



## **Holy Cross Primary School Prospectus**

### **General Information**

Office Hours: Monday – Thursday      07:15 – 15:30  
Friday    07:15 – 14:00

Gate Times: The driveway gate opens at 07:00  
The St Mark's Square gate opens at 07:00  
St Mark's Square Gate is closed for security reasons:  
Monday - Thursday at 14:20  
Friday at 13:20  
All gates are monitored by CCTV

### **Channels of Communication:**

The Principal is available by appointment only.

The following is necessary in order to correlate appointments.

It is imperative that parents adhere to the following channels of communication:

- Foundation Phase – HOD
- I / S Phase – HOD

The HOD's will bring it to the Principals attention. The Deputy Principal assumes responsibility for the school should the Principal not be unavailable.

Should there not be a satisfactory outcome regarding a concern, please make an appointment with the School Secretary to see the Principal.

The final resort for any concern would be the Governing Body. It must be noted that policy dictates that the principal be part of the full process.

### **Arrival and Departure of Children:**

- Parents may not use the staff parking area at any time.
- All children should be dropped off at the designated area as per grade from the gate in St. Mark's Square or at the driveway entrance in Meade Street.
- Children must be collected from St. Mark's Square after school.
- Should you child have sport, he/she must be collected from the Meade Street gate.

### **Absenteeism:**

Should your child/dren be absent from school, you need to inform the school telephonically or per email (name, surname, grade, class) by no later than 08:00 am for WCED recording purposes.

### **Monies:**

- The correct amount of money sent to school must be in a sealed envelope clearly marked with the child's name, surname, grade, class, amount enclosed and what the money is for.
- Siblings must be kept separate for admin purposes.
- No change will be given.

### **Notices:**

- These are sent home with the children periodically. Please respond promptly to these to assist the educators.
- Letters, must be returned before or on the due date given.
- Messages to be relayed to learners must be phoned to the receptionist by first break. Parents are requested not to disturb classes while lessons are in progress.
- An appointment must be made to see the educator concerned after hours. Teaching and learning time is **PRIME TIME**.

### **Late Comers**

- Late comers have to enter the school through the Reception gate.
- Names, regardless of whether they have a valid reason or not, are recorded.
- Parents must accompany the children to inform the Receptionist of the reason.

### **Dress Codes:**

The school uniform stockists are Dress Codes. Various second hand school clothing is also obtained from Dress Codes, which is open on a **Monday to Thursday from 13:00 to 15:00**.

### **Fundraising Committee:**

We have a vibrant FRC. The committee is elected in the first term. The committee consists of the School Principal, elected parents and two educators democratically elected by the staff.

The FRC is the fundraising body of the school. They have the interest of the school and therefore the interest of your child at heart. Please support them in all their efforts. Parent participation and involvement has always been a strength of Holy Cross Primary.

All sheets pertaining to fundraising for the school, must be returned by the date stipulated on the letter.

### **Governing Body:**

Members of the Governing Body are democratically elected every 3 years. Our Governing Body consists of 5 parent members, 2 educator members, 1 non-educator member, principal, co-opted members according to expertise required, a representative of the Order of the Holy Cross and a representative of the Bishop.

### **School Fees:**

School Fees are determined at the Annual Budget Meeting.

### **Music Lessons:**

- Piano, guitar, singing (practical) and recorder (practical and theory) are offered as an optional extra.
- Children wanting to take lessons are assessed by the music teacher prior to enrolment.
- Enrolment is subject to vacancies.

### **School Chapel:**

We are very privileged to have our own Chapel. The pews and altar are from the original Convent Chapel used by the Holy Cross Sisters for many years. The Stations of the Cross are hand painted and are over 100 years old. For security reasons, the Chapel is open to visitors on request only.

### **Please refrain from:**

- Parking on the pavement.
- Obstructing the driveway.
- Obstructing the pedestrian crossing.
- Parking in the area within the yellow lines and marked "R", this is a stop - drop – drive area.

### **Please do:**

- Obey all the traffic rules.
- Be courteous at all times.
- Ensure that your children are punctual.

### **Morning Prayer:**

- Each morning all educators and pupils assemble in the quad for morning prayers, which are opened and closed by making the sign of the cross.
- Children and staff recite three Catholic prayers once a week at assembly.
- Praise and Worship takes place in the Gym Hall once a week for Foundation Phase, Intermediate & Senior Phase.

### **Tuckshop:**

- This is open Monday to Friday during 1<sup>st</sup> break, 2<sup>nd</sup> break and after school.

**Dress:**

Tracksuit tops (zipped) may be worn in place of a blazer and jersey, except where official uniform is stipulated.

All items of clothing brought to school must be clearly marked, i.e. child's name. Boy's hair must be short and neat.

**Cellphones and Electronic Devices**

Cellphones and electronic devices are not allowed at school.

**Lost Property:**

- Learners may claim this from Reception.
- Any items not collected within one week is given to those less fortunate or in case of school uniform to Dress Codes for resale.
- It is of vital importance that all items of clothing, sports bags, stationery, lunch boxes, juice bottles, towels, etc are clearly marked, i.e the child's name must be clearly written on the name tag.
- Marked items will be returned to the rightful owner.

**School blazer is compulsory for the following occasions:**

- For assembly.
- Friday mornings for Mass.
- Interdenominational services at the end of every term and all official school outings.

<b>School Uniform Girls:</b>	<b>School Uniform Boys:</b>
<p><b><u>Summer Uniform (November to April):</u></b></p> <ul style="list-style-type: none"><li>• Dark navy blazer with school badge.</li><li>• School tracksuit top (zipped) or Navy v-necked jersey.</li><li>• Navy tunic with school badge.</li><li>• Short-sleeved white shirt – open neck.</li><li>• White short socks.</li><li>• Black school shoes, lace – up or straps.</li></ul>	<p><b><u>Summer (November to April):</u></b></p> <ul style="list-style-type: none"><li>• Dark navy blazer with school badge.</li><li>• School tracksuit top (zipped) or Navy v-necked jersey.</li><li>• Grey flannel shorts – Gr 7 may wear long trousers.</li><li>• Short-sleeved white shirt – open neck with badge on the pocket.</li><li>• Grey socks.</li><li>• Black school shoes.</li></ul>

<p><b><u>Winter Uniform (May to October):</u></b></p> <ul style="list-style-type: none"> <li>• Dark navy blazer with school badge.</li> <li>• School tracksuit top (zipped) or Navy v-necked jersey.</li> <li>• Navy tunic with school badge.</li> <li>• Long / Short-sleeved white shirt with a closed collar</li> <li>• School tie.</li> <li>• Long Holy Cross striped socks or black tights/stockings (no patterned tights).</li> <li>• Black school shoes, lace – up or straps.</li> <li>• School rain jacket with embroidered badge.</li> </ul>	<p><b><u>Winter (May to October):</u></b></p> <ul style="list-style-type: none"> <li>• Dark navy blazer with school badge.</li> <li>• School tracksuit top (zipped) or Navy v-necked jersey.</li> <li>• Grey flannel long trousers.</li> <li>• Long / Short-sleeved white shirt with a closed collar and a school badge on the pocket.</li> <li>• School tie.</li> <li>• Long Holy Cross striped socks.</li> <li>• Black school shoes.</li> <li>• School rain jacket with embroidered badge.</li> </ul>
<p><b><u>Sportswear Girls:</u></b></p> <p><b>Tennis &amp; Netball:</b></p> <ul style="list-style-type: none"> <li>• Navy skort.</li> <li>• School sport shirt.</li> <li>• White ankle socks, white sports shoes.</li> </ul> <p><b>Hockey:</b></p> <ul style="list-style-type: none"> <li>• Navy skort.</li> <li>• School sport shirt.</li> <li>• Long red socks with white stripe at the top.</li> <li>• Appropriate sports shoes.</li> <li>• Gum guard and shin guards (compulsory).</li> </ul> <p><b>Swimming:</b></p> <ul style="list-style-type: none"> <li>• Plain navy costume.</li> <li>• Red school swimming cap.</li> </ul> <p><b>Athletics:</b></p> <ul style="list-style-type: none"> <li>• School sports shirt.</li> <li>• Navy skorts.</li> </ul>	<p><b><u>Sportswear Boys:</u></b></p> <p><b>Cricket:</b></p> <ul style="list-style-type: none"> <li>• Navy shorts.</li> <li>• School sport shirt.</li> <li>• Long red socks with white stripes at the top.</li> <li>• White sports shoes.</li> </ul> <p><b>Hockey:</b></p> <ul style="list-style-type: none"> <li>• Navy Shorts.</li> <li>• School sport shirt.</li> <li>• Long red socks with white stripe at the top.</li> <li>• Appropriate sports shoes.</li> <li>• Gum guard and shin guards (compulsory).</li> </ul> <p><b>Tennis:</b></p> <ul style="list-style-type: none"> <li>• Navy shorts.</li> <li>• School sport shirt.</li> <li>• Short white socks.</li> <li>• White sports shoes.</li> </ul> <p><b>Rugby:</b></p> <ul style="list-style-type: none"> <li>• School Rugby jersey.</li> <li>• Navy shorts.</li> <li>• No shoes or boots required.</li> </ul>

	<p><b>Swimming:</b></p> <ul style="list-style-type: none"> <li>• Plain navy costume.</li> <li>• Red school swimming cap.</li> </ul> <p><b>Athletics:</b></p> <ul style="list-style-type: none"> <li>• School sports shirt.</li> <li>• Navy shorts.</li> </ul>
<p><b><u>Hair - Girls:</u></b></p> <ul style="list-style-type: none"> <li>• To be worn off the face – loose hair must be clipped back or an Alice band must be worn.</li> <li>• Fringes not allowed to hang in eyes.</li> <li>• Hair must be tied up when it reaches shoulder length.</li> <li>• No gel allowed.</li> <li>• Hair accessories – navy scrunchies, blue/black ribbons, blue/black hair bands, blue/black Alice bands and clips.</li> <li>• “Fashion” hairstyles and any cut/style that draws attention are not permitted.</li> <li>• No tinting, dyeing or bleaching of hair.</li> <li>• Braiding, to ensure a neat appearance, is allowed.</li> <li>• Students are expected to maintain a clean and well-groomed appearance at all times.</li> </ul> <p><b>NO NAIL POLISH, MAKE-UP OR JEWELLERY MAY BE WORN. Only studs or sleepers are allowed for the girls with pierced ears.</b></p>	<p><b><u>Hair - Boys:</u></b></p> <ul style="list-style-type: none"> <li>• Short and neat</li> <li>• # 1 or # 2 hair cuts are not permitted.</li> <li>• Hair length should not extend below the collar of the shirt.</li> <li>• Hair is not permitted to hang over the ears.</li> <li>• Hair should be neatly trimmed, with no distracting accessories or colours.</li> <li>• Fringes are not permitted to hang in the eyes</li> <li>• “Fashion” hair styles such as “step” cuts and any cut/style that draws attention are not allowed.</li> <li>• Extreme hairstyles, such as mohawks, low-fades, bald/skin fades, shaved patterns, or excessively long hair, are not permitted.</li> <li>• Faded cuts are accepted as long as the hair on the side of the head is only two lengths shorter than on top.</li> <li>• No gel, wax, mousse etc. are allowed.</li> <li>• No tinting, dyeing, streaking or bleaching of hair will be tolerated.</li> <li>• Students are expected to maintain a clean and well-groomed appearance at all times.</li> </ul>
<p><b><u>Sports shoes:</u></b></p> <ul style="list-style-type: none"> <li>• Predominantly white tackies may be worn only.</li> <li>• Only a black or navy stripe is acceptable.</li> </ul>	<p><b><u>Sports shoes:</u></b></p> <ul style="list-style-type: none"> <li>• Predominantly white tackies may be worn only.</li> <li>• Only a black or navy stripe is acceptable.</li> </ul>

<p><b><u>Physical Education:</u></b></p> <ul style="list-style-type: none"> <li>• Sports clothes.</li> <li>• White socks and tackies.</li> </ul>	<p><b><u>Physical Education:</u></b></p> <ul style="list-style-type: none"> <li>• Sports clothes.</li> <li>• White socks and tackies.</li> </ul>
<p><b><u>Undershirts/skins:</u></b></p> <ul style="list-style-type: none"> <li>• Navy blue under sport shirts.</li> <li>• White vests under school shirts.</li> </ul>	<p><b><u>Undershirts/skins:</u></b></p> <ul style="list-style-type: none"> <li>• Navy blue under sport shirts.</li> <li>• White vests under school shirts.</li> </ul>
<p><b><u>Watches:</u></b></p> <p><b>ONLY</b> black, blue silver or gold may be worn.</p>	<p><b><u>Watches:</u></b></p> <p><b>ONLY</b> black, blue, silver or gold may be worn.</p>
<p><b><u>School Bag:</u></b></p> <ul style="list-style-type: none"> <li>• Navy Holy Cross bag only, available from Dress Codes.</li> <li>• NO bags on wheels will be allowed.</li> </ul>	<p><b><u>School Bag:</u></b></p> <ul style="list-style-type: none"> <li>• Navy Holy Cross bag only, available from Dress Codes.</li> <li>• NO bags on wheels will be allowed.</li> </ul>
<p><b><u>Sports Bag:</u></b></p> <ul style="list-style-type: none"> <li>• Navy Holy Cross bag only, available from Dress Codes.</li> <li>• No brand name bags allowed.</li> </ul>	<p><b><u>Sports Bag:</u></b></p> <ul style="list-style-type: none"> <li>• Navy Holy Cross bag only, available from Dress Codes.</li> <li>• No brand name bags allowed.</li> </ul>

**UPDATED MAY 2024**