



**SANDTON SCHOOL  
GROUP  
INFORMATION BOOKLET**



## Sandton School Group Song

At Sandton group of school, we work hard everyday  
Help our teachers and our friends, in every single way  
And we all try our best, when we're put to the test  
And we are rising up above the rest

We're all different and the same, and we can all uplift  
Accepting our failures and we celebrate our gifts  
Our superhero's, our teachers and our friends  
Inspiring us to greatness and the fun that never ends

Here at Sandton Group of schools, read and write every day  
Doing sports and time to play, and we're paving the way  
Here at Sandton School group, sing and dance every day,  
We're the best in every in way, make the most of today

Here at Sandton Group of schools  
At Sandton group of schools, we think before we act  
Treat each other with respect, we care and that's a fact  
The freedom to express, what we feel deep inside  
Because our school gives us the greatest pride  
We love Sandton School Group



CONTACT DETAILS

Reception/Office:

011 706 1597

011 463 4600

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

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Physical Address:

141 Coleraine Drive

Bryanston

Sandton

2191

Banking Details:

Sandton Junior Primary

Parktown

Standard Bank

Account Number: 302600698

Branch Code: 0035500

Please keep the office updated with any personal details that might change for your child and you as a parent.



## CODE OF CONDUCT

Dear Parents

The aim of this booklet is to establish appropriate behavioural guidelines for the pupils of Sandton School Group and their parents.

We aim to build up the self-esteem of each and every one of our pupils and to make sure they feel they are an integral part of Sandton School Group.

Please read this booklet to your child/ren so they have a better understanding of what we expect from them.

### General expectations for a Sandton School pupil:

#### General Behaviour

- Be polite and have good manners at all times
- Greet all adults you meet at school
- Be kind and considerate – don't upset any fellow peers
- Remember your table manners when having lunch
- Be honest – own up if you have done something wrong
- Foul language will not be tolerated
- Do not litter on the school premises
- Arrive at school on time
- Be at school everyday
- Remember to wear your hat when you are outside during playtime
- Bring healthy food to school
- No bubble/chewing gum is allowed at school
- Make sure you are dressed neatly
- No cell phones or electronic equipment to be brought to school without prior permission

#### Behaviour in Class

- Look after your belongings and that of others
- Have respect for the school property
- Greet your teachers everyday
- Greet other teachers and adults in the school
- Listen to your teachers' instructions and do what is asked



### Bullying

- We do not want bullies at school
- Do not tease your friends, call them names or gang up on someone
- Keep your hands and feet to yourself
- Your teacher is always there to help you, if you have a problem, go straight to your teacher

### Attitude towards the teachers

- Respect teachers as professionals who value your children and put their needs first
- Encourage your children to respect their teachers

### Property

- Don't bring toys to school because they might get lost or broken
- Don't leave your belongings lying around
- Don't take things that do not belong to you
- Look after your uniform and all of your belongings
- No cell phones, tablets or gaming devices are allowed at school
- Make sure all your belongings are clearly marked

### Sports and Extras

- Participation in a sport and in extra murals is required
- Be a good sport
- Don't get upset when you lose a game
- Congratulate your peers when they win

### Uniform

- Pupils must carry their own bags to and from school
- Arrive at school looking smart and in the correct uniform
- Remember to have your shirt tucked in at all times when you are wearing your school uniform
- Only school uniform may be worn at school
- Shirt collar to be folded over blazer collar or jersey
- Girls to wear bashers at all times



### Work with the school

- Work with the school rather than against it
- Make sure your child is dressed neatly in public places
- Avoid car park gossip and rather talk to the teacher or head of department
- Deal openly with problems on the right level
- Help your child to be proud of his school and uniform
- Do not discipline someone else's child on the property, let the teacher deal with any issues
- Support the teacher when your child is disciplined
- Make your children aware of the different cultures and religions and teach them to respect them even though they are different from their own

### Raising your children

- Encourage children to do things for themselves
- Encourage a sense of order and routine in your child
- Spend time with your child – read and communicate with them
- Play with your child
- Involve your child in household chores as these will develop motor skills, confidence, independence and social co operation
- Be actively involved in your child's daily lives but avoid being 'helicopter parents' that hover around their children all the time
- Encourage an active involvement in gross motor skills

### Disciplinary procedure (a note to parents)

The aim of the disciplinary procedure is to illustrate to offenders that their behaviour has been inappropriate and that the school has a higher expectation of them

Reward for good behaviour is regarded as a more valuable and constructive way to encourage children as opposed to punishment

### The procedure we follow will be as follows:

- The teacher speaks kindly but sternly to the children
- Children who have behaved badly are put into "time out" which is a withdrawal from an activity – the child is then expected to apologise for their bad behaviour
- For very bad behaviour, the teachers send the children to be reprimanded by the head of department or Headmaster – they will then give them a stern talking to
- If behaviour persists, the teacher will call the parent in for a chat

We hope this clarifies what is expected of the children. Please support us in our efforts to maintain a high level of discipline within Sandton Primary School.



### Grade R Uniform (Girls and Boys)

- School shirt (winter and summer)
- Full tracksuit
- P.E. clothes
- White tackies
- Cap/hat

### Girls school uniform (Grade 1 – 12)

- Tartan skirt
- Tartan girls tie
- Regulation white short sleeve shirt with school badge
- White short socks in summer
- Navy tights to long grey school socks in winter and long navy-blue trousers
- Black school shoes (buckle, T-bar or lace-ups)
- Regulation beanies and navy or grey gloves (winter)
- School blazer is to be worn to school every day
- Basher is to be worn to school every day

### A NOTE ABOUT THE TRACKSUIT

Neither the top nor the bottom may be worn on its own with the rest of the uniform. School shoes or athletics shoes may be worn when the tracksuit is worn instead of the standard daily uniform.

### HATS ARE COMPULSORY FOR ALL OUTDOOR ACTIVITIES

#### THE HOUSE SHIRTS ARE:

- Red – Troy
- Green – Spartacus
- Yellow – Hercules

### P.E. Uniform (Grade 1 – 12)

#### School sports kit:

- Shirt
- Pants/skirt
- Socks/sport socks
- White tackies
- Swimming costume
- Tracksuit



### Boys school uniform

- Dark grey shorts in summer and long grey pants in winter
- Regulation white short sleeve shirt
- Long grey school socks with garters
- Black lace up school shoes
- Boots are not allowed
- Regulation beanies and navy or grey gloves (winter)
- School blazer to be worn to school every day
- School cap
- Tie (winter)
- School jersey

### General rules with regard to uniform

- Please ensure all clothing and belongings are clearly marked
- Please make sure blazers are worn to school everyday
- The children are to have their school shirts tucked in at all times
- No gel is allowed in the boys' hair (conventional haircuts only)
- No hair dye or highlights are allowed in hair
- No piercings
- No tattoos of any nature (real or fake)
- We do not allow school bags with wheels
- Hair is to be off the boys' ears and not hanging in their eyes
- Girls hair is to be tied back out of their faces, ears and eyes
- Girls are to wear navy or white hair elastics or hair clips
- No jewellery allowed
- Girls are to wear small sleepers or studs in their ears only

### APPROVED STOCKISTS OF THE SANDTON UNIFORM:

Sandton Junior School

Address: 74 Shepherd Avenue, Bryanston.

Times: The shop will be open on Tuesdays from 08:00 to 10:00.

To book an appointment, please phone them directly on: 081 739 8603 or 011 463 4600.





## SCHOOL TIMES

### *Grade R to 3*

Monday and Friday: 07:45 –13:00

Tuesday, Wednesday, and Thursday: 07:45 – 14:00

### *Grade 4 – 6*

Monday and Friday: 07:45 – 14:00

Tuesday, Wednesday, and Thursday: 07:45 – 15:00

### *Grade 7 – 12*

Monday and Friday: 07:45 – 14:30

Tuesday, Wednesday, and Thursday: 07:45 – 15:30

## EXTRA MURALS

All extra murals are included in a school day on a Tuesday, Wednesday, and Thursday. We have highly qualified coaches that helps the learners to grow and build the abilities. We take part in the private school league's that helps our learners to be competitive.

- Soccer
- Swimming
- Tennis
- Netball
- Cricket
- Water Polo (Grade 4 – 12)
- Basketball (Grade 7 – 12)
- Chess
- Drama
- Ball Skills



## COMPULSORY INFORMATION

### INFORMATION AND COMMUNICATION

A number of communication channels are used at Sandton School Group to stay in touch with our community

News, Notices and Events:

The three main channels of general communication from the school are:

- **Newsletters:**  
You will receive a newsletter with all important information pertaining to the following month attached to your monthly statement.
- **Website:**  
The website ([www.sandtonschoolgroup.co.za](http://www.sandtonschoolgroup.co.za)) is used to communicate general information about the school to the greater public as well as showcase our achievements and publicise upcoming events at the school to both our internal and external community
- **Facebook and Instagram:**  
Facebook and Instagram are updated on a weekly basis. All upcoming events are posted as well as photos and happenings at the school.

### General

The school also uses channels such as the e-notice board at the entrance to the school, e-mails and SMS'es when necessary to communicate with parents

### Immunisation Status

Most vaccines are given before the age of 2 years, but some booster shots are needed at the age of 5 to 6. Children between the ages of 12 and 15 may also need boosters. Physicians state that childhood vaccines prevent disease and protect children who come into contact with unvaccinated people.