

# ST. THERESA'S CONVENT SCHOOL

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FOR GOD



IN  
PEACE AND JOY

## PROSPECTUS

## CELEBRATING EXCELLENCE IN EDUCATION

*St Theresa's Convent School is a private Catholic school situated in Coronationville, just north of Industria. We are celebrating 71 years of excellence in independent education.*

*The school's history goes back to the first school opened by the Holy Family Sisters in 1887, one year after the discovery of gold, in the new church on the corner of Fox and Small Street, Johannesburg. The school developed into a Parochial High School and later moved to End Street, Doornfontein. The property in Fox street was sold and became the Brewery, but is now part of the site of Carlton Centre. This school was commonly known as the President Street School when it moved to President Street in 1889.*

*By order of the Nationalist Government the school had to move and offered the church a new school site in Coronationville and plans were made to move the school from President Street in 1949. The mixed race school had to be segregated and the school was forced to only accept coloured children.*

*St Theresa's Convent was built on its current site with the school and the Convent adjacent to each other. The girls only high school was run by the Holy Family Sisters until 1952 when the school reverted into a co-ed Primary school. Through the years the school continued to flourish and established a rich cultural and educational history.*

*In 1995 the new buildings were erected and the school's numbers grew. The school is registered with the Gauteng Department of Education as an Independent Catholic School as well as the Catholic Institute for Education and the Catholic School's Office.*

## **St Theresa's Convent School Vision Statement**

Our vision is to develop and accompany our children on their journey to responsible adulthood. We undertake this with the guidance of God's Holy Spirit.

We endeavour to inculcate Christian values within the context of life and we strive to create a pleasant learning environment in which to develop the child holistically.

## **Enrolment of pupils**

Applications for admissions will be considered for all learners of compulsory school going age living within the greater Johannesburg metropolis. Learners will be enrolled at the school, provided there is accommodation.

A child's birth certificate, ID document, clinic card, proof of residence and most recent school report must be submitted. An "Application for Enrolment" form must be completed.

## **Board of Governors**

The school is governed by a Board of Governors, comprising of a member of the Holy Family Council, the Principal of the school, teacher representatives and the PTA chairperson. The Board concerns itself with finance, site development and challenges, school buildings etc. and does not concern itself with the day-to-day management of the school.

The school is the property of the Holy Family Sisters. They also maintain the Catholic ethos of the school.

Matters of a purely educational or sporting nature are dealt with by the Principal and the staff

## **School Management**

The School Management Team comprises of the Principal, the Deputy, Heads of Department and Religious Education Co-ordinator. This committee is responsible for the day-to-day management of the school. All matters or queries regarding your child should be directed to the relevant teacher, SMT member or the Principal.

## **The Finance Committee**

The Finance Committee, headed by the Financial Chairperson who sits on the School Board, oversees the school's finances. They decide what type of action should be taken against parents whose school fees accounts are in arrears. They also monitor the income and expenditure and propose a budget to The Board of Governors.

## **Parent Teacher Association**

The PTA consists of parents and teachers. The PTA focuses on fundraising ventures. It is also the forum where parents have the opportunity to liaise with other parents, teachers and the management of the school. Parents are encouraged to join the PTA in order to become involved with the school. The money raised by the P.T.A. is used to develop the school's facilities.

## **Primary Education**

Our aims are both fundamental and elementary and include the general development of the child mentally, physically, spiritually and emotionally as a unique individual. Without your positive support and co-operation this cannot succeed fully. The school follows the Gauteng Department of Education's Curriculum which is CAPS.

### **Religious Education**

Religious Education, headed by the R.E. Co-ordinator forms part of our school's curriculum. The values, ethics and teachings of the bible form part of our spiritual development of each child. The school works closely with the Catholic Institute of Education and with the Catholic School's Office.

### **Homework**

Each learner receives a homework diary into which homework is written daily. Homework is given to learners in Grades 1-7. It reinforces and supplements the work done in class and promotes responsibility and independence. Homework should be checked and signed by parents on a daily basis.

### **Reports**

These are issued at the end of every term. Parents are encouraged to fetch their child's report at the end of term. It is an opportunity to discuss your child's progress and to view your child's work.

### **Newsletters**

Newsletters informing parents of the happenings at school are sent home once a week. Parents can also view it on the School Communicator or have it emailed to you on request. Please ensure that you receive the newsletters weekly.

### **Exercise Books and Stationery**

Learners are supplied with exercise books and a homework diary. These books need to be covered as requested.

Stationery is provided for the Foundation Phase from the Levies

Grade 4 to 7 stationery needs to be purchased and a stationery list is issued with the requirements for the year.

Textbooks for Grade 4 to 7 must be purchased by the parents.

### **Extra-mural activities**

All learners are encouraged to participate in at least one extra-mural activity per term. The sporting activities are seasonal. There are also out-sourced activities which are purely optional for the parent.

Extra-mural programmes will be distributed at the beginning of each term.

When competing against other schools, the learners represent St Theresa's Convent School. We therefore expect all learners to wear the prescribed uniform for each extra-mural activity.

### **After-Care**

An aftercare service is provided at the school. Aftercare is structured as a homework centre in which learners from Grade 1 to 7 are supervised and assisted with their homework tasks by teachers. The children are supervised from 1:00pm until 5:30pm.

### **Parents Meetings**

Meetings are held on a regular basis. Notice of these meetings will be given beforehand. Parents may contact teachers throughout the year to make appointments to discuss their child's progress.

### **Discussion with Principal and Teachers**

Parents should feel free to discuss matters concerning their children with either the Principal or the teacher. Teachers are NOT to be approached during school hours as this is unfair to other learners and causes interruptions in their work. Although the Principal maintains an open door policy it is advisable to make an appointment in advance. Appointments with the teachers must also be made in advance.

### **Visits**

Parents may not visit their children during breaks or during school hours without permission from the Principal.

### **Tuck Shop**

The school has a tuck shop which is open in the morning and at first and second breaks. The tuck shop will also make up party packs for your child's birthday but must be contacted in advance for this.

### **School Hours**

Parents must ensure that their children are at school by 7:45 a.m. The bell rings at 7:50 a.m. and the learners must line up in the assembly areas. The school day ends at 14:00.

Grade 00 & R children dismiss at 12:00 during the month of January. Thereafter they dismiss at 1:00 p.m. but children will be supervised in their classes until 2:00 p.m.

Learners who are involved in sports matches will stay later and are responsible for their own transport home. Learners may be dropped off in the parking area next to the church and fetched from the covered landing.

### **Attendance**

Curriculum Assessment Policy Statements (CAPS) is a very full and structured learning programme. Learners cannot afford to miss school except for valid medical reasons. The onus is on parents to ensure that children attend school regularly.

Should it be necessary for your child to stay at home, please send a letter with your child when he/she returns to school. If your child is absent for more than 3 days, he/she must bring a doctor's certificate to school on their return.

Please ensure that all doctors' and dentists' appointments are made after school or on Saturdays. Please contact the school immediately should your child contract an infectious disease.

### **Responsibility**

The school will not be held responsible for the loss or theft of money, clothes or other valuables. Please ensure that all clothes and possessions are clearly marked.

### **Security**

If your child needs to be fetched during school hours or if there is any change to your child's transport arrangements, please notify the school in writing. The school will phone to confirm these arrangements before any child is allowed to leave the school premises.

### **Change of Address**

The class teacher and the school secretary must be informed immediately of any change of address or telephone number. Should your child be injured or become ill, the class teacher or secretary must be able to contact you.

## **School Uniform and General Neatness**

All learners are expected to wear the correct uniform. Children's pride in their school is fostered when children come to school neatly dressed.

Parents are urged to **mark** all articles of the school uniform to ensure that they are not lost when children change for activities / PE / Sport, etc.

## **School Uniform**

### **Boys: Summer**

Red short-sleeved golf shirt  
Navy Bermudas  
Navy anklet with 2 red stripes  
Takkies - black OR black school shoes  
Navy school jersey  
Navy school sun hat

### **Girls: Summer**

Red short-sleeved golf shirt  
Navy Culottes  
Navy short socks with 2 red stripes  
Takkies - black OR black school shoes  
Navy school jersey  
Navy school sun hat

### **Boys and Girls: Winter**

White long-sleeved school shirt  
STC school tracksuit  
Navy school jersey  
Long navy socks with 2 red stripes  
Black Takkies

### **P.E Uniform**

Navy blue T shirt  
Navy blue shorts

## **School bags**

St Theresa's schoolbag or plain navy or black schoolbag.