



WELCOME !

Port Alfred High School

2024



A MESSAGE FROM AUNTY MELISSA

Melissa Tweedie
Head of Pre-Primary
PORT ALFRED HIGH

As the Head of the Pre-Primary section or what is commonly called the Rainbow Phase at Port Alfred High School, it is my pleasure to welcome you to our family school at the sea!

The 5 classes in the Rainbow Phase are named Cherubs, Tiggers, Kittens, Lions and Cubs.

Our staff are committed to taking the best possible care of your little one/s in a nurturing and stimulating environment.

Should you have any queries or concerns please don't hesitate to contact me on mtweedie@pahs.co.za

MEET THE RAINBOW TEACHERS



Aunty Melissa Tweedie

078 342 3815

Cherubs
Lions Class



Aunty Sunelle le Roux

083 631 0022

Cubs Class



Aunty Millie (Melissa) Marais

082 975 5260

Kittens Class



Aunty Sunnette Kew

072 571 0592

Tiggers Class

Welcome to the Rainbow Classes! We can't wait to teach you!

WHAT TO DO ON THE FIRST DAY

We're looking forward to welcoming you to Port Alfred High on Wednesday 17 January 2024.

PRE-PRIMARY: enter through the Pre-Primary gate on Park Ave.



KEY

- ① PARK AVE - Pre-Primary entrance
- ② ALBANY ROAD - Foundation Phase Entrance
- ③ MAIN SCHOOL ENTRANCE - Intermediate & Senior Entrance

SCHOOL TIMES

07h30

GATE OPENS

Please do not drop your child off at the gate or try to enter the school grounds earlier than 07h20. Port Alfred High School cannot be held responsible for children who are on the grounds before the arrival of the staff at 07h20.

08h00

SCHOOL STARTS

The Department of Education requires that a full school readiness programme is followed. Please do not be late.

12h00

SCHOOL CLOSES

Please be on time.

Please inform a staff member if your child is to be picked up by anyone other than yourself or the lift that you have already advised us about.

Please inform your transport provider that children must be collected at 12h00 from the designated areas and may not, under any circumstances, be left until 13h45 or later, when older children are collected.



Please join the PORT ALFRED HIGH Facebook page.
Please use the www.portalfredschool.co.za for information about our family school.

SCHOOL FEES

Port Alfred High School is a fee-paying school as per Government Gazette, November 1996, Act No. 84, 4.1.

“The governing body of a public school may, by process of law, enforce the payment of school fees by parents who are liable to pay.”

PAYMENT OF THE ANNUAL SCHOOL FEES IS COMPULSORY. Port Alfred High School is a Quintile 5 school. This translates to slightly less than R150 per child per year and approximately 50% of the teaching staff salaries received from the Department of Education. Without school fee income, Port Alfred High School cannot function as a centre of educational excellence.

Payment is either by means of a monthly instalment beginning on or before 1 January and ending in October, or by means of the amount, in full, up-front. A discount is granted if the fees are paid in full for the year ahead by 31 January.

The Port Alfred High School Governing Body requires all parents who intend keeping their child/ren at the school for the following year, to pay an amount of R2000 no later than 30 November of the preceding year.

This amount is then credited to your school account. Due to the large number of applicants received each year and limited classroom space, payment must be made on time to secure your child's place.

★ Overdue accounts are handed over to CeeBee for collection ★

BANK DETAILS

**Port Alfred High School
Port Alfred Branch 210917
Account Number 53403295538**

Please use your child's **account number** found on the top right of the statement as the reference.

To save costs and trees, invoices and statements are emailed to parents.

It is your responsibility to ensure that the finance department has the correct information.

**Contact Mrs Charmaine Botha on 046—624 3581 / cbotha@pahs.co.za for all enquiries.
Remember to notify her of any change in your email address and/or telephone details.**

WHAT TO SEND TO SCHOOL

BACK PACK

A simple back pack for toddlers is suggested while a new branded school back pack available from Sports 'n All is strongly recommended for the Grade R pupils. By making this purchase now, you lessen the outlay for Grade 1.

BOX of TISSUES - A big one, please!

CAP or HAT - Please don't forget to apply sunscreen at home.

HANDWASH - A pump action bottle of SAVLON or DETTOL handwash is required.

HEALTHY FOOD - Healthy food choices are encouraged at Port Alfred High School. Chips, chocolates, sweets and confectionary are discouraged and fried fish is not allowed. Sandwiches cut into quarters with healthy fillings are suggested as well as vegetable and fruit snacks like cherry tomatoes, grapes and cucumber.

Drinking water is encouraged and every child must please have a water bottle. Fruit juice, mixed "water cooldrink" and yoghurt is allowed. Fizzy cooldrinks are not allowed.

HAND TOWEL - mark it clearly with your child's name. Please do not send a bath towel.

SECOND SET OF CLOTHES - accidents happen so it's good to have a back-up!

BUCKET & SPADE - Each child to please bring a plastic bucket and spade for fun in the sand pit.

SWIMMING KIT - No child may swim in underwear. No child may share a costume or a towel. Each child must please have their own kit. Please don't disappoint your little one by forgetting to pack the swimming kit every Monday in the summer months.

GR R ONLY

Every Friday the Grade Rs receive a tennis lesson. Please send your child/ren to school with a tennis racquet and takkies.

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Should your cell phone number change, please advise the school immediately.

HEALTH MATTERS

- * Please do not send sick children to school. The other children and staff are soon infected and this prevents us from having fun and giving our 100% to your child.
- * Please make head checks for lice part of your routine. Children with lice must please stay at home and be treated until the hair is clear.
- * Pupils with ringworm, impetigo, chickenpox, measles, mumps or any other condition that is infectious, will be sent home for treatment.

SAFETY IS EVERYONE'S RESPONSIBILITY

- * Please mark all your child's items with his/her name in big, clear writing - remember bags, shoes, towels and costumes.
- * Please do not send any toys or other precious items to school. They may get lost or broken and the result is always TEARS! Should anything of this nature find its way to school, it will be taken away from your child and held in safe-keeping.
- * Port Alfred High School has a new perimeter fence with an access control pedestrian gate. Please help us to keep everyone safe by ensuring that the gate is always closed properly.
- * Security cameras as well as a limited number of lockers are installed on campus.
- * Please inform your child's teacher of any change in telephone and/or address details. We must have the correct information at hand in case of an emergency.

CODE OF CONDUCT

School rules in the form of the Code of Conduct have been drawn up for the benefit of all. The Code of Conduct has been compiled specifically to ensure that every child at Port Alfred High School is safe and happy. Parental participation is essential. Any behaviour which disrupts the normal activities of the school is unacceptable. Teachers, pupils and parents are responsible for developing a positive, co-operative, secure, non-violent school environment where individual rights are respected. You will find a copy of the code of conduct in the school library or on-line at www.pahs.co.za.

PARENTS MEETING

A Parents Meeting will take place early in the first term in the Pre-Primary classrooms. A notice will go out informing you of the date and time. Please make every effort to be there and let's work together to make this a successful year filled with happy memories!

MORE ABOUT PORT ALFRED HIGH

The Port Alfred High School community celebrates its origin at a special Founders Day Assembly in August each year. On this special day, everyone takes the time to reflect on just how far our town's oldest school has come since those early days of **1883**. This was the year that the school was officially converted into a Government School and it was housed in an Anglican church building in Park Road. The school then had an enrolment of about fifty boys and girls.

Over the intervening years, the school has grown to nearly 1000 children from Early Childhood Development / Pre-Primary to Matric situated on a beautiful campus formerly known as **Alexandra Park** on the R72. Rooted in a proud past, the Port Alfred High staff, governing body and alumni work together to move with the times, catering for the needs of our local children on a multitude of levels.

The school's motto, "**Facta Non Verba**" meaning "Deeds and not Words" is an underlying yet constant theme which the School underpins at every opportunity. Honesty, integrity, grit and determination, perseverance, loyalty and commitment are qualities held in high regard by one and all at Port Alfred High.

Above all, Port Alfred High is a family centred school and this ethos allows for the investment of personal attention in its valued pupils to further their growth and provide an all-round education of an excellent standard.

THE NATIONAL ANTHEM

Nkosi sikelel' iAfrika
Maluphakanyisw' uphondo lwayo,

Yizwa imithandazo yethu,
Nkosi sikelela, thina lusapho lwayo.

Morena boloka setshaba sa heso,
O fedise dintwa le matshwenyeho,
O se boloke, O se boloke setshaba sa heso,
Setshaba sa, South Afrika, South Afrika.

Uit die blou van onse hemel,
Uit die diepte van ons see,
Oor ons ewige gebergtes,
Waar die kranse antwoord gee,

Sounds the call to come together,
And united we shall stand,
Let us live and strive for freedom
In South Africa our land!

Please join the **PORT ALFRED HIGH Facebook page**.
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PORT ALFRED HIGH SCHOOL IS ABOUT FAMILY

Port Alfred High is a **family school** in that we:

- * Have **F**un while we learn
- * **A**ppreciate one another
- * Make happy **M**emories together
- * Recognise the **I**ndividual in one another
- * **L**ove through kindness, discipline and leadership
- * Have a "**Y**es, we can!" attitude!

THE PORT ALFRED HIGH SCHOOL BADGE

*The **SYMBOLS** depicted in our badge have specific meanings:*

- * **CROWN:** legitimacy, victory, triumph, honour, glory, as well as immortality.
- * **PASSANT LION:** bravery, nobility, royalty, strength, stateliness and valour.
- * **LYMPHAD (Single Mast Ship):** being on a voyage, adventure and discovery.
- * **OPEN BOOK:** knowledge and learning.
- * **LAUREL WREATH:** victory and success.
- * **TOWER:** defence, grandeur, home, safety and spiritual strength.



SCHOOL SONG

Port Alfred High School is ever our pride
Set in great beauty the ocean beside
O mag ons skool van jaar tot jaar
Alles wat na ons hart is bewaar
Siyazidla ngesikolo sethu,
Sikhulis'ikamva lethu.
Facta non Verba this is our rule
Deeds and not words are what count in our school.

SCHOOL STRUCTURES & SUPPORT

THE PORT ALFRED HIGH SCHOOL GOVERNING BODY (SGB):

the School Governing Body is elected by the parent/guardian community every three years. It is recognised by the Department of Education as the official voice of the school and concerns itself with finance, human relations, grounds and buildings, marketing, alumni, development, strategic planning and legal compliance. It is also the ultimate authority in terms of disciplinary matters.

The SGB meets once a month and has several portfolio meetings throughout the term.

Matters of a purely educational nature are, however, dealt with by the Headmaster and his staff. Please raise concerns or queries with your child's teacher and/or the Head of Phase and/or Mr Nigel Adams who has an open door policy.

The SGB Chairperson is available via email in the event that you need to discuss matters that are not of an educational nature but are still related to the overall well-being of our school.

THE SCHOOL MANAGEMENT TEAM (SMT):

Chaired by the headmaster, Mr Nigel Adams (office@pahs.co.za) the SMT meets weekly and comprises the various heads of department as detailed under [Contacts](#).

The SMT deals with the day to day operations of the school and is responsible for plans and projects necessary for educating children from creche to matric on one campus.

CONTACT DETAILS

TELEPHONE:

046 624 2440 – Main office

FAX:

046 624 5349

POSTAL ADDRESS:

PO Box 67
Port Alfred
6170



www.portalfredschoool.co.za

EMAIL:

office@pahs.co.za (for headmaster and general info)

reception@pahs.co.za (for all hiring, sponsoring and learner info)

cbotha@pahs.co.za (for all school fee account info)

Parents/guardian are requested to contact the class teacher first to discuss progress and/or problems. Please make an appointment by means of a note in the homework diary or an email.

We kindly request that parents/caregivers do not to go to class-rooms while learners are being taught.

OFFICE HOURS:

The Front Office and the Finance Offices are open from 07h15 - 15h00, Monday to Thursday, 07h15 - 14h00 on Friday



Contact the Head of the Rainbow Phase: Melissa Tweedie—mtweedie@pahs.co.za.



REMEMBER TO SWIPE YOUR MySCHOOL CARD

Every time you swipe your MySchool card at any of the 2000 plus partner stores nationwide, our School receives funds for the

PORT ALFRED HIGH SCHOLARSHIP FUND.

Go to www.myschool.co.za to sign up and start swiping for our School. It's free.

It's easy.

Your family school at the sea

