



# WELCOME!

Port Alfred High School  
FOUNDATION PHASE  
2025



**Lacey Isaacs**

**Head of Foundation  
Phase (Grades 1 - 3)**

## A MESSAGE FROM MISS ISAACS

As the Head of the Foundation Phase at Port Alfred High School, it is my pleasure to welcome you to our family school at the sea!

In the Foundation Phase, the staff help each child to develop a strong educational foundation and a love of learning in order to progress holistically. This is done through work, play, co-curricular activities and allowing children to explore their surroundings.

Our staff are committed, dedicated and have each child's best interest at heart. Should you have any queries or concerns please feel free to contact me:

[lisaacs@pahs.co.za](mailto:lisaacs@pahs.co.za)  
046 624 2440

## SCHOOL TIMES: FOUNDATION PHASE

### **Monday to Thursday**

Staff meeting 07h20

Learners Assemble 07h30

1st break 09h45 - 10h10

2nd break 12h10 - 12h35

### **Academic times:**

**Grade 1:** 13h30 Monday to Tuesday, and 13h00 Wednesday and Thursday

**Grade 2 & 3:** 13h30 everyday.

### **Friday**

All Grades go home at 13h00.

### **ATTENDING SCHOOL IS COMPULSORY**

*If your child is absent, please send a letter or email addressed to your child's class teacher or to the Head of the Foundation Phase explaining his/her absence.*

*A Doctor's certificate is required if a learner misses more than 2 consecutive days.*

*It is not in your nor your child's best interests to bunk school. Please be advised that members of the School Management Team have been known to visit a pupil's home to see for themselves why a child is absent from school.*

*In Mr Mandela's words: "Education is the most powerful weapon!"*



## WHAT TO DO ON THE FIRST DAY ....

We're looking forward to welcoming you on 15 January 2025.

**FOUNDATION PHASE NEW LEARNERS:** make your way to your classrooms. Prefects will be on hand to show you the way.

**MOMS, DADS & GUARDIANS:** don't hang around when the bell goes ... the entire school goes to the Hall for the first Assembly of the year where they are given a special welcome!



### KEY

★ FOUNDATION PHASE CLASSROOMS

① PARK AVE - Pre-Primary entrance

② ALBANY ROAD Entrance

③ MAIN SCHOOL GATE - Intermediate & Senior Entrance.

## 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.**

## AFTER - CARE

After-care is available (unless there is a state of disaster as has been the case with Covid-19 in 2020) at an extra cost. Please consult Miss Isaacs for more information and to book a place.

## SCHOOL UNIFORM

### STANDARD SCHOOL UNIFORM FOR GIRLS

- Summer: Navy skirt  
White short sleeve open neck button up shirt  
Short navy ski-pants to wear under the skirt (optional)  
Short white socks and black shoes
- Winter: White long/short sleeve shirt (a tie is not required in Grades 1—3)  
Navy skirt  
Short navy ski-pants to wear under the skirt (optional)  
Navy V-neck jersey  
Grey long socks and black shoes  
OR  
School tracksuit  
Short white socks & black school shoes

### STANDARD SCHOOL UNIFORM FOR BOYS

- Summer: Grey shorts  
Short sleeve open neck button up shirt  
Long grey socks and black shoes
- Winter: Grey trousers  
White long/short sleeve shirt  
Navy V-neck jersey  
Grey long socks and black shoes  
OR  
School tracksuit  
Grey long socks & black school shoes

Track suit tops  
must be worn every  
Monday to Assem-  
bly

Items can be purchased from SPORTS 'n ALL in the Heritage Mall or PEP in Campbell street.  
The PAHS SCHOOL SHOP situated alongside the Hall stocks second hand items and is open every Wednesday: 13H00 to 14h00.

★ PLEASE MARK EVERY ITEM CLEARLY ★

# SPORT

## ***Sport at Port Alfred High is:***

- Approached in a healthy and interactive manner in that our School does not subscribe to a “win at all costs” philosophy nor do we “poach talent”.
- All about having fun while being physically active - a healthy level of competitiveness is nurtured along with the values of being “a good sport”.
- Affordable in that there are no hidden tour costs.
- Encouraged from Grade 1 with swimming, tennis, netball, hockey and rugby lessons being part of the “littlies” compulsory school programme.
- All-encompassing in that we actively encourage and acknowledge participation in sports that are beyond what we offer such as angling, horse-riding, surfing and gymnastics.
- ***Compulsory and every learner is required to participate unless s/he has a valid reason.***

## **SUMMER SPORT:**

Athletics

Cricket

Tennis

Swimming

## **WINTER SPORT:**

Cross Country

Hockey

Netball

Rugby

The extra-mural sports programme will be sent home with your child during the first week of school. Sport practices take place on campus and every child must please have their own clearly marked tennis racquet, swimming cap and hockey stick.

Matches are organised by the Sports Department and include both away and home fixtures. Busses are used to transport pupils to other schools as far afield as East London, Grahamstown and Port Elizabeth. It is highly recommended that you ensure that your cell phone details are provided and that you are included on the WhatsApp groups.

# SPORTS CLOTHING

## GENERAL

**All Sports:** to wear standardised school tracksuit top and bottom.

**All Sports:** to wear either the navy PAHS cap or a white wide brimmed “cricket” hat.

## HOCKEY (Girls & Boys)

Practices:

- \* **Standard school golf shirt**
- \* **Navy blue shorts/skorts**
- \* **Short white socks for the girls and grey for the boys**
- \* **Navy blue socks with red turnovers for matches for the Grade 2 & 3s only**
- \* **White takkies**

## NETBALL

Practices and matches:

- \* **Standard school golf shirt**
- \* **Navy blue skorts**
- \* **Short white socks**
- \* **White takkies**

## RUGBY

Practices and matches:

- \* **Standard red rugby jersey for Grade 3s only; Grade 1 & 2s wear the school golf shirt**
- \* **Navy blue shorts**
- \* **No boots or takkies - barefoot only**

## SWIMMING

No swimming in underwear is permitted.

No sharing of towels or costumes is permitted.

- \* **Standard school black Speedo**
- \* **Swimming cap (any colour)**
- \* **Towel**

## TENNIS

Practices and matches:

- \* **Standard school golf shirt**
- \* **Navy skorts/shorts**
- \* **Short white socks for girls**
- \* **Grey socks for boys**
- \* **White takkies**

Every child to please have their own tennis racquet, hockey stick and swimming cap.  
A tip for the swimming cap is to lightly dust the inside with baby powder so that it is easy to get on and prevents sticking.

★ PLEASE MARK EVERY ITEM CLEARLY ★

Interhouse events take place throughout the year. The three houses, Harvey (Red), Orffer (Gold) and Hobson (Blue) are named after past headmasters. On these occasions pupils may wear the respective house colours.

Items can be purchased from SPORTS 'n ALL in the Herigate Mall or PEP in Campbell Street.

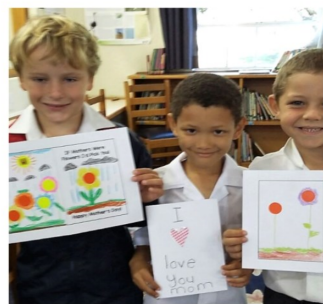
The PAHS SCHOOL SHOP situated alongside the Hall stocks second hand items and is open every Wednesday: 13h00 to 14h00.

## CULTURAL ACTIVITIES

**Cultural activities** are held in high regard at Port Alfred High School and every child is encouraged in this regard. In the Foundation Phase, pupils participate in art, singing, and drumming as part of their curriculum.

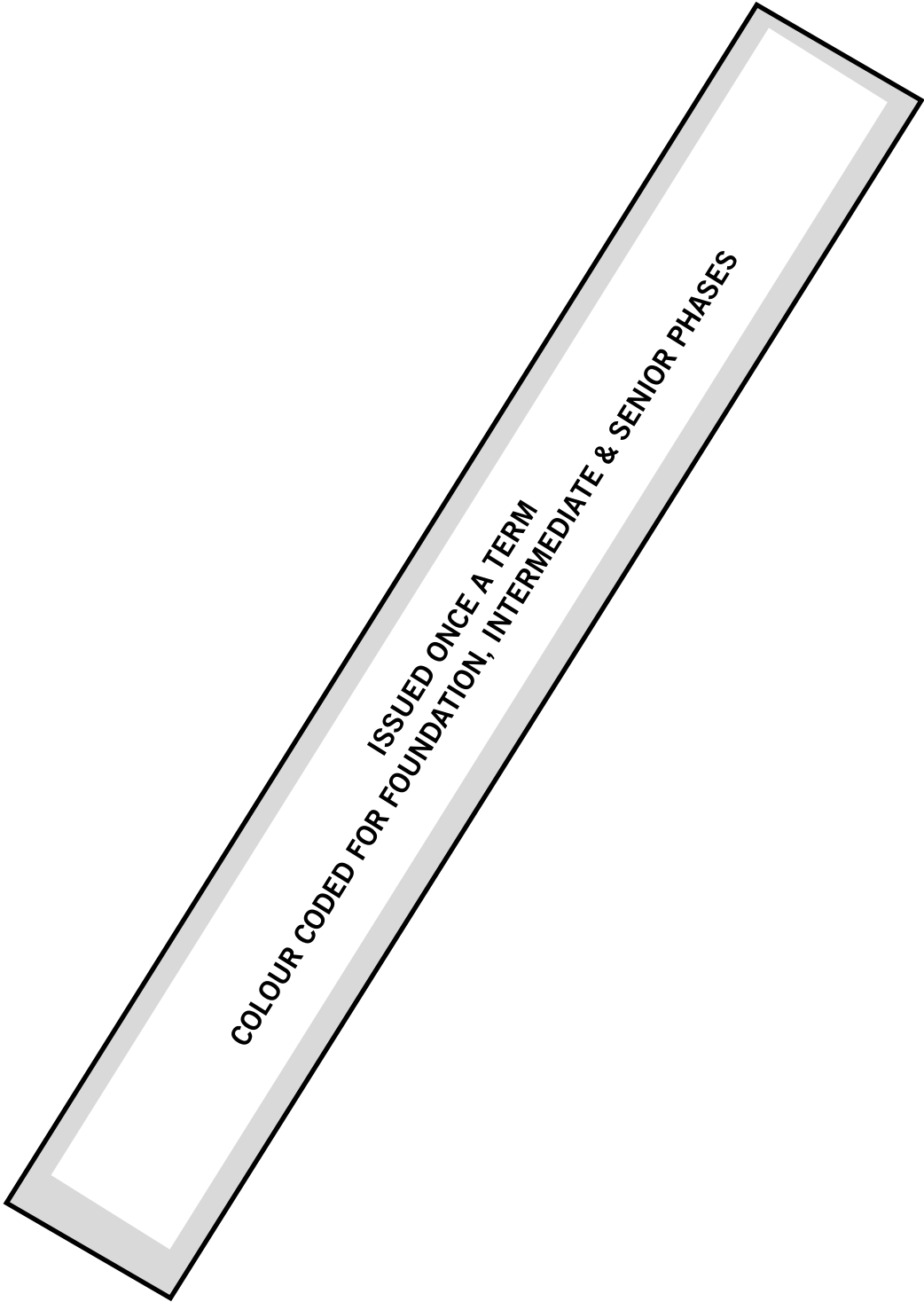
Additional involvement includes the annual concert, field trips and Carols by Candlelight.

Pupils are also selected to enter the annual Bathurst Children's Art Show, the Grahamstown Eisteddfod and the El Shaddai Eisteddfod.





TERMLY CALENDAR



## WHAT TO SEND TO SCHOOL

These items are very important as they will be used from Day One:

### GRADE 1

- \* *A full size space case or material pencil bag (not the 30cm one)*
- \* *A mom/dad sized T-shirt for art*
- \* *A healthy packed lunch with water / juice (NO SWEETS OR CHIPS)*
- \* *A soap box sized container*

### GRADE 2

- \* *A full size space case or material pencil bag (not the 30cm one)*
- \* *A mom/dad sized T-shirt for art*
- \* *A healthy packed lunch with water / juice (NO SWEETS OR CHIPS)*

### GRADE 3

- \* *A copy of the OXFORD ILLUSTRATED DICTIONARY FOR GRADES 3 to 7*
- \* *A full size space case or material pencil bag (not the 30cm one)*
- \* *A mom/dad sized T-shirt for art*
- \* *A healthy packed lunch with water / juice (NO SWEETS OR CHIPS)*

## FOOD RULES

Healthy eating habits are encouraged at Port Alfred High School.

Fizzy cooldrinks and junk food is not allowed.

Please do not send take-aways, especially fried fish, to school.

The “Snack Attack” treat system is in place and you will receive more information about this in your child’s homework book.

A visit to the Tuck Shop is only allowed on a Friday.

Please encourage your child to be responsible with his/her money and the manner in which it is spent. A purse or wallet is suggested when sending money on a Friday.

Birthday cake or a special treat is welcome but please plan this with your child’s teacher ahead of the “Big Day”.

## 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 securely.
- \* Security cameras are installed in strategic spots 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.

Please read and discuss the Port Alfred High School Code of Conduct with your child/ren and discuss your expectations and the support expected. You will find a copy in the school library or on-line at [www.portalfredschool.co.za](http://www.portalfredschool.co.za).

## 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 creche 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.  
Please visit [www.portalfredschooll.co.za](http://www.portalfredschooll.co.za) to stay up to date with our family school.

## PORT ALFRED HIGH SCHOOL IS ABOUT FAMILY

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

- \* Have Fun while we learn
- \* Appreciate one another
- \* Make happy Memories together
- \* Recognise the Individual in one another
- \* Love through kindness, discipline and leadership
- \* Have a "Yes, we can!" attitude!

## THE PORT ALFRED HIGH 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 to 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](mailto: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.

### **SCHOOL SHOP:**

Port Alfred High School is fortunate to have a school shop on campus run by the SGB and volunteers.

School uniform items are also available from Sports 'n All situated in the Heritage Mall.



## CONTACT DETAILS

**TELEPHONE:**

046 624 2240 – Main office

**FAX:**

046 624 5349

**POSTAL ADDRESS:**

PO Box 67  
Port Alfred  
6170



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

*Parents/guardians 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 book or an email.*

*Parents/caregivers are requested not to go to classrooms while*

**EMAIL:**

[office@pahs.co.za](mailto:office@pahs.co.za) *(for headmaster and general info)*

[reception@pahs.co.za](mailto:reception@pahs.co.za) *(for all hiring, sponsoring and past pupil info)*

[cbotha@pahs.co.za](mailto:cbotha@pahs.co.za) *(for all school fee account info)*

**OFFICE HOURS:**

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

**Contact the Head of the Foundation Phase: Lacey Isaacs—[lisaacs@pahs.co.za](mailto:lisaacs@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](http://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*

