

A - Z Information Booklet

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Introduction

Uplands Prep. School has been in existence for over eighty years. Information shared with parents in the early years, when there were less than a dozen children in the school, was more by word of mouth than anything else. With the growth of the school to close to four hundred and fifty pupils, including a small number of boarders, we need to find new ways to keep parents up to date with information and to familiarise new parents with the way the school works. This A – Z of Uplands will be an attachment on the web site and will also be in hard copy. We hope you will find all the information you need here. If you don't find what you need, please tell us, so that we can add extra items and keep you fully informed at all times.

History

A settlement for ex-Boer War servicemen was established in White River by Lord Milner in 1909. This development was doomed to failure, but was resurrected as the White River Estates after the First World War in 1919. As settlers, many of them British citizens, flocked to the area, the idea of a private English medium school in White River was conceived. Miss Matilda Fuller, a newcomer to the area and a well-qualified and experienced teacher, was approached to assist. She opened her home to the first six pupils in 1928. Miss Fuller's Homestead School flourished and grew, until, in 1946, on the retirement of its founder and namesake, it moved to the Uplands Estate, which had been purchased from the estate of the late Mr W A Webster, and changed its name to Uplands School. From humble beginnings with Miss Fuller, the school has been nurtured over the years by a succession of heads – Miss Ogilvie, Miss Moll, Mr Gillatt, Reverend Driver, Mr Walmsley, Mr Thorpe, Mr Innes and Mr Sloane. Uplands celebrated its 80th anniversary in 2008, under the headship of Mr Sinclair.

Who's Who

Board Members
PTA Members
Staff
Outreach and Uplands Institute Staff

} See Uplands Website

Contact Details

Physical Address: Danie Joubert Street Ext. White River,
Mpumalanga, South Africa
Postal Address: P.O. Box 244, White River, 1240
Telephone: 013 751 3806/7
Fax: 013 751 2765
Webster House
(girls' hostel): 013 751 3428
Selby-Taylor
(boys' hostel): 013 750 1171
Email: admin@uplands.co.za
Website: www.uplands.co.za

Uplands College Contact Details

Postal Address: Private Bag X9909, White River, 1240
Telephone: 013 751 3141
Fax: 013 751 3850
Email: college@uplandscollege.org
Website: www.uplandscollege.org

Absenteeism

Pupils may not be absent from School, except in the case of illness, without prior permission from the Headmaster. If your child is absent for any reason, please let the teacher or Front Office know first thing in the morning. If pupils are to miss sport or prep for any reason, they are to bring an explanatory note from their parents or the School Matron for the member of staff on duty for that sport or prep session.

Afrikaans

Afrikaans is taught from Grade 2.

After Care

After Care is offered to Grade 0 & 00 pupils from 12h30 – 16h30. There is a daily charge for this which includes lunch and afternoon tea. The rate will be reduced per day if the pupil is only staying for lunch and then going home. A register is kept and your child's attendance is marked each day.

Amicae

(Past Pupils Association)

The Amicae is an association for past pupils and friends of Uplands Prep and Uplands College. We send out a biannual newsletter and make every effort to keep them updated on all our news. We also encourage our Past Pupils and friends to keep us informed of their news. This is a fairly new venture, but we hope soon to have our own website, and eventually a magazine. In the meantime a lot of our members are registered on SAReunited. If you have any enquiries please contact 013 751 3806 or admin@uplands.co.za.

Assembly

Assembly for the whole School takes place every Tuesday at 07h45 in the Jos Driver Memorial Hall. Parents and visitors are welcome to attend. Each class is given an opportunity once a year to put on a presentation for the School in Assembly. Junior Assembly is on a Friday at 07h40 in the A.V. room.

Arts Evening

Arts evening takes place from time to time. Some of the pupils' art work is on display for parents to admire before enjoying an evening of music, singing, poetry etc. Attendance at Arts evening is compulsory for pupils.

Arts, Technology and Media Centre

The Arts, Technology and Media Centre (known as the Media Centre) was officially opened on 16 May 2003, but has been in use since January 2003. The Art Room, Science Laboratory, Library, A V Room, I.T. Centre and Design & Technology Room are all in this Centre.

Athletics: see Sport

Audio Visual

The School has a well-equipped A.V. room in the Media Centre. The librarian organises the activities but all classes have access to this facility.

Bank Details

Account No:	Uplands Prep School
Bank:	First National White River
Branch Code:	270552
Account No:	54285516910

Bags

Grade 1s buy a book and chair bag to last through their junior phase. Seniors may use any book bag. School kit bags (advisable from Grade 1 up) are available at the School Uniform Shop on Uplands Prep campus and at White River Outfitters in the Village Mall.

Bicycles

Pupils who cycle to School should make use of the bicycle stand available outside the Grade 3 and Grade 5 Classrooms. Pupils riding bicycles must wear helmets.

Birthdays

We are happy for the pupils to celebrate birthdays at School with their friends. You are welcome to send a square cake or cupcakes which will be eaten at break. (See Break for break times)

Birthday Parties

Teachers are willing to hand out party invitations when the whole class is invited, or all the girls or all the boys, but to avoid hurt feelings, not when the party consists of only a portion of the class.

Blazers

Blazers are optional for juniors, but are compulsory for pupils from Grade 4 – 7 and must be worn at Assembly on Tuesdays, Communion Services on Fridays (other than Civvies days), and at official occasions and outings. Blazers are part of Cricket Team uniform for all age groups from U10 upwards.

Board

The overall task of the Board is to ensure that the School runs successfully and smoothly in accordance with the mission statement. A Board Exco meets monthly to discuss ongoing matters requiring attention, while there are full Board meetings termly.

Boarding Houses

The Girls and Boys Boarding Houses are run by the Boarding House Master and two Matrons, assisted by teachers and gap students. We can accommodate 20 boys in Selby -Taylor House, and 20 girls in Webster House. Temporary boarding is available and is charged to your school account in arrears. Boarders receive a

separate detailed information sheet. Boarding is currently being phased out and we will no longer be offering a boarding option in 2011.

Books

Exercise books are supplied by the School and are charged to parents' accounts. Textbooks and library books are loaned to the pupils. For Grade 4 and upwards, pupils will be required to have their own English, English/Afrikaans dictionaries and Bibles as specified by the School.

Break

The whole School has a break from 10h30 – 11h00. On Tuesdays break is at 10h15 – 10h40 and cycle tests take place after break. On Fridays break is at 10h15 – 10h45. The School provides sandwiches, juice and fruit at no extra charge. The Grade 1 and 2 pupils have a mini-break from 09h20 – 09h30.

Bullying – see “Code of Conduct” booklet

Bursaries

Bursary funds are made up of bequests which have been made in previous years by benefactors of the School and are supplemented annually by the interest earned on these investments. Bursaries are awarded for children whose parents are experiencing difficult financial circumstances. Any parent may approach the bursary committee and duly complete the necessary forms (available at the Bursar's office), as long as:

- The child is not within his/her first year at Uplands Prep School.
- The child maintains a satisfactory academic record, maintains a high level of diligence, shows exemplary behaviour and attitude and is positively involved in school activities.
- The school fee account of the parent must not run into arrears.

Buses

A bus leaves daily from van Riebeeck Park in Nelspruit at 06h45 (please be there at 06h35) arriving at Uplands at ±07h20. From Monday to Thursday the bus does two return trips to van Riebeeck Park in the afternoon leaving Uplands at 13h30 and 16h30, and on Fridays it does only one return trip at 13h30. At end of term or long weekends when School closes at 12h00, the bus will leave at 12h15. Arrangements for a pupil to travel on this bus ought to be made directly with Mrs Loraine Hopley on 013 753 6800 or 076 483 2102.

Calendar

At the beginning of each term, each pupil is given a Term Calendar indicating all School functions, sporting events etc. The dates for the terms and holidays are contained in this Calendar, and on the website.

Car Entry Permit

Car Entry Permits to display on your windscreen are available at the Front Office. J & M Security Guards will request that you sign in if the sticker is not on display.

Car Park - see Parking

Cell Phones

The occurrence of young pupils possessing cell phones is certainly a sign of the times. These very useful devices are almost indispensable for adults these days, but they can become a nuisance at School. The School policy on cell phones is as follows:

1. Day scholars may not bring cell phones to school.
2. Boarders may have their phones switched on between 17h00 and 20h00.
3. All urgent messages may be relayed via the Front Office. Pupils are requested to purchase a Phone Card which can be used at the School payphone. Phone cards at R25 each are available from the assistant Bursar.
4. The School takes no responsibility for lost or stolen cell phones.
5. Any cell phone that is misused by a pupil will be confiscated for a period of time.

Choir – see Music

Civvies Days

Civvies Day is held once a term. The pupils may wear civvies to School rather than uniform. However, they must pay a nominal amount for the privilege. This money, as well as the funds raised through hot dog and cool drink sales on the day (organised by Grade 7 classes) goes towards the Leavers' Dinner. On Civvies Day a collection of tinned food is made for a nominated charity. From time to time, extra civvies days are organised where the collection might change according to needs in the community.

Class Lists

Class Lists are available from Reception for birthday parties, etc. Class Representatives (Class Moms) have all the details that may be required.

Class of the Week

A Junior and Senior "Class of the Week" shield is handed out every week in Assembly to the Junior and Senior class that has done something special during the previous week.

Class Representatives (Class Moms)

Each year there is a request for a parent to stand as Class Representative or Class Mom. These parents act as a link between the School and parents, and organise or delegate activities, which are the responsibility of each particular class.

Clubs - see Extra-mural Clubs

Coaches – see sport.

Code of Conduct

On the entry of a pupil into Uplands, both pupil and parents become members of the Uplands Family. It is the aim of Uplands that each pupil should derive lasting benefit from this membership. It is not always easy for a young pupil to realise that, on becoming a member of this Community, the Community depends on the pupil for its well being and the pupil depends on the community for enriching him socially, intellectually, physically and spiritually.

The welfare of each pupil is the concern of all, and the welfare of all should be the concern of each pupil. The behaviour of our pupils both in and outside the School affects the reputation of the School. We are fortunate to have pupils here who have given us a reputation for good manners, self-reliance, common sense and sensitivity to the needs of others. This is to be both commended and encouraged.

It is clear that in most cases the School influence and the home influence are working together in the same direction to achieve this objective. It would be counter-productive for these two influences to be opposed and we therefore believe that any behaviour after School hours, during the holidays or at half term, which may bring discredit to the School, becomes our concern.

In order to clarify our position on what we expect from our pupils we issue each pupil with a "Code of Conduct" which pupils and parents are asked to understand and sign. The Junior "Code of Conduct" applies to Grade 00 – 3.

Communication

We welcome all queries, concerns and compliments from our parents. To facilitate effective and direct communication, below are listed the lines of communication.

Accounts: Assistant Bursar

Bursaries: Bursar

Sport: Sports Coordinator

Academic, Social or Emotional concerns for your child: Class Teacher

If you feel that your query has not been adequately answered by the Class

Teacher:- Heads of Department

Deputy Head

Head of the Foundation Phase

The Headmaster

Communion Service

Every Friday at 07h40 a Communion Service is held in the Jos Driver Memorial Hall. It is compulsory for all Uplands Senior pupils, who must wear their blazers. We welcome all parents and visitors to this service.

Community Service

Community Service is strongly encouraged at Uplands. The response from our pupils on Civvies Days to bring food for Child Welfare or the SPCA is excellent. During the year the Grade 5 class is encouraged to complete twenty Courageous challenges, one of which is Community Service.

Computers - see I.T.

Confirmation

From Grade 4 up, our pupils are encouraged to be admitted to communion. They do not get confirmed at this stage, but the taking of bread and wine in the communion service is encouraged.

Courageous Challenges

Grade 5 pupils are challenged to complete a variety of Courageous Challenges during the year. The list of Challenges is given to the pupils at the start of the year. Two Challenges – Service to the School and Service to the Community are compulsory and have to be done to obtain the award. While completing the Challenges, we expect each child to uphold the Uplands Values at all times.

Cricket – see sport

Cross-Country – see sport

Culturals

Culturals are on offer and parents will be advised termly what is on offer and what time these will take place.

Detention - see “Code of Conduct” booklet

Diaries

Each pupil is given a diary at the start of each year. This is mainly used to write down homework, which should be checked and signed by parents, or by matrons for the boarders. The diary is also used as a link between teacher and parent. Please check these diaries everyday.

Discipline – see “Code of Conduct” booklet

Disco

At the staff’s discretion, discos are held periodically for the Senior Primary pupils. Discos are restricted to Uplands pupils and the behaviour is monitored very closely. Collection times are staggered depending on the Grade of the pupils.

Drama – see School Plays

Eisteddfods

Pupils are encouraged to take advantage of this opportunity. The emphasis is not on competition, but rather aims to build self-confidence and create an interest in

cultural activities. The English and Afrikaans speech and drama Eisteddfod takes place once a year in the Civic Centre Nelspruit, and includes speech, drama singing, dancing and music. Pupils must excuse themselves from class or sport if they are participating in the Eisteddfod. Pupils need to arrange their own transport. The Boarding House master will facilitate transport for boarders.

E-mail address - see contact details

Emergencies

Fire Drills are held regularly. An additional drill is conducted in the boarding houses. The School employs the services of J & M Security Company. They monitor the gates and are on a 24-hour standby.

Emergency numbers:

Ambulance	10177
Fire	082 572 2299
Police	10111
Mediclinic	013 759 0645
J & M Security	013 750 1577

Entrepreneurs Day - see Market Day

Environmental Education – see Uplands Institute

Exams

Exams are only a part of the ongoing assessment of progress of senior pupils (Grades 6 – 7). Pupils do not “pass” or “fail” a year based on their exam mark. Exams are written during the fourth term. Pupils are encouraged to participate in all their normal activities right up to exam week, because there should be sufficient time for them to prepare fully, in class and in homework sessions in the weeks prior to exams. Good time management will always be rewarded.

Exit Permit

If your child is being taken off the school campus before the academic morning is over, please obtain an exit permit from either the grade 00 teachers, Head of Foundation Phase (Junior Primary) or the front office (Senior Primary).

Extra-mural Clubs

At the end of every term, a list of extra-murals on offer for the following term is sent home with pupils. The fees, dates, times, names and telephone numbers of teachers involved are included. Payment for extra-murals should be made out to the teacher concerned and not to the School. All extra-murals have been scheduled so they do not interfere with the afternoon prep or sport.

Fees

School fees are due quarterly in advance at the beginning of each term. Fees may be paid in instalments, or by debit order by arrangement with the School Bursar. School fees for the year can be paid in full before end January for which a discount is given. The discount only applies to Fees and not to Supplementary

levies and lunches. Class field trips and sport trips are charged on an ad hoc basis during the year.

Field Trips/Outings

Field Trips form part of the Grade 3 – 7 pupils' curriculum. The Grade 4 – 7 field trips are normally scheduled for the end of the first term, or beginning of the second term. The Grade 3 pupils go on their field trip towards the end of the year. The number of nights spent away depends on the Grade of the pupil. Although a lot of fun is had by all, the emphasis is on educational activities and team building. Class morning outings might be arranged to reinforce a particular theme being covered in class. Parents are sometimes requested to assist with transport on these outings, but this will be organised through the Class Moms.

First Day of School

This is a normal day at school with sport as per the time-table. The extra-mural clubs start as per the dates on the extra-mural club list.

Fixtures

A list of sporting fixtures for the term is handed out at the beginning of each term. A more detailed list is also put up on the Notice Boards closer to the fixture date. Letters are given to pupils with times, venues and kit needed. These fixtures are subject to change, but the pupils will be notified of any changes.

Fund Raising

Fund Raising for the School is done through the PTA. One major fund raising event takes place during the year, but there are also the spin-offs from the tuckshop and bar at sport and social events. Suggestions from parents and staff assist the PTA in using the funds appropriately and being able to prioritise.

Galas

A Junior and Senior Interhouse Gala takes place during the first and fourth terms. The swimming team represents the school at galas, competing against other schools.

Gates

There are two main entrances to Uplands. The main gate leads directly to Webster House and Uplands College. The top gate (near the south entrance to White River Country Estate) is closer to the junior classes.

Grades

			Ages
Grade	000	: Wooden School (Pre-Primary):	Gr 000 - year they turn 4
Grades	00 – 0	: Pre – Primary	: Gr 00 - year they turn 5
			: Gr 0 - year they turn 6
Grades	1 – 3	: Juniors (Foundation Phase)	: Gr 1 - year they turn 7
Grades	4 – 5	: Middles (Intermediate Phase)	
Grades	6 – 7	: Seniors (Intermediate Phase)	

Hair cuts and styles – see “Code of Conduct” booklet

Half Term

At half term and at end of term, School closes at 12h00.

Hats

Green School hats or caps are compulsory for all pupils. They must be worn at break, sport practices and School outings.

Hockey – see Sport

Hours

Pupils should be at School no later than 07h35. The school day begins at 07h45 (Monday – Thursday) and 07h40 on Friday for all classes. We would stress the importance of punctuality in the mornings. Classes end at the following times:

Grade 000	12h00
Grade 00 - 0	12h30
Grade 1 - 3	13h00
Grade 4 - 7	13h30
	(Fridays 13h15)

For those pupils staying for prep and sport, the school day ends at 16h30.

Houses

Each pupil is allocated to one of three houses:

<u>House</u>	<u>Colour</u>
Fuller	Green
Ogilvie	Yellow
Webb	Red

The houses are named after founding members of staff. If your family has a previous connection to Uplands and your child would like to be allocated to a particular house, please let the Headmaster’s secretary know.

Insurance

All pupils are automatically covered for Personal Accident Insurance and this annual fee will be added to the first term School account.

Inter-House Athletics Day

This is a compulsory School event and takes place during the first term. All pupils are given an opportunity to take part. The Junior Athletics starts at 08h00 and the Senior Athletics at 10h00.

Inter-House Gala – see Gala

Inter-House Public Speaking

During the second term, Grade 4 –7 pupils prepare speeches on different themes. Two pupils per grade and house are then chosen to represent their house at an inter-house public speaking evening. Gold, Silver & Bronze Certificates are awarded on the night. A few are then selected to represent the School at Inter-Schools Public Speaking.

Interviews

At the end of the first term, teachers conduct personal interviews with parents, and at the same time give out an abbreviated progress report, indicating how well your child has settled into his/her new class. Another interview is conducted in the third term. Interview booking sheets are placed on classroom doors a few weeks prior to the interviews for parents to fill in. If you should be concerned at any time during the course of the year about your child's progress you should make an appointment to see the teacher concerned immediately.

ISASA – Independent School's Association of Southern Africa

Uplands is a member of ISASA, which has its origins in the Conference of Headmasters and Headmistresses formed in 1929, to represent the interests of Independent Schools in South Africa. Membership of ISASA includes a wide range of Schools with differing needs, the common factor being the measure of independence from State control that they enjoy.

IT Centre

We have a well equipped IT Centre with 28 computers. This means that each child has their own computer and can work independently on tasks. Each class attends I.T. lessons at least once a week; Grade 0's – 30 min, Grade 1's – 45min and from Grade 2 – 7 – 1 hour. Lessons are linked to class themes so that skills can be reinforced through pertinent material. Projects and tasks are filed or placed in the relevant subject books. Boarders have an additional 4 hours per week in the afternoons where they may research for projects and complete homework. Supervised internet and e-mail facilities are available to each child in the school.

IT Code of Conduct

At the start of each year, all pupils are given an IT Code of Conduct which they and the parents are to read, understand and sign. Only once these forms are returned will pupils be permitted to use Internet or e-mail facilities at the School.

Kitchen

All School meals, sandwiches for tea etc. are prepared in the School kitchen. This is overseen by the catering manager and prepared by the kitchen staff.

Learning Support Unit

The Learning Support Unit (L.S.U.) is a team of well qualified and experienced remedial teachers and therapists who with the class teachers, help to address the needs of children who are facing additional challenges at school. Once these challenges are identified, parents, teachers and therapists work together to help

create a framework of support which meets the needs of the individual child. The process is closely monitored by the team coordinator who is a permanent member of staff while the other members of the unit are independent professionals who work from the school premises but receive remuneration from their clients.

Library

Junior pupils have a one hour lesson per week in the Library, also known as “Booklands” and senior pupils one half hour lesson per week. They are taught the basics of library science, research skills and are allowed to take out books to read at home. Pupils are also encouraged to use the Library at other times for relaxation and project work. The library is open before school Monday to Friday and every break except on Fridays. During their birthday month each year, pupils are encouraged to donate a book to “Booklands”.

Lost Property

All belongings should be clearly marked. Articles found in the School grounds are placed in the Lost Property cupboards (in the passage from Webster House to Dining room). The housekeeper clears the cupboards on a daily basis and places the items in her office. The clothing that is marked is handed back to the children the next day. The last week of term the unclaimed clothing is placed on tables for parents to claim. Any items not collected then, are sent to the Second Hand Uniform Shop for re-sale. Pupils and parents are welcome to come and look for lost property at any time. Please also check that you do not have other pupil’s belongings at home.

Lunch

A cooked lunch is provided every day. For the Junior classes, a lunch register is kept. There is a daily charge for lunch and afternoon tea which is charged to the parents’ account at the end of each term. For the Senior classes, lunch fees are added to the account at the beginning of each term. Pupils who do not want a cooked lunch may bring a packed lunch to School but this is eaten in the dining room during the lunch time. No sweets, chips etc. are allowed.

Lunch times:

Grade 000	-	12h00
Grade 00&0	-	12h30
Grade 1 - 3	-	13h00
Grade 4 – 5	-	13h30
Grade 6 – 7	-	13h45

Lunch is supervised by teachers on duty.

Market Day

The School promotes entrepreneurial skills and runs two (Junior, Grade 3 and Senior, Grade 6) Market Days during the year. The aim is for children to manufacture goods and then sell them.

Planning takes place in the classroom and then a basic follow-up is carried out. The children are taught about basic business concepts such as profits and losses, balance sheets and stock control.

Mission Statement

“Uplands Preparatory School provides top quality, broad-based education that nurtures the potential of each child in a caring Christian environment”.

Music

At Uplands a wide and comprehensive music syllabus is offered to all pupils. All pupils attend music classes at least once a week. These classes deal with music appreciation (singing, orchestration, listening skills, dance movements, history and repertoire). Individual tuition on a variety of instruments is offered. These include piano, recorder, clarinet, flute, violin, cello, guitar and drums. Individual tuition in singing is also offered. All individual tuition forms part of the extra-mural clubs and payment is made to the teacher concerned and not to the School. All pupils learning an instrument are given the opportunity to perform at assemblies.

There is a Junior Choir (Grade 2 –3) and a Senior Choir (Grade 4 – 7). The choirs perform at School functions as well as in concerts with other schools. Pupils are also given the opportunity to perform in ensemble groups.

MySchool card

The MySchool card is an easy and painless system of supporting and raising funds for the School. Present your MySchool card every time you shop at one of the MySchool partners and a percentage of your purchase will be donated to Uplands Prep. A list of the local partners will be attached when you receive your card. MySchool application forms are available from the Front Office.

Netball – see sport

Notice Boards

There are four notice boards – at the Junior block, outside Grade 5 Classrooms, outside the kitchen and outside the Front Office. Check these notice boards as often as possible.

Notices

Please check your children’s diaries everyday for any notices. On Fridays the Weekly Newsletter is handed out. Please check this carefully as it details important activities weekly.

Outcomes Based Education (OBE)

OBE is an approach which gives greater emphasis to the outcome of learning rather than the process of learning. Pupils are informed of the aim, or outcome of a section of work and are therefore more focused and goal oriented while doing a task. There is more focus on teaching skills rather than content, so that instead of teaching facts there is more emphasis on how and where to research, how to take notes, how to process and how to organise information.

Outreach

The Uplands Outreach Programme was officially launched in February 1994 in order to make the School’s expertise and facilities available to the previously disadvantaged schools in our region in order to transform them into effective

educational institutions and to help overcome the disparity in educational standards. Apart from an initial donation by the Uplands board of R36 000 “seed money”, the programme has been self-supporting since its inception. After the establishment of Uplands College in 1998, the Programme expanded to encompass support for secondary schools and was granted Section 21 status, rendering all donations tax deductible. The programme works with a range of projects, including:

- Upgrading principals’ qualifications
- Teacher training, including the “Teachers in Partnership” project, environmental workshops and computer literacy
- Primary school subject intervention, with the emphasis on environmental education
- Secondary school subject intervention, with the emphasis on Maths, Physical Science, English and Career Guidance
- Bursary awards for disadvantaged pupils
- Community entrepreneurship projects
- Community service projects.

At the Uplands Institute for Outreach and Environmental Education, from where the Outreach Programme operates, courses are held for Uplands and “partner school” pupils alike, with the emphasis on conservation and environmental education.

Parking

There are three main parking areas – outside Webster House (known as Senior Car Park), above the Media Centre (Junior Car Park) and the Gr 00 Car Park. To access the Senior Car Park, carry on straight from the main gate. To access the Junior Car Park, turn left at the main gate. Both of these Car Parks have disabled parking available. Please do not misuse this facility. The Gr 00 Car Park can be accessed by the road leading towards the pre-primary classrooms from the top gate. The Nelspruit Bus drops off pupils in the Junior Car Park. To facilitate the entrance and exit of the bus in this area, please do not double park, or leave your car sticking out into the road. If there is a shortage of parking please park well onto the grass verge. The safety of our pupils is important – please adhere to the speed limits and beware of pupils crossing the roads.

Parties – see Birthdays

Pavilion

The Pavilion overlooks the main cricket oval. Social functions are usually held here and refreshments for sport events are served from the Pavilion. The PTA tuck shop is also in the Pavilion and is open for sport festivals, sport events and socials.

Phone Cards – see Cell Phones

Photos

Individual, class, and Summer and Winter sports photos are taken at School during the year. Please check the term calendars for dates and make sure your child brings the correct clothing to School. Photos are then ordered through the teachers and the coaches.

Play Group – see Uplands Wooden School

Prep

Prep (supervised homework) is offered on a daily basis from Monday to Thursday.

PTA

The PTA (Parent Teacher's Association) is a committee of parents and teachers who support the School through organising events for fellowship and fund-raising. They meet once per term, and an Annual General Meeting is held in the first term to elect the committee.

Queries – see Communication

Reception

Webster House Front Office

Recycling

There is a recycling station at the Outreach centre. Parents are encouraged to make use of this facility. Children are actively encouraged to conserve the environment at all times.

Reports

At the end of the first and third terms, an abbreviated progress report is handed out at a parent interview. A written report per subject is issued at the end of the second and fourth terms.

Rights and Responsibilities – see Code of Conduct

Rugby – see Sport

School Plays

Each pupil takes part in a play during the year. Two grades combine their talents for each play – Grades 6 & 7 – First Term; Grades 4 & 5 – Second Term; Grades 0 – 3 do plays with varying class combinations usually in the third and fourth terms. A lot of effort and time goes into these productions. Please support these plays, even if your child is not involved.

Second-Hand Uniform Shop

The Second-Hand Uniform Shop is situated next to the staff dining-room. The Uniform shop hours are:

Mondays – Fridays 07h30 – 13h30

The Housekeeper is responsible for the second-hand uniform.

Sick Bay (Medical)

The Sick Bay, behind Reception, is looked after by the Matron on duty. Sick Bay is there for day scholars who get sick or are injured during School hours and for boarders. Please do not send sick children to School. Pupils who get sick during School hours, require a letter from the teacher to take to the Sick Bay. Medical history forms for each pupil are on file in the Sick Bay. If you have not received or filled in a form for your child, or if the information has changed, please contact the sick bay Matron. Sick Bay is closed from 11h00 – 13h00 every day, except for emergencies.

Soccer – see sport

Sport

Sport at Uplands is an essential part of the daily curriculum. The sports programme at the school aims to give every pupil in the school the chance to play each sport offered during a particular season. This aim is achieved by the use of a structured afternoon programme, which allows to pupils the opportunity to participate in the wide variety of sports offered in our afternoon programme. The afternoon programme is compulsory to 15h15 for all Grade 4 and 5 pupils and to 16h30 for all Grade 6 and 7 pupils. As far as is possible we try to give the top sport boys and girls the opportunity to achieve their very best while creating an environment in which the average pupil can play sport and perhaps most importantly enjoy his or her sport.

Over the period of the year boys in the school get the opportunity to partake in the following activities: Athletics [both track and field events], swimming, soccer, rugby, hockey, cricket, tennis and a newly introduced ball skills programme which includes sports such as volleyball. The girls' activities are: Athletics [both track and field events], swimming, netball, hockey, tennis and ball skills. Sports such as basic gymnastics as well as movement and dance are included in the school's Physical Education programme.

The sporting achievements locally and provincially of the school vary from year to year depending on the strength of our pupils but Uplands has a proud sporting record.

Sport Coaches

Uplands staff form the foundation of the Uplands sports coaching. The staff have varied experience and qualifications when it comes to sports coaching, ranging from the sports coaching training, given as a part of the training at most Teacher Training Institutions, to staff who have coaching and playing experience at provincial level. The School also attempts to provide the opportunities for our coaches to improve their skills and knowledge in their various sports. The School also has a number of outside people with strong sporting experiences who help out with the coaching of various sports.

Staff

See the Uplands Website www.uplands.co.za

Swimming – see sport

Tennis – see sport

Tuck Shop

A Tuck Shop is open Friday afternoons from 13h00 – 14h00 and the proceeds go towards the Grade 7 Funds. The PTA Tuck Shop in the Pavilion is open during socials, sporting festivals and sports days.

Uniform

All items of clothing must be clearly marked.

Summer Uniform

Girls: Uplands white blouse, skirt, white short school socks, black standard lace-up shoes or brown sandals (no socks), green Uplands blazer (Grades 4 -7).

Boys: Khaki shorts and shirt, grey long socks, black standard lace-up shoes or brown sandals (no socks), green Uplands blazer (Grades 4 –7).

Winter Uniform

Girls: Long-sleeved white shirt, skirt, grey socks or tights, black standard lace-up shoes, long-sleeved dark green jersey, green School tie, green Uplands blazer (Grades 4 – 7).

Boys: Long-sleeved white shirt, grey flannels - shorts/longs, grey long socks, black standard lace-up shoes, long-sleeved dark green jersey, green School tie, green Uplands blazer (Grades 4 –7).

Sportswear and General

Girls: Uplands Golf shirt, green shorts, predominantly white games shoes, Uplands peak cap or hat, green Uplands track suit, school costume, swimming cap (house colour), towel, house T-shirt, short white school socks, netball/hockey socks, school tog bag.

Boys: Uplands Golf shirt, green shorts, predominantly white games shoes, Uplands peak cap or hat, green Uplands track suit, school costume, swimming cap (house colour), towel, house T-shirt, long white socks and white shorts (cricket matches–u/9 boys upwards), short white school socks, soccer/hockey socks, school tog bag.

Grade 00 and 0: Shirts and shorts are compulsory uniform and are available from White River Outfitters and the School Uniform Shop on Uplands Prep campus.

Uplands Wooden School: No uniforms.

Day scholars are required to go home after sport wearing either full school uniform or full sports gear. They may not leave in a swimming costume or without shoes. When pupils appear in public, please see that they are correctly dressed.

Uniform Shop

New uniforms are available from the School Uniform Shop on Uplands Prep campus (Tel. 083 252 3438) or from White River Outfitters, in the Village Mall (opp. Telkom) (Tel. 013 751 1589). For second hand uniforms see Second Hand Uniform Shop.

Uplands College

The Uplands College (situated near the Prep School cricket oval) is for pupils from Grade 8 – 12. Tel. 013 751 3141, Fax. 013 751 3850, e-mail: college@uplandscollege.org

Uplands Institute for Outreach and Environmental Education

In 2002, Uplands Prep and Uplands College acquired the neighbouring property, formerly the H L & H Tree Improvement Centre, consisting of 65 hectares of prime land. It was renamed the Uplands Institute for Outreach and Environmental Education. The Uplands Institute, situated off the main entrance road has various areas of activity:

- Environmental Education – it is the aim for the Uplands Institute to be recognised as a leading centre for environmental programmes, for the Uplands schools, our outreach school partners and regional communities, with a view to achieving a high level of appreciation for the need for the sustainable use of our natural resources.
- Outreach – see Outreach
- Growing facilities – a greenhouse and shadehouses are being utilised for the propagation of plants. Working for Water is conducting a Biological Control Breeding Project from the Institute.
- Conservation Rehabilitation – a task team has been assigned to eradicate all the alien invasive plants at the Institute, Prep and College. *Aloe simii* monitoring is underway. (The Institute property is host to a natural heritage site where the *Aloe simii*, endemic to this area, grows.) Animal and plant species biodiversity has been established.

The Lapa above the dam at the Institute can be hired on a daily basis, which includes the use, on request, of tables and chairs. An annual fishing permit can also be bought. Contact Uplands Prep for further details.

Uplands Wooden School

The Uplands Wooden School is situated adjacent to Grade 00. This is for potty-trained children aged 4. A maximum of 16 children are admitted per class. Enrolments and admissions are done through the Uplands Prep Front Office.

Vision Statement

“Uplands children leave the Preparatory School as caring, well-rounded and respectful individuals who confidently take their place in society”.

Web Page

Please feel free to log on at any time. The address is www.uplands.co.za

Weekly Newsletter – see notices

Wet Weather Programme

On rainy days, staff will arrange indoor activities for the children, but parents may collect their children if they wish. The decision on whether to adopt a “wet weather programme” is usually made at 12h00.

Xtras

Fees for extras such as sports tours, field trips, School magazine, educational plays and lunches will be reflected on each term's statement.

Yearbook

A School magazine is published every year and is available at the end of the first term, of the following year. Each family receives a School magazine and the cost is reflected on the term's statement.

Zulu

Zulu lessons start in Grade 4.

Updated February 2010