

DURBAN PREPARATORY HIGH SCHOOL

INFORMATION BOOKLET

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*You are cordially invited to subscribe to our electronic newsletter,
Prep Patter, which is sent on a weekly basis at no extra cost.*

*To subscribe please send an e-mail
linda@dphs.co.za*

The Communicator
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November 2011

Dear Parents

Durban Prep is a life experience. There is always a buzz - things happening because the School has so much to offer. From its small beginnings in 1910 to its pride of place as a leading boys' school today, a century of success has been celebrated in a variety of centenary events and special projects.

The foundation of the school's success is a shared vision and a partnership within a community of people of considerable ability and vitality, more specifically loyal friends, strongly committed and supportive parents and a highly qualified, dedicated and experienced staff. You are hereby invited to become involved and work for the good of the school.

I hope that the information which follows will help you to prepare your son for his schooling at DPHS. Additional information and guidance for boys starting in January will be provided at the New Boys' Visit on Wednesday 23 November and again at the Parent/Teacher evenings early in the new school year.

It is our wish at Prep that your son settles in quickly and finds that he is happy and his efforts at school are well rewarded.

A very sincere welcome.

.....
RICHARD NEAVE
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 on Wednesday 11 January 2012)

New parents and new pupils are requested to present themselves at school from 07h00. Please enter through the main gate in Gordon Road and through 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 your son's 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.

DRESS, UNIFORM AND APPEARANCE

The tone and discipline of the school depends appreciably on the boys being correctly dressed for all school events and occasions. Boys must arrive in uniform each day and leave school 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 should 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 takkies.

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 and untidy hair will not be tolerated nor will unconventional haircuts and styles, including colouring and tinting, be allowed. Personal cleanliness must, of course, be constantly observed.

FULL SCHOOL UNIFORM

School uniform is a navy blazer with a DPHS badge and navy blue shorts. 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.

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 / short white socks and predominantly white footwear.

SCHOOL SPORT UNIFORM

- **ATHLETICS/CROSS COUNTRY**
Athletics shorts and DPHS house shirt.

- **BODY BOARDING**
DPHS rash vest, 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.
- **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, school socks, white footwear / trainers
- **MINI- CRICKET**
Prep sports shirt, white shorts, school socks, Prep sun-hat and predominantly white footwear / trainers.
- **MINI-HOCKEY**
Prep sports shirt, white shorts, school socks, predominantly white takkies 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 shorts, short sleeved house jersey/school jersey, rugby socks and boots. **(Rugby boots must be mostly black in colour and not have metal studs. Only grey and black headgear is permissible. Boys must wear a gum guard.)**
- **SWIMMING**
Royal blue swimming costume and house swimming cap. The boys are encouraged to have a navy blue towel. (Embroidered towels are available at the School Shop).
- **TENNIS/SQUASH**
School sports shirt, white shorts, school tennis socks. The white school tennis cap must be worn to tennis.
- **TOURING TEAMS**
Touring teams must have **navy touring shorts, school tennis socks and touring jacket.**

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.

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

SCHOOL SHOP

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 9 January 2012	09h00 - 12h00
Tuesday 10 January 2012	09h00 - 12h00

SCHOOL UNIFORM SUPPLIER

The school uniform and sports gear are also available from the following supplier:

"GEM" SCHOOLWEAR 21/23 JUNIPER ROAD (NEXT TO OVERPORT CITY)
WEBSITE www.gemschoolwear.co.za

ROUTINE

DAILY ROUTINE

BOYS ARE ENCOURAGED TO BE AT SCHOOL NO LATER THAN 07H20		
Monday to Thursday Warning Bell	Mon to Thur 07h25	Friday 07h25
First session	07h30 - 09h30	07h30 - 09h50
Tea Break	09h30 - 09h50	09h50 - 10h15
Second Session - Gr 1 & 2	09h50 - 12h30	10h15 - 12h30
Second Session - Gr 3 - 7	09h50 - 11h50	10h15 - 12h45
CLOSE OF SCHOOL FOR GRADES 1 AND 2	12h30	12h30
Lunch	11h50 - 12h10	-----
Third Session {Includes Gr 1 & 2 games and activities}	12h10 - 13h30	-----
CLOSE OF SCHOOL FOR GRADES 3 TO 7	13h30	12h45
Grade 3 clubs and activities	13h45 - 14h45	
U9 school sports Senior school clubs & activities Some activities may be extended to 16h30	13h45 - 15h30	

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

* Introduction

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				√	√	√	√	√
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							

1. TEACHING, TESTING AND REPORTS

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

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 tests 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 combined with the results of the more formal assessment process to provide a profile of each pupil's academic progress. The pupil profiles are used for the compilation of progress reports at the end of each school quarter. The academic records are also used for promotion and school class placement purposes.

Beanland Cup (Grades 4 to 7)

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 assembly each term. (No positions beyond fifth are disclosed.)

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 discuss with parents 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 desks) 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.

2. CLASS SIZES

Reception Unit/Grade 0:	3 classes of 25 boys per class
Junior Primary:	Grade 1 - Grade 3 :22 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 two learning support (remedial and extension) teachers.

3. ATTENDANCE

The teachers are never happy when a boy misses school and ask that you **do not** keep your son at home or request leave for him. On returning to school, boys must present a letter of explanation of the absence to their class teachers.

4. HOMEWORK

Homework is set 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 is your son's official contact between home and school. Newsletters, notices, sports programmes etc. will 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 that you 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 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, too much television and computer games may have an adverse effect on scholastic progress. Recreational reading is strongly recommended.

5. AFTER SCHOOL CARE

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 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.

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 Reception Unit and Grade 1 to Grade 3. Holiday care will be available for part of the June and December holidays. A discounted rate will apply to the boys who attend Preppy's Place. Pupils at DPHS are collected from school at 12h30 and walked safely to the house which is adjacent to the DPHS lower field where they are able to rest up, have 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 school fee credit rating from the Bursar's office. Further information and Application Forms are available from the Admission Secretary's Office.

6. 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.

EXERCISE BOOKS

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

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.

STATIONERY

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

7. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

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.

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, debating, photography, art club, chess, environmental awareness, junior and senior choir, and a computer club. Highlights of the yearly programme include the School Play and the Junior Primary Christmas Concert.

The School has specialist teachers in the following fields:

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.

MUSICAL INSTRUMENTS

The DPHS Instrumental Music Programme offers individual and group music tuition in piano, keyboard, recorder, violin, guitar and percussion. Theory and Aural classes are included in the programme. Information about Tuition on an instrument can be obtained from the Director of Music and Drama - DPHS.

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 selected immediately at the close of school on two afternoons a week. Musicals perform at regular Music Progress Concerts and may enter for examinations set by Trinity Guildhall or the Association Board of the Royal Schools of Music.

A limited number of violins (1/8, 1/4, 1/2 and 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.

DRAMA CLUB

Aspiring actors attend weekly Drama Club activities.

8. SPORT

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.
- Every boy must participate in at least one of the main team games (cricket, hockey, waterpolo and rugby) each year. Teachers and coaches will make every effort to allow every boy the opportunity to play for his school in matches against other schools. in at least one activity per term.
- Boys who are Under 13 are not to play sport for High Schools. 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 provincial representation.

- 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.

JUNIOR PRIMARY - GRADES 1 TO 3

- A programme of games and activities will be offered to the **Grade 1 and Grade 2** pupils from 12h30 to 13h30 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 13h30.
- Mini Cricket is offered on 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 Prep and 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 team sport each year and Grade 3 boys must participate in at least one activity (Club or Sport) per term.

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. The safety and well-being of the boys is the primary concern in planning any itinerary.

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.

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.

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.

9. **LEADERSHIP PROGRAMME FOR GRADE 7 PUPILS**

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 is expected to act in the best interests of the school and his fellow pupils.

After due consideration and making application, duties will be allocated to all the Grade 7 pupils in the new year. The discipline in the school is the responsibility of the teachers. Grade 7 boys are not empowered to command or punish fellow pupils.

10. **HIGH SCHOOL**

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.

11. **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.

12. **SCHOOL FEES AND MONEY COLLECTION**

INITIAL PLEDGE DEPOSIT

An Initial Pledge Deposit of R1000 is required for a new entrant and is not refundable.

This fee will be secured in the DPHS Educational Trust Fund and used to the school's best advantage.

This Initial Pledge Deposit may not be deducted from school fees.

SCHOOL FEES

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

Year 2012 School Fees were set at R8 020 per term or R32 080 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 2012 until October 2012**.
- 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.

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.

13. CODE OF CONDUCT

GOALS, 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.

DPHS ENCOURAGES PUPILS, STAFF MEMBERS AND THE GREATER SCHOOL COMMUNITY TO BASE THEIR ACTION ON 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.
- **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.
- **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 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.
- 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 or being under the influence of alcohol, drugs and any tobacco products in and out of school.
- 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.

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 not to leave the school grounds before the final bell.
- Not to attract attention to themselves by noisy behaviour, shouting and whistling.
- 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, tea rooms 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.

14. DROPPING AND FETCHING YOUR SON

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.

WE APPEAL TO PARENTS NEVER TO DOUBLE PARK OUTSIDE THE SCHOOL GATES OR TO STOP ALONGSIDE A PARKED CAR.

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 always 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.

15. GENERAL

- The School Office is open between 07h00 and 15h00 Monday to Thursday and between 07h00 and 14h00 on Fridays.

TUCKSHOP : Light refreshments are provided at reasonable prices every weekday at both breaks, after school until 14h00 and during certain activities.

- Parents and visitors must only visit the school **via the School Office**. Appointments with teachers are to be arranged through the Secretary.
- Boys will not be given permission to go home for lunch.
- Classes will play in their allotted grounds:
 - Junior Primary : Grades 1 - 3 on the "Wally Walshaw" (top field)
 - Senior Primary : Grades 4 - 7 on the "John Smith" (lower field).Teachers are on duty at both breaks in each of these playgrounds.
- 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 call box telephone. All outgoing calls are made on behalf of the boys by Mrs Dinsdale in the Printing Room.
- The school has a tightly controlled lost property system. A record is kept of articles claimed and returned to boys. 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**.
- The School Library and Media Centre is open every day from 13h30 to 15h00 and at both breaks.

RECOGNITION OF ACHIEVEMENTS

The school wishes to recognize and acknowledge all achievements. Certificates and trophies are presented throughout the year at assemblies for achievements within and outside the school. 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 linda@dphs.co.za asking to be added to the mailing list.

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

PRIZES AND TROPHIES

1 ST CRICKET XI TROPHY	SPORTSMANSHIP AND ACHIEVEMENT - GRADE 7
1 ST HOCKEY XI TROPHY	SPORTSMANSHIP AND ACHIEVEMENT - GRADE 7
1 ST RUGBY XV TROPHY	SPORTSMANSHIP AND ACHIEVEMENT - GRADE 7
SWIMMING TROPHY	SPORTSMANSHIP AND ACHIEVEMENT - OPEN
TENNIS TROPHY	SPORTSMANSHIP AND ACHIEVEMENT - OPEN
WATER POLO	SPORTSMANSHIP AND ACHIEVEMENT - GRADE 7
ARCHER CUP - CHESS	OPEN
PATERSON CUP : GENERAL KNOWLEDGE	GRADE 7
SPEECH AND DRAMA FESTIVAL AWARD	GRADE 7
ACADEMIC MERIT CERTIFICATES (TOP 5 BOYS IN EACH CLASS)	GRADE 4 - 7
ACADEMIC ACHIEVEMENT (80% AGGREGATE)	GRADE 7
ACADEMIC EXCELLENCE PRIZES (FIRST IN CLASS)	GRADE 4 - 7
SUBJECT PRIZES	GRADE 4 - 7
TOP PUPIL	GRADE 5
KONIGKRAMER PRIZE AND TROPHY - TOP PUPIL	GRADE 6
EVA WILSON AWARD FOR ART	GRADE 7
INFORMATION TECHNOLOGY AWARD	GRADE 7
MUSIC PROGRESS AWARD	GRADE 7
PHYSICAL EDUCATION AWARD	GRADE 7 SPORTSMANSHIP AND ACHIEVEMENT
VICTOR DAITZ TECHNOLOGY AWARD	GRADE 7
HESTER PARSONS SHIELD - HOUSE SPIRIT	CHAMPION HOUSE
KEITH MILLAR TROPHY - HOUSE COMPETITION	CHAMPION HOUSE
BEANLAND CUP (ACADEMICS)	TOP HOUSE
SPORTSMAN OF THE YEAR AWARD	GRADE 7
THE DPHS CENTENARY AWARD - (COURAGE AND DETERMINATION)	OPEN AWARD
GOOD FELLOWSHIP TROPHY	GRADE 7
MAURICE WILKINSON TROPHY	PRO MERITIS AWARD : UNSELFISH SERVICE TO SCHOOL
DUX PROXIME ACCESSIT	2 ND IN GRADE 7
DUX	TOP PUPIL IN GRADE 7
HEADMASTER'S TROPHY (OUTSTANDING CONTRIBUTION TO SCHOOL)	GRADE 7
THE HAYSOM TROPHY	COMPLETE PREP BOY - GRADE 7



The Complete Prep Boy

“From small beginnings better fortune follows”

At DPHS the emphasis from Grade 0 is to teach the whole boy.

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; lifeskills, 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 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!

*All boys and staff are asked to sing the School Song at
special occasions such as our annual Prize-giving and Speech Day.*

