



Thomas More College

KLOOF, KWAZULU-NATAL

The School for all Seasons



A~Z Information Booklet 2012



Mission Statement

Thomas More College is a School that:

- meets children where they are;
- nurtures their social, intellectual, physical and spiritual development;
- produces confident, self-motivated individuals who strive to achieve their goals, whilst being sensitive to the needs of others;
- is always at the leading edge of educational thinking and development;
- endeavours to improve on its previous best;
- remains centred in Christian values.



Thomas More College

KLOOF, KWAZULU-NATAL

The School for all Seasons

Ethos

Thomas More College is a Christian-based co-educational school with dedicated and professional staff, running classes from Grade 000 to Grade 12. Through a balanced programme of academic, cultural and sporting activities as well as a measure of fun, the school prides itself on developing Christian love and self-esteem in children and a moral code as espoused in the Gospel of Jesus Christ, ensuring that they are able to make a meaningful contribution to an ever-changing society. Focus is given to developing the whole child and equipping him/her with leadership and life skills.





Thomas More College

KLOOF, KWAZULU-NATAL

The School for all Seasons

2012

A~Z

~ History ~

Thomas More College is an independent, co-educational Christian day school set on 20 hectares of conservancy, in the leafy suburb of Kloof, KwaZulu-Natal. It was founded in 1962 as a lay Catholic school for boys, and 55 boys, mainly boarders, were enrolled. Robin Savory was the Founder-Headmaster and assisting him were just two full-time teachers. In 1975, girls were enrolled for the first time. In 1993, Thomas More Primary School opened its doors. At present the school incorporates Grades 000 to 12. Thomas More College prides itself on developing the whole child in a stress-free, nurturing environment in order that he/she may reach his/her full potential.



~ Contents ~

History	1	Communication	10
Who's Who	4	Communicator	10
• Board Members	4	Communion Service	10
• Parents' Council Members.....	4	Computers	10
• Staff Members	4	Computer Club	11
Contact Details	Back Cover	Conservancy	11
Campus Map.....	14 Et 15	Country Fair	11
Absenteeism.....	6	Craft: Grade 2 Et 3.....	11
Acceptance Screening Process.....	6	Crèche.....	11
Admissions	6	Cricket	11
Aerobics	6	Crisis Management Plan	11
A.E.U.	6	Cross Country	12
Afrikaans	6	Debating	12
Aftercare	7	Detention	12
After-School Policy.....	7	Diaries	12
Art Club	7	Diary Card	12
Art Thrift Shop	7	Disciplinary Procedures	12
Assembly	7	Drama	12
Association Day	8	Drum Kidz	12
Athletics	8	Eco-School	12
Audiblox	8	Email Addresses	13
Awards Criteria.....	8	Emergencies	13
Badminton	8	English Olympiad	13
Bags (see Uniform Booklet)		Entrepreneurship	13
Ballet	8	Environmental Education	13
Bank Details	8	Equestrian	13
Best Speaker Competition	8	Ethos	Inside Front Cover
Birthdays	8	Exams	13
Blazers (See Uniform Booklet)		Excursions	13
Board of Trustees	8	Fees	13
Boardman Trophy	8	Field Trips/Outings (see Excursions)	13
Break Times (see Timetables).....	26	Finishing Times (see Timetables).....	26
Bullying	9	First Day of School	13
Bursaries	9	Fixture Lists	13
Buy-a-Brick	9	Forum Team Speaking.....	13
Calendar	9	Functions Co-ordinator	13
Car Entry Permit (see Gate Passes)	16	Fundraising	16
Cell Phones	9	Fun Foodies	16
Chamber of Commerce	9	Galas (see Swimming)	25
Chess	9	Garvz	16
Choir	9	Gate Passes	16
Civvies Day	9	Golf	16
Classifieds	9	Golf Day	16
Class Lists	10	Haircuts and Styles	16
Class Representatives (Class Moms)	10	Half Term	16
Clubs	10	Hats	16
Coaches (see Sport Coaches)	25	Hockey	16
Code of Conduct	10	Hours (see Timetables)	26
Coffee Shoppe	10	Houses	16
Colours (see Awards Criteria).....	8		

House T-shirts	17	Reception	22
ICDL	17	Religion	22
International Benchmarking Tests	17	Reports	22
Indoor Hockey	17	Rock Climbing	22
Insurance	17	Rotary Daily News Team Competition	23
Inter-House Athletics Day (see Athletics)	8	Rugby	23
Inter-House Gala (see Swimming)	25	STIC	23
Interns	17	School of Music	23
Interviews	17	Science Fair: Grades 6 Et 7	23
ISASA – Independent Schools' Association of S.A.	17	Science Expo: Grade 9	23
IT Centre	17	School Plays (see Plays)	21
Judo	17	Scripture Union	23
Kiddinastix	17	Sewing.....	23
Kindermusik	17	Sick Bay (Medical)	23
Learning Support Unit (see A.E.U.)	6	Soccer	23
Legal status	18	Softball	23
Library (see Media Centre)	18	Speakers' Circle.....	23
Long Walk	18	Spectators' Code of Conduct.....	24
Lost Property	18	Speech Et Drama	24
Mass	18	Speech Day/Prize Giving	24
Matric Art Exhibition	18	Sport	24
Matric Dance	18	Sport Coaches	25
Matric Leadership Council (MLC).....	18	Sport Fixtures	25
Media Centre (and Textbook Info.)	18	Squash	25
Mini Cricket	18	Staff.....	4 Et 5
Mini Hockey	18	Starting Times (see Timetables)	26
Mission Statement	19	Subjects	25
Music	19	Supper Et Song	25
MySchool Card	19	Swimming	25
Netball	19	Teachers' Assistants.....	26
Notice Boards (see Communication)	10	Teen Strategies	26
Notices	19	Telephone Numbers	26
One-Act Plays	19	Tennis	26
Open Door Policy.....	19	Tennis Coaching.....	26
Outreach Programme	19	Textbooks	26
Parents' Council	20	The Douglas Livingstone Competition.....	26
Parents' Evenings	20	Timetables.....	26
Parking	20	Transport.....	27
Participation Points	20	Trim Park	27
Past Pupils' Association	20	Tuck Shop	27
Pastoral Care	21	Uniform (see Uniform Booklet)	
Pavilion	21	Uniform Shop	28
Photography Club	21	Waterpolo	28
Photos	21	Website (see Communication).....	10
Physical Education	21	Weekly Achievers	28
Playball.....	21	Week Ahead	28
Plays	21	Weekly Newsletter (see Communication)	10
Pottery Classes	22	Withdrawals	28
Prayer Groups	22	Yearbook	28
Prizegiving.....	22	Zenith Course	28
Queries	22	Zulu	28
Reading Help.....	22		

Note: Information correct at time of going to print.

~ Who's Who ~

2012 BOARD OF TRUSTEES

Mr Roy Alderice	Chairman
Mr Larry Riddle	Vice-Chairman Finance / Capital Development
Mr Shane Cuthbertson	Executive Principal
Mr Allan Chandler	High School Headmaster
Mrs Barbara Taljard	Primary School Headmistress
Mr John Batchelor	Legal Affairs
Mr Otto Hirzel	Ethos Committee
Mrs Kim Hooper	Marketing / PR Manager
Adv. Vusi Khuzwayo	Legal Affairs
Mr René Missen	Human Resources
Mr Wayne Jaggard	Parents' Council Chairman
Mr Jeremy Redding	Bursar
Mr Gordon Burnett	Treasurer Finance / Capital Development
Mr Patrick Smith	Capital Projects / Environmental Affairs
Mrs Melanie Küster	Past Pupils' Association Chairlady

PARENTS' COUNCIL MEMBERS

Mr Wayne Jaggard	Chairman/Long Walk Convenor
Mrs Rae Griesel	Secretary

THOMAS MORE COLLEGE

Mr Shane Cuthbertson – Executive Principal

2012 STAFF

Mr Martin Easson	Chaplain
Mrs Debra Moerdyk	School of Music Director
Administration	
Mr Jeremy Redding	Bursar
Mrs Ute Armitage	Debtors' Secretary
Mrs Deborah Hardcastle	Bursar's Assistant
Mrs Karen Colvin	Development Officer
Sr Cate Cooper	Nursing Sister
Mrs Rae Griesel	Past Pupils' Association & Parents' Council Secretary
Mrs Cynthia Hamilton	Bookkeeper
Mrs Suzanne Hofmeyr	Admissions Secretary
Mrs Seema Kalicharan	Creditors' Secretary
Ms Claudia Levarrelli	Executive Principal / Primary School Headmistress's Secretary
Mrs Gabi Marais	Receptionist / Senior Primary Secretary
Ms Nontokoza Mkize	Administration Clerk
Mrs Angela Swanson	Credit Controller
Marketing Department	
Mrs Kim Hooper	Marketing / PR Manager
Mrs Tracy Morgan	Assistant Marketer / PR

Mrs Michelle Wight	Functions Co-Ordinator / Housekeeper
Ms Florence Wohlo	Assistant Housekeeper
Ms Lynn Macdonald	Catering Manager
Estate	
Mr Malcolm Wight	Estate Facilities Manager
Mr Nickey Moodley	Assistant Estate Manager
Mr Jerry Laljeeth	Maintenance Supervisor

2012 HIGH SCHOOL STAFF

Mr Allan Chandler	High School Headmaster
Mr Steve Cromie	Deputy Headmaster Administration, Academics: Grade 10-12, Counselling, Sport
Mr Gavin Belman	Senior HOD / Middle School & Sport
Mrs Lynette Dunlop	Senior HOD / Dean of Girls
Mr Philip Lanz	Senior HOD / Outreach, Operations
Mrs Debbie Kerdachi	HOD / Academic / Curriculum Co-ordinator
Mrs Cheryl Selley	HOD / Grade 7 Liaison, Spiritual
Mrs Kathy Williams	HOD: Sport
Mrs Michelle Albers	English
Mrs Anke Bonsor	English
Mrs Cathy Booyens	Afrikaans
Mrs Lyn Bregman	Library
Mrs Candyce Brehany	Commerce
Mr Gerald Camp	Geography / Tourism
Mr Cameron Conradie	Mathematics
Mr Louis Conradie	Mathematics
Mrs Tanya Conradie	Drama / English
Mrs Rozanne Cowie	Afrikaans
Mr Mark Dawe	Computers
Ms Shelley Dawe	Application Support Analyst
Mrs Dominique de Charmoy	English
Ms Erin Dennison	Science / R.E.
Mr Ronald Dove	Geography / Tourism
Mrs Michelle Edwards	Maths
Mr Justin Engelbrecht	History / Accounting
Mr Ryan Kiepiel	Sports Co-ordinator
Mrs Deirdre Harris	Art
Mrs Hélène Hendey	Science / Biology
Mrs Bernadette Johnston	Afrikaans
Mrs Cynthia Kelly	Computer Studies / Life Orientation
Mrs Janet La Grange	Mathematics
Mr David Gwyther-Martin	IT Assistant
Mrs Colleen Lanz	Maths
Mrs Meg Logan	Drama / English

Ms Sandy Madlala	Laboratory Assistant
Mrs Colleen McFarlane	Library Assistant
Mrs Leigh-Ann McKenzie	Engineering Graphics & Design
Mrs Vasantha Moodley	Life Orientation / History / Tourism
Mrs Vanessa Morris	Science
Mr Peter Neilon	Computers
Mr Siphon Ngongo	Zulu / History / Life Orientation
Mrs Lisa Paterson	High School Headmaster and Deputy Heads' Secretary
Mrs Tonya Patterson	English
Mrs Lynette Perissinotto	Art
Mrs Sandra Pooley	Mathematics
Ms Natasha Samuel	Computer Studies
Mrs Karen Singery	Zulu / Life Orientation
Mrs Suzanne Staub	Library
Mrs Coral Steenkamp	MLC Co-ordinator / English
Mrs Tracy Taylor	Biology
Ms Pauline Thorpe	Mathematics
Mrs Brenda van Niekerk	High School Secretary
Mrs Marika van Wyk	Science
Mrs Ora van Zyl	Afrikaans
Mr Kyle van der Merwe	English
Ms Wanri Venter	Afrikaans / Life Orientation / Commerce

2012 PRIMARY SCHOOL STAFF

Mrs Barbara Taljard	Headmistress: Primary School
Mr Graham Hooper	Deputy Head: Senior Primary Maths 6 & 7
Mr Gary Balarin	HOD: Cultural and Life Orientation, Grade 7: Maths, English, Life Orientation & R.E.
Mr Jason Brimelow	HOD: Sport, Grade 6 & 7 Maths & Phys. Ed
Mrs Leanne Grant	HOD: Dean of Girls, Aftercare & Environmental, Grade 6 & 7 English, Dean's Period
Mr Mark Moolman	HOD: Dean of Boys & Co / Extracurricular, Science Grade 6 & 7, Dean's Period
Mrs Gail Purdon	HOD: Operations, Grade 6, English and Art & Grade 7 EMS
Mrs Claudia Vosters	HOD: AEU, Grade 4 Maths & English, Grade 6 Study Skills
Mrs Sheila Chiles	Music Grade 4 - 7
Mr Ryan Conway	Grade 7 Grade 6 & 7: Maths & History Grade 4: Technology
Mrs Kathryn du Plessis	Grade 4: Grade Head

Mrs Verniece Fuhri	Grade 5: Grade Head Grade 5: Art, History and Life Orientation / R.E.
Mr Craig Hartley	Grade 6, Grade 6 & 7: Maths, Grade 5 - 7: Tech, Grade 7 P.E.
Mrs Edith Haynes	Grade 6: Grade Head, Grade 6: Geography & Life Orientation, Religious Education, Grade 5 & 6: Maths
Mr Rogan Lang	Grade 5, Grade 4 - 7 P.E. Grade 5: Geography
Ms Sarah Logan	AEU Grade 5: Maths, English & Study Skills
Ms Regina Masikane	Library Assistant
Ms Carol Mbili	Zulu Grade 4 - 7
Mrs Bernadette McCreedy	Grade 7, Grade 6 & 7: English & P.E. Grade 7: Geography & Art
Mrs Tracey Meikle	Grade 4, Grades 4 & 5: P.E.
Mrs Lee Parfitt	Grade 5, Grade 4 & 5: Science & P.E.
Mrs Roberta Ramasamy	Grade 4 - 7: Drama, Grade 6 & 7: English
Mrs Liesel Röttcher	Grade 2 - 5: Afrikaans
Mrs Annette Sewchuran	Grade 1 - 7: Media Education
Mrs Marie Steyn	Grade 7: Grade Head, Grade 6 & 7: Afrikaans
Mrs Jean Vairy	Grade 4 - 7: Computers Grade 6: English
Mrs Leanne van Laren	Grade 4 Grade 4: Life Orientation, Religious Education

2012 FOUNDATION PHASE STAFF

Mrs Barbara Taljard	Headmistress: Primary School
Mrs Deni Hornsey	Head: Foundation Phase
Mrs Jenny Sim	HOD: Pre-Primary
Mrs Noeleen Blewitt	HOD: Academics
Mrs Keryn Brophy	Secretary
Ms Chédene Rudolph	Grade 000
Ms Lauren Harsant	Grade 000 Assistant
Ms Tina Zungu	Crèche Assistant
Mrs Angela Duff	Grade Head, Grade 00 Green
Ms Promise Cele	Grade 00 Green Assistant
Mrs Lorna Sachs	Grade 00 Purple
Ms Thembi Mkhize	Grade 00 Purple Assistant
Mrs Jenny Sim	Grade 0 Blue
Ms Kerry-Lee Simmonds	Grade 0 Blue Assistant
Mrs Heidi Lloyd	Grade 0 Red
Ms Jenna Bedford	Grade 0 Red Assistant

2012 FOUNDATION PHASE STAFF

Continued

Mrs Annette de Klerk	Grade Head, Grade 0 Yellow
Ms Lungile Buthelezi	Grade 0 Yellow Assistant
Mrs Colette Jagles	Grade Head, Grade 1
Ms Karin Pieper	Grade 1
Ms Jane Sparg	Grade 1
Ms Primrose Nhlangulela	Grade 1 Assistant
Mrs Janine Houston	Grade Head, Grade 2
Mrs Tina Rencken	Grade 2
Mrs Jacqui McKeown	Grade 2
Ms Siliindile Zungu	Grade 2 Assistant
Mrs Noeleen Blewitt	Grade 3
Mrs Penny Rimmer	Grade 3
Mrs Barbara Robb	Grade Head, Grade 3
Ms Nompilo Mkhwanazi	Grade 3 Assistant

SUBJECT SPECIALISTS

Mrs Liesel Röttcher	Afrikaans
Ms Winnie Mbili	Zulu
Miss Andrea Turner	Sport
Mrs Kim Nicholas	Computers
Mrs Debra Moerdyk	Music School Director
	Music (Grade 000 – 3)

AFTERCARE

Ms Winnie Mbili	Team Leader
Mrs Joan Bester	
Mrs Anna Houpe	

MATRIC LEADERSHIP COUNCIL (MLC)

Ross Belman	Chairperson
Lara Hornby	Vice-Chairperson
Stefan Beier	Deputy – Boys
Jessica Coetzer	Deputy – Girls

STOCK SHOP

Mrs Lynne Moores	Stock Shop Staff
Mrs Ciske Dorfling	Stock Shop Staff

ABSENTEEISM

Except in the case of illness, pupils may not be absent from school without prior permission from the Executive Principal or Headmaster/Headmistress. If pupils have been absent from school, they are required to hand in an explanatory note from their parents or a doctor's certificate to their class teacher, or to the sports teacher, if a sports practice has been missed. Daily registers are kept by every class teacher and sports teacher, and all absentee notes/doctor's certificates are kept on file.

ACCEPTANCE SCREENING PROCESS

PRE-PRIMARY / JUNIOR PRIMARY / SENIOR PRIMARY: All applicants attend a screening process of about 1 hour. This takes place mid-year, and is designed to ascertain the applicant's academic levels, allowing TMC teachers to have prior knowledge of areas of strength and weakness before acceptance. Following acceptance, a routine interview with the Head of the relevant phase takes place.

HIGH SCHOOL: Applicants will be invited for an interview with the Headmaster.

ADMISSIONS

Application to attend Thomas More College is made via the Admissions Department in the Great House (admissions@thomasmore.co.za). To complete the application procedure, we require a completed application form, application fee and copies of birth certificate and recent past reports (if relevant).

AEROBICS

HIGH SCHOOL: This takes place in Term 4 for girls.

AEU (Accelerated Education Unit)

The AEU serves as a learning or counselling support for any Thomas More pupil, parent or staff member. This includes aided-learning in the form of remedial lessons, speech and occupational therapy, language enrichment, study skills, homework supervision, and psychological support to any of the members of TMC.

The AEU also offers study skills coaching to Thomas More pupils from Grade 6 – 11 during and after school.

AFRIKAANS

FOUNDATION PHASE: We are a rainbow nation and we live in a rainbow country. It is vitally important that we prepare our pupils to cope in this country. Knowing another language helps communication and opens doors to a better understanding of each other. The older you get, the harder it is to learn a language. Pre-teens and teenagers are often shy and embarrassed when attempting to speak a new language. On the other hand, young children are keen and are not shy to try to pronounce foreign words. This is why Afrikaans is introduced in the Foundation Phase Department with mother tongue specialists. To have a basic, very limited conversation in a language, you need to know at least 500 words. We teach the pupils as many words as possible, as well as the correct pronunciation. This enables them to prepare their own orals in Grade 4 and higher. Through songs, poems and rhymes they hear the sound of the foreign language. Afrikaans is a phonetic language with easy sounds to learn and therefore we start reading in Grade 2. In Grades 1-3 no marks are involved, just a comment on the report. Through the teacher's enthusiasm the children learn to love, appreciate and respect other languages and cultures.

SENIOR PRIMARY: The Grade 6 & 7 Afrikaans is based on Kommunikatiewe Taal, Kreatiewe skryfwerk, Taalwerk, Mondeling, Lees, and Begriplees. A lot of focus is put on the writing of the language through the intensive teaching of

the rules. The Grade 6 and 7 pupils are expected to read a total of 12 books during the year and they are expected to produce three book orals on these books after every term. Projects are done on various themes e.g. Media, Countries, etc., and the pupils have to produce a computer project by the end of the 2nd and 4th terms. We cultivate a love for the language through dialogue and singing.

HIGH SCHOOL: Afrikaans in the Senior Phase becomes more challenging as the years pass. Pupils are expected to converse in Afrikaans as well as show understanding of more complex grammar structures and literature. From Grade 8 pupils should be able to read with understanding. During the Grade 9 year the building of vocabulary becomes very important and comprehension skills are developed. Basic literature is taught. During the Grade 10 – 12 years we add grammar and literature in degrees to finally reach competency for the Matric finals. Many hours are spent on extra lessons and teachers are very accommodating in terms of learners who struggle with the language.

AFTERCARE

This is available as an extra paid facility for use by the parents and pupils, and is in no way part of the School's formal education programme.

Foundation Phase: Crèche & 000: Aftercare is provided at no extra cost.

Grade 00, 0, 1, 2 & 3 pupils are charged for Aftercare.

Grade 1 and 2: Written homework is done between 14:30 and 15:00.

Grade 3: Written homework is done between 15:00 and 15:30.

Parents are required to do Reading homework with children in Grades 1, 2 & 3.

The Foundation Phase Aftercare cell number is:

083 309 7761.

Times	
Foundation Phase	12:10 - 17:00
Senior Primary	14:30 - 17:00. Offers two hours supervised homework from 14:30 to 16:30 by a qualified teacher.

The Aftercare facility runs strictly until 17:00 and a penalty is levied if a pupil is collected late. Fees are charged at an hourly rate and a fee structure is available from the Admissions Secretary's office. Fees are charged to the parent's school account. One full calendar month's notice of withdrawal is required. All pupils are to bring a change of clothing, clearly marked. Please provide an extra lunchtime snack. A certain amount of supervised homework is provided. However, the onus lies with parents to ensure that all homework is correctly executed. Supervisors take care of the pupils in the Foundation Phase and offer indoor activities, outdoor play, constructive work and art to stimulate the children. There are Supervisors for the Senior Primary pupils as well. The Senior Primary programme includes a supervised homework session, as well as craft/constructive work/indoor activities and occasionally outdoor play.

AFTER-SCHOOL POLICY

PRE-PRIMARY: Children not collected within 15 minutes after the end of the school day will automatically be transferred to Aftercare if they are not attending a privately-run extramural. The hourly rate will apply and be charged to your school account.

JUNIOR PRIMARY: At the end of the school day, children not going to extra-murals and who are not fetched by 13:20, will automatically be transferred to Aftercare. An hourly rate is charged and will appear on your school account. Children participating in extramurals, play on the field under supervision, for 15 minutes and are then taken to various extramurals from 13:20 to 14:20.

SENIOR PRIMARY: All pupils waiting to be picked up must wait in the Grade 4 and 5 quadrangle. Those being picked up from the gravel car park may wait there until 14:30. After 14:30 all pupils who are not taking part in any extramurals must go to Aftercare and should be picked up from this venue. All pupils attending extra murals have 15 minutes after their activity to be picked up, thereafter they, too, must go to Aftercare. There are no exceptions to this rule.

ART CLUB

SENIOR PRIMARY: This is an extramural activity with two sessions per week and pupils attend one or both of the sessions. Times change on a termly basis, depending on the afternoon programme.

HIGH SCHOOL: Grade 8 – 12 takes place on a designated day after school for 1 hour in the Art Room. Pupils make crafts such as plaster of paris masks and clay figures, and help with props and backdrops for the school play, Supper and Song etc.

ART THRIFT SHOP

The High School Art Department buys unused or partially used brushes etc. from pupils who do not continue with the subject in Grade 10. These are sold as second-hand equipment to other pupils.

ASSEMBLY

PRE-PRIMARY: Grade 0 pupils attend the School Chaplain's assembly each Friday with the Junior Primary pupils.

PRIMARY SCHOOL: Assemblies are valued at Thomas More as an opportunity for the Primary School to nurture a sense of togetherness, for staff to make announcements and report on results of sporting fixtures, as well as for the school as a whole to recognise numerous pupil achievements and awards.

Assemblies are therefore held on Tuesdays and Wednesdays and run from 7:30am to 8:00am. The Headmistress's Assembly is on Wednesday from 07:25 to 08:00.

In the Foundation Phase Assemblies are held every day for Grades 1 to 3 and on Fridays Grade 0 children join the Chaplain's assembly.

MR EASSON'S ASSEMBLY: Thomas More College is privileged to have its own Chaplain, Mr Martin Easson, who plays a fundamental role in the promotion and maintenance of the school's Christian ethos. Mr Easson's Assembly times: see timetable.

HIGH SCHOOL:

Mon - Headmaster

Tues - Guest / Cultural / MLC / SCA
Wed - ME / Mass / Headmaster
Thurs - Grade / ME / Participation Points
Fri - Executive Principal / Deputy Head

ASSOCIATION DAY

This annual event usually takes place in the third term and is a get-together of the Past Pupils and current school body. The Past Pupils challenge the current pupils to games of netball, soccer, hockey, tennis and waterpolo.

ATHLETICS

JUNIOR PRIMARY: This is an opportunity for pupils to experiment with their speed and distance capabilities. During the third term, the pupils are introduced to athletics – track and field events are explained, practised and thoroughly enjoyed. Sports Day is held in the third term and the three houses compete against each other in fun and serious events. Pre-Primary pupils wear their class colours and show off their talent in flat races, relays and novelty races.

SENIOR PRIMARY: It is a Primary School policy that every child is offered the opportunity to participate in the Inter-house Athletics meeting. This is traditionally held at the start of Term 3. From these results, a school team is selected, which then participates in at least one Inter-schools event during Term 3. KZN trials take place during Term 1 as directed by Athletics South Africa.

HIGH SCHOOL: The more accomplished athletes participate in the P.A.D.S.S.A. trials in the first term. They can be selected for zonal, regional and provincial teams. In the second term there is Inter-House Athletics where as many pupils as possible participate in the following events: 100m, 200m, 400m, 800m, 1500m, 3000m, Long Jump, Javelin, Discus and Shot-put, in U14, U15, U16 and Open Boys and Girls events. There is a Victor and Victrix Ludorum.

AUDIBLOX

GRADE 0 AND 1: This is a visual/auditory memory training programme that takes place during the school day.

AWARDS CRITERIA

HIGH SCHOOL: There is a detailed set of criteria.

There are 4 areas in which pupils can work towards an award, namely: sport, cultural activities, academic and service. An Awards Committee is responsible for the processing of the nominations of pupils, and consists of the High School Deputy Headmaster, HOD Sport, Cultural representative, 2 MLC representatives (one boy and one girl), and a Grade 11 representative elected by the Grade 11 body.

The awards are structured in such a way as to encourage and reward those who have made an exceptional contribution to a school activity at the discretion of the Headmaster. These are published on the school website.

BADMINTON

JUNIOR AND SENIOR PRIMARY: Not offered in these phases.

HIGH SCHOOL: In Term 1, on a social level. League is played in Term 2 for both girls and boys.

BALLET

From GRADE 000 onwards: "Ballet is the body that sings" – To the romantic, ballet becomes a wonderland of

magic where the dancers can express their emotions and imagination and experience the pure and unadulterated joy of dancing. With music at its side, dance can elevate itself to poetry. Bev Hall runs half-hour classes on Wednesday and Thursday afternoons after the school day ends. Please contact her on 031 701 5807 / 082 702 5045.

BANK DETAILS

The School's banking details are as follows:

Account Holder:	Thomas More Trust t/a Thomas More College
Branch:	FNB (Kloof)
Account No: (Current/Cheque Account)	622 582 38445
Branch Code:	2215 26

BEST SPEAKER COMPETITION

SENIOR PRIMARY: A public speaking competition is held in each grade, with about 5 children per grade being selected for the final round in the competition. Winners are awarded house points in each grade.

HIGH SCHOOL: There are two sections, one involving Grades 11 and 12, and the second involving Grade 10. The competition takes place in the first and second terms.

BIRTHDAYS

PRE-PRIMARY AND JUNIOR PRIMARY: Pre-Primary children enjoy Birthday Rings with their parents in attendance. We enjoy highlighting our pupils' birthdays. They are sung to by the pupils and staff in Assembly and are allowed to wear Civvies and are given a special "Birthday Sticker" to wear. Parents are most welcome to send in sweets or cakes to be shared in class. We request that cakes sent in are already cut up, or alternatively that cupcakes are supplied. This avoids the use of knives in the classroom.

SENIOR PRIMARY: As a family-oriented school, we feel it is important to acknowledge every pupil's special day. We therefore call up girls and boys who have had a birthday in the past week or two at our Thursday assemblies and sing to them. They are also allowed to wear Civvies on the day of their birthday or, in the case of a birthday being at the weekend or during the holidays, on the Monday or Friday closest to the child's birthday. We are also happy for the pupils to celebrate with their friends by bringing a square cake pre-cut into squares, cupcakes or small sweets for the class, which will be eaten at Break.

BOARD OF TRUSTEES

The role of the Board is to appoint the Executive Principal and Headmaster/Headmistress of the High School and Primary School and to establish and maintain a relationship of wise counsel, mutual respect, accountability and support. (See 'Who's Who' for members). An important role they also fulfil is to ratify the policies and budget of the school.

BOARDMAN TROPHY

The Boardman Trophy is the coveted trophy awarded to the winning House in the Senior Primary at the annual Speech Awards. Honours go to the House Team that has accumulated the greatest number of points in the Sporting, Academic and Cultural disciplines throughout the year. The purpose of this

trophy is to encourage each pupil in the school to participate actively in one or more areas of Primary School life. Participation in as many Inter-house events as possible is encouraged as it builds *esprit de corps* and allows pupils to be involved in friendly competition with one another.

BULLYING

WHOLE SCHOOL: Bullying is regarded as an extremely serious offence and will not be tolerated. Bullying includes verbal bullying, physical bullying and cyber bullying. Behaviour such as incessant teasing and "ganging up" on fellow pupils will also be regarded as bullying. There is a comprehensive bullying policy.

BURSARIES

Applications for bursaries should be submitted to the Executive Principal.

BUY-A-BRICK

This is an ongoing initiative allowing any family, business or school individual to have their name embossed on a wooden plaque and mounted in the Habberton Hall.

CALENDAR

JUNIOR AND SENIOR PRIMARY: A diary card is issued which contains all relevant dates for each term. This is circulated at the start of each new term.

HIGH SCHOOL: An annual calendar is issued with all major dates for the College, i.e. list of term dates, compulsory days and school holidays. This is distributed in advance and hence we request that parents do not book weekends away, or arrange alternative functions on compulsory days. In addition a weekly update appears in the Horse's Mouth.

CELL PHONES

FOUNDATION PHASE: While it is widely accepted that cell phones have become an integral part of our everyday lives, it is extremely important to remember the following:

Cell phones are **NOT ALLOWED** in the Foundation Phase as the Secretary will phone for children if / when needed.

SENIOR PRIMARY: While it is widely accepted that cell phones have become an integral part of our everyday lives, it is extremely important to remember the School Policy on cell phones which is as follows:

- Phones brought to school are the property and responsibility of the Senior Primary carrier. The school is in no way responsible and cannot be expected to look for lost or stolen phones.
- Communication between the Primary School and parents is of such a high standard that cell phones are not really necessary.
- The use of cell phones in the school is with permission from a teacher in a designated area only (the quad outside the Primary School library).
- Social networking sites such as Twitter, Mixit, Facebook and YouTube etc., which are now freely available on phones, are strictly forbidden on school premises. These sites often lead to 'cyber-bullying' – an activity which will be dealt with in the strongest possible way.
- Children are not permitted to carry phones during tests and exams, and children found with phones during this time will be considered to be cheating. They may not use the calculator facility of the phone for Maths tests and exams.
- There are occasions where a teacher may require the children to use a phone as a part of an academic programme, cell phones

are often allowed as part of an IT lesson but is strictly controlled. Cell phone etiquette and correct usage forms part of the IT programme:-if a pupil contravenes the basic cell phone rules, the cell phone may be confiscated for a period of time. Repeat offenders will have their phones banned from school entirely.

HIGH SCHOOL: Pupils may only use their cell phones before and after school or during break. ALL cell phones are to be switched off during lessons. No pupil may receive calls, mms or sms during the school day. Mixit, Facebook and YouTube or any other WAP/ Internet technology is **BANNED** at all times during the school day. Any pupil who brings his/her phone to school does so at his/her own risk. The school will not be held responsible for lost or stolen phones. Any individual who transgresses will be dealt with according to the process set out in the Disciplinary Code.

CHAMBER OF COMMERCE

HIGH SCHOOL: The Chamber of Commerce is run primarily by the Grade 11 Commerce pupils.

The Chamber of Commerce organises functions and trips in order to develop and extend pupils' understanding of the financial and commercial worlds.

CHESS

JUNIOR PRIMARY: Chess is offered as part of the extramural programme each term.

SENIOR PRIMARY: Chess is offered each term in the Library as a club, with the majority of the Inter-Schools competitions taking place during Term 2.

HIGH SCHOOL: Mrs Staub (Librarian) runs the Games Club in the Library.

CHOIR

JUNIOR PRIMARY: We teach the pupils songs and participate in, as well as host, choir festivals. Pupils in Grades 2 and 3 are encouraged to sing in the Junior Primary choir.

SENIOR PRIMARY: All pupils are welcome to sing in the Senior Primary Choir. The choir participates in some Choir Festivals and performs at most school functions.

HIGH SCHOOL: The College Singers is a group of high school pupils who enjoy singing and spend time together learning songs and sharing their love of music. They sing mostly popular songs that the pupils enjoy. Outings are arranged, as well as singing in festivals and the whole-school Choir Evening.

CIVVIES

PRIMARY SCHOOL: Civvies Days are held as a means to support various charities. The pupils are encouraged to bring a tin of food or any other item requested that is then distributed to a needy organisation. A cash donation of approximately R5 per Civvies Day is also levied, and debited to the parents' accounts. Parents are asked to ensure their children are suitably attired. No revealing clothing should be worn. Girls' hair, if long, should still be tied up. No make-up is permitted.

HIGH SCHOOL: Civvies Days are held annually as a fund-raising mechanism. Parents are asked to make sure that their children are suitably attired with no *avant-garde* or revealing clothing being worn.

CLASSIFIEDS

The TMC Classifieds replace the old "TMC Business Directory". We aim to give parents in business, business owners and businesses in the Highway area the opportunity to advertise on our website.

Deadlines for all material is 25th of the month. Contact Karen Colvin on 031-7648685 to sell anything!

CLASS LISTS

Class lists may be made available to assist Primary School Class Mothers when arranging telephone trees, mothers planning birthday parties etc.

CLASS REPRESENTATIVES

PRIMARY SCHOOL: Every class in the school appoints a 'Class Representative'. This can be a term-by-term arrangement or a class may choose to keep one representative for the whole year. The 'Class Representative' acts as a link between the school and the parents, and will be called upon to organise or delegate activities in which their particular class is involved.

This includes establishing an emergency contact list, helping at the Long Walk and Country Fair, etc. This person is ideally a mom who does not work full-time and is able to assist the class teacher as required.

CLUBS

SENIOR PRIMARY SCHOOL: The last 2 periods of each Friday are devoted to clubs, which usually run in Terms 1 - 3. Teachers offer activities which the pupils participate in on a termly basis. The activities are varied and change each term. Examples of clubs are golf, cooking, needlework, computer skills, pottery, decoupage, wire and beads, to name just a few. For the most part, the cost of clubs is covered by the school. However, there are occasions where outsiders are involved, or extra special items are required. Any cost here is for the parents' account.

CODE OF CONDUCT

FOUNDATION PHASE: Children are involved in the process of drawing up their own classroom code of conduct, as well as being required to abide by the Primary School code.

PRIMARY SCHOOL: Each class teacher has a copy of the Code of Conduct and it is their responsibility to enforce the rules.

HIGH SCHOOL: At the beginning of each year, or when a new pupil enrolls at the school, a Code of Conduct is given to pupils and parents to read through and then commit to in terms of each signing the document, and returning that slip to the school. The Code of Conduct covers general principles governing behaviour; it lists repercussions for anti-social behaviour, as well as where the school stands on a variety of issues ranging from romantic affection, cell phones, to dress and appearance, and disciplinary matters. A Code of Conduct is displayed in every classroom, along with a 'Disciplinary Code'. Guidelines to the actual detail are sent to each parent in a separate document, at the beginning of each year. Parents also agree to their child/children abiding by the Code, when they sign the school's Undertaking To Pay School Fees contract.

COFFEE SHOPPE

The Coffee Shoppe operates in the Robin Savory Pavilion from 07:30 to 15:00 Mondays to Thursdays, and on Fridays from 07:30 to 14:30, during school term time only. It is also open on Saturdays during some of the sporting events at school. Parents are most welcome but it is unfortunately not open to pupils, excepting when in the company of their parents. Grade 12 pupils may visit the Coffee Shoppe after school. Please contact Philippa on 083 461 5807 or 031 764 8705 for any queries.

COMMUNICATION

• A weekly newsletter, The Horse's Mouth, which contains columns written by the Executive Principal of the College, the High School Headmaster, the Headmistress of the Primary School, the Marketing/PR Manager as well as various Phase Heads, is placed on the Thomas More College website. The purpose of the newsletter is to disseminate information about events and news of interest to Thomas Moreans.

• The Moorcock Chronicle is distributed electronically to all past and present pupils of TMC. It includes recent events, news of past pupils and a diary of forthcoming events at the College.

• The TMC website carries information of weekly events as well as general information about our school.

• The electronic notice board at the gate is updated daily with reminders about various events etc.

• The office of the Marketing/PR Manager handles communication matters. Mrs Kim Hooper's telephone number is 031 764 8641.

• Letters about specific events are sent out from time to time via the pupils.

Parents should follow the correct channels of communication ie: teacher/teachers/Grade Heads/Deputy Head/ H.O.D. Communicator: See below.

COMMUNICATOR

The Communicator is a form of effective communication between the parents and the school. It is a communication management tool and search engine and does not in itself store large amounts of information. Links to the website will be made where applicable. The Communicator is loaded using the disks available or through the following address:

www.school-communicator.com.

A support team is available from D6 in the event of installation problems - contact 086 022 1136

COMMUNION SERVICE

Mass is available to those who wish to participate, usually on Wednesdays, during College Assembly. It is held in the Chapel.

COMPUTERS

COMPUTER DEPARTMENT: There are 6 computer labs at the school.

General computer usage information:

The school offers space on our servers for storing schoolwork, but we recommend that pupils carry their own 'memory sticks'. There are numerous pc's with writeable CDROM drives as well.

Every pupil from Grade 4 to Matric has his/her own email address at the school. The Libraries at break times and after school are popular venues for SP pupils to check mail, work and play simple computer games with friends. The school has an advanced DSL connection to the internet, but our browsing is limited to a degree by content-filtering rules and a maximum size of down/upload. Special cases will be considered. Please speak to Mr Peter Neilon, Mr Mark Dawe or Ms Shelley Dawe.

The school essentially uses Microsoft products in the labs and libraries. Our main word processor is Microsoft Word but Wordpad is also available, as is Open Office, if required. We offer laser colour printing in our labs and libraries. Pupils wishing to bring laptops to school require a minimum operating system,

such as Windows XP Professional.

We do operate a wireless network as well, so portable wireless devices can connect to the school network. Support for such devices is not formally in place as they are beyond our control but we like to help if we can.

Smartboards: More and more Smartboards are being introduced each year. Our classrooms are also connected to the school domain.

PaperCut: What it is and how does it affect you?

PaperCut is a software programme we use at school to monitor our printing via the printers throughout the campus. Using this software we can determine exact amounts printed by everyone and even if they are printed in colour or not. By making everyone aware of the cost of printing, we can hopefully curtail wastage. How do we make people aware? PaperCut allows us to keep 'accounts' of printing. Each person in the school has an account. The pupils will be allocated a non-accumulating monthly amount which should cover their normal printing needs for school work. This amount is covered by the normal school fees and will be re-allocated every month. The account balance (funds available for printing) is displayed on the screen when a user logs in. A pupil who "over-prints" during the month will have to purchase more 'print-time' if he/she wishes to print at school again that month. In this way, we hope to cut the cost of printing for 'Average Joe' and apportion the cost of excessive printing to those who exceed their limit.

JUNIOR PRIMARY: The Junior Primary boasts its own lab with 1 computer per child. The children are also exposed to Smartboard teaching here and in classrooms. Grade 0's come to the lab for half an hour/week for basic mouse skills. Grade 1 - 3 come to the lab for 1 hour of computer skills per week and half an hour a week for Athletics. On a Friday afternoon from 13:20-14:20 an informal computer club is run. Activities vary from Microsoft based lessons to lessons using other software like 2Simple. Learners are also given an opportunity to spend time on Athletics and sometimes to play a variety of games.

SENIOR PRIMARY: There are two labs with fully stocked computers in each. Computers play a big part in our curriculum. The children are also exposed to Smartboard teaching here, as well as in the classes.

HIGH SCHOOL: This is a subject that can be chosen by pupils in Grades 10, 11 & 12. There are two subjects namely Computer Applications (CAT) and Information Technology (IT). CAT is a course with Applications Packages, and IT consists of Applications Packages and Programming.

COMPUTER CLUB

JUNIOR PRIMARY: Although this is open to all, children who attend Aftercare and don't have access to computers at home are given preference. The club runs on a Friday from 13:20 - 14:20.

SENIOR PRIMARY: This is not a club per se, but the computer facilities are available to the pupils after school. They are supervised by various members of staff. It is a time when pupils can work on their assignments, check their email, surf the net (we have very strict safety precautions), play games, and browse the gallery (photos of various events at the school). In this way, pupils become comfortable with navigating the network in a fun way. The room is officially open from 14:00-15:00 but often stays open till later. There are also Computer Monitors who have

afternoon duties which include assisting the teacher on duty with any technical difficulties.

CONSERVANCY

The School is a registered Conservancy and has adopted an environmental policy to guide its practice and development. Alien eradication is an important part of its programme and its trail system is open to the community.

COUNTRY FAIR

The Country Fair is a popular annual event on the TMC calendar. Whilst it is a fundraiser for the Parents' Council, it is also an *esprit de corps* builder. It usually takes place on the campus on the last Saturday in July or the first Saturday in August. Parents, staff and pupils join in and work at the different stalls. Tombola, a games alley, white elephant, second-hand bookstall, a beer tent, a tea garden, a House of Horrors and arena events and lifestyle expo are some of the regular activities on the day. Country Fair Day is a compulsory school day.

CRAFT: GRADE 2 & 3

This craft extramural covers a variety of activities from leather work to making book covers. There is sometimes a cost incurred to cover materials, but this depends on the activity. Pupils get an effective result and an enduring product and they enjoy the novelty of doing something out of the ordinary.

CRÛCHE

This facility is a service offered to Staff. Should vacancies exist, places may be offered to siblings and children from 4 months to 3 years old. Children who are turning 4 during the year of entry are accommodated in our Grade 000, where siblings and children of past pupils are welcome to apply.

CRICKET

JUNIOR PRIMARY: See Mini Cricket

SENIOR PRIMARY: A popular Thomas More sport which is played competitively during Terms 1 and 4. Pre-season nets training takes place during Term 3. Local representative trials take place during Term 1 and KZN trials during Term 4.

HIGH SCHOOL: Cricket is very popular and we field 7 teams (1st, 2nd, 3rd, U15A & B, U14A & B) which all play regular fixtures in Terms 1 and 4. We also participate in festivals and the 1st Team tour every year. We send boys to the regional and provincial trials. We have nets and fields on the school campus and also use the Luther Field at Kloof Country Club for our 1st, 2nd and U15A teams.

CRISIS MANAGEMENT PLAN

The School has a plan in place to cope with any crisis that may occur at the school or incidents that may relate to the school. The committee includes the Executive Principal, High School Headmaster, Headmistress, Marketing/PR Manager, Estate Manager, School Nurse and the Deputy Heads of each phase. Their role is to provide information during a crisis, ensure that all concerned parties are kept abreast of developments, and to manage the after-effects of any crisis. In case of a dire emergency, please phone 074 068 0444 and one of the team members will take your call.

CROSS COUNTRY

JUNIOR PRIMARY: Personal challenge is the goal of the cross country programme. Pupils participate in Inter-school runs on Friday afternoons. The first age group is Under 9 and all Junior Primary pupils run in the same race. The races have a "Comrades" atmosphere. The emphasis is not on winning but on finishing the race.

SENIOR PRIMARY: A popular sport with athletes running in the local league during Term 2. Training begins after the mid-term break of Term 1 with athletes attending early-morning training at school. Local and provincial trials take place during Term 2 or beginning of Term 3.

HIGH SCHOOL: This takes place in Term 2 for College athletes.

DEBATING

HIGH SCHOOL: We compete in the Durban Coastal Debating League and the University League. There are three age groups: Grade 8 – Juniors; Grade 9 & 10 – Seniors; and Grade 11 & 12. The course begins in February and runs until the beginning of the fourth term.

DETENTION

PRIMARY SCHOOL: see Disciplinary Procedure.

HIGH SCHOOL: There are 3 types of detention in the College:

1. Detention: Takes place on Monday, Tuesday (15:00 – 16:00), Wednesday (14:30 – 15:30). It is for contraventions of the College Code of Conduct/Disciplinary Code. NO academic work is permitted to be completed. Pupils are required to write out the School Guidelines on Discipline for one hour. Any incompleting academic work is to be done for homework. Teachers are able to call additional academic detentions/misbehaviour remediations on an individual basis.

2. Friday Detention: Is run by the College Grade Controllers for two hours (14:15 – 16:15) on a Friday afternoon. Friday detention is for the more serious offences, as set out in the Disciplinary Code as well as repeat detention offenders.

3. Saturday Detention: Two hours on a Saturday morning (08:30 – 10:30).

This detention is regarded as the last resort for repeat offenders before suspension. However, if the offence committed is of a serious enough nature the Headmaster reserves the right to forego Saturday detention and to suspend/expel as per the school's Code of Conduct. No pupil will be excused from a sporting/cultural practice if placed in Detention or Hard Labour. No pupil will be excused from Saturday Detention, for either a practice or a match of any type.

4. Headmaster's Uniform and Appearance Detention:

Takes place from 15:00 – 16:00 on a Thursday for pupils who contravene the School's uniform and appearance codes. PLEASE NOTE: This detention does not require prior warning, as the pupils are constantly spoken to about appearance. The topic is covered in great detail, within The High School's Code of Conduct.

DIARIES

FOUNDATION PHASE: Each pupil is supplied with a notebook for notes to and from school. This is mainly used to write down homework, which should be checked and signed by a parent or guardian on a daily basis. Diaries can also be used

as an invaluable link between teacher and parent, as teachers check diaries daily and will respond to any questions/requests immediately.

The Week Ahead is an information bulletin which appears in the children's diaries and communicates relevant information to parents regarding the week's activities.

SENIOR PRIMARY: A school diary is distributed to children at the beginning of the year. Homework diaries are compulsory for all pupils. They have to be filled in and controlled daily by parents and teachers and are seen as an important means of communication between staff and pupils.

DIARY CARD

PRIMARY SCHOOL: At the beginning of every term each pupil is issued with a Diary Card which details all the important dates for the term. This includes dates of outings, sports fixtures, cake sales, school functions etc. Term dates and holidays are also included for parents' information.

HIGH SCHOOL: Dates to diarise are sent out at the beginning of each term.

DISCIPLINARY PROCEDURES

PRIMARY SCHOOL: The aim of this procedure is to illustrate to offenders that their behaviour has been inappropriate and that the school, their parents, and indeed society at large, has higher expectations of them. If and when necessary, offenders will be punished in the appropriate way, and punishment will fit the "crime". A number of procedures are used e.g. time out, teacher/parent interviews, detention, daily report etc.

HIGH SCHOOL: Refer to Detention and The Code of Conduct published on the school website. This is reviewed annually.

DRAMA

FOUNDATION PHASE: Drama forms part of our weekly programme in the Pre-Primary and in the Junior Primary is linked to Music or to lessons in the classroom.

SENIOR PRIMARY: Drama is for anyone, and would benefit any child, from those who love drama, dressing up or pretending, to those who need a confidence boost or some help with language. During Drama the class is split into sections: The class starts with a warm-up game or activity, then moves on to some speech work. Usually the focus of the lesson will be putting on a play (either as a whole-class directed by the teacher, or in groups by the pupils themselves). Other activities include movement (focusing on body awareness, often to music), improvisation activities and many other drama games.

DRUMKIDZ

Foundation Phase children are welcome to attend this fun-filled extramural whereby they learn to develop rhythm, beat and an appreciation of music. Contact details tel: 083 631 6064 or email Robynne@drumkidz.co.za

ECO-SCHOOL

The school has a registered Conservancy and many eco-friendly activities take place. A teacher in each phase is designated to co-ordinate lessons, assemblies and other activities like recycling and appropriate presentations from guest speakers etc. The school has Green Flag status.

EMAIL ADDRESSES

FOUNDATION PHASE: Parents are able to make contact with staff members via email should they wish to. Addresses begin with initial, surname followed by thomasmore.co.za. An example is kbrophy@thomasmore.co.za

We request email addresses for our computer database, as we would like to circulate certain information by this method.

Please send your change of email address to: shofmeyr@thomasmore.co.za and khooper@thomasmore.co.za

SENIOR PRIMARY: Please feel free to communicate with teachers via email.

HIGH SCHOOL: Please feel free to communicate with teachers via email.

EMERGENCIES

When a new pupil joins the school, we ask for details of another relation or friend whom we may contact in the event of an emergency situation should a pupil's parents be unavailable. This information must be updated when appropriate.

ENGLISH OLYMPIAD

HIGH SCHOOL: This is open to Grades 10, 11 & 12. A three-hour exam is based on a set topic area and text. Preparation for this takes place in Term 1 and the Olympiad is written in March.

ENTREPRENEURSHIP

SENIOR PRIMARY: A very important week in the lives of our Grade 7s. It is a time to learn about running a business, and making a little money as well. Children from Grade 1 onwards are allowed to buy goods on sale during this week.

ENVIRONMENTAL EDUCATION

The natural forests, springs and grasslands on the campus are a resource used by various grades for different subjects.

EQUESTRIAN

The SANEF Schools Equestrian Competitions begin early in January with 4 qualifiers before June. Each child earns points for their school as well as individual points. Pupils who attain enough points are then invited to represent KZN at the SANEF Schools National competition in Johannesburg.

The KZN Inter-Schools Equestrian Championships is an annual off event. To be eligible pupils must be affiliated to the KZNHS (registered and officially graded).

We notify pupils as soon as we have dates from either SANEF Schools or the KZN Inter-Schools Equestrian Championships. Participants who wish to compete will be given further information.

EXAMS

SENIOR PRIMARY: Only the Grade 7s write exams. Exams are written mid-year and at the end of the year.

HIGH SCHOOL: Grades 8 - 11 write exams in June and November. Grades 12s write pre-trials in June, trials in August/September and their final exams take place in October/November. Normal dress code applies during exam times.

EXCURSIONS

FOUNDATION PHASE: There is usually one outing per term

which relates to the themes under study. As the children are little, we appreciate the additional assistance that parents can offer with excursions. We unfortunately do not allow siblings to accompany their parents on these outings. Children are also transported on buses with seatbelts on some outings.

SENIOR PRIMARY: The Grades 4 - 7 have an extensive excursion and outdoor programme. These vary from overnight to 4-night sleep-outs. Many one-day field trips also take place. The teachers plan trips to fit in with the curriculum and themes they are covering.

HIGH SCHOOL: Each year every grade goes on a different excursion. In Grades 8 and 9 we link the excursion to the pupils' syllabus, whereas in Grades 10 and 11 they concentrate on self-discovery through adventure and leadership. It is felt that these are very worthwhile excursions to supplement the curriculum.

FEES

DUE DATE FOR FEE PAYMENT: Fees are due and payable on the first day of each term.

Early payment discount, monthly payment options, debit order, direct deposits and cash options are all available. Please contact the Bursar's Department for further information.

FIRST DAY OF SCHOOL

PRE-PRIMARY: Grade 000, 00 and 0 enjoy a staggered intake to allow children to settle into the system.

JUNIOR PRIMARY: Grade 1s meet at 07:45 outside the Farmhouse. Grade 2s and 3s start at 07:30 in the classrooms.

SENIOR PRIMARY: All pupils go to their respective quad areas to find out which class they are in. Academic lessons start on the first day.

HIGH SCHOOL: A detailed first day and first week programme is handed out to all new pupils. Activities at this time include an Orientation Programme.

FIXTURE LISTS

JUNIOR PRIMARY: Fixtures are drawn up by the Sports Co-ordinator and letters with details are put on the Communicator. Reply slips are issued to the children if they are playing in the weekly match. All children who attend practice are given the opportunity to play in matches.

SENIOR PRIMARY: Fixtures are drawn up by the Sports Co-ordinator prior to the start of a league season. These fixtures are then recorded on the Diary Card, which is given to every pupil in the first week of each new term.

HIGH SCHOOL: Fixtures are drawn up by the Sports Co-ordinator and are put on the School Communicator and website.

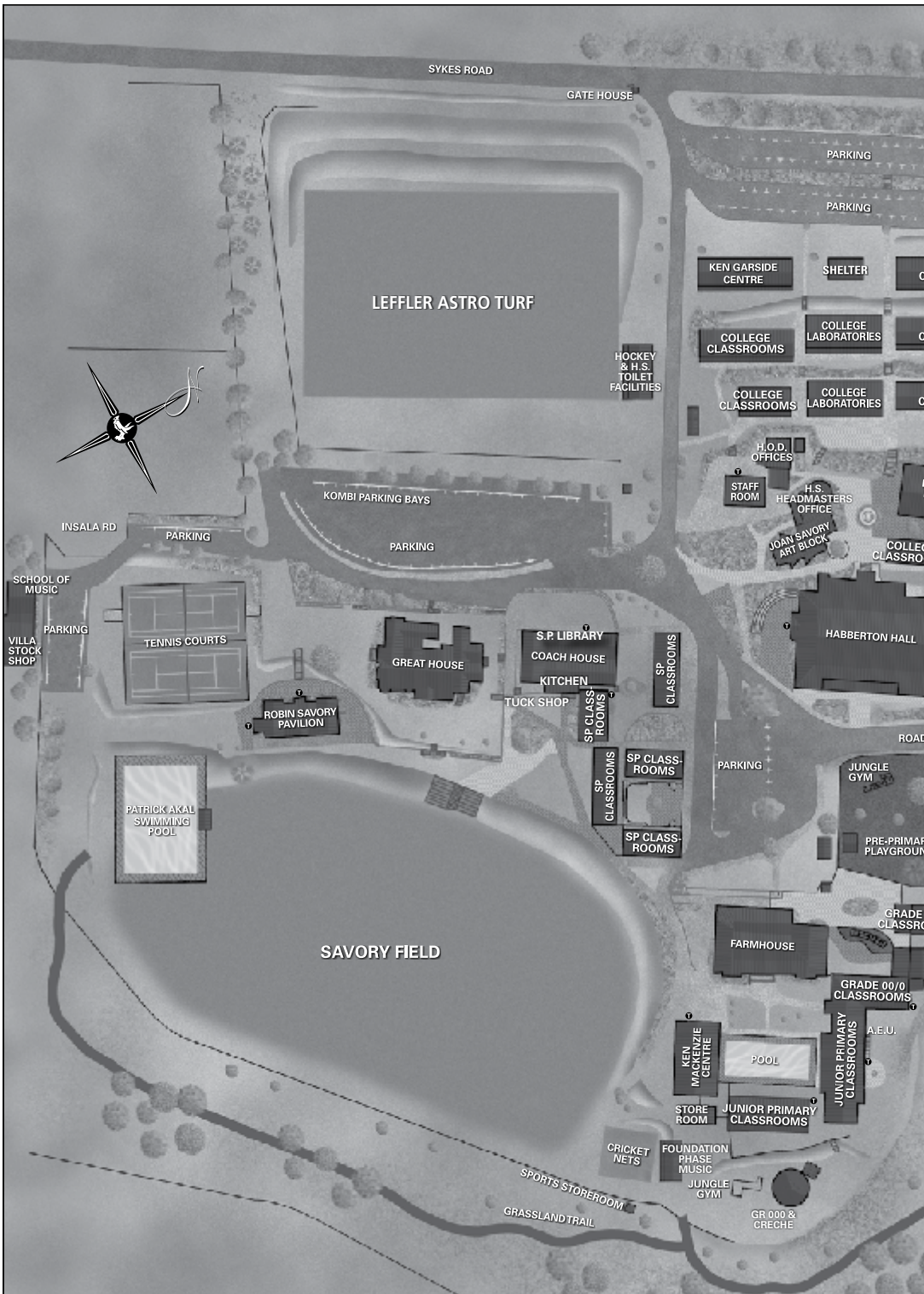
FORUM TEAM SPEAKING

HIGH SCHOOL: Teams of four speakers from Grades 8, 9 and 10 participate in an inter-school competition in the first half of the year.

FUNCTIONS CO-ORDINATOR

Thomas More College employs a full-time Functions Co-ordinator whose responsibilities are as follows:

- Booking all venues in the School for functions.
- Liaising with the catering department on behalf of staff, for functions.



SYKES ROAD

GATE HOUSE

LEFFLER ASTRO TURF

PARKING

PARKING

KEN GARSIDE CENTRE

SHELTER

COLLEGE CLASSROOMS

COLLEGE LABORATORIES

COLLEGE CLASSROOMS

COLLEGE LABORATORIES

HOCKEY & H.S. TOILET FACILITIES

H.O.D. OFFICES

STAFF ROOM

H.S. HEADMASTERS OFFICE

JOAN SAVORY ART BLOCK

INSALA RD

PARKING

KOMBI PARKING BAYS

PARKING

SCHOOL OF MUSIC

PARKING

TENNIS COURTS

VILLA STOCK SHOP

GREAT HOUSE

S.P. LIBRARY

COACH HOUSE

KITCHEN

TUCK SHOP

SP CLASS ROOMS

SP CLASS ROOMS

SP CLASS ROOMS

SP CLASS ROOMS

SP CLASSROOMS

HABBERTON HALL

ROAD

PARKING

JUNGLE GYM

PRE-PRIMARY PLAYGROUND

PATRICK AKAL SWIMMING POOL

ROBIN SAVORY PAVILION

SAVORY FIELD

GRADE CLASSROOMS

FARMHOUSE

GRADE 00/0 CLASSROOMS

A.E.U.

KEN MCKENZIE CENTRE

POOL

STORE ROOM

JUNIOR PRIMARY CLASSROOMS

JUNIOR PRIMARY CLASSROOMS

CRICKET NETS

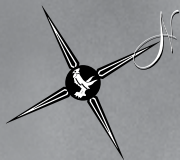
FOUNDATION PHASE MUSIC

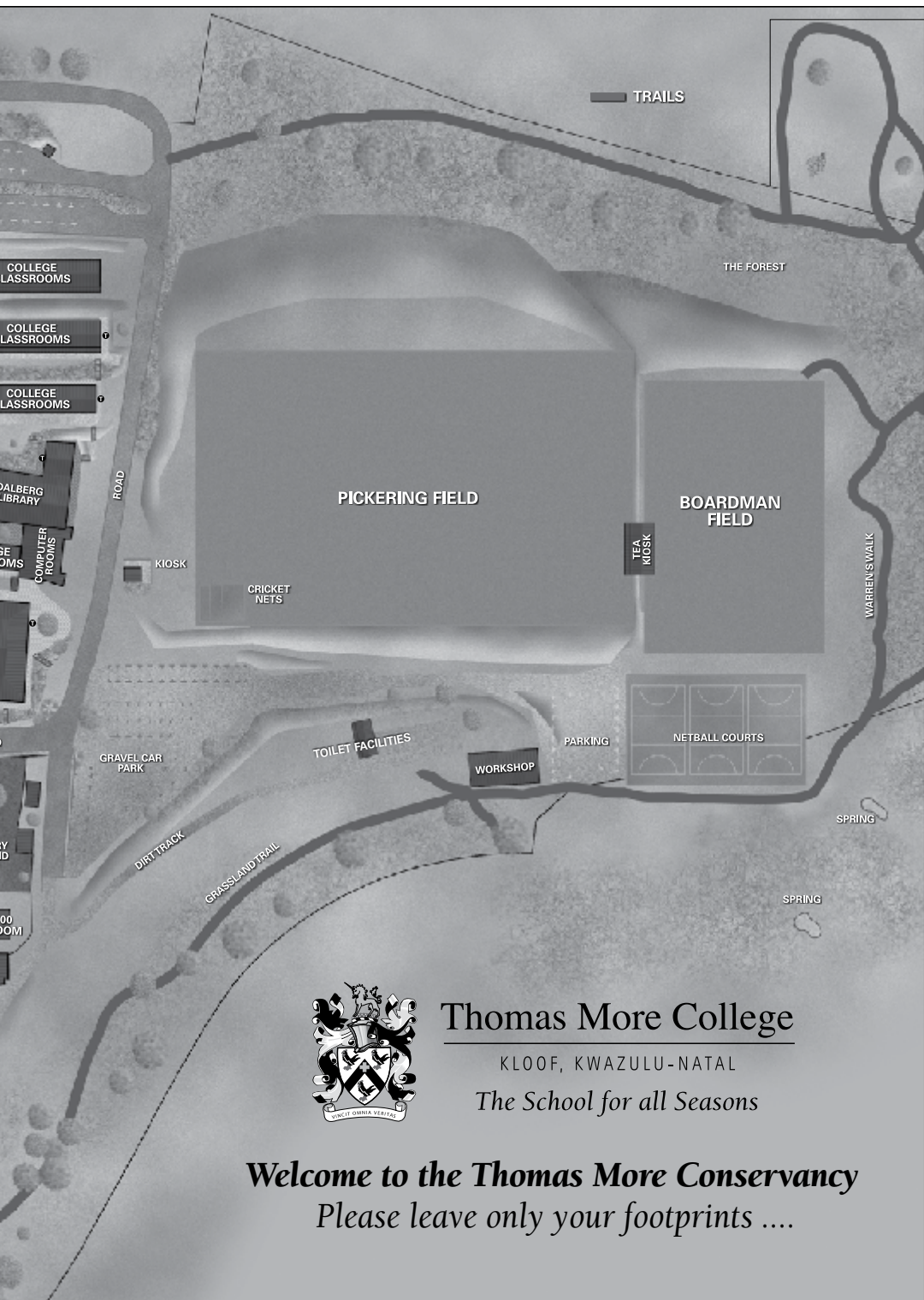
JUNGLE GYM

GR 000 & CRECHE

SPORTS STOREROOM

GRASSLAND TRAIL





COLLEGE
LASSROOMS

COLLEGE
LASSROOMS

COLLEGE
LASSROOMS

DALBERG
LIBRARY

COMPUTER
ROOMS

ROAD

KIOSK

PICKERING FIELD

CRICKET
NETS

BOARDMAN
FIELD

TEA
KIOSK

WARREN'S WALK

GRAVEL CAR
PARK

TOILET FACILITIES

WORKSHOP

PARKING

NETBALL COURTS

SPRING

DIRT TRACK

GRASSLAND TRAIL

SPRING

TRAILS

THE FOREST



Thomas More College

KLOOF, KWAZULU-NATAL

The School for all Seasons

Welcome to the Thomas More Conservancy
Please leave only your footprints

- Setting up the various venues needed for functions and meetings.
- Taking care of the housekeeping of the school.
For any function to be held on the school premises, please make an appointment to see Mrs Michelle Wight on 031 764 8660.

FUNDRAISING

There are four areas of activity that focus on raising additional funds for development at the school. As a result of the Build to Last campaign launched in 2005, many parents contribute to a voluntary termly donation. Parents of children enrolled from January 2009 pay a Capital Development Fee upon enrolling their child at the school. The Parents' Council raises funds through a number of activities, and parents are encouraged to support the school through the MySchool Card Programme. The TMC Classifieds and the TMC Value Card also contribute towards the development of the school while offering parents a value based service. Mrs Karen Colvin of the Development Office will answer any queries you may have on: 031 764 8685.

FUN FOODIES

FOUNDATION PHASE: In a fun-filled programme your child will learn to measure, chop, grate, mix and mash and generally have fun with food whilst learning what it means to be healthy! The origins of food and processes involved in getting it to the supermarket shelves will be explained. They will develop an understanding of good nutrition. Contact: Lucy Kewley on cell number: 082 868 2723 or email: funfood@gmail.com

GARVZ SPORTS ACADEMY

FOUNDATION PHASE: Offers boys and girls between the ages of 3 and 9 a sports experience. The Academy concentrates on skills and fitness, safety in sport and acquiring knowledge plus having loads of fun in a non-contact environment. It is a perfect facility for nurturing the passionate support base amongst our developing children. For training times and venues go online at www.garvz.co.za

GATE PASSES

The school has a system of access control, whereby discs are issued on an annual basis. To tighten security, we ask parents to give us their registration numbers, so that we may keep our database updated. This allows us better control over who has legitimate access to the school. For the safety of our children, we request that those parents who have not as yet informed us of their registration numbers should do so. When selling your vehicle, please do not forget to remove your disc. This will prevent the disc from falling into the wrong hands. Please inform us of the registration number that needs to be deregistered, as well as the new number. Discs are available at Reception in the Great House.

GOLF

PRIMARY SCHOOL: There is no local school golf league. Golf is, however, occasionally offered as a club which is played during the academic timetable. The "Toppies and Tots" event is held every quarter.

HIGH SCHOOL: Offered to the boys during Terms 1, 3 and 4.

GOLF DAY

The Golf Day is part of the Parents' Council fundraising activities. It takes place at the Kloof Country Club. There is usually a small field, so it is essential to book one's four-ball as soon as possible. Parents are requested to sponsor holes, prizes etc.

HAIRCUTS & STYLES

FOUNDATION PHASE: Girls may only use plain black, red or white hair accessories. Boys are not allowed step haircuts. No hair gel. Regular haircuts are compulsory. See Code of Conduct for explicit details.

SENIOR PRIMARY: Girls must clip their hair away from their eyes or wear an alic band. Shoulder-length and longer hair must be tied back. Girls' hair accessories may only be plain black, white or red. No perming or dyeing of hair. Boys' hair must be kept short and neat. No step haircuts. It should be off the collar and off the ears. No fashion statement haircuts, under cuts, or hair shorter than number 4 is allowed. No gel may be used.

HIGH SCHOOL: No dyeing of hair whatsoever is permitted. Girls are to have their hair tied back off the face. Standard haircut for boys; no hair over the ears, face or collar. Hair must always be neat and tidy. For further details, refer to the Code of Conduct and Detention.

HALF TERM

PRIMARY SCHOOL: In three of the four terms, there is a mid-term break. This generally begins at lunchtime on a Friday, and the children return to school on the following Tuesday morning.

HIGH SCHOOL: There is no half-term in High School.

HATS

Cherry red hats are worn by our Pre-Primary and Junior Primary pupils when outdoors. These are available from the Stock Shop. Considering our harsh climate they are compulsory in the Foundation Phase and are encouraged in the Senior Primary Phase.

HOCKEY

JUNIOR PRIMARY: See Mini Hockey.

SENIOR PRIMARY: This is a popular sport chosen by many of our girls and boys. Matches for boys and girls take place during Term 3. Pre-season training takes place during the term prior to the start of the local league fixtures. District trials take place during Term 1 with provincial trials being traditionally held during Term 2.

HIGH SCHOOL: Offered to both girls and boys during Term 2. For the girls only, Summer League takes place in Term 4.

HOUSES

Each pupil from Grade 1 onwards, is allocated to one of the following three houses: Dalberg, Hurley and Savory. Siblings are placed in the same house, and children of Past Pupils are also allocated to the House of which their parent was a member.

HOUSE	COLOUR
Dalberg	Red
Hurley	Black
Savory	Blue

The houses are named after patrons of Thomas More College.

HOUSE T-SHIRTS

These are compulsory for all Inter-house events. Pupils are required to purchase a shirt in their House colour. They are available at the Stock Shop.

ICDL

Thomas More College is an ICDL testing centre and courses are currently offered to staff and High School pupils.

INTERNATIONAL BENCHMARKING TESTS

The IEB in partnership with Australian Council for Educational Research (ACER) offers International Benchmark tests, as part of its strategy to ensure that learners who receive a South African education remain globally competitive. ACER is an established player in global research and assessment activities and their IBTs have been designed to offer a global programme of tests in the areas of English and Mathematics.

ACER's tests are valid, reliable and sound in respect of test design theory. The tests are designed to measure and recognise a learner's performance in a range of skills that underpin the teaching of each of the subject areas. Each test caters for a range of ability levels within a class group and the tests are based on an assessment model that enables results to be directly linked to a learner's learning in the classroom.

The service provides for an internationally recognised data analysis and reporting service.

- Teachers can use the information provided in the group reports from the programme to guide them in their teaching. The detailed group reports provide teachers with rich diagnostic information.
- Schools can use the information to compare their individual learner and class performance with others within the school or around the world.
- Learners can use the individual report on their performance to identify their own strengths and weaknesses in key concepts and skills, enabling them to focus their efforts to improve. TMC Grade 9 pupils write these tests.

INDOOR HOCKEY

SENIOR PRIMARY: There are no local fixtures for this sport. A senior girls' team may be invited to take part in a fun local league during Term 4.

HIGH SCHOOL: For girls and boys in Term 1.

INSURANCE

All pupils are automatically covered by Personal Accident Insurance, underwritten by Santam Insurance Company. The cost for this is included in the school fees and covers Emergency Medical Rescue and the cost of an accident on the school grounds or during an excursion or tour. The benefit limit is R50 000.00 per incident. Details are mailed to parents at the beginning of the year.

Claim forms or queries: Sister Cate Cooper at Thomas More College, 031 764 8640 / 031 764 8690.

INTERNS

All the phases of the school strive to have teacher trainees as Interns, both to assist the class/grade teachers and as part of

our school responsibility to develop future teachers with sound educational experience to enter the work place. These Interns add value by providing an extra pair of hands, and by further reducing the teacher-pupil ratio of class groups at times. They also assist with the extracurricular programme.

INTERVIEWS

FOUNDATION PHASE: Contact with parents is vital and is encouraged on a regular basis, with more formal interviews taking place at the end of Terms 1 and 3.

We encourage parents to contact the teachers directly to set up an interview time, should there be any concerns regarding the pupils in their care.

SENIOR PRIMARY SCHOOL: Regular contact with parents is made whenever necessary, as well as formal interviews at the end of the Academic Cycle One and Two.

HIGH SCHOOL: Each pupil has a Tutor as well as a registration teacher and subject teachers. Parents are free to contact any of the above for a chat or an interview; the Grade Controllers, H.O.D.s, Deputy Headmaster and Headmaster are also available for assistance.

ISASA

(Independent Schools' Association of Southern Africa)

Thomas More 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 which they enjoy and adherence to standards of quality. Our Grade 12 pupils write the Independent Examinations Board National Senior Certificate.

IT CENTRE

There are six fully-equipped IT centres, as well as IT in the Media Centre.

JUDO

JUNIOR PRIMARY: This is offered as an extracurricular activity. The instructor is George Carter, who gives private lessons at Thomas More College twice a week. Times and days may vary. Please contact him on 031 266 0710 or 082 893 2259 for any queries.

KIDDINASTIK

PRE-PRIMARY: Through gymnastics, young pupils can achieve a high level of co-ordination, flexibility, muscle strength and development, general body awareness, balance, agility and spatial awareness. All these skills are learnt through innovative, challenging and fun teaching methods. Every lesson is structured but carried out in a relaxed environment, thereby teaching discipline and social interaction respectively. Gymnastics is an excellent foundation for all physical pursuits in any sport. Lessons are offered after school. For further information, please contact Robyn Penton 072 342 5616.

KINDERMUSIK:

A well researched curriculum focusing on developing your child, which targets all areas of development in every lesson. Contact: Chloe Clark: 074 150 7717.

LEGAL STATUS

Thomas More College is owned by a Trust and is governed by a Board of Trustees who meet 5 times per year. The Trust/School is also a public benefit organisation (PBO) and a non-profit organisation (NPO). The School is therefore not VAT registered, but the Stock Shop is.

LONG WALK

The 80km Long Walk, organised by the Parents' Council, is one of the oldest traditions of the School and usually takes place in March. The Long Walk has taken place every year for the past 50 years and requires a huge amount of parent participation and support.

As you can imagine, we require refreshments and food stops at regular intervals along the route, as well as marshals and medical support teams to look after the walkers' welfare and safety. The Long Walk presently starts at the school at 02:00 and goes through Kloof, Hillcrest, Botha's Hill, Alverston, Assagay and then a few loops in Summerveld before ending at the Ponds. There are shorter walks for the younger children but the ultimate aim, especially for the High School pupils, is to complete five 80km walks in their school career. It is a day on which everyone in the school is afforded an opportunity to participate in this proud tradition. It is an experience not to be missed!

LOST PROPERTY

All belongings should be clearly marked. Any articles found on the school grounds will be taken to Lost Property, which is located in the Great House basement and is only open between 07:00 – 07:30 and 10:00 – 10:40. Please always check that your child has not mistakenly taken another child's property instead of his/her own.

The Foundation Phase also have their own Lost Property baskets in the Farmhouse.

MASS

Mass is held for Catholic pupils every Wednesday at 10:00 in the Chapel below the Great House.

MATHLETICS

PRIMARY SCHOOL: Mathletics is an educational website (www.mathletics.co.za) dealing with learning and enjoying Maths in a positive, enjoyable, and equally challenging virtual environment. It is timetabled in the JP and SP academic programme. Children receive their own passwords and are able to work at school and at home.

MATRIC ART EXHIBITION

HIGH SCHOOL: Grade 12 pupils exhibit their art portfolios in the Joan Savory Art Block at the beginning of October each year. The exhibition is opened and addressed by a guest of honour, usually an established artist.

MATRIC DANCE

This is an annual event that takes place in the second term.

MATRIC LEADERSHIP COUNCIL (MLC)

HIGH SCHOOL: TMC does not have a prefect system. The MLC is a democratically-elected committee consisting of all Matric pupils which is headed by a Chairperson and a Vice-Chairperson,

(of the opposite gender) as well as two Deputies. Pupils are given a choice as to which Portfolio Committee they are allocated to. The pupils within their particular portfolios will vote and elect Heads of their Portfolios at the end of Term 4 each year. The philosophy of the system is Servant Leadership and is driven by the precept of doing the work and obtaining recognition thereafter. The Matric body acts as a link between the staff and pupils of Thomas More College. The MLC plays an active role in the day-to-day running of the High School by assisting the staff with various aspects of communication, community service, public relations and sport. Every Grade 12 is given the opportunity to play an active role on the MLC. This is done according to levels of leadership and is the reason for Thomas More's MLC. Level 1 is recognition of good leadership, Level 2 is recognition of excellent leadership, Level 3 is recognition of outstanding leadership.

THE LEVELS ARE NOT LINKED IN ANY MANNER WHATSOEVER TO THE AWARDING OF HALF COLOURS, COLOURS AND HONOURS.

MEDIA CENTRE

PRIMARY SCHOOL: The vibrant Primary School Library has an up-to-date collection of the latest and best in children's literature and an extensive range of information sources catering for all ages from Grade 1 through to Grade 7.

The Library is open from 7:30 to 15:00 and all classes from Grade 1 have a weekly Library visit. The Library combines with the adjacent computer room and library classroom to provide a comprehensive Media Centre.

HIGH SCHOOL: The Library is fully equipped with a large collection of up-to-date resources which cater for curriculum-based research activities and the leisure reading needs of pupils and staff. It also has audio-visual facilities with a DSTV connection and 20 computers all fully networked and connected to the Internet. The Library is used extensively by teachers for research lessons and each class is booked in for one lesson per cycle for quiet reading. Teaching and library management are handled by two qualified librarians with the help of a state-of-the-art library management system. The Library is open from Mondays to Thursdays until 16:00 and until 15:00 on Fridays.

MINI CRICKET

JUNIOR PRIMARY: Mini cricket is played in the 1st and 4th terms. Boys and girls from Grade 1 to 3 are encouraged to play. The emphasis is on learning the basic skills, participation and enjoyment. All pupils play in mini tournaments held each Saturday during the term. Grade 3 pupils are exposed to hardball coaching in the 3rd and 4th terms and play hardball matches in the 4th term.

MINI HOCKEY

JUNIOR PRIMARY: Hockey is played in the 2nd and 3rd terms with girls and boys from Grades 1-3 encouraged to participate. Coaching centres around the basic skills, the different positions on the field and an awareness of the rules. All pupils are encouraged to participate in coaching tournaments, which take place during the 3rd term.

MISSION STATEMENT

Thomas More College is a school that:

- meets children where they are;
- nurtures their social, intellectual, physical and spiritual development;
- produces confident, self-motivated individuals who strive to achieve goals, whilst being sensitive to the needs of others;
- is always at the leading edge of educational thinking and development;
- endeavours always to improve on its previous best;
- remains centred in Christian values.

MUSIC

FOUNDATION PHASE: The following is covered in music lessons – singing and preparation for concerts, grandparents' days, etc., rhythm work by means of rhythmic exercises, games and percussion instruments; movement and miming, general music appreciation, basic music notation and recorder playing for Grade 3.

SENIOR PRIMARY: Music forms part of the curriculum and all pupils participate. Pupils may join our School of Music if they wish to have private music lessons.

HIGH SCHOOL: Music is not offered as a matric subject in-house, but pupils may select to study it as an external extra subject.

See section below on the School of Music.

MYSCHOOL CARD

The MySchool Card is an easy and painless system of supporting and raising funds for the school. You can present your MySchool card every time you shop at one of the MySchool partners and a percentage of your purchase will be donated to Thomas More. A list of local partners is attached when you receive your card. Please contact Mrs Karen Colvin on 031- 764 8685 to apply for your MySchool card. Please supply your ID number, telephone and cell phone numbers, postal and email addresses.

NETBALL

JUNIOR PRIMARY: Ball skills are introduced from Grade 00. All girls from Grade 1 – 3 are encouraged to participate in this fun team sport. In Grade 3 matches take place against other schools in the area.

SENIOR PRIMARY: This popular sport is played during Terms 1 and 2 each year. District and provincial trials take place during Term 2.

HIGH SCHOOL: Netball takes place for girls in Term 2 with action netball occurring in Terms 1 – 3.

NOTICES

No notices, posters or flyers may be displayed or handed out around the campus without the permission of the Marketing/PR office.

ONE – ACT PLAYS

HIGH SCHOOL: An annual Inter-house festival in Term 1. The one-act plays are directed by the Grade 11 drama students. Grades 8 – 12 are invited to audition. Great fun is had by all who participate and spectate.

OPEN DOOR POLICY

The school encourages communication between parents and teachers. Please make an appointment to see the relevant teacher through the school secretaries or homework diaries, or make use of emails.

OUTREACH

The Primary Phase of the school is involved in numerous projects including Winter Warmth, the Red Cross Children's Hospital, Fulton School for the Deaf, Hillcrest Aids Centre, Christmas hampers, Feed the Babies, bulb sales, the list goes on and on.

In the Foundation Phase each Wednesday, a collection of sandwiches, fruit, vegetables, baby food etc. is collected and sent to the Valley of 1000 Hills community. Money collected on Friday's "Care Day" goes towards paying for school fees of disabled pupils at Ethembeni School for the Handicapped. Meals on Wheels, Give-a-Cuddle (donating cuddly toys) and Knit-a-Long for blankets for winter warmth are also supported. Love Boxes are distributed at the end of each year to needy orphans and old-age homes. Smaller fundraising efforts for Outreach also take place on an ongoing basis throughout the year.

In 2007, in conjunction with the Lassalian Developing Worlds Projects, we erected a three-classroom block at Chief Lokothwayo Primary School in Dassenhoek.

The cost of the project was about R450 000 and this was jointly raised through our Outreach Programme, the Lassalian students and many corporate donors such as CRDC in Pinetown, Nedbank, Sanyati Holdings Limited, Alpine Motors, Renault Durban and Patrick Wallace Architects. Margie Brown was the passion behind the project and we believe we have made a significant difference to the education of those children.

In 2008 Sanyati Holdings once again came to the party and built a crèche at Shongweni, and MASSCASH Holdings have donated all the furniture for the three-classroom block we built at Chief Lokothwayo.

In the High School each grade is involved in an outreach project. Grade 8s are involved with the Kloof Rest Home, the SPCA and SILINDELE, a Primary school in Valley of 1000 Hills. The Grade 9 project is the Embo Community from Bothas Hill. Each TMC Grade 9 gets the opportunity to interact, feed and play games with these disadvantaged children. The Grade 10 project is to provide computer literacy to the Grade 8 pupils from Dassenhoek Secondary. The Grade 11s do the SMILE Literacy program with Grade 5 pupils from Namata Primary in Bothas Hill. The Grade 12s do inreach with our own ground and maintenance staff. They hold Birthday parties for them and also collect stationery and clothes for their families.

The whole School has also been involved in a very successful "Bread Buddy" scheme where pupils bring extra food on Wednesdays which is taken up to the 1000 Hills Community. The whole TMC family collect Christmas hampers for all our ground, kitchen and maintenance staff at the end of the year. Most of these projects are funded by the Sponsored Walk which is held in February each year. In 2011 we funded and donated a kombi to the Hillcrest Aids Centre.

PARENTS' COUNCIL

All parents and guardians of children at TMC are members of the Parents' Council. The activities of the Council are co-ordinated by the Parents' Council Executive. The Executive is a group of parents who have been elected in terms of the Constitution and are co-opted onto the Parents' Council at its AGM. The Constitution provides for 10 elected members of the Executive and additional members are co-opted either to assist with specific projects or to avoid willing people being excluded as a result of an election. At the first Parents' Council meeting after the AGM, the newly elected Executive (co-opted members do not have a vote) then elect a Chairman, Vice Chairman and Treasurer. All the portfolio-holders are also decided on. The main objectives of the Parents' Council are fundraising and *esprit de corps* and communication.

The Parents' Council organises and hosts 3 main functions each year. These are the Long Walk, the Country Fair and the Golf Day. These main events are supplemented with smaller events during the year. These events foster the sense of *esprit de corps* at TMC and generate a very real sense of community. These events (except for the Long Walk) also serve as a source of fund raising.

The Board's Finance Committee handles money raised by the Parents' Council and spends it according to projects identified, approved by the Executive Principal, Exco and by the Parents' Council. Parents' Council/Executive Members are also the representatives of the parents, and the Chairman of the Parents' Council is an automatic member of the Board of Trustees at TMC and is the parents' representative on the Board.

The 150 Club was introduced, primarily as a fundraiser, in the early 1980's. However, it also serves as a social forum for parents and many memorable socials have been enjoyed by its members. Presently members contribute R45 per month over 11 months with the chance of winning a term's school fees for their oldest child at the School.

The 150 Club contributions make up a significant part of the overall fundraising income which is designated for capital development. Presently the Parents' Council is debating how and what to do in terms of the social aspect of the Club and you can expect some resolution this year in terms of events organised specifically for the 150 Club.

The Value Card is an incentive programme offering businesses and our community great value. Becoming a Value Card Business Partner puts you in touch with potential local customers, each with an incentive to purchase from you! Each Value Card Business Partner must offer an added value or discount incentive, when applying to become a partner. Business partners get the following benefits:

- Reach 2 500+ parents, staff and past pupils.
- Your offer and business details listed on the TMC website.
- A link to your website.
- At least 2 free classified ads per annum on the Thomas More College website.
- Preferential rates for TMC classified ad bookings.
- Exposure and support for the TMCVC programme will be undertaken through other Thomas More College

channels of communication.

Data from other loyalty cards show that 90% of TMC parents actively use their cards, even though they receive no direct benefit – so just think of how they would use this card! For further details please contact Rae Griesel on 031-764 8697 or rgriesel@thomasmore.co.za.

PARENTS' EVENINGS

These are run by the class teachers and it is therefore also a good opportunity to meet the teacher with whom your child has been placed, as well as other parents in the class or grade.

FOUNDATION PHASE: The school year begins with a general Parents' Information Evening which serves to inform parents about the year ahead and the specific expectations for each grade. Formal Parents' Interview Evenings are held at the end of the 1st and 3rd terms. Parents will be notified of the dates via the diary card, and the Week Ahead, and are required to book a suitable time with the teacher concerned.

SENIOR PRIMARY: A Parents' Evening is held usually the first Monday of each new term. In addition the report evenings are scheduled at the end of the first school cycle when parents can discuss reports with class subject teachers.

HIGH SCHOOL: There are two Parents' Evenings held per grade per year. (See calendar for specific dates). These allow parents to chat about progress and results as well as at times having a specific focus, i.e. subject choice at the end of the Grade 9 year. The Parents' Evenings run from 5:30pm – 7:30pm in the Habberton Hall unless otherwise notified. A letter goes out from the grade controllers to parents approximately one week before the event occurs. The Communicator and Coretalk will be utilised as well.

PARKING

See map in centre of booklet.

Parking is available as follows: below the Hall, in the tarred car park, above the Great House, in the gravel car park, and above the High School.

PARTICIPATION POINTS

HIGH SCHOOL: The extracurricular and sporting programme will be detailed by the HOD: Sport.

Each pupil is expected to attain a minimum of 60 participation points during the year. Participating in sport and/or supporting fixtures as well as getting involved in the service or cultural activities on offer, may earn the amount of points allocated, which vary according to the amount of commitment and dedication required. A breakdown of points will be given to pupils at the beginning of the year. Certain co-curricular activities (at the discretion of the Executive Principal) may be awarded participation points on a termly basis. A letter of confirmation must be sent per term.

- Participation points will be signed off at the end of each term at a special assembly.
- Kindly refer to the HOD : Sport for further details.

PAST PUPILS' ASSOCIATION

The origins of the Past Pupils' Association go back to 1973. Since co-education was not to come until 1975, it was the Thomas More Old Boys' Association that was formed with the dual aim

of fostering relations between the Old Boys and the School, and amongst the Old Boys' themselves.

After 1976, when the first girls matriculated, the scope of the Association was broadened. Glen Bruton was the first Chairman. In later years, the chairman was co-opted onto the School Board. Rob Brislin and Dunstan Farrell, both lawyers, served in this capacity.

Among the achievements of those days were the forming of Cricket and Hockey Clubs, two teams in each case, and the establishment of a Clubhouse in an old building, more or less on the site of the present Pavilion.

In the 80s and early 90s, membership grew steadily and a new constitution was drawn up and introduced. In 1998, thanks to the initiative of John Kearey ('66), Peter Habberton and others, as well as financial contributions from Peter Savory and the school, the Robin Savory Pavilion was built as the home of the Association. It is administered by the Association in close co-operation with the School.

The Pavilion apart, the Association is active in several spheres, and under the energetic leadership of the present chairlady, Melanie Küster, it is flourishing. The Men's hockey teams continue to operate and a ladies' team has been added. The TMC Highway Water Polo Club is flourishing with teams in all divisions. All are welcome to join the various sporting clubs. The Moorcock Chronicle, sent to everyone on the database, serves both as a mouthpiece for the Past Pupils and as a link with the School. The Association runs the annual Association Day which sees Past Pupils playing against 1st Team TMC players in the various sporting disciplines. Old Boys vs Old Boys contact rugby is also played with a braai afterwards and lots of fun is had by all. The Association is putting various strategies into place to raise funds to offer bursaries in the school to Past Pupils' children, a mentorship programme for school leavers, and bringing arts and culture into our Association Day.

Annual Reunion planning is also underway to ensure continuing social connections between Past Pupils. So watch this space. The Association has an office in the Great House, where Rae Griesel has been appointed to update the database and co-ordinate reunions. You can contact her either on rgriesel@thomasmore.co.za or 031 764 8697.

PASTORAL CARE

PRIMARY SCHOOL: Thomas More is very proud of its pastoral care philosophy. Each teacher is involved in taking care of their own class and needs. We also have a teacher in charge of the overall pastoral care which ensures that phone calls are made, birthday cards and flowers are sent, and much more.

HIGH SCHOOL: This is part and parcel of the Thomas More ethos and a cornerstone of our existence. Every pupil is given the love and care that he/she needs. A fully qualified and manned counselling department is trained to meet the concerns and problems that pupils may experience.

ROBIN SAVORY PAVILION

The Robin Savory Pavilion is available for hire to past pupils, as well as current pupils, parents, staff and Board members of the School. The cost of hiring the facility includes trestle tables, chairs, crockery and cutlery. Cleaning is the responsibility of the hirer. The venue can accommodate 60 people seated inside

and 40 outside. The venue does not supply linen or glasses. The Pavilion has a liquor licence and you will be required to provide your own drinks and barman, as well as a caterer of your choice. Philippa of the Coffee Shoppe is also available for catering. The furniture currently in the Pavilion must be removed and replaced by you after the function. Please note that the music volume must be turned down at 23:00 (and off at midnight) as the venue is in a residential area. Please contact Philippa on 083 461 5807 or 031 764 8705 for any queries.

PHOTOGRAPHY CLUB

HIGH SCHOOL: Grade 8 – 12: The Photography Club takes place on Thursdays after school for 1 hour in the Art Room. Pupils must have their own camera. Competitions are held on various themes such as landscapes and portraits. Pupils interested are given the opportunity to edit their photos on the school computers using photoshop. Mrs. Lynette Perissinotto runs this course.

PHOTOS

A professional photographer takes individual, class and sport photos on a yearly basis. Parents may then purchase these, if they so wish.

PHYSICAL EDUCATION

FOUNDATION PHASE: This is an enjoyable part of the day and everyone delights in the gaining of sporting knowledge, team work and the learning of various skills in a fun and non-pressurised environment.

SENIOR PRIMARY: This vital component of the school curriculum takes place during the academic timetable. Qualified staff members educate the children in three or more skills during the hour set aside for this subject each week. The children are required to wear the correct attire for the lessons and the emphasis is on learning through fun-filled activities.

HIGH SCHOOL: This subject is now part of the Life Orientation syllabus. Life Orientation is a national mandatory subject which forms part of a passing/failing structure, similar to that of the mandatory languages. 40% of the Life Orientation mark consists of a Physical Education assessment.

PLAYBALL

PRE-PRIMARY: This activity develops skills that are necessary for all sport. It is run privately once a week. Please contact Kim Tregear on 083 630 5110.

PLAYS

PRE-PRIMARY: The pupils participate in Grandparents' Day and present an end-of-year Christmas concert.

JUNIOR PRIMARY: The Grades 1 to 3 pupils participate in a play every year. Each child is given a part and made to feel special. The pupils also present cultural showcases which include the choir, poetry and playing musical instruments. They take great delight in interacting with Grandparents on special occasions.

SENIOR PRIMARY: The Grades 4 to 7 pupils stage a play every second year. Small cultural evenings are held every other year.

HIGH SCHOOL: This is an annual event open to Grades 8 – 11. We have a major production each year, usually in the third term. Talented pupils devote 6-8 weeks in rehearsal to produce a play of an exceptionally high standard, ranging from classics

(e.g. Shakespeare) to musicals. The College play is a major event on the school calendar.

POTTERY CLASSES

FOUNDATION PHASE: These classes should really be called "Fun with Clay". The classes take place after school according to grades and are charged for and paid directly to the pottery teacher. The pupils are encouraged to improve their fine motor skills by kneading, rolling and pinching the clay. Some class exercises are set where all the pupils make similar objects with expert help, and on other occasions they are allowed the freedom to produce whatever they desire. A great deal of chatting and laughter is encouraged. We discuss a variety of topics and valuable lessons are learnt when things don't always go according to plan and creations explode in the kiln! It is a very difficult exercise to turn a lump of clay into a recognisable object but somehow we manage and it gives the children a great deal of pride, self-satisfaction and sense of achievement. Contact kbrophy@thomasmore.co.za for further details.

PRAYER GROUPS

We have two groups of prayer meetings at the School. The Moms Who Pray Group meets every Wednesday in the Indaba Room, Great House, at 07:30. Please contact Michelle Kiggen on 031 767 3357 or 083 406 1784 for special prayer requests. The Dads' Prayer Group meets in the Chapel, every Friday morning at 06:30. Please contact Shaun Maître on 083 448 1568 if you have any queries. All parents are most welcome to attend.

PRIZEGIVING

SENIOR PRIMARY: The Senior Primary prizegiving takes place on the last evening of the school year. A number of certificates are awarded covering culture, service and academics.

Special prizes are awarded to the Grade 7s. These include The Big Heart Trophy, The Henry Family Trophy, The Head's Award, as well as those for Dux and Dux Proxime Accessit.

HIGH SCHOOL: The Grade 12 prizegiving takes place in the fourth term, just prior to the Matrics leaving to write their final examinations. A number of special prizes are awarded at the evening covering Academics, Sport, Culture, Service and so on. There are also subject prize awards made, as well as those for Dux and Dux Proxime Accessit. The Grades 8 - 11 prizegiving takes place very early in the year and relates to the pupils' academic achievements in each grade from the previous year.

QUERIES

Executive Principal & Headmistress's Secretary:

Claudia Levarrelli on 031 764 8646

General enquiries: Reception:

Mrs Gabi Marais on 031 764 8640

Foundation Phase Secretary:

Mrs Keryn Brophy on 031 764 8668

High School Headmaster's Secretary:

Mrs Lisa Patterson on 031 764 8655

High School Secretary:

Mrs Brenda van Niekerk on 031 764 8658

Admissions Secretary:

Mrs Suzanne Hofmeyr on 031 764 8643

Past Pupils' Association & Parents' Council Secretary:

Mrs Rae Griesel on 031 764 8697

READING HELP

The Primary School enjoys and encourages the assistance of adults who have spare time to help the children learn to read. Please offer your services to class teachers if you are willing/able.

RECEPTION

The main Reception is located in the Great House where you will also find the Executive Principal, Headmistress, their secretary, Deputy Head: Senior Primary, Marketing/PR Manager, Assistant Marketer/PR, the Bursar, Admissions Secretary, Sick Bay, the Development Officer, the Functions Co-Ordinator, the Past Pupils' Association and Parents' Council Secretary and all other Accounts and Administration staff.

There are also secretaries' offices in the Foundation Phase Farmhouse, and adjacent to the High School Staffroom.

RELIGION

The aim of religion at TMC as a Christian school is to nurture the personal gifts of faith of the pupils. Throughout our Religious Education programmes, we strive to bring awareness, growth and true freedom to each individual in their daily lives. The person and message of Jesus is at the heart of the mission of the school. A spirit of respect for each person's faith is encouraged in the spirit of the founder Robin Savory and the patron saint Thomas More.

REPORTS

FOUNDATION PHASE: First and third term reports are handed to the parents at their interviews held in the last two weeks of these terms (see Parent Interviews).

Second and fourth term reports are handed out on the last day of the school term.

SENIOR PRIMARY: Four reports are sent out each year, one mark report at the end of each term and a progress report during the first term for Grade 4 pupils.

HIGH SCHOOL: Mark orders are sent out in Terms 1 and 3. Full reports are issued in June and November.

ROCK CLIMBING

PRIMARY SCHOOL: The club was started at the request of the High School Rock Climbing Club in the Senior Primary, to teach the basic skills of rock climbing. Climbing skills, working with equipment, and basic rock climbing techniques are all learnt in a fun, non-threatening way. Routes of varying difficulty are set to encourage both timid and more skilled climbers. Our top climbers are encouraged to go on weekend climbs with private coaches. This club has proved to be popular even among the not-so-sporty pupils, who need to improve their upper body strength and prefer individual to team sports. This sport takes place during Terms 2 and 3 each year.

- Local league fixtures take place during Term 3 (4 events).
- Inter-school bouldering league takes place during Term 1 (6 events).
- There is no representative level for climbing yet.
- An annual fee is charged to pupils' accounts should they wish to participate in this sport.

At present we do not have a climbing wall hence the children who want to attend will join the High School Phase. This takes place off campus.

HIGH SCHOOL: Available to both girls and boys in Terms 1-3.

ROTARY DAILY NEWS TEAM SPEAKING COMPETITION

HIGH SCHOOL: In this competition a team of three speakers researches a topical subject and presents the findings to a team of adjudicators. The competition takes place on a regional followed by provincial basis.

RUGBY

JUNIOR PRIMARY: From Grade 2 the boys are introduced to various rugby skills and enjoy the touch rugby game situations, as well as learning to play contact rugby.

SENIOR PRIMARY: This sport is only offered to boys and is played during Term 2 each year. Pre-season training takes place during Term 1 each year. Local and provincial trials take place during Term 2.

HIGH SCHOOL: Takes place in Term 2 at U14, U15, and senior level.

STIC

HIGH SCHOOL: Students Together In Christ is a non-denominational group that meets every Thursday at second break in the Drama Room. Many youth pastors from the Kloof and Hillcrest area as well as other guest speakers address the pupils on a weekly basis on topics that are relevant to our walk of faith. All pupils irrespective of faith or denomination are welcome to attend.

SCHOOL OF MUSIC

The School of Music at Thomas More College offers tuition for beginners to advanced pupils, and is open to all pupils in the Highway community as well as adults.

Exams are offered through Trinity College as well as Royal Schools in all practical and theoretical aspects of music. Should you require more information or tuition in the future, please contact: The School of Music Director: Mrs Debra Moerdyk. Tel: 031 764 8640 or email: dmoerdyk@thomasmore.co.za

SCIENCE EXPO: GRADE 9

After being taught the Scientific Method in Grades 8 and 9, Grade 9 pupils are asked to design and carry out an investigation of their interest. Their findings are displayed at the Science Expo where external judges interview the pupils. The best projects are then entered into the KZN FFS Expo held annually at the University of KwaZulu-Natal, Durban.

SCIENCE FAIR: GRADE 6 & 7

Each year, the Grade 6 and 7 pupils plan and prepare projects for the Science Fair. As part of the Grade 6 curriculum, they learn the fundamental steps of scientific investigation. At the completion of this phase, they carry out an experiment, following the steps of scientific method, investigating all manner of topics. The following year in Grade 7, the pupils are expected to improve on the foundation laid in Grade 6, and are given 6 months to complete a project. The Grade 7 projects are started in February and displayed at the beginning of August. The Grade 7 projects are started in February and are usually displayed in the fourth term.

SCRIPTURE UNION

JUNIOR PRIMARY: Proverbs teaches us to 'Train up a child in

the way he should go and he will not turn from it'. Scripture Union is a time of fun and fellowship. We study the Bible together, learn scriptures and learn to pray for one another. Some of the time is also spent playing games, watching videos and just having fun together. It is optional and takes place during tea break every Friday.

SENIOR PRIMARY: This is a great opportunity to experience God in a very real and fun way. The Grade 4s & 5s meet for JAM (Jesus and Me) at 1st break on Fridays and Grade 6s & 7s have LIFE at both breaks on Thursdays.

SEWING

Grades 2 and 3 are encouraged to participate. Sewing and knitting are taught in these fun lessons.

SICK BAY

The Sick Bay is situated in the Great House and pupils are in the care of Sister Cate Cooper. The Sick Bay is available for pupils who become ill or are injured during the school day. Please do not send sick children to school.

Pupils who make use of the services provided by Sick Bay require a letter from their teacher. 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 any details have changed, please contact Sister Cate Cooper who will forward you the necessary forms. Tel: 031 764 8690.

Sick Bay Timetable

07:30 – 07:45	Prescribed medication administration
07:40 – 10:30	Sick parade
07:45 – 08:30	Admin
11:00 – 11:30	Tea
08:30 – 14:30	Sick Parade
14:30 – 15:30	Sports injuries
15:30 – 16:00	Admin
14:30 – 15:30	Emergencies only
Emergencies will be given priority at all times.	

SOCCER

JUNIOR PRIMARY: Soccer is of great importance and everyone is encouraged to participate. Matches take place every Thursday in the third term and the players make pleasing progress by playing against other schools.

SENIOR PRIMARY: This is offered in Term 3 for boys and girls. Fixtures and tournaments take place during Term 3.

HIGH SCHOOL: In Term 3, for girls and boys.

SOFTBALL

SENIOR PRIMARY: A fast-growing and increasingly popular sport played by our girls during Term 3. Local and provincial trials take place during Term 3 and Term 4.

HIGH SCHOOL: For girls and boys in Term 3.

SPEAKERS' CIRCLE

HIGH SCHOOL: This activity is for Grade 11's only. Unfortunately, numbers have to be limited to the first 20 pupils who apply for the course. It is run by the Catholic Order of the Knights of Da Gama. Sessions are held at Thomas More College once a week in the evenings for a 7-week period culminating in a formal

graduation dinner. The pupils learn the art of public speaking and how to conduct a formal meeting. They thoroughly enjoy the course and find it beneficial in many ways.

SPECTATORS' CODE OF CONDUCT

Whilst Thomas More College encourages and appreciates the support given to our sports teams, we respectfully request that, in doing so, you abide by the following:

- Please encourage all players to play by the rules.
- Good play from both teams needs to be encouraged and applauded.
- Support the referee's decision (even though you may disagree with a ruling).
- Please do not abuse the referee, players or other spectators.
- Please do not run onto the field at any time.
- Alcoholic beverages purchased at the Robin Savory Pavilion may only be consumed on its premises, and nowhere else on the campus.
- Please use the litter-bins that have been provided.

SPEECH & DRAMA

JUNIOR PRIMARY: An annual Speech & Drama festival is held. Each class participates in the Choral Verse section and individual participation is also encouraged. An adjudicator from the S.A. Speech & Drama Association assesses all the work that is performed, and reports and certificates are issued to all participants. Grade 0 children are encouraged to participate in the 'individual item' section.

SPEECH DAY / PRIZEGIVING

JUNIOR PRIMARY: This department holds their Grade 3 Graduation Assembly at the end of the year.

SENIOR PRIMARY: Our annual Senior Primary Prizegiving takes place at the end of the year.

HIGH SCHOOL: Matric Speech Evening and Prizegiving takes place annually in October. This is a compulsory event for all pupils. Prizegiving for Grades 8-11 takes place at the end of January, based on the previous year's efforts.

SPORT

PRIMARY SCHOOL: We aim to contribute to the education of the pupil through the medium of movement, to maintain a healthy lifestyle and to function effectively within society. This is achieved by:

- providing a wide variety of individual and team sports for our pupils;
- providing a high standard of professional coaches who educate our pupils with the necessary skills both on and off the field of play;
- recognising all sporting achievements (whether offered by the school or not) in our school assemblies and in the weekly publication of "The Horse's Mouth".
- Participation in sport is NOT compulsory, but pupils are encouraged to involve themselves in at least one extracurricular activity per term.
- It is our policy that each pupil who attends practices regularly will play matches during the term. A register is kept by each coach to ensure this, and a "no practice no play" policy is adhered to (even for top athletes). When a pupil has chosen to take part in a sport, they are encouraged to see

that season through, unless a reasonable medical reason is given. Matches for all teams are arranged prior to the start of the season, and should some pupils pull out during the season, it affects the rest of the team who may end up short of team mates.

DRESS CODE: See Uniform Booklet. The dress code for practices and matches is vital and staff will turn pupils away should they arrive in the incorrect uniform.

HIGH SCHOOL: Thomas More College strives to encourage individuals to become actively involved in a wide variety of sports, providing them with the opportunity to participate at their personal level of ability. We believe that a healthy balance between competitiveness, acknowledgement of responsibility and fun is obtained. Every pupil is valued, both by their team mates and their coach, irrespective of level of achievement.

EXTRACURRICULAR ACTIVITIES

PRE-PRIMARY		
Ballet	Kiddinastix	Music
Pro Tennis	Speech & Drama	Pottery
Garvz	Kindermusik	Fun Foodies
Drumkidz	Playball	

JUNIOR PRIMARY		
Athletics	Ballet	Ball Skills
Chess	Choir	Cross Country
Computer Club	Drumkidz	Garvz
Judo	Kindermusik	Mini Cricket (boys and girls)
Mini Hockey (boys and girls)	Needlework & Craft	Hardball cricket (Grade 3 only)
Netball	Pottery	Rugby
School of Music	Scripture Union	Soccer (boys & girls)
Speech & Drama	Swimming	Tennis & Pro Tennis

SENIOR PRIMARY		
Action Netball	Adventure Races	Art Club
Athletics	Choir	Computer Club
Cricket (boys & girls)	Cross Country	Drama
Equestrian	Hockey (boys & girls)	Indoor Hockey
JAM/Life	Marimbas	Netball
Outreach	Rock Climbing	Rugby
School of Music	Squash	Soccer
Softball	Swimming	Tennis
Waterpolo	Zenith Course	

HIGH SCHOOL		
Action Netball	Art Club	Athletics (only at Inter-house level)

Badminton	Best Speaker Competition	Chamber of Commerce
Chess	Climbing	College Play
College Singers	Conservancy	Cross Country
Cricket	Debating	Drama
Equestrian	Golf	Hockey
Hosting Club	Indoor Hockey	IT Intellect
Netball	One-Act Plays	Outreach
Photography Club	Rugby	STIC
School of Music	Soccer	Softball
Squash	Supper & Song	Swimming
Teen Strategies	Tennis	Waterpolo

SPORT COACHES

PRIMARY SCHOOL: We aim to provide a high standard of coaching, with many of our staff having played or currently playing at a representative level. We also employ reputable coaches from outside the school to improve the ratio between staff and pupils.

HIGH SCHOOL: A dedicated and well-qualified group of coaching staff provides players with the opportunity to improve their personal performance. Some are outside coaches.

SPORT FIXTURES

Once fixtures become available from the controlling body of each sport, a term calendar is issued to each pupil detailing dates, venue and opposition. Further details regarding transport, times of fixtures, etc. are given to players at their practices. Teams are provided with good facilities, either on or off the campus.

SQUASH

SENIOR PRIMARY: Squash is played throughout the year with league fixtures and provincial trials being held during Term 2.

HIGH SCHOOL: For girls and boys, general coaching occurs in Terms 1-4 with League taking place in Term 2.

STUDY SKILLS

Study skills is taught to pupils from Grade 4 to 11 during a Study Skills period. It is age appropriately approached and basic skills are taught. If more techniques are needed, the AEU offers individual and group Study Skills coaching.

SUBJECTS

The following subjects are offered:

FOUNDATION PHASE:	
Afrikaans (from Gr. 1)	Art
Audiblox for Gr. 0 & 1	Computers from Grade 0
Environmental Education	Life Skills, including Religious Education
Library/Media	English
Music	Mathematics
Physical Education from Grade 00	Zulu from Grade 0

SENIOR PRIMARY	
Afrikaans	Computer Studies/IT
Economic & Management Science (EMS) (Gr. 7 only)	English
Geography	History
Life Skills	Mathematics (including Mathletics)
Music / Drama	Physical Education
Religious Education	Science
Art/Technology	Zulu
Afrikaans/Zulu (Gr. 7 only)	Dean's Period

HIGH SCHOOL

Grades 8 & 9

Afrikaans	Art & Culture
Computer Studies	Drama
Economic & Management Science	English
Geography	Guidance
History	isiZulu
Mathematics	Natural Sciences
Physical Education	Religious Education
Technology	

Grades 10, 11 & 12

Accounting	Afrikaans
Business Studies	Computer Applications Technology
Core Maths	Design Arts
Dramatic Arts	Engineering Graphics & Design
English	Geography
History	Information Technology
Life Orientation	Life Sciences
Maths Literacy	Physical Science
Tourism	Visual Arts
isiZulu	

SUPPER & SONG

HIGH SCHOOL: A variety evening which showcases the talent in the school. Groups and individuals perform song, dance and drama, while the audience relaxes in a supper theatre atmosphere. This is an annual event.

SWIMMING

FOUNDATION PHASE: Pupils from Grade 00 have swimming once a week during the school day in Term 1 and 4, but as the pool is heated, it is often used well into the 2nd term as well. All children participate in a mini gala and those in Grades 1 - 3 who are able, also take part in galas against other schools.

SENIOR PRIMARY: Ranging from getting your child happy in water to competing in fun galas. Swimming training take place in the 1st term. Interschool galas take place against Highway schools and great fun is had at our Inter-house Galas.

As with Athletics, every pupil is offered the opportunity to participate in the Inter-House gala. This takes place in Term 1.

Coaching and training take place during Term 1. Competitive Inter-schools and Inter-Zonal galas take place during Term 1. Provincial trials take place during Terms 1 and 4.
HIGH SCHOOL: For girls and boys, in Term 1 of each year.

TEACHERS' ASSISTANTS

The Foundation Phase makes use of assistants to help in classrooms.

TEEN STRATEGIES

HIGH SCHOOL: This is run as an extracurricular activity. The sessions provide teenagers with skills to make the journey into adulthood easier. The work covered is introspective and interactive, tackling the challenges of adolescence. Please contact Mrs Karen Singery with any queries.

TELEPHONE NUMBERS

Reception and Senior Primary Secretary: 031 764 8640
High School Secretary: 031 764 8658
High School Headmaster's Secretary: 031 764 8655
Foundation Phase Secretary: 031 764 8668
Executive Principal and Headmistress's Secretary: 031 764 8646

TENNIS

FOUNDATION PHASE: Tennis skills are introduced from Grade 0, progressing to learning the finer details of the game in Grade 3.

SENIOR PRIMARY: Tennis is played all year round with local fixtures being played during the 1st and 2nd terms. Local and provincial trials take place during Term 2. Professional tennis lessons are offered each week for all ages, on the school campus.

HIGH SCHOOL: For boys, in Term 2, for girls, Terms 1 and 3 and social tennis in Term 4.

TENNIS COACHING

PRIMARY SCHOOL: Apart from Tennis as a school extramural, there is a professional coach who gives extra coaching on Friday afternoons at a cost. For further information, please contact Alf Neal on 031 267 0653 or 083 851 7803.

TEXTBOOKS

SENIOR PRIMARY: Pupils are provided with their textbooks annually, being allocated the same number on the spine for all textbooks. Any textbooks lost or returned in a poor condition will be charged to the parents' school accounts. These books are returned at the end of the year, and are the school's property.

HIGH SCHOOL: Thomas More College owns the textbooks used in the High School. They are issued to the pupils and signed for on the first day of school. Textbooks will be collected again on the day the pupil writes the subject exam at the end of the fourth term. Workbooks that are required during the year will be ordered for the pupils. During the year, textbooks are issued from the Textbook Room, as and when they are required. Pupils

who do not return their issued textbooks at the end of the year will be charged for them on their parents' school accounts.

THE DOUGLAS LIVINGSTONE LITERARY COMPETITION

HIGH SCHOOL: A writing competition involving pupils in Grades 10, 11 and 12.

TIMETABLES

PRE-PRIMARY

Monday – Friday:
Monday – Friday:

Starting time: 07:30-07:45
Grade 000 and Grade 00
Finishing times: 12:00
Grade 0 Finishing time: 12:30

JUNIOR PRIMARY

	7:00-8:00	08:00-10:00	10:00-10:10	10:10-10:25	10:50-12:20	12:20-12:35	13:00-	14:00
M	Prayer meeting	Class work	Eat	Break	Class work		Finish	
T	Choir Assembly					Break* Grade 3	Class work	Finish Grade 3
W								Finish
T	DH Assembly					Break* Grade 3		Finish Grade 3
F	Martin Easson					Finish		

* This break is only for the Grade 3s after Half Term in Term 1 when they finish at 14:00.

SENIOR PRIMARY

	Periods 1-4	Periods 5-9	Periods 9-10	Form			
	07:30-08:00	08:00-10:00	10:00-10:20	10:20-12:20	12:20-12:45	12:45-13:45	13:45-13:55
M	Form	Break	Break	Break	Break	Break	Break
T	Assembly						
	07:30-08:00	08:00-10:00	10:00-10:20	10:20-12:20	12:20-12:45	12:45-13:30	
W	Head	Break	Break	Break	Break	Break	Form
T	Chaplain						Form
	07:30-08:00	08:00-10:00	10:00-10:30	10:30-12:30	12:30-13:15		
F	Form	Break	Break	Break	Break	Break	Clubs

HIGH SCHOOL

	Mon	Tue	Wed	Thu	Thu (Cultural)	Fri
Warning Bell	07:25	07:25	07:25	07:25	07:25	Warning Bell 07:25
Registration	07:30-07:40	07:30-07:40	07:30-07:40	07:30-07:40	07:30-07:40	Registration 07:30-07:40
Tutorial	07:40-08:05		Cycle Test 07:40-08:25			
Period 1	08:05-08:50	08:25-09:10	07:40-08:25	07:40-08:30	07:40-08:25	Cycle Test 07:40-08:30
Period 2	08:50-09:35	09:10-09:55	08:25-09:10	08:30-09:15	08:25-09:10	Period 1 08:25-09:10

Period 3	09:35-10:20	09:55-10:40	09:10-09:55	09:15-10:05	09:15-10:05	Period 2	09:05-09:45
						Period 3	09:55-10:40
Assembly	10:20-10:45	10:40-11:00	09:55-10:25	10:05-10:30	Culture		
			Ass. and Mass		09:55-10:45		
Break	10:45-11:05	10:30-10:50	11:00-11:15	10:30-10:50	10:30-10:50	Assembly	10:40-11:05
						Break	11:05-11:25
Period 4	11:05-11:50	10:50-11:40	11:15-12:00	10:50-11:40			
Period 5	11:05-11:50	11:40-12:25	12:00-12:45	11:40-12:25	11:40-12:25	Period 4	11:25-12:10
Period 6	12:35-13:20	12:35-13:30	12:15-13:00	12:35-13:10		Period 5	12:20-13:00
						Period 6	12:12-13:00
Break	13:20-13:45	13:30-13:45	13:00-13:25	13:10-13:35	13:20-13:45		13:00-13:20
Period 7	13:45-14:30	13:45-14:30	13:25-14:10	13:35-14:20	13:45-14:30	Period 7	13:20-14:00
School Closes	14:30	14:30	14:10	14:20	14:30	School Closes	14:00

TRANSPORT

An independent bus service is operated in the Westville/Cowies Hill/ Pinetown area. There is a termly cost involved and further information is available from Mrs Suzanne Hofmeyr in Admissions. This cost may be increased when necessary and the cost of the pass covers the daily return trip. Please note that no reduction in price is possible if a child only travels one way, or if he/she does not use the bus regularly.

A bus pass is issued to each child at the beginning of each term and if this pass is not shown to the driver at the boarding point he/she will not be allowed to travel on the bus. Should this pass be lost or stolen, a sum of R10 is requested for a replacement. In order to comply with regulations, we are limited to carrying 66 passengers.

Please note that pupils who are not registered as regular users of the school bus service must call the school in advance if they wish their child to travel. Please call Mrs Marais at Reception (031 764 8640) so that the driver can be informed, otherwise the child will not be allowed to board the bus. Please note also that the cost of the journey will be added to your account.

MORNING

	BOARDING POINT	TIME
1	Westville Swimming Pool	06h35
2	Cowies Hill, BP Garage	06h50
3	Cowies Hill, Rockhaven Road	06h53
4	Pinetown, Old Main Road, opposite McCarthy Toyota	06h55

5	Pinetown Civic Centre	07h00
6	TMC	07h10

AFTERNOON

	DISEMBARKING POINT	TIME 1	TIME 2
1	TMC	15h00	17h00
2	Pinetown, Norlaine Centre	15h10	17h10
3	Pinetown Civic Centre	15h15	17h15
4	Pinetown, Bishop Road	15h18	17h18
5	Pinetown, Servistar	15h20	17h20
6	Pinetown, Sandys Centre	15h22	17h22
7	Cowies Hill, Rockhaven Road	15h30	17h30
8	Cowies Hill, Stanley Teale	15h33	17h33
9	Cowies Hill, BP Garage	15h35	17h35
11	Westville Swimming Pool	15h45	17h45

Please note that these times are an estimate only. Traffic conditions can cause delays.

TRIM PARK

SENIOR PRIMARY: Our Trim Park surrounds the Leffer Field and has been designed by professional athletes and physiotherapists. Our pupils train on the Trim Park during some Physical Education lessons as it is designed to improve the physical development of each pupil.

TRUST FUND

The Thomas More Education Trust is an initiative of Thomas More College and works in partnership with the College. The Trust is registered separately as a public benefit organization (PBO) and runs independently of the College. Since at least a minimum of 75% of its income is allocated to needy black South African citizens funds donated to the Thomas More Education Trust entitle investors to:

- A tax deduction (in terms of section 18A of the Income Tax Act)
- Black Economic Empowerment (BEE) points in the socio-economic development category.

Please contact: Karen Colvin on: 031 7648685.

TUCK SHOP

FOUNDATION PHASE: Pupils may only make use of this facility after school in the company of their parents. Grade 3s run a mini tuckshop on Wednesdays.

The Foundation Phase Aftercare runs a mini tuckshop on Fridays during Aftercare.

SENIOR PRIMARY: The Tuckshop is open to pupils during break every day of the week. No pre-placing of orders required. A range of toasted sandwiches, wraps, salads as well as hot meals such as spaghetti bolognese etc. are available on a daily basis.

HIGH SCHOOL: Open to all pupils during break. No pre-placing of orders required. A range of toasted sandwiches, wraps, salads as well as hot meals such as spaghetti bolognese etc. are available on a daily basis.

UNIFORM SHOP

The Stock Shop is located in the Villa behind the tennis court. The Stock Shop staff, Lynn Moores and Ciske Dorfling, are on duty from 12:00 until 15:00 Mondays to Thursdays, and from 12:00 to 14:00 on Fridays. On the first day of term the Stock Shop is open from 7:00 until 7:30 am and on the last day of term between 11:15 and 12:15. For further information please contact Lynn Moores on 083 5284170 during office hours. Please note that the Stock Shop is closed during Half Term, and no credit/debit card facilities are available.

During the year, some of our Grade 10 and 11 students are chosen by Rotary to take part in the International Youth Exchange programme. Part of the programme is that the 'in bound' student from Europe will have the opportunity to attend Thomas More for a few weeks during July and August. Whilst at Thomas More College, he/she is to wear the school uniform and any sporting uniforms if required. Pupils are to contact Lynn Moores for more information.

WATERPOLO

SENIOR PRIMARY: Waterpolo is offered in Term 4 for Grade 4 – 7 pupils. There are mini tournaments run on Friday afternoons in the 4th term.

HIGH SCHOOL: For boys and girls, in Terms 1 and 4.

WEEKLY ACHIEVERS

PRIMARY SCHOOL: One Weekly Achiever is selected from each class in the Primary School. These pupils are called up in the Headmistress's Assembly on Wednesday mornings and are recognized for a variety of achievements. The pupils receive a Voucher which enables the child to choose either a classic medium pizza/ports of potato wedges from Debonairs or medium chips/dipped ice cream cone from Steers or a category movie or slush puppy from Blockbusters. The children also have their names published in the Horse's Mouth" newsletter.

WEEK AHEAD

The Foundation Phase sends out a weekly reminder of the events to look forward to. This is inserted into each pupil's notebook. It may be read on the TMC website and on the School Communicator.

SENIOR PRIMARY AND HIGH SCHOOL: It may also be read on the TMC website and on the School Communicator.

WITHDRAWALS

If you decide to withdraw your child from the School, we require a full term's notice in writing of this intention, addressed to the Executive Principal / High School Headmaster/Primary School Headmistress/Head of Foundation Phase. Failing this, a term's fees are payable in lieu of such notice. In certain circumstances this requirement may be waived, but a full motivation must be submitted in writing to the Executive Principal/High School Headmaster/Primary School Headmistress/Head of Foundation Phase and Bursar.

YEARBOOK

The Thomas More College magazine is produced every year for distribution to parents, pupils and friends of Thomas

More College, and is available from the office of the Admissions Secretary, Mrs. Suzanne Hofmeyr, on 031 764 8643. Second copies are available but a cost is involved.

ZENITH COURSE

SENIOR PRIMARY: This is a 6 - 7 week public speaking course which is offered to our Grade 7 pupils. Each year the course is run by I.T.C. (International Training in Communication) and is highly recommended. The pupils who take part in the course each year have a wonderful time and deliver superb speeches at their graduation evenings. I.T.C. members, who receive on-going training in public speaking and communication skills, are the facilitators and presenters of the Zenith Course.

This Junior "Toastmasters" covers topics such as:

- Evaluation
- Being a programme leader
- Impromptu speaking
- Table Topics
- Icebreakers
- Oral reading
- Preparing and researching speeches
- Preparing and delivering a speech
- Timing the delivery

The course is suited to anyone who wants to improve their self-confidence and public speaking skills. The shy or reluctant speaker will benefit just as much as the already confident speaker.

ZULU

PRE-PRIMARY: Zulu is introduced in Grade 0 by a mother-tongue specialist on a conversational level, where children learn vocabulary and sing songs in order to learn.

JUNIOR PRIMARY: Zulu is continued in the Junior Primary phase but in Grades 1-3 no marks are allocated. Comments about progress are reflected on the report.

SENIOR PRIMARY: Marks are allocated. In Grade 7 children need to choose between Zulu and Afrikaans.

The choice between the two languages should not be based only on the results your child is currently achieving, as this could be due to the differences in testing and the amount of exposure your child has had to the language. The choice must be made carefully, as without constant practice, language skills are lost and therefore a later change, although possible at the end of their Grade 7 year, will be discouraged. Afrikaans can be an easier language to learn depending on what language is spoken at home and whether parents may or may not be able to help the pupil. On the other hand, our goal at TMC is to facilitate meaningful communication with isiZulu speakers and to promote multilingualism and intercultural communication. Thus pupils will learn about the culture and norms of other South African communities. A lack of knowledge and understanding among cultures can lead to misunderstandings between people. A language is a powerful tool in facilitating the understanding of cultural diversity in our rainbow nation.

HIGH SCHOOL: Zulu is offered to Matric as an alternative to Afrikaans.



Prayer of Thomas More

PATRON OF THOMAS MORE COLLEGE

Give us, Lord, a humble, quiet, peaceful,
patient, tender and charitable mind.

In all our thoughts, words, and deeds,
give us a taste of your Holy Spirit.

Give us, Lord, a lively faith, a firm hope,
a willing charity, and a love of you.

Make us sincere in meditation and prayer.

We delight in thinking of your grace
and tender compassion towards us.

These things that we pray for, good Lord,
give us the grace to work for, through
Jesus Christ, our Lord.

Amen



Thomas More College

KLOOF, KWAZULU-NATAL

The School for all Seasons



*Thomas More College aims to love and develop the
whole child in a nurturing environment.*

Tel: 031 764 8640 Fax: 031 764 4964

P O Box 101, Kloof, 3640, KwaZulu-Natal

E-mail: info@thomasmore.co.za

Website: www.thomasmore.co.za