



HARVEST HIGH SCHOOL

Our hope is in God

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Information

We welcome you to a new year at Harvest High, and hope and pray that this will be an excellent year for all of us. Thank you for entrusting your child to our care, we look forward to getting to know you, and to working with your child.

In this document, there is an outline of the information you need about the school, as well as its policies, values and procedures. ***Please read it carefully, discuss it with your child, and call in at the office if you have any queries.***

Harvest High is a unique school, started in 1993 at the prompting of God, and we have developed a **Code** which embodies the values and principles we stand for:

The Harvest High Code **IN THIS SCHOOL,**

➤ **We honour God**

This means that the gospel of Jesus Christ is preached to all students, and we have assemblies in which we sing, pray, read and discuss the Word of God.

➤ **We work hard**

This means that we listen well in class, do NOT disturb either the teacher or other students, and do all classwork and homework that is assigned.

In this school, we all work hard all the time!

➤ **We respect our teachers and our peers**

This means that we speak respectfully to staff and fellow students, at all times.

➤ **We uphold the truth**

- *We tell the truth,*
- *We do not steal,*
- *do not copy work from another student and*
- *do NOT cheat in any way in tests and exams.*

➤ **We uphold our own, and our school's good reputation**

At all times we behave in a manner that will be a credit to Harvest High. We speak politely to members of the public. We wear the correct school uniform every day, - in school as well as on the way to and from school.

➤ **We understand sowing and reaping, and accept responsibility for the choices we make.**

Our students are helped to understand the consequences of choices they make, and taught consistently to take responsibility for their actions

1. Text Book Policy

Text books are extremely expensive, and we do not ask parents to buy all the necessary books. The school buys most of the books, and there is a text book levy of R250 for the USE of Harvest's books for the year, - **the books will be on loan to your child for the year, and must be looked**

after properly. Books that are lost or damaged will have to be paid for in full, at replacement value.

There may be a few books you will need to purchase for your child: setbooks for languages, and workbooks for Maths and Science.

If setbooks are well taken care of, they can be resold to a child in the grade below if they are still prescribed.

Workbooks can unfortunately not be resold, as the students write in them. You will be given enough notice when books must be purchased by you, and 3 months in which to pay them off.

School Bags. In order to protect the school's books, each student is required to have a proper school bag, with strong sides. Books may not be carried in plastic packets!!

2. School Tour – Gr 11

N.B. The School Tour is compulsory.

The Grade 11 class will be going on tour early in the second term, as we see this as a valuable learning experience for our students – it is also a time of much enjoyment! Tour fees may be paid off in instalments, starting at the beginning of March, or all at once before the tour in April. Please budget for around R1050, to be paid in 5 instalments of R210 each. (This is subject to change depending on where we go.)

3. Stationery

All learners will be given a list of all their requirements, and must compile their own list, depending on their subject choice.

ALL books on the list must be bought at the beginning of the year, and students are responsible to see that they have everything they need every day – pens, pencils etc as well as exam pads and exercise books.

All exercise books must be neatly covered with paper and plastic.

Please assist your child to use paper and/or pictures that are conducive to study. **NO popstars, or half-dressed men or women!**

4. School Hours

School starts at 7h40 every morning, and closes at 14h15.

Learners need to be at school by 7h35 at the latest.

Please make suitable transport arrangements to see that your child is ON TIME everyday.

5. Bathrooms

After a long struggle to keep toilet paper and handsoap in the bathrooms all day every day, we regret that we have had to give up on that, as it kept 'disappearing.' Each student needs to please carry their own soap and toilet paper every day, as there is now NONE in the bathrooms.

6. Cell Phones and other electronic devices

CELL PHONES ARE ALLOWED AT SCHOOL AS LONG AS THEY ARE OUT OF SIGHT AND SWITCHED OFF. This includes breaks as well. IF THEY ARE SEEN OR HEARD THEY WILL BE CONFISCATED AND ONLY RETURNED TO A PARENT AT THE END OF THE TERM, ON PAYMENT OF A R10 FINE.

Please do not let your child bring a cell phone to school unless it is essential for contacting you after school. We have this policy so that phones can NOT be used to cheat in tests, or to pass pornographic messages to other students, or disrupt lessons in any way.

iPods and other devices will be confiscated if seen.

7. School Diaries

We have our own school diary, which must be purchased at the start of the year. If it is lost, another must be bought immediately. It serves as a homework diary for the students, and also as our main means of communication with the families.

This diary contains all the necessary information about the school, as well as the very important contact details of the student's parent/guardian, in case of emergency. We ask that parents check their child's diary regularly, and use it to communicate with us about anything they need us to know. Likewise, the staff will use it to write to parents about any issues affecting their child.

Parents will be asked to sign the diary each time a parent letter or report is sent out, so the school knows the parent has received it.

8. Behaviour and Discipline

We have a very strict Code of Conduct at Harvest High to which all students and parents are required to agree, BEFORE BEING ENROLLED AT HARVEST.

The code has been carefully drawn up to ensure that each student has the maximum opportunity for **learning** to take place, in an atmosphere of **safety and peace**. You will be given a copy of the Code of Conduct to read through with your child, and an agreement form to sign that will be placed in your child's file.

Please note that any student found to be involved in the following, will be **immediately asked to leave the school**, as we refuse to endanger our other students:

- violence or any action that endangers other students
- assault
- carrying of weapons of ANY form
- stealing
- wilful damage to school property
- being found with alcohol at school, or drinking alcohol either at school or in town after school
- being in possession of, or under the influence of drugs
- blatant defiance of school authority
- possession of pornographic material
- threatening or intimidation of staff or other students

9. Drug Testing

It has come to our notice, sadly, that some of our students have been involved with the use of drugs. For the students' own good, as well as to protect the other students, parents enrolling their children at Harvest need to be willing to allow their children to have their bags and pockets searched. We also require permission from parents to do random drug tests from time to time, if the Board of Governors deems it necessary. If a child is NOT using drugs, giving the school this permission should not be a problem. If parents are unable to grant this permission, that child would not be enrolled as a Harvest student.

Please note that our motive in this action, is that we have the best interests of all of our students at heart.

10. Fees and Finances

Please see the separate document – “Financial Information and Policies.”

11. Language Policy

It is Harvest High’s policy to ensure that each student becomes a good reader, - this is an essential life skill, and we hope to instil a love of reading in each of our students. **You are asked to see that your child joins one of the Municipal Libraries, and that he/she ALWAYS has a library book – in either of the two languages being studied, as well as a summary book.** We have Reading Periods to ensure that all students are reading and keeping summaries of their books, but students need to read at home every day as well. (Maybe TV watching could be cut down.) Each student should also be reading during every holiday - it is the ideal opportunity for them to really enjoy a good book. I strongly recommend that each student reads **at least SIX books a year, - THREE English books, and THREE books in their other language** – either isiZulu or Afrikaans. They do not need to be long or difficult books – they can be short and simple. If they would prefer it, they can even read magazines that cover their interests – but they must READ the articles and not just look at the pictures!

12. Tuck Shop

We have a tuck shop that is open at both breaks, where students can buy pies, and various other items on certain days, e.g. pies, vetkoek, donuts, hot dogs, muffins.

13. Absenteeism

Students are expected to come to school EVERY DAY. If there is a valid reason why he/she is absent, a letter from the Parent/Guardian must be brought to school THE DAY OF RETURNING. If he/she has been absent more than two days, a doctor’s letter is required.

N.B. Any student who is absent for more than 10 days in a term, with NO valid reason, and NO contact from the Parent/Guardian, will be deemed to have withdrawn from Harvest and the Registration will be cancelled. This includes students who are out of class for fees for more than 10 days a term.

14. Uniform and appearance

Please make sure that you know what the correct uniform is for your child, and that he/she is neatly dressed in the correct clothes every day. Any student who is not dressed correctly will be liable for a R5 Uniform Fine, payable the next day.

Please refer to the school Uniform list.

Harvest High Uniform

Girls:

Summer: White school shirt, short-sleeved, with badge on the pocket
Navy school pants OR grey school skirt
N.B. **Pants may NOT be taken in down the sides, or worn too tight.**

Skirts may not be too short – 4 fingers from the ground when kneeling.

Short white socks,
Black school shoes

Winter: Long-sleeved white school shirt
Harvest tie (matrics wear the 'matric' tie)
Navy school pants or grey skirt
N.B. Pants may NOT be taken in down the sides.
Long grey socks or black stockings with skirts

Boys:

Summer: White school shirt, short-sleeved with badge on the pocket
Grey school pants (regular, pale grey school pants, not dark grey)

Grey socks,
Black school shoes (not fancy shoes, - no suede)

Winter: Long-sleeved white school shirt, grey school pants
Harvest tie (matrics wear the 'matric' tie)

Boys and girls: Optional items

PLAIN WHITE, (ONLY WHITE) T-shirts may be worn under the school shirts if it is cold. They may not stick out of the shirts.

Navy Harvest jersey, short or long sleeved, with school badge

Navy Harvest “Drimac” jacket, with badge

School tracksuit – may be worn with navy, white or black takkies.

Track pants may not be tapered.

Matrics may order a matric jacket

Royal Blue blazer with the school badge on the pocket.(The badge must be bought separately and sewn onto the left pocket.)

FILCON ARE THE STOCKISTS OF OUR UNIFORM

Hair

Must be **combed**, and **NEAT**.

Boys’ hair must be short. NO LINES shaved in hair or eyebrows.

Girls with long hair must have it neatly tied back with blue or white bands

NO dyed hair, or dreadlocks, or coloured clips, bands, beads etc.

N.B. Boys need to be clean shaven – every day, OR they will have to buy a razor at the office and shave in the bathroom with cold water. If no razors are available at the office, the boy will be sent home to shave.

N.B. NO MOUSTACHES ARE ALLOWED.

Jewellery

NO JEWELLERY is allowed, except for a plain watch.

Girls may wear plain ‘sleeper’ studs if they have pierced ears. NO fancy earrings (they will be confiscated).

BOYS MAY NOT WEAR EARRINGS

Any jewellery worn to school will be confiscated, and will only be given back at the end of the term, on payment of a R10 fine.

NO NAIL POLISH. Girls with nail polish will have to buy remover at the office and take it off.

Students are expected to remain in FULL UNIFORM until they reach home.