

CONTENTS

Page:

1.	VISION AND MISSION	1
2.	CONTACT DETAILS	2
3.	ESTABLISHMENT AND HISTORY OF SCHOOL	3
4.	ADMISSION POLICY	4
5.	FEEDER AREA	5
6.	SCHOOL FEES	5
7.	SUBJECTS AND SUBJECT CHOICES	6
8.	EXTRA-MURAL ACTIVITIES	7
9.	SCHOOL UNIFORMS AND SUPPLIERS	8
10.	GENERAL SCHOOL ORGANISATION	10
11.	SCHOOL RULES	11
12.	CODE OF CONDUCT	13
13.	SCHOOL SONG/SKOOLLIED	15

VISION AND MISSION
OF
DE KUILEN HIGH SCHOOL

1. VISION OF DE KUILEN HIGH SCHOOL

To provide effective and quality education in partnership with the parents

MISSION OF DE KUILEN HIGH SCHOOL

To further develop De Kuilen High School as a leading educational institution by:

- acknowledging our dependence on God;
- focusing on the needs of all learners, the community and society, in the process of instruction and education;
- affording all learners the opportunity to develop in all facets as a person so that they are able to cope with the demands of an ever-changing world;
- optimally developing and utilizing human resources, physical facilities and management systems.

2. CONTACT DETAILS**PHYSICAL ADDRESS:**

Church Street
 Kuils River
 7580

POSTAL ADDRESS:

P.O. Box 301
 KUILS RIVER
 7579

TELEPHONE:

(021) 903-5121

FAX:

(021) 903-0317

PRINCIPAL:

Mr. J.H. Mellet

DEPUTY PRINCIPALS:

Mr. K. Albertyn
 Mrs. C. Wiegand

SECRETARIES:**EMAIL:**

Mrs. H. Dolder (School Secretary)

admin@dekhs.co.za

hnel@dekhs.co.za

Mrs. J. van Staden (Reception & General Enquiries)

ontvangs@dekhs.co.za

Mrs. J. Neethling (Reception & Applications)

jneethling@dekhs.co.za

Mrs. H. Dolder (Applications)

aansoeke@dekhs.co.za

Mr. J. Conradie (School Fees)

jqj@dekhs.co.za

Mrs. L. Badenhorst (Finance)

lbadenhorst@dekhs.co.za

SCHOOL HOURS:

07:45 - 14:30 Monday to Friday (excluding Wednesday & Friday)

07:45 - 14:00 Wednesday & Friday

OFFICE HOURS:

07:30 to 14:30

SPORTS OFFICE:

Mr G Spies

gabriedkhs@telkomsa.net

(021)903 3784

SPORTS OFFICE HOURS:

08:00 to 14:00

3. ESTABLISHMENT AND HISTORY OF DE KUILEN HIGH SCHOOL

During November 1868, after a number of unsuccessful attempts, a school was established for the children of the wine and vegetable farmers, the shopkeepers and hoteliers of a little town on the banks of the Kuils River. The following year 38 learners were enrolled – of whom only about 20 attended school regularly. In 1873 this school ceased to function, mainly due to the fact that parents kept children out of the school in order to help on the farms.

In 1874 the school reopened with great idealism and with the appointment of Mr Charles Villet in 1881, the school and community entered a new era.

The gifted Villet family exerted a positive influence on the town, having amongst other things regular music concerts in the school hall.

From 1892 to 1905 the dynamic Mr Pieter de Wet was principal. The school grew and in 1897, a new school building (next to the present Shoprite Centre) to accommodate 81 learners, was inaugurated.

From 1906 to 1951 the school's enrolment grew from 118 to 334. A school building, that is at present part of De Kuilen Primary School, was occupied in 1939. Twenty-two years later in August 1961 the building complex of the present De Kuilen High School was occupied by senior learners.

The school building was extended in 1991 with the addition of a new wing with classrooms, a new staff room and a gallery in the hall. This was followed by 3 new computer classrooms, sport facilities and in 1998, a multi-purpose activity centre. During 2019, a pavilion was completed.

De Kuilen is known countrywide as a school with a proud tradition of academic achievements. Examples of these are matriculants on the merit list of WCED and achievements in the Afrikaans and Mathematics Olympiads.

Culturally De Kuilen is also one of the top schools in the Western Cape with many prize winners in eisteddfods in singing, choir and recitation. De Kuilen has also won provincial and countrywide public speaking and debating competitions.

4. ADMISSION POLICY

INTRODUCTION

As a statutory elected body, representative of the parent community, the school governing body is responsible for determining the admission policy of the school. In his capacity as a member of the governing body, the principal is responsible for putting the policy into practice.

This policy is based on the aims and objectives of the school, the maintenance of standards and norms, as well as the ethos of the school, and the optimal realization of the school's potential. A learner may be admitted to the school if he/she meets the requirements and adheres to the set guidelines described below, and if his/her parent(s)/guardian(s) approves/approve of the enclosed policy, is/are prepared to abide by it and to meet his/her obligations/responsibilities accordingly.

Learners who have already enrolled, as well as their parents/guardians are not excluded from the requirements for and conditions of admission.

NUMBER OF LEARNERS

An annual intake related to the capacity of the school is permitted in order to maintain optimal standards.

ADMISSION PROCEDURE

On application the following must be submitted:

- A completed application form with the necessary documents as required by the school

On admission, the following must be handed in to the school on the learner's **first** day of school:

- An original transfer form of the previous school (CEMIS form of the WCED)
- A certified copy of the learner's latest school report

LANGUAGE POLICY

The school is a dual-medium school and classes are conducted in both English and Afrikaans. Consequently instruction will be given alternately in both languages to one group. However, where practical and affordable, groups will be instructed separately in Afrikaans or English.

AGE

The applicant must submit an ID document or birth certificate upon application. Under normal circumstances the age of the applicant must be within a two-year margin of the average age of the class.

STIPULATIONS UPON ADMISSION

- 1 The school has a Christian character and all instruction and interaction will be based on Christian principles and values.
- 2 Applicants must accept the code of conduct and the school rules and identify with the school policy, accept existing school customs, accept and respect the authority of the staff, and help to promote the interests of the school through active involvement.
- 3 Parents/legal guardians of applicants must recognize the authority of the school with regard to the enforcement of discipline, identify with the ethos of the school, strive to attain the school's objectives and meet their co-responsibility for the provision of facilities.
- 4 The school may not be involved in political activities of any nature. Learners who, in the opinion of the principal and the governing body, take part in any organized stay-away action with regard to school activities, are guilty of infringing the school rules.
- 5 Parents/Legal guardians are expected to meet their financial obligations to the school.
- 6 **A learner will be considered for admission only after the parents have submitted and signed all the required documents.**
- 7 Applicants will be notified in writing whether or not their application was successful.

5. FEEDER AREA

Preference is given to applicants whose parents/legal guardians are property owners or legal property lessees within the following suburbs:

Amandelrug, Amandelsig, Annandale, Bosonia, Brandwag, Brantwood, De Kuilen, Eikenbosch, Elim, Haazendal Jagtershof, Jakarandas, Klipdam, Kloofzicht, Louchamante, Mabiliepark, Mikropark, Rouxville, Silveroaks, Soneike, Sonnekui, St Dumas, Turtle Creek, Vredelust, Zevendal, Zevenwacht Country Estate, Zevenwacht Farm Village, Zevenzicht.

- Please refer to the official admissions policy of the School Governing Body adopted on 16 January 2010.

6. SCHOOL FEES

The amount payable is determined annually by the Governing body and is payable monthly or annually.

7. SUBJECTS AND SUBJECT CHOICES: **2023**

JUNIOR SECONDARY COURSE: GRADE 8 & 9

THE FOLLOWING SUBJECTS ARE COMPULSORY:	
	COMPONENTS
LANGUAGES	AFRIKAANS & ENGLISH
MATHEMATICS	
NATURAL SCIENCES	PHYSICAL & LIFE SCIENCES
SOCIAL SCIENCES	HISTORY & GEOGRAPHY
ECONOMIC MANAGEMENT SCIENCES	
CREATIVE ARTS	2 OF DRAMA/ART/MUSIC/DANCE*
TECHNOLOGY	
LIFE ORIENTATION	

* May fall away

SENIOR SECONDARY COURSE: GRADE 10, 11, 12 - FUNDAMENTAL SUBJECTS:

1	2	3	4
Afrikaans Home Language	English Home Language	Mathematics	Life Orientation
English First Additional Language	Afrikaans First Additional Language	Mathematical Literacy	

CHOICE SUBJECTS (Choose one from each group)

GROUP 5	GROUP 6	GROUP 7
Life Sciences <i>Geography*</i> Business Studies Consumer Studies Engineering Graphics & Design	Physical Sciences Life Sciences Computer Applications Technology Business Studies <i>History *</i> <i>Tourism *</i> <i>* Possible changes for 2023</i>	History Accounting Consumer Studies Visual Arts Tourism <i>Geography*</i>

CONCERNING CHOICE OF SUBJECTS:

- A learner who takes PHYSICAL SCIENCES must also take Mathematics (WCED: Assessment Management Minute 000/2016).
- Music can be taken as a subject from grade 8 provided the learner has reached the Grade II level in practical and theoretical work. Learners can receive tuition in any symphonic instrument excluding the piano and the recorder at the Hugo Lambrechts Music Centre in Parow. This can be an examination subject or an extra subject. Applications must be made through the music department of the school.
- Practical Music as second music subject can be taken in the Senior Secondary Course. Contact the school in this regard.
- Learners can also take Music as an extra subject at the school provided that it can be accommodated. Learners are selected by the Music Department.
- Life Orientation (Physical Development) is compulsory for all learners not exempted on medical grounds. The prescribed wear is compulsory. If a learner cannot participate, he/she must hand in an explanatory letter from the parents or a medical certificate.
- Guidance regarding study methods, selection of subjects and choice of career is given by Life Orientation Educators in groups or individually at appropriate times. Parents are invited to discuss problems concerning subjects or study methods or any other related problems with the principal, subject teachers or grade heads in this regard.

8. EXTRA-MURAL ACTIVITIES

Participation in the extra-mural program leads to the healthy and balanced development of every child and parents should encourage their children to take part. It is expected of learners to participate in one sports activity per season and to join one cultural activity or society.

Sports offered are:	
Athletics	Hockey
Tennis	Rugby
Cricket	Netball
Golf	Squash
Cross Country	Soccer

Societies and other cultural activities are:	
VSCV (including the SCA)	Eisteddfod
School Choir	Debating (ATKV)
Sandwich Day Committee	School Newspaper (Potenti)
Chess Club	Green Cross
Orators (ATKV)	Spel-a-thon (ATKV)

First Aid:
A training course in First Aid is offered in conjunction with a First Aid League for learners who are interested. In this way learners can obtain officially recognized qualifications.

9. SCHOOL UNIFORMS AND SUPPLIERS

BOYS	Summer	Winter
	Blazer White open neck short-sleeved shirt / white button-up school shirt Grey long trousers or shorts Grey school socks (no <u>white</u> socks) Black lace-up school shoes School pullover (optional), shirt <u>tucked in</u> when worn under pullover Green school jersey (optional), shirt <u>tucked in</u> when worn under school jersey Rain jacket (optional) NO SPORT JACKET	Blazer (compulsory) White button-up school shirt School tie The same trousers, shoes and socks as for summer Green school jersey (optional) not to be worn without blazer; shirt <u>tucked in</u> School pullover (optional) not to be worn without blazer; shirt <u>tucked in</u> Rain jacket (optional) NO SPORT JACKET
GIRLS	Blazer Green school skirt (worn no more than 4cm above the knee) Tailored girl's shirt (available at Sege Sport) White ankle socks (folded over) Black school shoes (lace-ups or with foot strap) White or dark green ribbons / elastic bands School pullover (optional), shirt <u>tucked in</u> when worn under pullover Green school jersey (optional), shirt <u>tucked in</u> when worn under school jersey NO SPORT JACKET	Blazer (compulsory) Green school skirt or trousers (both with zip on the side) White button-up school shirt (tucked into skirt) School tie Black stockings/tights (grey school socks with pants) Black school shoes Green school jersey (optional) (not to be worn without blazer); shirt <u>tucked in</u> School pullover (optional) (not to be worn without blazer), shirt <u>tucked in</u> Rain jacket (optional) NO SPORT JACKET
SPORT	Athletics	Boys: School athletics shirt and green athletics trunks and green tights Girls: School sport shirt, sleeveless and green athletic trunks and green tights
	Tennis / Squash	School sport shirt and school sport trunks
	Cricket	White school shirt or school sport shirt, long white trousers or short school trousers with sport socks
	Netball	School sport shirt, sleeveless, netball skirt, short white socks
	Hockey/Soccer	Girls: School sport shirt with sleeves, hockey skirt and sport socks Boys: School sport shirt with sleeves, school sport trunks and sport socks
	Rugby	Green trunks and school jersey, sport socks
	Golf	School sport shirt, dark trousers
ALL ITEMS MUST BE CLEARLY MARKED		

APPEARANCE

1. Learners must at all times meet the standards of neatness and hygiene acceptable to the educators of the school. (Refer to the hair policy adopted 1/1/2017)
2. Hair must be clean and tidy.
3. School and sport uniforms must be neat and clean every day.
4. Shoes must be polished daily.
5. BOYS: Hair at the back of the neck may not touch the collar, may not form a “step” and must taper gradually. Fringes may not reach below the eyebrows and hair, if combed straight down the sides of the face, may not cover the ears.
6. Boys must be clean-shaven every day.
Sideburns reaching below the centre of the ear are not permitted.
7. Girls: Long hair or hair extensions must be neatly tied. Fringes may not reach below the eyebrows.
8. General
 - “Tomy” tackies and “pumps” are not allowed.
 - Only prescribed school uniform is allowed.
 - No coats, other jackets, other scarves, beanies or gloves may be worn.
 - Only the De Kuilen rainjacket may be worn over blazer.
 - Nails: Only transparant, colourless nail polish is permitted.
 - Nails must be short and neat at all times.
 - Make-up is not permitted. (foundation is not permitted)
 - Hair accessories (e.g. clips, elastic bands etc.):
 - must tone in with colour of hair or be white / dark green (not light green)
 - no big ornamental flowers or bows and broad headbands allowed.
 - No rings, bracelets, ankle jewellery or necklaces may be worn.
 - Only a watch or allergy bracelet may be worn.
 - Only 1 pair of sleepers or studs may be worn in only the bottom piercing of earlobe. (No “diamond” or “pearl” earrings)
 - No piercings other than earrings (see above) are allowed.
 - No brightly coloured underwear or camisole under white shirt.
 - No visible writing / tattoos on any part of the body. (Should be concealed under clothing)
 - Uniform should be correctly worn before school, after school, outside school gates and at extra-mural activities.
 - If a learner does not wear the prescribed school uniform, demerits may be given.
 - If a learner is forced to wear an incorrect item due to unforeseen circumstances, a letter from the parent must be presented to the relevant grade head during administration class.
 - Incorrect jewellery and clothing items may be confiscated.

SUPPLIERS:

The prescribed wear is available from DE JAGERS, Kuils River.

Certain items are available at the school and second-hand clothing is available from the school's clothes bank.

10. GENERAL SCHOOL ORGANISATION

GRADE HEAD SYSTEM

Learners of a given grade fall under a grade head. Apart from his/her other duties the grade head is directly concerned with the learner's school attendance and academic progress, as well as disciplinary action of a less serious nature. He/she serves as an important link between the headmaster and the learners, and between school and parents. New learners, especially, are encouraged to discuss their problems with the grade head.

COMMUNICATION WITH THE SCHOOL

For effective education, open communication between home and school is imperative. Please do not hesitate to call the school to discuss any matters with the headmaster, the deputy principals or grade heads. You may also wish to utilize the counsellor's expertise regarding subject selection, choice of career, study methods and problems of social-psychological nature.

ATTENDANCE

It is of the utmost importance that learners attend school regularly. If a learner is absent owing to a serious problem, parents must contact the school on the morning of their child's absence. As soon as the learner returns to school an explanatory letter must be produced.

TEXT BOOKS AND WRITING BOOKS

Each learner is issued with the necessary text and writing books and home work diary. Text books must be handled with care, covered with plastic and annotations and underlining may be done only in pencil. Each learner must write his/her name, grade and class section in the prescribed place on the inside cover of the book.

POCKET CALCULATORS

In accordance with Departmental rules and syllabus requirements, all learners who take Mathematics must have a pocket calculator. However, before you buy one, please wait until you have been informed about the features it must offer and the models that are suitable for the purpose.

BOOK SATCHELS

The satchel or bag (black or bottle green with no slogans) is part of the uniform and must therefore, be clean and neat. Only rigid / sturdy satchels with handles or rucksacks / canvas bags with very rigid reinforcements inside are allowed. On the exterior only the learner's name may be written. No graffiti, stickers, transfers, slogans or scribbling may appear on the satchel.

STUDY ROUTINE

If a learner wishes to achieve success at high school, he should follow a fixed daily routine. THEREFORE, IT IS ESSENTIAL THAT PARENTS EXERCISE STRICT SUPERVISION AT HOME. We suggest that learners devote time to homework and study according to the table below:

Grade 8 and 9	: 3 hours
Grade 10	: 3 to 4 hours
Grade 11 and 12	: 4 to 5 hours

11. SCHOOL RULES

SCHOOL ATTENDANCE

1. Learners must attend school every school day during the set school hours.
2. A learner may not be absent from a class during school time or leave the school premises without the written permission of the grade head.
3. Should a learner be absent the parent or guardian must inform the grade head in writing of the reason for absence.
4. On his/her return to school, the learner must hand a letter from the parent to the grade head.
5. Latecomers must report to Reception/T-class and then to the responsible grade head before going to their classrooms.
6. The same rules as above or as otherwise determined by the principal, will apply during examination times.
7. If a learner is absent during an examination, a medical certificate must be submitted.
8. If a learner is absent when a quarterly test is written, a letter from the parents or medical certificate, must be submitted.

CONDUCT

1. A learner may not harm or endanger anyone physically and, while under the supervision of the school, may not be in possession of firearms, articles or substances that could cause physical injuries.
2. No learner may smoke and/or have in his/her possession or supply to others any drugs, alcohol or offensive reading matter or material while under the supervision of the school or where he/she can be identified as a learner of the school.
3. Unacceptable/immoral behaviour is prohibited on the school premises and during school activities.
4. No learner may discredit the name of the school in any way during school hours or outside school hours.
5. Offensive language, stone-throwing, rough games, fighting and bullying are prohibited.
6. The intimidation of other learners or teachers is prohibited.

PROPERTY

1. School property, or anything in the school buildings or on the school premises which may belong to someone else, may not be damaged, defaced, defiled or removed unlawfully.
2. Learners may not use any facilities or equipment of the school, including those used for sport, outside school-hours without the permission of the principal and may not enter the school premises outside school-hours without permission.

CONDUCT IN PUBLIC

1. The conduct of learners, within and outside the context of the school, must be impeccable at all times and must be in accordance with the ethos/code of conduct of the school.

TRANSPORT AND TRAFFIC RULES

1. School and other bus transport must be left in a clean/tidy condition after use.
2. A fixed rate/fee can be paid if school transport is used.
3. Learners may be dropped off on the school premises above the entrance in Church Street and not at the entrance in front of the school.

SPORT

1. On the sports field the conduct of learners must be impeccable at all times.
2. Learners may never be late for practices, matches or the bus.
3. The sportswear of learners must always be neat. When playing away, players must wear school uniform or as otherwise arranged.
4. Withdrawals/illness must be reported to the coach the evening before the match, so that alternative arrangements can be made.
5. All injuries must be reported to the coach immediately.

GENERAL

1. During announcements over the intercom, learners may not talk, pack away books or move around.
2. Learners may not be at the staff room/kitchen without permission.
3. Learners may use only the service window at Reception for official matters.
4. Only school lapel badges are permitted.
5. Learners may not hitchhike while in school uniform.
6. Wherever learners can be recognised as being from De Kuilen High School, they are accountable to the school and their conduct must be such that it does the school credit.
7. Learners are not permitted to eat during lessons. Chewing-gum is not permitted in the school at all.
8. Learners may not be involved in any way in party-political activities on the school premises and may not take part in any organised stay away action in respect of school activities.
9. If a learner joined an extra-mural activity of his/her own volition, he/she shall comply with all obligations and commitments in connection with it unless exempted by the headmaster.

DISCIPLINARY ACTION: Notwithstanding anything contained herein, the principal/deputy principal will have the right to take such disciplinary action as he/she may think fit against any learner who violates this code of conduct and may also refer any such violation to the governing body.

12. DE KUILEN HIGH SCHOOL **CODE OF CONDUCT**

BASIS

Christian principles, with allowance for other beliefs, form the basis of our code of conduct. We value in particular the following principles:

1. Respect for every individual
2. Courtesy and tolerance
3. Order, punctuality and self-discipline
4. Honesty
5. Teamwork and co-operation

EXPECTATIONS OF LEARNERS

As a learner at De Kuilen High School I expect:

1. A safe, fair and supportive educational environment
2. Sound preparation and instruction by educators
3. Opportunities to develop abilities and talents
4. Unhampered learning
5. No discrimination
6. To be allowed to express one's own opinions in an appropriate manner
7. The right to own religious and cultural convictions
8. To be informed what behaviour is acceptable and what the consequences of unacceptable behaviour will be.

UNDERTAKING BY LEARNERS

As a learner at De Kuilen High School I undertake:

1. **Involvement**
To be involved in the activities of the school where possible
2. **Authority and self-discipline**
To accept authority that leads to self-discipline and personal responsibility
3. **Caring for others**
To care for other learners and my educators
4. **Pride in the school**
To be loyal to the school, strive to develop pride in the school and at all times to conduct myself in such a way that others can be proud of me.
5. **Attendance**
To attend school regularly
6. **School-work**
To do my school-work diligently
7. **School rules**
To obey school rules at all times

DISCIPLINARY ACTION

I accept that if I do not observe this Code, disciplinary action may be taken against me in terms of the Disciplinary Code.

13. SCHOOL SONG/SKOOLIED

Waar Van der Stel se spore lê
uit dae lank verby
Sijonge isikolo sethu es'sthandayo
ukuba s'sbonise indlela

You stand that we may always be triumphant
in your name
Kuze umsebenzi ube yeyona nkolo
Nokuhlonipheka kube yinjongo

This is the banner that we fly
die vaandel wat ons dra
Scire est Potentia
est Potentia