacher as soon as it occurs

MEDICATION

- Teachers cannot hand out medication without a signed consent form.
- Teachers cannot give learners head-ache tablets or any other form of medication.
- If a learner needs to take extra medication, the learner must bring a letter to school. The letter only covers self-medication for 1 day.

DISCIPLINE

- **STARTS AT HOME**
- **SUPPORT THE SCHOOL STRUCTURES AND POLICIES:** Please make yourselves familiar with these polices as your child's corrective discipline is based on them. (SASA: "...misbehaviour is the responsibility of the parent ...")
- **UNIFORM + APPEARANCE** (South African School's Act states that no learner is exempt from the school's Code of Conduct.)
- **UNACCEPTABLE LANGUAGE / COMMENTS:** Learners will face sanction
- **REFUSING TO CO-OPERATE WHEN ASKED:** Learners will be removed from class for an hour and if he/she still refuses, they will be removed for the day and/or sent home.
- **DT:** Tuesday, Wednesday and Thursday. **DT CAN ONLY BE MOVED BY PARENTAL REQUEST.** DT Slips must be returned and signed by a parent. SMS'S will no longer be sent out. If a child fails to attend DT, the DT will be doubled, and may result in a Saturday DT. Continuous infringement of the Code will result in Saturday DT.
- **CELLPHONES:** Any learner caught with a cell phone/smartwatch during class time will have their cell phone/smartwatch confiscated for the rest of the term.
- **SOCIAL MEDIA / WHATSAPP ISSUES:** Please check your child's phone regularly. Please note that social media issues / WhatsApp issues are not the school's responsibility, but that of the parent.



GENERAL

- Please note that there are CCTV Cameras in all classrooms and in senior school passages. Footage from these cameras will be used in cases of infractions of the School Code of Conduct and or Classroom rules.
- Please use the drop-off / pick-up zones responsibly and be considerate of other parents and road users. Furthermore, do not park within the pedestrian crossings – use the parking bays. Lastly, should you enter the school grounds with a vehicle, please park in the designated parking area and **NOT** in the roadway or in front of the school foyer area.
- The SGB appeals to all parents to meet their financial obligation to their child's education. Without your school fees, we could not provide the academic and sport program we do at present, nor the safe and clean environment our children enjoy while at school.
- Please join the PTA – we need new parent members. Without the PTA fundraising, we would need to raise school fees even more that we do at present. Contact Ms Patel for details on joining this dynamic team of moms and dads. Please sign up for a Woolworths MySchool Card and Makro Card – it's an easy way to raise funds.
- In line with WCED requests to save water, we have a water saving strategy at school. Please re-in force the need to save water, with your child.

EXTRA-MURAL PROGRAMME: 2022

TERM 1			
Sport	Practice Days & Times	Matches	Coaches
Cricket			
Snr	Tues & Thurs 15:00 – 16:00	NA	B Chaston, D McCulloch
Swimming			
Jnr	Tues & Thurs 15:00 – 16:00	NA	R Neethling
Snr	Tues & Thurs 15:00 – 16:00	NA	Le Grange, J Last
Athletics	Tues & Thurs 15:00 – 16:00		O Davids D Romanes, M Gibbs, A Edwards, A Bester, A Pretorius
TERM 2 & 3			
Sport	Practice Days & Times	Matches	Coaches
Soccer			
U12/U14	TBA		O Davids
U16	TBA		M Gibbs
U19	TBA		W Abrahams
Girls	TBA		D Romanes, K Tilley
Rugby			
Snr	TBA		B Chaston, D McCulloch
Netball			
Jnr	TBA		A Bester, A Edwards
Snr	TBA		R Neethling, A Pretorius
TERM 4			
Sport	Practice Days & Times	Matches	Coaches
Cricket			
Snr	TBA	TBA	B Chaston, D McCulloch
Swimming			
Jnr	TBA	TBA	T Koen, R Neethling
Snr	TBA	TBA	Le Grange, J Last
Athletics	TBA		O Davids D Romanes, M Gibbs, A Edwards, A Bester, A Pretorius

Learners must wear the correct sport kit items as prescribed.

Team/squad members must attend practices regularly and be available for all matches.

SPORT INFORMATION: 2022

A. Contact numbers

<i>Coach</i>	<i>Team</i>	<i>Number</i>
W Abrahams	Head of Sport	063 7581 574
B Chaston	Snr Rugby/Snr Cricket	082 9214 916
D McCulloch	Snr Rugby/Friday Program	074 1880 478
D Romanes	Girls Soccer/Athletics	074 7211 877
M Gibbs	Jnr Cricket/ Snr Soccer	074 1119 082
K Tilley	Girls Soccer	063 8906 450
O Davids	Athletics/U14 Soccer	060 6448 696
R Neethling	Snr Netball/Jnr Swimming	083 3709 282
J Last	Snr Swimming	072 4708 507

Please note the following:

- These numbers are only to be used to contact the coach about drop-off times on match/practice days
- Coaches are ***not to be contacted during lesson times*** – contact the school secretary should you need information about matches/practices etc.
- Do not abuse these numbers by contacting coaches about non-sport issues
- Furthermore, please do not contact them over weekends or during their private family time

B. Drop-off points

<i>SOUTH</i>	<i>NORTH</i>
Athlone SAPS	Bay Side Mall
Vangate Mall – McDonalds	McDonalds Millerton
KFC Grassy Park	Vasco Station
Blue Route Mall	N1 City
McDonalds Ottery	Sable Square
McDonalds Pinelands	Sasol Voortrekker Road
	Cape Town Station

- The coaches / drivers will always endeavour to get your child to the drop-off point on time, however, sometimes circumstances out of their control (traffic/delayed starting time etc.) may result in them not being at the drop-off point at the specified time. Please be patient and should they not contact you, please phone the coach.
- For your child's safety, please ensure you pick your child up at the designated drop-off point.

SCHOOL TIMES: 2022

GRADES	MON	TUES	WED	THUR	FRI
1 + 2	8am – 1:15pm	8am – 1:15pm	8am – 1:15pm	8am – 1:15pm	8am – 1:05pm
3 – 6	8am - 2:30pm	8am - 2:30pm	8am - 2:30pm	8am - 2:30pm	8am – 1:05pm
7 – 11	8am - 2:40pm	8am - 2:40pm	8am - 2:40pm	8am - 2:40pm	8am – 1:05pm
12	8am - 2:40pm	8am - 2:40pm	8am - 2:40pm	8am - 2:40pm	8am – 1:05pm

Grade 7 Google Classroom codes 2022

Subject	Teacher	Code
English HL	Mrs Tolken	7t7kfa2
Afrikaans FAL	Mrs Woods	mbqashg
Maths	Mrs Woods & Mrs Benecke	rw5x2px
NS	Mr Chikohomero	43hst7n
Tech.	Mr Chikohomero	x56uofp
SS	Mr Sickle	obr7srn
EMS	Mr Sickle	wnqve7i
CA	Mr Davids	7.1: pcqdhnf 7.2: rlrpslf
LO	Miss Patel	2d5mg7w

Grade 8 Google Classroom codes

Subject	Teacher	Code
English HL	Mrs Tolken	kanxui5
Afrikaans FAL	Mr Last	wwwahl7
Maths	Mrs Lundie & Mr Last	4g5neox
NS	Mr Chikohomero & Mrs Dippenaar	jmhvhzy
Tech	Mr Chikohomero	iff6re
SS	Mr Sickle	ovsiivx
EMS	Mr Duvenhage	D5l3t5w
CA	Mr Davids	8.1: yxk4vlo 8.2: xawnnzq
LO	Miss Patel	7ifgwfm

Grade 9 Google Classroom codes

Subject	Teacher	Code
English HL	Miss Patel & Miss Tilley	pljuvi3
Afrikaans FAL	Mrs Bester	icrc53c
Maths	Mr Last & Mrs Tutu	g2ytnre
NS	Mrs Dippenaar	vpjzxb
SS	Mr Sickle	fjcldtu
Tech	Mr Chikohomero	n7b2kxv
EMS	Mr Duvenhage	H5ftvar
CA	Mr Davids	9.1: buuqhng 9.2: 54a57bx
LO	Miss Patel	7cdjid4