

# PARENT HANDBOOK 2025



**PRE-SCHOOL | FOUNDATION PHASE  
INTERMEDIATE PHASE**

# **ST FRANCIS COLLEGE**



St Francis College is an independent  
Christian-based school.



Our student body is made up 95%  
of various Christian churches.

Our faculty and staff respect and understand  
the views and traditions of various  
denominations.

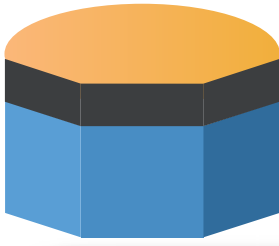


Every school day at St Francis starts with a  
reading from the Bible followed by prayer.

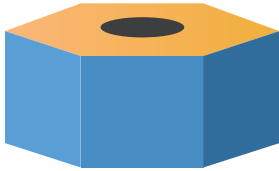
*Proverbs 22:6*

*“Train up a child in the way he should go:  
and when he is old, he will not depart from it.”*

# OUR MISSION



- To provide a high standard of education to the learner.
- To develop every learner's academic, social, and moral abilities.
- To provide a secure environment in which learning can take place effectively.
- To provide opportunity and encouragement so that each learner may leave St Francis College as a self-confident well-balanced person, well prepared for life.



To aspire to provide a balanced education which will prepare each individual to achieve their potential to become responsible members of society.



**CHARACTER. COMMITMENT.  
EXCELLENCE.**

# Welcome

“

St Francis College welcomes all new learners and parents to our St Francis College family.

We hope that this is the beginning of a long happy stay at our school.

”

At St Francis College, there is a warm, friendly and secure environment where children are valued and happy. They are encouraged to respect one another and develop a sense of self-discipline. A strong moral sense is fostered in the classroom, on the playground and on the sports field. We look to reward and encourage children within the framework of an ordered, disciplined, and caring society. The needs of each individual are of paramount importance and encouragement is given to ensure that each child reaches his or her full potential.

While St Francis College extends to the more capable learner, we do offer assistance to the less capable learner. But St Francis does not cater to meet the needs of learners with special educational needs.

We encourage strong and open links between parents and school staff. Parents have an important role in their children's education and will be asked to work together with the educators. Parent meetings are held at the beginning of each term in order to discuss the previous term's report. Parents are free at any time to request a meeting by booking an appointment with an educator should you have any concerns. Please take careful note of the information supplied in this information booklet. Please keep it in a safe place should you need to refer to it in the future.

# SCHOOL CALENDAR 2024

Term 1	15th January 2025	28th March 2025
Term 2	8th April 2025	27th June 2025
Term 3	22nd July 2025	3rd October 2025
Term 4	13th October 2025	10th December 2025

## PRE-SCHOOL, FOUNDATION, AND INTERMEDIATE PHASES

At St Francis College Pre-School we offer a structured programme for our Grade RRR – Grade RR learners.

In the Preparatory School, we have dedicated teachers who recognise that education goes beyond the classroom.

Within our warm family environment, we attempt to instil a set of core values enabling our learners to participate in the school and the broader community as responsible, caring and productive human beings.

## SCHOOL HOURS

All learners Gr RRR to Grade 6 begin their day at 07:40 and finish at 14:15 to accommodate common transport providers for all our learners.

This may seem to be a long day for the Foundation Phase learners but from 13:00 to 14:15 the educators carefully plan less intensive academic activities such as story time, Life Skills activities, Physical Education and Art.

St Francis Pre-School, Grade RRR to Grade RR begins at 06:3 and ends at 18:00 sharp.

## CURRICULUM

CAPS: A National Curriculum and Assessment Policy Statement (CAPS) is a single, comprehensive, and concise policy document introduced by the Department of Basic Education for all the subjects listed in the National Curriculum Statement for Grade R – 12.

CAPS gives detailed guidance for teachers on what they should teach and how to assess.

NSC: National Senior Certificate – at the end of Grade 12.

## REPORTS

Formal Written Reports are issued at the end of each term followed by Parent meetings in order to discuss your child's progress.

We ask you to please make every effort to attend these meetings if requested by the educators.

## CONTINUOUS ASSESSMENT

### Pre-Primary and Foundation Phase

Learners in the Pre-Primary are assessed on a daily basis. Please ensure that you do not keep your child at home for unnecessary reasons. Missing a day at school is very hard to 'catch up' in the Pre-Primary.

Learners in the Foundation Phase are also being assessed on a daily basis. In Foundation Phase there are weekly assessments that are carried out such as spelling tests in English and Afrikaans, Maths tests and Reading and Comprehension assessments.

The Foundation Phase write formal assessments every term.

## INTERMEDIATE PHASE ASSESSMENTS

Intermediate Phase Learners write scheduled assessments in every subject. Parents are asked to please ensure that their children take these seriously and set study time aside to prepare for these tasks.

Learners will be given a calendar outlining due dates of tasks/assessments and speeches. At the end of term 2 and term 4 learners also write formal end of term assessments in each subject.

## WORKBOOKS, TEXTBOOKS AND STATIONERY

The tuition fee includes basic stationery but once these items are finished it is up to parents to replace them. The monthly school fees levied will be an all-inclusive fee that will cover your child's tuition, textbooks and basic stationery. Please encourage your child to take the utmost care of his/her stationery textbooks and workbooks. Your child's teachers will inform you when any stationery items need to be replaced.

Textbooks will not be owned by learners and **MUST** be returned to the school at the end of the year so that they can be used by the next group. Please encourage your child to take the utmost care of the textbooks as learners who lose textbooks, or who damage the books, will be asked to pay the full replacement cost.

Pencil cases should be checked every weekend in order to replace any missing items and to sharpen crayons etc.

## HOMework

### PRE-SCHOOL:

If any tasks are set for your child to complete, please supervise them, and assist where necessary. Learners are always expected to complete all the homework tasks that have been assigned. This is a means of developing confidence and a sense of responsibility.

# HOMWORK

## **FOUNDATION PHASE:**

Tasks to be completed at home will be set daily and must be completed and handed in for checking on the following or designated day. Neatness of presentation is to be encouraged at all times. Homework tasks should be completed before TV time and before bedtime.

In the Foundation Phase the duration of the average homework task per day should be as follows: Grade R – 15 minutes per day (if requested by teacher), Grade 1 and Grade 2 – 20 to 30 minutes per day. Grade 3 – 20 to 35 minutes per day. If any projects have been set to be completed at home, we do ask parents to assist the learners in their planning and preparation.

In the Intermediate Phase the duration of the average homework task per day should be around 40 to 60 minutes. This may vary when projects have also been set. Please assist your child to plan for deadlines of tasks due and to complete a portion of a project each day before it is due.

Homework in the Foundation and Intermediate Phases a vital tool for your child to achieve academic success.

Concepts should be re-enforced on a daily basis and for this reason tasks are sent home. Learners are expected at all times to complete all the homework tasks that have been assigned. Meeting deadlines is part of preparing your child for their future in the workplace where it is vital they have self-management skills.

Neglecting to do homework will not be tolerated at St Francis College and educators will contact parents of learners, by letter, who are failing to complete tasks, and a demerit will be issued,

## **COMMUNICATION BOOKS (Grade RRR, RR – R)**

Please check your child's communication book on a daily basis. Please feel free to use this book as a major line of communication between school and home.

While discipline at St Francis College is of the utmost importance, we wish to always emphasise the positive rather than the negative. However, your support in disciplinary matters is of vital importance in teaching your child to adhere to acceptable norms of behaviour.

## **SCHOOL DIARIES (Grade 1 – 6)**

Please check your child's diary daily for homework and messages and sign only when you are satisfied that the daily tasks have been completed. Please use the diary as a major line of communication between school and home. You will see a Code of Conduct at the front of the diary to which every child on admission to St Francis College is expected to adhere to. Both parents and learners are to initial each page of the code of conduct thereby accepting the terms laid out. We wish to always emphasise the positive rather than the negative. However, your support in disciplinary matters is of vital importance and is greatly appreciated.

## **EXTRA-MURALS**

Parents will be informed about extra-murals taking place per term. Extra-murals are not compulsory and learners will be free to choose from the activities offered.

Intervention classes take preference over any extra-murals.

## **ABSENCE/ILLNESS**

Please inform the school timeously when your child is unable to attend for any reason. Please do not arrange doctor appointments during school time.

In Pre-Primary and Primary School oral and written work that is covered in a day is most difficult to catch up. Please note that excessive absenteeism could lead to a learner being detained in their grade.

If your child in Intermediate Phase misses a cycle test or exam, a doctor's note is required.

## **GENERAL HEALTH**

Please ensure that your child goes to bed at a suitable time as this will ensure full participation and concentration during lessons. A recommended bedtime for Grade RRR/RR and R learners is at 19:00 or earlier.

Recommended times for Foundation Phase learners are between 19:00 and 19:30 and Intermediate learners between 20:30 and 21:00 at the latest. Please do not allow your Intermediate Phase child to stay up late watching television. It is discouraged that learners have televisions in their bedrooms as this leads to delayed resting time.

## **BIRTHDAYS**

Children's birthdays are celebrated during the school day. Party packs or cupcakes may be sent to school. Please note, parents are requested not to send in large cakes that have to be cut.



# PRE-SCHOOL (RRR/RR) & GRADE R UNIFORM

## SUMMER / WINTER UNIFORM

BOYS	GIRLS
Light blue golf shirt with badge Navy shorts White sport shoes (only) & Short white socks School tracksuit (Compulsory)	Light blue golf shirt with badge Navy shorts White sport shoes (only) & Short white socks School tracksuit (Compulsory)

## GRADE 1 TO GRADE 6

### SUMMER UNIFORM

BOYS	GIRLS
Black school shoes Grey striped school socks Grey trousers (IP) Grey shorts (FP) Light-blue short-sleeved school shirt Grey school jersey School blazer (Compulsory Gr 4 – 6)	Black school shoes Short white socks (No secret socks) Plain grey tunic Light-blue short-sleeved school shirt Grey school jersey School blazer (Compulsory Gr 4 – 6)

### WINTER UNIFORM

BOYS	GIRLS
Grey trousers (IP) Grey trousers (FP) Long grey striped school socks Light-blue long-sleeved school shirt School tie (Top button fastened) Grey school jersey Scarf/Beanie ( Navy blue or grey) School blazer (Compulsory Gr 4 – 6)	Plain grey tunic / grey trousers Long grey striped socks Light-blue long-sleeved school shirt School tie (Top button fastened) Grey school jersey Scarf/Beanie/Tights ( Navy blue or grey) Long grey socks worn over tights School blazer (Compulsory Gr 4 – 6)

### SPORTS UNIFORM

BOYS	GIRLS
Light blue golf shirt with badge Navy shorts White sport shoes (only) School tracksuit (Compulsory)	Light blue golf shirt with badge Navy shorts White sport shoes (only) School tracksuit (Compulsory)

**DRI-MACS:** Grades RR to 6 (Only to be worn on rainy days).

**HATS:** Navy cloth hats, compulsory for Grades RR – 6.

**BLAZERS:** Optional from Gr RR to 3, compulsory from Grade 4 to Matric.

**SCHOOL BAGS** – To fit an A4 size book (40 cm x 30 cm) Please check if logos on the bags are of an appropriate nature.

## SCHOOL UNIFORM STOCKISTS

### SCHOOL UNIFORM STOCKISTS:

·Rynfield Drapers - Pretoria Road, Rynfield – Tel: 011 849 1619

·Ekspa - CLC Centre, Webb Street, Northmead – Tel: 011 425 3332

·Essays – 37 Princess Avenue, Benoni town – Tel: 0114214544

## TUCKSHOP

Foundation and Intermediate Phase learners may make use of the tuckshop from Monday to Friday to purchase lunch items only at break.

The Tuckshop is available to our pre-school learners once a week.

Please ensure that your child has a healthy lunch for school. Please avoid cakes, sweets and fizzy drinks as all of these items have ingredients that hamper the concentration process. No high-energy drinks, such as Monster, Red Bull, etc. are permitted at school.

## CELL PHONE POLICY

Preparatory School has a strict zero tolerance policy regards cell phones at school. It is unnecessary for a Preparatory School learner to bring one to school. If a learner is found with a cell phone in their possession, it will be confiscated.

## IMPORTANT REQUIREMENTS FOR 2025

The school does supply a basic stationery pack. However, they only last for a term. Parents will need to replace some items at the beginning of a new term.

## PRE-SCHOOL (Grades RRR to R)

Each child is required to bring the following items on their first day of school. Please put these items in a packet with your child's name clearly marked on it.

1 x School Bag approximately 40 x 30cm – Labelled

1 x Colouring-In Book (Jumbo) - Labelled

1 x Box of tissues

1 x pack of wet wipes (80) per term – Labelled

1 x Ice cream tub (empty) – Labelled

1 x old large shirt for Art - Labelled

## FOUNDATION PHASE

The school provides all exercise books and basic stationery. However, parents need to provide the following stationery items for their child's use in the classroom:

- 1 x Pencil bag with zip
- 1 x Old shirt (one of dad's or big brother) to wear during art lessons
- 1 x Chair bag from the year before
- 1 x Exam Pad
- 1 x Pack 10 sleeve protector sheet

Please label all items of school uniform, lunch boxes, pencil cases, stationery clearly!

## INTERMEDIATE PHASE

The school supplies all writing books, a diary, a pen, pencil, ruler and a number of plastic book covers. Once the items are finished, parents will need to replace the them.

Additional items to be provided by parents:

- 1 x Pencil Case (with the following items inside)
- 2 x Working blue pens
- 2 x Grey HD pencils
- 1 x Sharpener with container attached
- 1 x Eraser
- 1 x 30cm ruler
- 1 x Glue stick (white)
- 1 x Math set (Grade 6 only)
- 2 x Highlighters (any colour)
- 1 x Set colour pencils
- 1 x Pair of scissors

Please label all items of school uniform, lunch boxes, pencil cases, stationery clearly!



# DESCRIPTION OF OUR EMBLEM



## CROSS

St Francis College, though not a Catholic School, was named with the Prayer of St Francis of Assisi in mind  
“Lord make me an instrument of Thy peace.”

## DOVE

The “Dove of peace”. When St Francis College was established in 1989, the atmosphere in the townships was one of violence and we wanted to establish a safe place for children to learn.

## BOOK

This “Book” symbolises learning. We wanted meaningful learning to take place for all children.



[www.stfranciscol.co.za](http://www.stfranciscol.co.za)



Call For More Information:

**010-035-0947**



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