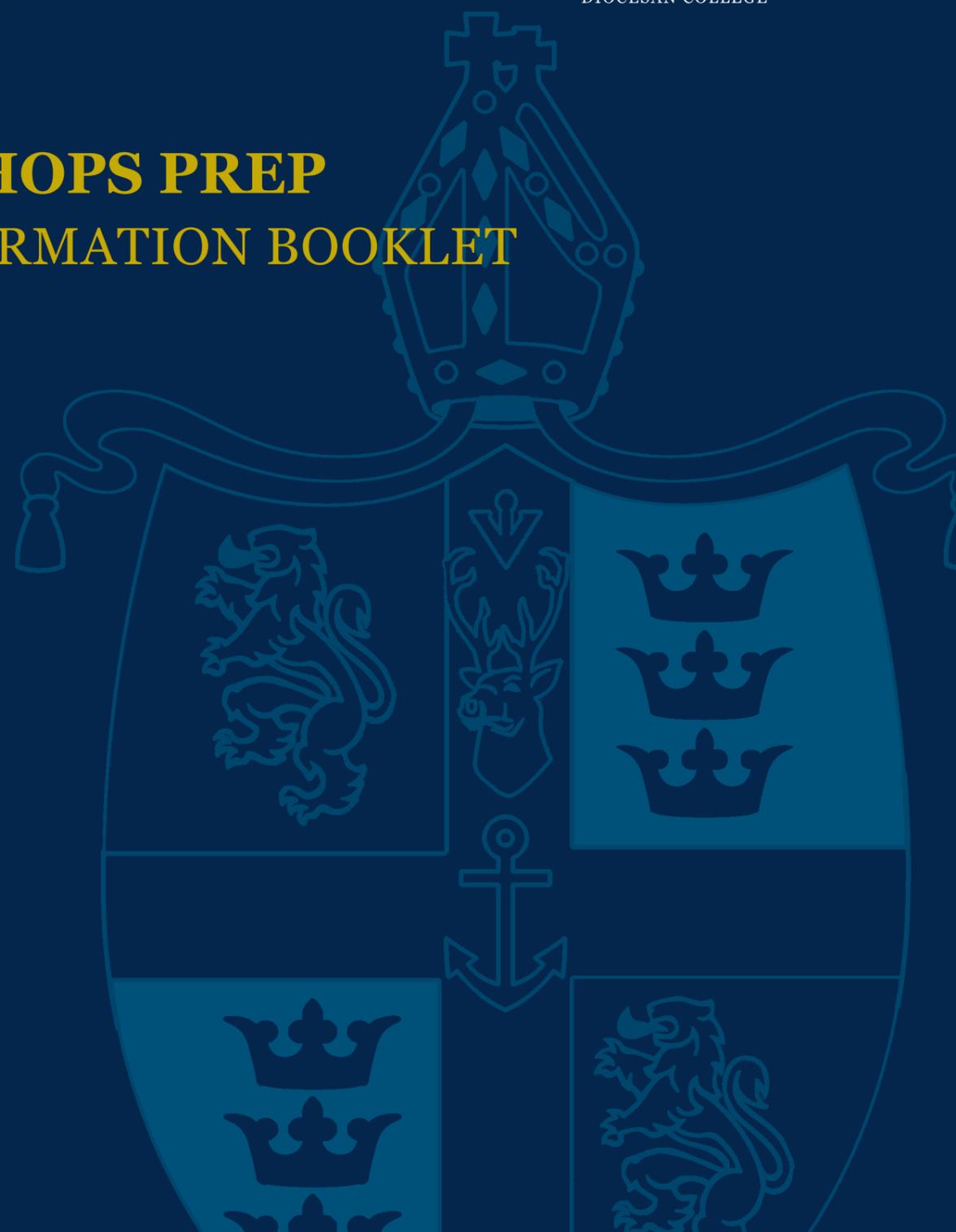




BISHOPS
DIOCESAN COLLEGE

BISHOPS PREP
INFORMATION BOOKLET





BISHOPS PREP SCHOOL INFORMATION

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CONTENTS

Introduction.....	1
Academic.....	1
Accident Insurance.....	2
Art	2
Assessment.....	2
Attendance.....	3
Boarding.....	3
Chapel	5
Code of Conduct	5
Communication	7
Computers	7
Counselling and Learning Support.....	8
Design and Technology.....	9
Drama.....	9
Entrepreneurship.....	9
Entrance Assessments	2
Hot Lunch.....	9
House System.....	11
Leadership.....	9
Library.....	9
Life Orientation.....	10
Lost Property.....	10
Music.....	10
Outings / Camps.....	11
Parents' Association	12
Pastoral.....	12
Reports	12
School Times.....	13
Security	15
Sport.....	15
Staff.....	16
Uniform.....	13

INTRODUCTION

At the Prep we aim to provide a warm and caring environment in which each individual can develop spiritually, academically, socially, culturally and physically. The school aims to create an awareness of society, the environment and the responsibility of citizenship in our pupils.

It is vital that a solid foundation is laid at Prep School level for satisfactory progress to be made at College. It is essential that pupils develop a positive self-image. This is achieved through the discovery and encouragement of each child's natural talents. Hence the wide range of activities and experiences offered.

A school necessitates a formalised structure and framework, but it is the individual that is all-important. Parents are encouraged to participate as partners in the education process and their role in supporting the school is regarded as vital. Enthusiasm, self-discipline, self-motivation, responsible attitudes, creativity, as well as effective thinking and communication skills are taught at this receptive age.

ACADEMIC

Subjects:

Boys learn the following subjects:

English (first language)

Afrikaans (2nd language)

Xhosa (3rd language)

Mathematics

Natural Science

Design and Technology

Social Science (History and Geography)

Art

Music, Life Orientation, Divinity

Please check the index for further information on Art, Music, Design and Technology, Computers, Library and Reading.

Setting:

There are 3 classes in each grade. All classes follow the same curriculum and required work. Higher up boys are placed in sets in certain subjects based on previous performance as well as attitude, aptitude and need:

English: Grades 6 and 7 (4 sets)

Maths: Grades 5 to 7 (4 sets)

Afrikaans: Grades 6 and 7 (3 sets)

This system works well, extending each pupil at an appropriate pace.

Changes between sets can take place at the end of each term depending on progress. This is to the advantage of the boys and is always approached sensitively.

External examinations set by a number of independent bodies are written at various stages of the year by a wide range of boys. This enables the teachers to assess how Bishops boys fare in relation to other schools in South Africa. Examples of these examinations are the Conquesta Science Examinations and various Mathematics Olympiads. In order for the teachers to ascertain how their students are progressing, regular assessment is done in the form of tests, orals, computer-aided presentations and projects. The results of the continuous assessments appear in the reports. Examinations, which were held once a year in Grade 6 and twice a year in Grade 7, have been abolished in favour of standardised testing throughout the grades. It is felt that time was wasted by examinations and that by testing regularly, more realistic results and more accurate assessments would be made. Examinations were simply repeating the tests done in the course of the terms and were, therefore, unproductive. Valuable teaching time has been gained as a result.

Textbooks and Stationery

At the beginning of the year new and second-hand books are handed out to every boy and parents are charged a levy. The school use the Waltons Back-to-School system and parents are informed of this in the 4th term, with stationery for the next Grade being received at the end of the 4th Term. At the end of the year the books are returned. All exercise books must be covered in paper and plastic. Textbooks need to be carefully looked after and, if not already adequately covered in plastic, be covered again.

Homework

Every boy has a homework diary with the school class timetable and homework for each evening inside. Every boy must get his parents (or Housemaster if a boarder) to sign the homework book each day, once they are happy that the work has been completed satisfactorily. This is a vital part of the boy's education and the Housemaster should be notified if too much or too little homework is being set.

ACCIDENT INSURANCE

Accident Insurance

All parents are charged annually for an accident insurance fund. This covers the medical costs of any accidents that happen whilst the boys are on school property or occupied in school activities. Please see the Bishops Website for full information. Most importantly claims cannot be made for expenses already paid for by one's Medical Aid.

ART

There is an extensive and airy art loft in the upper storey of Stanmore House. At Bishops Prep the boys are encouraged to explore many different media in their art lessons. They express their ideas through pastel, paint, clay, wire, paper maché and various printing techniques. The boys are exposed to enjoyable and relevant topics that will inspire them to produce fresh, spontaneous art. They are challenged to be innovative and think differently. Their completed art is displayed regularly for all to appreciate.

Each week, a few boys are chosen as "Artists of the Week" to acknowledge their inventive ideas and good progress. Art appreciation and a general knowledge of art are encouraged by regular Art Quizzes, which expose the boys to some of the most famous works of art. Boys who are particularly interested in art are able to join Art Club as part of their extra mural programme. These boys participate in specialised activities that are easier to do in smaller groups. These activities include printing t-shirts, wax batiking, candle making and marbling.

ENTRANCE ASSESSMENT AND EXAMINATIONS

a) Entrance Tests Prep

All boys entering Grade 3 – 7 from other schools, write entrance tests in English and Maths. Acceptance is not automatic and naturally depends on the availability of places in the school.

b) College Entrance Examinations

All Grade 7 boys who wish to enter the College write the Common Entrance Exam during the first term of Grade 7. English, Afrikaans and Mathematics are examined. Boys are entitled to write the Scholarship Exam for the College. Subjects written are English, Mathematics and Science. Acceptance into College from the Prep is not automatic.

c) Scholarships

Scholarships that are awarded for the College (Grades 8-12) are:

- * The Major Theron scholarship
- * Bishops scholarship
- * Maths
- * English
- * Science
- * Music
- * General

ATTENDANCE

Boys are expected to arrive in time for the official start of the term and to leave at the end. Permission will only be given in exceptional circumstances involving overseas travel, or a similar "long trip", for an early departure or late return, (permission can only be given by the Headmaster). This is normally granted once while in Pre-Prep, and once at the Prep up to a maximum of 14 days. The number of school days missed will be monitored carefully. All boys are expected to attend school right up to the end of the Final Assembly on the last day of each term.

BOARDING

Bishops Prep has one boarding house, van der Bijl that sleeps up to 35 boys. Boys can be accommodated as full time or weekly boarders. When beds are available, temporary boarding can be offered. An application for temporary boarding is available from the Headmaster's PA.

Management

The Boarding Housemaster manages the boarding house on the Headmaster's behalf. He ensures the day-to-day running and acts "in loco parentis". A Housemother takes the more "motherly" duties and the minute-by-minute care is given by duty teachers – for homework – and by Assistant Housemasters.

Homework

Homework is done in the evening and is strictly managed.

Meals & Tuck

The boarders are given a well-balanced diet. Three main meals and two teatime snacks are prepared every day. A tuck shop is available, where boys may purchase a small amount of treats at certain times of the week. Those wishing to subscribe to tuck must pre-pay at the beginning of each term. No tuck may be brought to the boarding house.

Travel

Boarders flying to school at the beginning of the term and flying home at the end of the term should communicate their travel details, in good time, to the Housemaster. The school will then arrange transport accordingly.

Clothing and Laundry

A list of clothing requirements is available from the school office. Parents can choose, at an extra cost, to have the laundry done by the school. The Housemother will label a boarder's full uniform and linen for a fee.

Weekends

Boarders are asked on a Thursday evening for their plans for the forthcoming weekend.

- Boarders are free to leave with their parents after school on a Friday.
- Boarders who are invited out for any part of the weekend will have the arrangements checked via a phone call, by Housemother/Housemaster. (If you do not want your son to be allowed such visits, please instruct the Housemaster.)
- The Housemaster will ensure that boarders get to their sporting obligations on weekends.
- Boys may choose, by arrangement, to stay in on a Friday night to facilitate getting to a sports obligation on Saturday morning. They may then go home for the remainder of the weekend.
- A staff member will be on duty on Saturday morning to supervise.
- A staff member takes the boys out on Sunday morning from 09h00 until 12h30.
- Boys should return to the Boarding House between 17h00 and 20h00 on Sunday evening, or between 07h00 and 07h30 on Monday morning.

Additional charges

The cost of the weekend outings, tuck, and so on, are pre-charged to your school fee account and a summary of each boy's expenditure will be sent to you each term.

Valuables

- All money must be handed in to the Boarding Housemaster at the start of the term or week, boys are not permitted to carry money without his permission.
- No cell phones, ipods, etc. are to be kept by the boarders. They must be handed in to the Housemother on Sunday evening and will only be returned at the close of school on a Friday.

Communication

Contact with the Housemaster and the Housemother is encouraged. The relevant contact details are:

Housemaster

Greg Shuttleworth

Tel: +27 21 659 7241 (w)

Cell: 079 495 5225

Home: +27 21 659 7246

Email: gshuttleworth@bishopsprep.org.za

Asst. Housemasters

Clayton Turner

Cell: 083 647 4273

Email: cturner@bishopsprep.org.za

Khwezi Mqomboti

Cell: 082 542 3976

Email: kmqomboti@bishopsprep.org.za

Housemother

Erica Leppan

Tel: +27 21 659 7245

Cell: 082 895 6329

Email: eleppan@bishopsprep.org.za

CHAPEL

During the week, all boys attend a Chapel Assembly on Mondays in the Jagger Hall. The Chaplain or Youth Pastor takes services of worship on Mondays. On Thursdays Hymn Practice is held with a short devotion by House or Assistant Housemasters. Friday assemblies are taken by the Youth Pastor or Headmaster.

Each term a Family Service is held in the Memorial Chapel at College. Family and friends are always welcome.

Our Chaplain, the Rev Terry Wilke, is available at any stage. Strict confidentiality is always observed. The Chaplain guides and leads our services of worship. He also has an important pastoral role for the boys and the Bishops family as a whole.

Our Youth Pastor, Mr Michael Hampton, teaches Divinity and is also responsible for the running of the Christian Youth Groups, Mustard Seed, for the Grade 6 and 7 boys. In addition, Mr Hampton is involved in sports coaching and pastoral care.

Prayer groups meet monthly (men) and weekly (women). Details are sent out in the Prep Post.

CODE OF CONDUCT

This Code is based on the premise of MUTUAL RESPECT: all members of the Bishops family have the right to be treated with respect. Similarly all have the responsibility to treat each other and each other's property as well as the environment within which we operate with respect.

The Mitre Award highlights key values that we endeavour to inculcate in our boys, namely;

- manners
- integrity
- tolerance
- responsibility and respect
- empathy and caring

Appearance & Dress

- The correct uniform is to be worn to all school activities. Number Ones are worn at evening functions, the first and last day of each term. Blazers and ties are to be worn to Chapel Assembly on Mondays.
- Hair should be cut so as not to draw attention. Hair must be kept above the eyebrows, ears and collar. There should be no "sculptured" styles. Hair may not be dyed. Hair may not be braided.
- No rings, bangles and other ornaments may be worn.
- The correct attire should be worn to and from the pool.
- Undergarments may not show.
- Boys are expected to bring a letter of explanation to their Housemaster should they arrive at school incorrectly dressed.

Manners

- Boys should act as good ambassadors for the school.
- All members of the school are expected to greet staff and visitors, standing up to do so when appropriate. At the start of each lesson, classes should remain standing until being given instructions to be seated.
- Boys should not talk or whisper when being addressed as a group by a speaker.
- Boys must not walk with their hands in their pockets.
- Boys should not chew gum during school or at any school event.
- Boys may not eat in the classrooms, the library and the computer rooms.
- All boys are expected to remain silent on entering and leaving the Chapel and Jagger Hall.

Absence

- Boys are expected to provide a letter of explanation or e-mail their Housemasters should they be absent from or unable to fulfil any obligation which they may have had.
- Boys are expected to notify teachers/coaches as soon as possible should they know that they will be absent from school for a match or similar function.

Telephone use

- No cell phones are allowed at school.
- Boys may, if necessary, and with permission, use the public telephone outside the Prep Admin Office. Each boy should therefore have a world call card in his possession.

Safety

- On all occasions, boys may only cross Duke Road at the pedestrian crossing, observing the rules of the road and the instructions of the security guard on duty.
- Boys must wait inside the school grounds for lifts.
- Boys who are not collected from their sports practices within 15 minutes of the practice finishing, will be ushered back to the Prep.
- Boys going to or from sport practices or any other activity at the College campus should always walk in a group, using the subway to cross Campground Road. In the rare event of a boy being alone, he must ask security to check that he emerges in time on the other side.
- Boys cycling to school must wear a helmet.
- Boys may not purchase anything from shops or street vendors during the school day.
- Boys should be conscious of security and report anything out of the ordinary or suspicious to the office. If boys feel threatened by an individual from outside the school environment, or feel uneasy about any last-minute change of arrangements, they should go to a teacher or the office immediately.

Extra-mural wet weather policy

- The school will attempt to reach all parents via SMS before the end of the day, should outside afternoon activities be cancelled.
- The boys whose activities are cancelled can be fetched after school. If they are not fetched shortly after school they remain at school, under supervision, for the duration of their usual practice.

General

- Boys are expected to arrive at school before 07h40 each morning and to be punctual for all lessons and school activities.
- Boys are allowed in their classrooms during break time ONLY with permission of a teacher.
- Boys are expected not to litter.
- Money should not be brought to school unless permission has been given.
- Valuables, sports kit and break time snacks should be locked in the lockers provided for this purpose and not stored in the classroom or passages.
- Boys may not cycle in the school grounds.
- Boys may not run, wrestle or play ball games in the classrooms or passages.
- Boys may not go into or play with the kit lockers in the passages.

Serious Offences

The following actions are regarded as serious misdemeanours. Disciplinary action in these cases could lead to suspension or expulsion:

- Possession, use or distribution of alcohol, tobacco or illegal drugs
- Bullying – verbal/physical/e-bullying
- Continual disruption of teaching/coaching

- Continual ignoring of instructions
- Defiance
- Stealing
- Vandalism
- Cheating
- Unauthorised absence from school
- Possession or use of any dangerous object (weapon, explosive material, etc.)
- Possession, sharing or searching for pornography in any form (see also Computer Acceptable Use Policy).

Pupils and or their property may be searched (subject to the procedures outlined in The Education Laws Amendment Act of 2007) if a fair and reasonable suspicion has been established that one or more pupils on school premises or during a school activity are in possession of dangerous objects or illegal drugs.

Reinforcement

The school reinforces appropriate and exemplary behaviour through many positive reinforcement measures: merits, mitre awards, assembly and newsletter announcements, school reports and letters of commendation.

Consequences for non-observance of the Code of Conduct can include “pink papers”, Saturday Detention, parents’ meetings, disciplinary hearings, internal or external suspension and, in extreme cases, expulsion.

COMMUNICATION

Term Calendar & Headmaster’s Newsletter

A detailed calendar of events is available online://calendar.bishops.org.za/prep-calendar

In addition, a weekly “Headmaster’s Newsletter” known as Prep Post is emailed to all parents at the end of the week.

The term calendar and daily events can also be viewed on the Prep website: www.bishops.org.za/prep.

SMS Service

All parents are automatically subscribed to our SMS Service for an annual charge. The school uses the service to update you on fixture changes, wet weather, reminders about No. 1s, etc. We do not use the service if your son is injured or sick but will call you personally. Please ensure the school has your correct cell phone details. If you only want one parent to be on the service, please inform the Prep office directly.

COMPUTERS

We have a learning programme which:

- begins in Grade 2 with basic computer skills, keyboard orientation, problem solving and lateral thinking skills;
- it aims to maximize personal development in a broad sense;
- emphasizes the computer as a tool for research, communication, creative expression, planning, thinking and problem-solving;
- follows a project-based, integrated methodology.

In the process we cover the following areas:

- Data collection & analysis using spreadsheets
- Desk-top publishing
- Hardware & software
- Keyboard skills
- Operating systems

- Slide presentations & publishing
- Internet & email
- Graphics
- Web design
- Problem-solving activities & puzzles

Subject teachers book the computer lab for the required time to complete a particular project or assignment and are present throughout the exercise. The facilities are also available and supervised for use during lunch breaks.

The Facilities

Our fully networked Computer Centre has 37 multimedia PC's with permanent access to the Internet.

The Internet site

The school's Website (<http://prep.bishops.org.za>) was started in 1996 with the following aims:

- To provide information about the school and its activities to interested people;
- To provide a medium for exhibiting work done by our pupils;
- To provide parents and pupils with necessary day-to-day information;
- To guide pupils to useful and informative web sites for project research.

In 2012, MyBishopsLife Web Portal was introduced at the Prep in order to improve communication with parents and is an online parent interface for accessing their son's class details, reports, achievements, activities, fixtures, results and code of conduct.

Staff Development

The use of information technology is not the exclusive domain of the computer specialist. Ultimately all staff are involved, integrating the use of technology into their own subjects.

Besides giving staff the encouragement and assistance to develop their own computer skills, the following practical steps have been taken:

- Teachers "team-teach" some of the computer lessons with the computer specialist.
- The Grade 3 – Grade 7 classrooms are all fitted with Electronic White Boards which takes teaching with technology to a higher level, and which challenges class teachers to produce interesting and visual lessons, supported by some excellent commercial software.

Teachers are currently busy with an iPads research programme investigating the possibility of portable devices to enhance teaching and learning. Wi-Fi access is currently being rolled out across the school.

COUNSELLING AND LEARNING SUPPORT

The Counselling and Learning Support department is available to help those boys who are experiencing specific difficulties with respect to their life at school.

The Counselling department is concerned mainly with assisting those boys who are experiencing emotional difficulties. This could be related to anything from social issues experienced at school to dealing with trauma.

The Learning Support department is mainly concerned with assisting those boys who are experiencing difficulties learning. Assistance is given in helping to identify the difficulty and then develop management plans and interventions for both home and classroom to enable the boy to achieve his potential.

Marileen Harrod is the Learning Support Coordinator and Anne McDonald is the School Counsellor. Both are registered Educational Psychologists.

Extra Tuition

Qualified special needs teachers assist in identifying learning difficulties. An appropriate course of instruction is suggested. One special needs teacher and two experienced teachers assist children with difficulties. Requests for extra help (from staff or parents) are investigated by the Director of Studies in consultation with the Learning Support Coordinator before a recommendation is passed on to the relevant parties.

DESIGN AND TECHNOLOGY

All boys from grades 3 to 7 enjoy an hour per week of this problem-solving based subject.

The centre has a graphic design studio, a demonstration and media section, a full manufacturing workshop and a machine room. Also available are a cooking and food technology kitchen, a Lego and robotics lab, computer assisted design studio and an electronics lab. Multi-media projects including photography and movie making are taught.

DRAMA

A school production is held bi-annually. Recent productions include Guys 'n Dolls, Seussical and Bugsy Malone. These large pieces are staged in the College theatre and run up to five nights. Girls from neighbouring schools are invited into the cast and chorus.

ENTREPRENEURSHIP

Economic Management Science is taught in Grade 7. Through the establishment of companies, pupils are able to explore their creativity and show initiative in the running of their businesses. The emphasis is not purely on making money. Relative life skills such as group work, co-operation, reporting and recording are taught through the programme. Pupils are taught about entrepreneurship and the vital role small businesses have in our economy, including the role they play in wealth and job creation.

HOT LUNCH

A wholesome two-course hot lunch is available to all boys from Monday to Friday or Monday to Thursday, as school closes earlier on a Friday. Many parents make use of this convenient service.

LEADERSHIP

All Grade 7 boys are appointed seniors at the beginning of the year and are therefore, all involved in talks on leadership and in being assigned certain responsibilities. Each week a House is put on duty and each boy given certain duties that are monitored by the staff. Heads-of-House and Deputy Heads-of-House are appointed by the relevant Housemaster after discussion at the Headmaster's Committee meeting. The Headmaster selects the Head Boy of the Prep.

LIBRARY

Bishops has a very well stocked library, which is extensively used by both staff and boys. The Grade 3 – 6 classes have a library lesson each week, during which time the librarian introduces new books and authors to the boys, or conducts lessons on library usage.

The library is the hub of the school, used for both research and relaxation, a place where the love of reading for these purposes is inculcated.

The library is computerised and is linked with the computer room so that research skills can be facilitated. The librarian has a suggested reading list for each grade to help with choice of books. The list is available from teachers or on the school intranet.

There is a set reading period once a week in the timetable and boys will invariably have time to read in form periods. Boys should have a book to read with them at school each day.

Apart from the wealth of material available in the library, there is a library of Readers for each Grade. All pupils from Grade 4 – 7 are expected to read each night and parents are requested to sign the homework book each evening. The Grade 3s read regularly at school and all boys are encouraged to read every day of the week at home. Grade 3s' home reading should be done under parental supervision.

LIFE ORIENTATION

There are different facets to the LO syllabus. The first focuses on the emotional aspect of the learner and is designed to provide the language and skills to identify and express emotions appropriately. Issues such as respect, values, self-esteem and sexuality are dealt with at appropriate age-levels as an essential basis for the development of healthy relationships.

The second focus of LO incorporates various aspects of social interaction including conflict, bullying and relationships with peers and family. The third focus is on equipping our pupils with practical skills and knowledge around study habits, public speaking, problem solving skills, HIV/AIDS awareness, goal setting, alcohol abuse, comparative religions and human rights and responsibilities.

LOST PROPERTY

Lost property is located near the well in Stanmore and at the School Shop at College. Boys are expected to look there regularly should anything be missing. Anything not marked or left for more than two weeks will be given to the Second Hand Shop for re-sale. Marked clothing not collected is handed out once.

MUSIC

At the Prep, the intrinsic value of music is regarded as an integral part of our children's general education. Music is initiated at a very early stage and presented in a variety of formats. The department has twenty-one experienced teachers, three of whom are employed on a full-time basis.

Apart from the class music curriculum, individual instrumental tuition is offered on piano, voice, violin, cello, guitar, drums and most of the wind and brass instruments. Throughout the Grade 3 year, classes also receive group tuition on violin, cello, clarinet and brass instruments. This system ensures that virtually every boy in the school has had contact with at least four different instruments. In this way, the staff can assess the individual's potential on a particular instrument.

The Brass Ensemble, Grade 7 Marimba Band, Guitar Ensembles, String Ensemble, Wind Band and various chamber groups provide a strong incentive to the young musicians' efforts. The choral tradition is equally strong and the Prep has a large choir. All music pupils are encouraged to perform for the whole school at our weekly Wednesday morning concerts from time to time.

Music scholarships to the College are awarded annually. This is an open Scholarship and requires a very high standard of musicianship. Candidates are judged by an independent panel of highly qualified musicians. We are proud to say that many of our Prep boys have been awarded Scholarships over the years.

Music pupils are also involved in several external music activities. This includes the Associated Board of the Royal Schools of Music examinations, the Cape Town and Afrikaans Eisteddfodau and other competitions. Bishops has had, in the past few years, the largest entries for the ABRSM practical examinations in South Africa and has gained a reputation for obtaining excellent results.

Full details of lessons, instrument hire and fee structures are available from the Director of Music, Stuart Scott.

HOUSE SYSTEM

New boys are allocated a boy from their class in the same House who is assigned to show him the ropes for the first month. At the beginning of every year there is an orientation morning the day before school begins. New boys meet their Housemaster and are shown their classroom and other facilities. Boys are placed in Houses at the beginning of Grade 3 but remain in the direct care of their form teacher. From Grade 4 they are under the care of the Housemaster and his assistant for the rest of their time at the Prep.

The House System operates for all academic, sporting and social matters. If any problem should arise one should contact the Housemaster, who will co-ordinate all relevant Staff in order to resolve the problem. Experience has shown that the continuity, which this method provides for your son throughout his Prep School days, really pays dividends. In Grade 3 a parent should contact the class teacher (or Chris Groom), and at the Pre-Prep, the Head of the Pre-Prep Department (Noell Andrews).

OUTINGS AND CAMPS

This forms an important part of the curriculum at Bishops. We endeavour to expose all pupils to a wide variety of outdoor experiences in which they are given the opportunity to learn about the environment, its ecological process and to develop physically, socially and spiritually.

Emphasis is placed on developing their potential leadership and team building life skills.

Day excursions take place regularly throughout the year. Cape Town, being a port city and surrounded by farms, industrial areas and many tourist attractions, offers teachers and pupils a wide range of opportunities for such excursions.

The school's outdoor centre at High Noon, near Villiersdorp, is ideally situated to allow our pupils to experience life beyond the city lights. The centre accommodates sixty pupils comfortably.

Pupils from Grades 4 – 7 experience an annual camp in the last term.

Grades 7s, in addition, have a 10 day tour to Kwazulu-Natal late in the 2nd Term.

Wildlife Club

This club is open to all pupils who pledge to care for the environment on joining the club. Members are encouraged to observe and study the various aspects of the web of life, and further the cause of conservation. They learn to use our natural resources wisely by preventing waste through recycling and have fun exploring the environment. The club is run by a committee of Grade 7 Pupils who organise audio-visual presentations, camps, outings, competitions and fund raising for environment-related charities in Cape Town.

The annual Moms and Sons as well as Dads and Sons camps are extremely popular.

PARENTS' ASSOCIATION

The aims and objectives of the Parents' Association.

- a) To develop social interaction and communication between parents and staff;
- b) To uphold the ideals and public image of the school.
- c) To hold community-building events from time to time.
- d) To organise fund raising activities from time to time.
- e) To assist at school functions.
- f) To provide a forum for the discussion of general principles although parents are encouraged to take all individual problems directly to the relevant Housemaster and/or Headmaster.

Each year an annual general meeting is held at which an executive committee of six is elected. Two further members may be co-opted onto the committee. Ex-officio members are the Principal of the College, the Headmaster and Deputies of the Prep, and the Head of the Pre-Prep.

PASTORAL

Parents of pupils concerned about their child in any sphere of school life should first contact their Housemaster who will look into the problem and call a meeting if necessary. Matters will be treated diplomatically and remain confidential. The Headmaster's door is always open should you feel it necessary to approach him directly. Bishops Prep is opposed to initiation and bullying, either physical or mental. Any such occurrence should be reported to the Headmaster or Housemaster immediately.

REPORTS

Throughout the year your son's application and progress are regularly assessed. From Grade 4 to 7, reports are sent to parents at the end of each term.

a) The Continuous Assessment Report

Reports for terms 1 – 3 are made available on myBishopslife, while the final report is sent out in hard copy. It contains assessments of your son's achievements in tests, which are conducted regularly as well as assessments of the levels of skills he has mastered in the different learning areas. The Form Teacher and the Housemaster write comments.

b) The Half-Year Report

Reports for terms 1 – 3 are made available on myBishopslife, while the final report is sent out in hard copy. Like the continuous assessment report, it contains marks scored in tests as well as assessments of all skills mastered. The relevant teacher comments on each subject and the Housemaster and Headmaster also add their comments.

c) Grade Three Assessments

Reports for the boys in this grade differ from those above. Here emphasis is placed on the skills achieved and the teacher comments fully on the progress. The Director of Studies and the Headmaster may also comment. Reports are sent out at the end of Term 2 and 4. Verbal feedback is given at the end of Terms 1 and 3.

SCHOOL TIMES

School starts at 07h40 each day and ends at 14:10 (except on Friday when school ends at 13h15). The extra mural programme commences at 14h30. Sports practices generally end at 15h45, but weekday cricket matches may extend to 18h00.

UNIFORM

The Bishops boy is expected to look smart in both his uniform and sporting dress. In summer terms the boys wear caps, blazer, khakis and ties (which may be removed with permission). On Mondays all boys wear a blazer. In very cold weather during terms 2 and 3, boys may wear full tracksuits to school with their khaki uniform underneath. They return home as they arrive. Each sport has its own code of dress, which will be clarified, by the coach. The School stockist is The School Shop, Diocesan College Grounds, Rondebosch or the Second Hand Shop.

The uniform requirements for a day boy are listed below (boarders' requirements are slightly different):

A Second Hand Clothing Shop operates from Stanmore on Tuesdays between 07h30-08h30 and 12h00 and 14h30. Please consult your term calendar for dates. Should you want any clothes sold, they may be handed to the school secretary, clearly marked.

SUMMER UNIFORM

Mondays:	Khakis, tie and blazer
Tuesdays-Fridays:	Khakis, tie and blazer/jersey or Khakis, tie

Black school shoes and long grey socks with all.

Bishops rain jacket may be worn over any of these to and from school as the need dictates.

Please note:

1. The jersey may not be worn with sports kit.
2. The tracksuit top may not be worn without the summer sports kit.
3. No. 1s worn for Chapel, first and last day of term and evening functions.
4. Ties can be removed at first break.
5. Bishops caps are to be worn during breaks and at sports activities. We recommend sunscreen as well for sports.
6. Grade 3s are allowed to continue to wear sandals until the end of the 1st term of their Grade 3 year.

SUMMER SPORTS KIT

Phys Ed:

Bishops sport shirt, blue shorts, Bishops sports socks. Phys Ed kit may be worn to school if the Phys Ed lesson is before first break. If this falls on a Monday, the blazer must also be worn.

Tennis:

Bishops sports golf shirt (white), blue shorts, tennis socks and tackies for practices and matches (ankle socks – only white and no secret socks).

Cricket:

Practice – Bishops white sports top, white shorts, long Bishops sports socks, white tackies.

Match – Bishops cricket match shirt, white shorts, long Bishops sports socks, white tackies and blazer.

Swimming:

Practice – Bishops speedo.

Galas – Bishops speedo, Bishops swimming cap.

For both boys must walk to the pool/arrive in sports kit, tackies and socks or khakis, shoes and socks. Slops may only be worn in the pool area. Boys must leave practices/galas properly dressed.

Water Polo:

Practice – Bishops speedo.

Matches – Bishops speedo.

For both boys must walk to the pool/arrive in sports kit, tackies and socks or khakis, shoes and socks. Slops may only be worn in the pool area. Boys must leave practices/matches properly dressed.

Early morning sport:

Change into uniform after early morning activity.

WINTER UNIFORM

Mondays: Khakis, tie and blazer

Tuesdays-Fridays: Khakis, tie and blazer

or

Khakis, tie and Bishops jersey

or

Khakis, tie and full tracksuit

Bishops rain jacket may be worn over any of these to and from school as the need dictates.

Please note:

1. The jersey may not be worn with tracksuit pants or sports kit.
2. The tracksuit top may not be worn without the tracksuit bottom.
3. No. 1's worn for Chapel, first and last day of term and evening functions.
4. Ties can be removed at first break.

WINTER SPORTS KIT

Squash:

Bishops sports golf shirt (white), blue shorts, tennis socks and tackies for practices and matches.

Rugby:

Practice – match or navy practice jersey, blue or white shorts, rugby socks and boots (predominantly black in colour) (no boots for U9s).

Match – new match jersey, blue shorts, rugby socks and boots with full tracksuit.

Hockey:

Practice – Bishops white sports top, or match jersey, blue shorts, long Bishops sports socks, boots or tackies.

Match – new match jersey, blue shorts, long Bishops sports socks, boots or tackies.

SECURITY

- a) ADT security guards are on duty at the Prep Campus every day of the week, 24 hours a day.
- b) As much of our sport takes place on the College Campus, the subway underneath Campground Road is 'manned' by a security guard at the following times:

07h15-07h45

14h10-14h45

15h50-16h20

Please note too that boys who are not collected from their practice by 16h00 will be expected to proceed to the Prep to wait near the Admin Office.

SPORT

Bishops believes that sport plays a vital role in the all-round education of every boy and believes in the value of participation in team sports. Tours take place regularly.

- i) Boys have Physical Education lessons during class hours.
- ii) Boys are expected to do a minimum of 2 afternoons of sport per week.

Summer Terms

Cricket, Water Polo, Swimming, Tennis and Athletics are offered.

All boys participate in Inter-House Athletics and Swimming during the 1st Term.

Winter Terms

Rugby, Hockey, Squash, Cross Country are offered. Hockey matches from U9 to U13 are played during the week.

Rugby matches are played on Saturday mornings. The Soccer season normally starts at the beginning of September. All boys participate in Inter-House Soccer matches followed by two Inter-School matches with two sides from U9 to U13 being involved.

- iii) Judo and Fencing are offered privately at the School.

- iv) Grade 3 Sport

Grade 3 boys participate in Cricket, Rugby, Hockey, Swimming and Soccer as extra-mural activities. Mini-cricket matches take place on Tuesday afternoons in the summer, with rugby matches on Saturday mornings, in the winter. Judo and Fencing are offered at additional cost.

- v) Boys are encouraged to participate in more than one sport each season.

STAFF

Administration:

Headmaster	Mr Greg Ferguson-Brown
Deputy Headmasters Prep	Mr Rob Riches & Mr Chris Groom
Director of Academics Prep	Mr Chris Groom
Head of Pre-Prep Department	Mrs Sharlene Groom
Headmaster's PA & Admissions	Mrs Alison Cunnold
Secretary	Mrs Kashiefa Kerven
Communications	Mrs Gina Clayton

Houses:

Bramley:	Housemaster	Mr Murray Anderson
	Assistant Housemaster	Mrs Penny Graney
Brooke:	Housemaster	Mr Willem Louw
	Assistant Housemaster	Mr Khwezi Mqomboti
Charlton:	Housemaster	Mr Bruce Mitchell
	Assistant Housemaster	Mr Grant de Sousa
van der Bijl:	Housemaster	Mr Greg Shuttleworth
	Assistant Housemasters	Mr Clayton Turner & Mr Steve Mendes
	Housemother	Mrs Erica Leppan

Chaplain:	Rev Terry Wilke
Youth Pastor:	Mr Justin Woolls
Learning Support Co-ordinator:	Mrs Marileen Harrod
Counsellor:	Mrs Anne McDonald
Teachers:	Form: 7C Mr Tom Campbell
	7M Mr Bruce Mitchell
	7T Mr Clayton Turner
	6A Mr Murray Anderson
	6M Mr Khwezi Mqomboti
	6F Mr Brendan Fogarty
	5M Mr Steve Mendes
	5G Mr Thami Siko
	5S Mr Greg Shuttleworth
	4D Mr Grant de Sousa
	4L Mr Willem Louw
	4G Mr Richard Goedhals
	3A Mrs Cindy Anstey
	3H Mrs Leanne Hamman
	3G Mrs Penny Graney
Art:	Miss Sue Johns
Music:	Mr Stuart Scott (Director of Music: Brass Ensemble & Grade 7 Ensemble)
	Mrs Tina Sheard (Marimba Band)
	Mrs Sandee Clapperton (Wind Band & Choir)
	Mrs Lucia Scott (String Ensemble)

Academic:

	Mrs Lynne Adelbert (HOD English)
	Mrs Sue Burgess (HOD Maths)
	Mr Clayton Turner (HOD Afrikaans)
	Mr Brendan Fogarty (HOD Xhosa)
	Mr Bruce Mitchell (HOD Social Science)
	Mr Tom Campbell (HOD Science)
	Ms Di Judge (English/Maths)
	Mr Thamsanqa Siko (Xhosa/Maths)
	Mr Mark Erlangsen
	Mrs Linda Dinan
	Mrs Sue Kieswetter
	Mr Khwezi Mqomboti
Design Technology:	
Computers:	
Library:	
Physical Education:	

Other important school positions:

VISITOR	His Grace the Archbishop of Cape Town, Thabo Makgoba
COUNCIL CHAIRMAN	Mr Mike Bosman
PRINCIPAL OF COLLEGE	Mr Guy Pearson
DEPUTY PRINCIPAL	Mr Vernon Wood
PRESIDENT OF THE OD UNION	Mr Raymond Ackerman
CHAIRMAN OF OD UNION COMMITTEE	Mr Brian Robertson