



**THE MOUNTAIN  
CAMBRIDGE SCHOOL**

# The MCS Prospectus

High School  
2020



**Cambridge Assessment  
International Education**

Cambridge International School

## Contents

OUR VISION.....	2
OUR MISSION.....	2
OUR SCHOOL MOTTO.....	3
CHARACTERISTICS OF MOUNTAIN CAMBRIDGE SCHOOL.....	3
THINKING SKILLS PROGRAMME .....	4
CURRICULUM.....	4
Academics .....	4
Cambridge Lower Secondary Level (LSL).....	5
International General Certificate of Senior Education (IGCSE).....	5
Advanced Subsidiary (AS) and Advanced (A) Level) .....	6
Personal Development Programme (PDP) /Life Orientation .....	7
Culture & Sport .....	8
Environment & Community.....	9
Entrepreneurial Skills .....	9
SCHOOL HOURS.....	10
2020 MCS CALENDAR.....	10
SCHOOL UNIFORM .....	11
SCHOOL STOCKIST.....	12
SCHOOL FEES 2020.....	13
STATIONERY & TEXT BOOKS .....	14
EXAMINATION PROCEDURES.....	14
CODE OF CONDUCT .....	14
THE GAP – Student café .....	19
SAFETY AND SECURITY .....	19
TRANSPORT.....	19
STAFF CONTACT INFORMATION .....	22
SCHOOL CONTACT INFORMATION .....	22

## OUR VISION

Mountain Cambridge School is recognised as a top quality academic school, consistently achieving above world average results in all subjects areas.

## OUR MISSION

We want to equip our learners to be "*real world ready*".

- Participating students will strive to leave Mountain Cambridge School as confident, effective, well-mannered, articulate, educated and enthusiastic citizens of the world who will contribute positively to society.
- Mountain Cambridge School will provide a range of programmes and facilities for intellectual, physical, moral and social development of our students, assisting them in becoming balanced young adults.
- Mountain Cambridge School will foster a safe, pleasant, intimate yet dynamic learning environment where every student will feel at home. It will be a school of which the educators, students and parents will be proud to be part of and associated with. We strongly believe in a successful partnership between the school and the home.
- Mountain Cambridge School will give all our students an equal opportunity to realise their potential through individual goal setting that is obtainable and realistic. We will ensure that all students are challenged and supported.
- The Cambridge curriculum provides a wide range of academic and vocational subjects to account for differing abilities, making Cambridge suitable for all students.
- The Cambridge curriculum will enable our students to gain an internationally recognised qualification and will produce independent thinkers who are also autonomous learners.
- Our dedicated and passionate educators will ensure that the highest standard of education is provided.
- Using the thinking and student centred approach Mountain Cambridge School will attempt to ensure that:
  - Objectives are covered in less time with greater retention
  - Thought processes are represented similarly throughout the curricula
  - The MCS will promote integrated thinking and interdisciplinary learning
  - The MCS teachers can easily gauge student knowledge prior to a specific lesson
  - The MCS student performance can be tracked accurately over time
  - The MCS students gain effective tools to use across their academic and working careers
  - The MCS will equip our students with lifelong thinking tools
  - The MCS will equip our students with effective study methods

## OUR SCHOOL MOTTO

Our school motto, *"Real world ready"* is based upon 6 core values: hard work, honesty, respect, discipline, trust and enthusiasm.

These values serve as a compass pointing out what it means to be true to oneself. Honouring these values will guide our students in fulfilling their goals.

## CHARACTERISTICS OF MOUNTAIN CAMBRIDGE SCHOOL

Our students will state proudly that they went after their dreams, sought out and nourished robust, life-giving relationships and fulfilled their purpose in their own unique way. Justice Oliver Wendell Holmes once said: *"Too many people die with the music still in them"*. We encourage our students *"to sing their own special song, dance their own special dance"*. Above all, Mountain Cambridge School is a happy place; a place where *"every child matters"*. We will strive at MCS to ensure a happy child through:

- High standards & stated expectations
- Passionate, nurturing & inclusive school
- Cambridge Curriculum: Internationally recognized qualification & benchmarking
- Small learning communities
- "Whole-brain"/creative teaching strategies
- Thinking skills
- Analytical & creative thinking: Edward de Bono Lateral thinking
- Positive Behaviour Support
- Providing a bully-free zone
- Disciplined but relaxed environment which is conducive to learning.
- Reading programmes
- Mentorship programmes
- Leadership programmes
- Partnerships with our parents as our stakeholders
- On-going professional development
- Sport and culture development
- Community service

## THINKING SKILLS PROGRAMME

Mountain Cambridge School is affiliated with Thinking Schools South Africa (TSSA) and are in the process of working towards getting our accreditation from Exeter University in London, UK. Cambridge requires our school to have a student-centred learning approach to enable the learners to apply their knowledge.

In all our academic programmes, the learners are encouraged to become independent, critical thinkers and problem solvers. Focus is also placed on the development of effective communication skills, both written and oral.

Our Thinking Skills programme is central in our approach to academics. Students are taught a wide range of strategies and tools that enable them to engage in higher order thinking. Dr David Hyerle's Thinking Maps and Dr Edward de Bono's Six Thinking Hats are applied across the curriculum at every level. These tools enable our learners to organise their thoughts and make effective decisions about how to approach their work.

## CURRICULUM

The *educational cornerstones* that our school's curriculum is based on are:

- Academics
- Personal Development Programme
- Culture & Sport
- Environment & Community
- Entrepreneurial skills

### Academics

*'Education for tomorrow's world' - Real world ready*

The Mountain Cambridge School has met all the standards required to be a Cambridge International Assessment Examination Centre (Registered Centre ZA 245) and has been awarded International status by University of Cambridge Assessment International Education (CAIE). Mountain Cambridge School offers a range of internationally accepted qualifications including Cambridge's A Level, AS Level, IGCSE Level, Secondary 1 Level, ICT Starters and Primary Programmes. Cambridge Assessment International Education is the world's largest provider of international qualifications for 14-19-year olds. The Cambridge International Curriculum is designed to teach students how to learn and to go on learning. Our role goes beyond helping students achieve good results, and beyond giving students passports for progression to university or employment. We give our students a curriculum that will bring lifelong success in tomorrow's world.

Cambridge International Qualifications are welcomed at the world's leading universities – Cambridge, Harvard, Yale, Oxford and Massachusetts Institute of Technology. Cambridge qualifications are recognized locally by the South African Matriculation Board for entrance into South African Universities.

In order to comply with the requirements for Matric Exemption certain subject groupings are required. We will guide our students in their subject choices to ensure compliance with the Matriculation Board's requirements should they intend going on to University.

Mountain Cambridge School offers tuition for the **Cambridge Lower Secondary Level (LSL)** equivalent to **Grade 7 & 8, Form 1), Cambridge IGCSE Level** (International General Certificate of Secondary Education, equivalent to **Grade 9 & 10/form 2 & 3), Cambridge International AS Level** (Advanced Subsidiary- **Grade 11 & 12/form 4 & 5)** and **A Level** (Advanced level). The AS course is the equivalent of Grade 12 and the GCE A levels are equivalent to Grade 12 and 13 (1<sup>st</sup> year university/form 6). The AS level is the first stage of A level and has replaced the HIGCSE course. Advanced levels are the follow up requirements for University entrance.

## Cambridge Lower Secondary Level (LSL)

LSL builds on the primary stage and develops students' knowledge and skills.

The 4 major subjects are:

- Mathematics;
- English;
- Information and Communication Technology;
- Science (which includes Biology, Chemistry and Physics)

At the end of grade 8/form 1 students will write Cambridge Checkpoint Tests in these 4 major subjects, set and marked by the CAIE, providing detailed diagnostic information on students' strengths and weaknesses, before students move onto the IGCSE Level.

Other subjects offered on this level are:

Afrikaans 2<sup>nd</sup> Language, Social Sciences, Economic and Management Sciences (EMS), and the students will write internal exams in these subjects.

Non exam subjects: Personal Development Programme, Art and Music.

## International General Certificate of Senior Education (IGCSE)

IGCSE qualifications provide a solid foundation for higher level courses such as A and AS Levels, as well as excellent preparation for employment. IGCSE has been designed to equip students with the skills needed for immediate employment. A minimum requirement for a RSA Matriculation Certificate is: 5 IGCSE + 2 AS subjects.

Students need 7 subjects selected from the 5 IGCSE curriculum areas. The subjects selected must include two different languages from GROUP 1 and one subject from each of GROUPS 2, 3, 4 & 5.

A seventh subject can be taken from any of the 5 subject groups. No candidate who has taken fewer than six IGCSE subjects will be awarded a CAIE certificate.

A wide range of subjects are available, and these are grouped into 5 curriculum areas:

**Subjects offered: IGCSE:**

**GROUP 1: Languages**

English 1<sup>st</sup> language  
Afrikaans 2<sup>nd</sup> language  
French Foreign – depending on demand  
IsiZulu Foreign - depending on demand  
Portuguese Foreign - depending on demand

**GROUP 2: Humanities and Social Sciences**

Geography - depending on demand

**GROUP 3: Sciences**

Biology  
Physics  
Chemistry

**GROUP 4: Mathematics**

Core Mathematics  
Extended Mathematics

**GROUP 5: Creative, Technical and Vocational**

Accounting  
Art & Design  
Business Studies  
Information & Communication Technology - depending on demand  
Computer Science

**Advanced Subsidiary (AS) and Advanced (A) Level**

The minimum USAF (Universities South Africa) requirements for Matriculation Exemption are: to pass 4 AS level subjects and 1 IGCSE subject (but we recommend that our students take at least 5 AS level subjects). Cambridge International A/AS Level opens a world of opportunities – helping students secure places at all the major English-speaking universities or proving their achievements to future employers.

**Subjects offered: AS /A – LEVELS:**

**GROUP 1: Languages**

English Language

Afrikaans

French Foreign – depending on demand

Portuguese Foreign - depending on demand

**GROUP 2: Humanities and Social Sciences**

Geography - depending on demand

**GROUP 3: Sciences**

Biology

Physics

Chemistry

**GROUP 4: Mathematics**

AS level: Mathematics

A level: Mathematics

**GROUP 5: Business, Technical and Vocational**

Accounting

Art & Design

Business Studies

Computer Science

Information Technology – depending on demand.

**Personal Development Programme (PDP) /Life Orientation**

As the name suggests it is an interdisciplinary learning area that orientates students to engage in a personal development journey towards life – life with all of its tests and contests - to prepare our students to be real world ready. The PDP is concerned with developing knowledge about the self and skills that will enable young people to engage socially, to be responsible citizens, and to live healthy and productive lives. It is also about adopting a positive attitude towards physical activities, fitness and recreation. Our school supports the *“Healthy body, Healthy mind”* philosophy. We want to prepare our students to be morally responsible, law-abiding participants in our multifaceted country. These include opportunities to engage in the development and practice of a variety of life skills, to solve problems, to make informed decisions and choices and to take appropriate actions to live meaningfully and successfully in a rapidly changing society. The PDP programme is compulsory for all our students from Grade 4 – AS. For the Form 1 -5 it is offered as a non-examination subject.

The seven focus areas are: (this is cost inclusive)

- Personal Well-being
- Personal Skills Development
- Social Development/Citizenship Education
- Physical Development and Movement
- Careers /Career Choices and Business Behaviour – orientation to the world of work
- Leadership Development: Prefects, Duty Panel, Library Prefect, Sport Captains, Heads of houses
- Entrepreneurial Skills Development & Financial Planning
- Mentorship programme
- AS public speaking programme

## Culture & Sport

The culture & sport curriculum forms an essential part of our school programme. We have allocated cultural periods each week that will form part of our Personal Development Programme. We want to create a platform for all our students to enable them to express themselves in a creative way using different genres. The sporting mission of MCS is to provide coaching and sporting/practice facilities for the learners to enable them to play as true sportspersons in “the spirit of the game”. Sports periods form part of the normal school timetable.

### Music for body-brain integration:

LSL, IGCSE 1 and IGCSE 2 attend “Music for Body-Brain Integration” sessions in the music class once a week. Topics covered include: the importance of breath and sound in stress-release, developing whole-brain learning through brain-integration movement and sound, and the important effect of your own thoughts on your attitude and self-acceptance.

### Physical Education

We encourage our students to participate in at least **one** cultural activity and in at least **one** summer and **one** winter sport. These co-curricular / extra mural activities, which are also **cost inclusive**, are:

Sport Activities (during school hours)	Cultural Activities
Athletics	Marimba Band
Swimming	School choir
7s Rugby	Drama
Soccer	Debating & Public Speaking
Softball	Chess
Netball	Photography Club
Cross country	Eco Club
Archery (require own equipment)	Book Club
Cricket	Youth Club
Pilates / Fitness	Maths Olympiads
	English Olympiads

## **Environment & Community**

The students' involvement in community and environmental projects are an essential part of our school curriculum. Our school's motto for our outreach arm is: *"be the change you want to see in the world"*. Our aim is to lead by example, to serve others, to respect other cultures and to contribute positively to society. We will be involved in reading schemes, numeracy and literacy training, art workshops and skills development.

### **Environment awareness**

We have achieved Eco School - Platinum status. We care about doing our part to advance the "green" movement. By using products that are environmentally friendly, we can lead by example and make our learners aware, from a practical view, how it is enforced. We have also introduced a formal recycling initiative into our school environment from the Executive Head's office to the classrooms. Each learner, as part of a team, will have a turn to categorise and dispose of our clean recyclable litter. We will educate the school staff and learners on which items of litter can be recycled and hope that the ideas will filter into your homes too, among others.

Also envisaged is:

- Social responsibility & investment.
- Establishment of an educational trust.
- Partners with the Mountain Cambridge School's support of Ennis Thabong Primary, Lesedi House, CANSA and Hartbeespoort Animal Welfare Society.
- Santa Shoebox project.

## **Entrepreneurial Skills**

Our students will be responsible for the successful running of their own entrepreneurial ventures, the proceeds of which will be used for community development projects. Under the guidance of our mentorship program we will nurture and develop our students' business skills. This program forms an essential part of our Personal Skills Development Programme.

## SCHOOL HOURS

**MONDAY & WEDNESDAY:** 07:30 – 15:20  
**TUESDAY, THURSDAY & FRIDAY:** 07:30 – 14:20 (except AS 1 and AS 2 learners)

### Teachers' Consultation hours: (when not involved in extra mural activities)

Monday & Wednesday: 15:20 – 16:00  
Thursday: 14:20 – 15:00

## 2020 MCS CALENDAR

### Term 1

Start: Wednesday 15<sup>th</sup> January  
Close: Thursday 9<sup>th</sup> April (11:00 closing time)  
Half Term: Close Thursday 27<sup>th</sup> February  
Return Tuesday 3<sup>rd</sup> March  
Public Holidays: Saturday 21<sup>st</sup> March (Human Rights Day)

### Term 2

Start: Wednesday 6<sup>th</sup> May  
Close: Friday 31<sup>st</sup> July  
Half Term: Close Friday 26<sup>th</sup> June  
Return Monday 6<sup>th</sup> July  
Public Holidays: Monday 15<sup>th</sup> June (closed)  
Tuesday 16<sup>th</sup> June (Youth day)

### Term 3

Start: Tuesday 1<sup>st</sup> September  
Close: Friday 4<sup>th</sup> December  
Half Term: Close Thursday 15<sup>th</sup> October  
Return Tuesday 20<sup>th</sup> October  
Public Holiday: Thursday 24<sup>th</sup> September (Heritage Day)

## SCHOOL UNIFORM

The school uniform is compulsory and the proper school uniform must be worn at all times.

### FORM 1 -5

The formal school uniform (i.e. school tie & blazer) is compulsory during assemblies every Friday and also for school outings and all school events attended by learners.

#### Girls:

- Summer: White short sleeve school shirt, school skirt, white short socks, black school shoes, school blazer, school pullover. School drimac available.
- Winter: White long sleeve school shirt, school skirt and navy lycra stockings, or McCullagh & Bothwell long navy pants, black school shoes, school tie, school jersey, school blazer, school pullover, school scarf. School drimac available.

#### Boys:

- Summer: White short sleeve shirt, long / short navy pants, navy socks, black lace-up school shoes, school blazer, school pullover. School drimac available.
- Winter: White long sleeve shirt, long navy pants, black lace-up school shoes, navy socks, school tie, school jersey, school blazer, school pullover, school scarf. School drimac available.

**The boys' and girls' sport uniform is compulsory for all sporting activities during our Personal Development Programme:**

### PE/ Sports: LSL – AS 2

#### Girls

#### Compulsory sports attire

Attire	Description	Sports	Supplier
Multipurpose sport shirt	V-neck, sleeveless, sublimated MCS sport shirt (maroon and navy).	Netball, Athletics, Physical Education.	Available from Extreme Edge Active wear. Order form available at reception.
Netball skirt	Maroon and navy skirt to match multipurpose shirt.	Netball.	Available from the MCS uniform shop.
Quantec shorts	Navy shorts with a maroon and navy stripe.	Physical Education and Athletics.	Available from the MCS uniform shop.

#### Optional sports attire

Attire	Description	Sports	Supplier
Athletics shorts	Navy athletics' shorts.	Athletics (Formal events).	Available from the MCS uniform shop.

**Boys****Compulsory sports attire**

<b>Attire</b>	<b>Description</b>	<b>Sports</b>	<b>Supplier</b>
Multipurpose sport shirt	V-neck, sleeved, sublimated MCS sport shirt (maroon and navy).	Soccer, Athletics, Physical Education.	Available from Extreme Edge Active wear. Order form available at reception.
Physical Education/ soccer shorts	Maroon short with navy stripe to match multipurpose sport.	Soccer, Athletics, Physical Education.	Available from the MCS uniform shop.

**Optional sports attire**

<b>Attire</b>	<b>Description</b>	<b>Sports</b>	<b>Supplier</b>
Athletics shorts	Navy athletics' shorts.	Athletics (Formal events).	Available from the MCS uniform shop.
Athletics shirt	Sleeveless, round-neck navy and maroon shirt.	Athletics (Formal events).	Available from the MCS uniform shop.

**SCHOOL STOCKIST**

McCullagh & Bothwell is the sole official supplier of MCS school uniforms on a consignment basis, and Susan Ackerman is appointed as the selling agent, at the premises provided by the school.

The MCS Uniform Shop will be open during the following days on the School grounds.

- **Every Monday from 12:00- 14:30,**
- **Every Wednesday from 8:00 - 14:30 and**
- **The first Saturday of each month from 9:00- 12:00,** throughout the term

**\*Credit cards are welcome.**

Susan provides a friendly, efficient and professional service to the school community of MCS.

**Susan Ackerman – 083 758 0455**

## SCHOOL FEES 2020

LEVEL	ANNUALLY	TERMLY x 3 Jan/May/Sept	MONTHLY x 10 Jan - Oct
LSL (Grade 8)	R 70 970	R 23 655	R 7 275
IGCSE (Grade 9 & 10) AS (Grade 11 & 12)	R 79 150	R 26 385	R 8 115
Boarding	R 55 000	R 18 995	R 5 640

*The following discounts apply:*      *5% Sibling Discount for 2<sup>nd</sup> child and 10% Sibling Discount for 3<sup>rd</sup> child*  
*7% Discount if Fees are paid annually in advance before 30<sup>th</sup> November*  
*5% Discount if Fees are paid annually in advance before 31<sup>st</sup> January*

LEVEL	7% Discount Before 30 <sup>th</sup> November	5% Discount Before 31 <sup>st</sup> January
LSL (Grade 8)	R 66 000	R 67 420
IGCSE (Grade 9 & 10) AS (Grade 11 & 12)	R 73 610	R 75 195

**Additional costs:**

***Non-Refundable Acceptance Fee R 5 000.00 - Once off per Registration***

**Please note:**

School fees are compulsory and are payable strictly in advance. The following methods of payment are available:

1. Annual tuition fees paid in full by the end of November for the following year: discounted by 7%
2. Annual tuition fees paid in full on the 31<sup>st</sup> January: discounted by 5%
3. Monthly tuition fees: due and payable on the first of every month over a 10 month period (Jan – Oct).
4. Termly tuition fees: due and payable on the first day of January, May and September.
5. **A full term's notice, in writing, or the equivalent fee in lieu thereof is required prior to the withdrawal of a pupil.**
6. All tours, school excursions and theatre outings are payable when advised of the event.
7. **The above School Fees EXCLUDE Cambridge external exams, some text books, stationery packs and private extra-murals. (The Cambridge External Exam Fees are quoted in £'s and are payable on exam registration at the rate of exchange.)**

## BANK DETAILS

**The Mountain Cottage School**

Account Number: 1469021153

Bank: Nedbank Brits

Branch Code: 187646

**NB! Proof of payment to: [accounts@themcs.co.za](mailto:accounts@themcs.co.za)**

**Reference on Payment: Oldest child in MCS's name and surname**

## STATIONERY & TEXT BOOKS

**Tuition fees do not include the cost of IGCSE and AS/A level textbooks and stationery.** At the beginning of the year the prescribed text books will be available from the Administration Office. Learners will receive stationery lists for their subjects and will be responsible for the purchasing themselves.

## EXAMINATION PROCEDURES

### External Cambridge Examination Fees:

**Examination fees are not included under tuition fees and are paid separately at time of entry for exams. Fees are subject to changes according to the exchange rate at time of entry.** Exam fees are payable during September for the November session. Penalty fees apply for late entries.

### Exam procedures:

Question papers are sent from Cambridge and students' scripts are returned to Cambridge for marking, ensuring a continuous high standard of education. Our main examinations are at the end of the school year in October to November.

A mid-year exam session is offered by Cambridge in May/June and AS students wishing to upgrade results from previous examinations may re-write subjects in this session.

### Exam results:

May/June results are available in August and end of the year results in mid-January of the following year. Certificates are issued by Cambridge.

## CODE OF CONDUCT

This is the framework which guides the children of our school to behave in a positive manner. It creates a culture of learning and teaching through a discipline system that protects all the students' right to effective education, their right to human dignity and their right to security. MCS has compiled this code in co-operation with the students, teachers and parents. It will be updated regularly. The Code of Conduct is based on Section 8 of the SA Schools Act (84) of 1996. School discipline has two main goals: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning. An MCS student is expected to uphold the values of the school and to represent our school in the most responsible way possible.

The ethos of The Mountain Cambridge School is one of nurturing and support so that each child can be the best that he/she can be. MCS aims to guide and develop children so that they are ready to contribute effectively to their world in the future. Education is not only the responsibility of the teachers, but also of the students and parents.

The values taught and upheld by MCS are many but MCS focuses on: tolerance, independence, friendliness, helpfulness, responsibility, self-discipline and promptness. Our school motto, "*Real world ready*" is based upon 6 core values: hard work, honesty, respect, discipline, trust and enthusiasm. These values serve as a compass pointing out what it means to be true to oneself. Honouring these values will guide our students in fulfilling their goals. Each child is expected to complete his/her work to the best of his/her ability and to complete all work with enthusiasm and pride.

### **OBJECTIVES:**

The Code of Conduct is a key step in fulfilling our Board of Director's commitment to make our school safe by promoting respect, responsibility and civility. Students, teachers, staff and parents have the right to be safe, and feel safe, in their school community. With this Code we are setting clear, consistent standards of behaviour that will help accomplish this goal. Our school's behaviour policy is based on our school's values and our aim is to promote behaviour improvement as a means of improving learning and teaching. Our aim with these rules is to help our students learn self-control, respect for themselves and have respect for others, and to learn this very important lesson: "Self-discipline controls my consequences". We want our students to take pride in themselves, their behaviour and their school by always setting a good example. We want to create a disciplined but relaxed environment which is conducive to learning.

### **Dress code**

The school uniform is compulsory, and the proper school uniform must be worn at all times and to school functions (unless stated otherwise). All students participating in approved school activities are expected to comply with the required dress code and personal appearance regulations of the activity in which they are participating. No variation from the uniform specified in the admission document will be permitted. Any item that is not listed may be confiscated if worn by a learner. Any sloppy or untidy appearance will not be tolerated. Infringements of the dress/uniform code will result in removal from the class until the learner's appearance is satisfactory.

- The school uniform is compulsory, and the proper uniform must be worn at all times and to school functions (unless stated otherwise).
- The formal school uniform is compulsory during assemblies every Friday.
- Track-suit tops and windbreakers may **not** be worn with the school uniform.
- Students' uniforms should look neat and students should be groomed and well-presented at all times. Boys need to be clean shaven; no facial hair is allowed.
- Boys' pants shall be worn securely at the waist, no abdomen skin or underwear is to be exposed.
- Boys' shirts are to be kept tucked in at all times.
- Girls' skirts are not to be shorter than **10 cm** above the knee.
- All students participating in approved school activities are expected to comply with the required dress code and personal appearance regulations of the activity in which they are participating.
- Formal uniforms are worn when students attend any school function or school outing.

#### **Hair and appearance:**

- No make-up will be allowed.
- Nails are to be clean, short and neat at all times, clear nail polish may be worn.
- Girls only: Visible pierced jewellery shall be limited to one piercing per earlobe, only small sleepers or stud earrings may be worn.
- No jewellery including rings, except a watch, may be worn.
- Students' hair has to be neat, clean and well groomed.
- Fringes must be neat and kept out of the face line.
- No hair gel, highlighting or colouring of hair will be allowed.
- **No Mohawks, patterns, definite step or any uneven proportioned hair cut will be allowed. (short back & sides for boys).**
- Decorations, symbols, mottos, or designs imprinted or attached to the body or clothing, which are offensive to good taste or the maintenance of decorum, or which advertise tobacco, alcohol, drugs, or which identify the students as members of secret anti-social groups or gangs, shall not be worn to school or school functions.
- Ethnic hair styles must meet school's approval.

#### **Suitcases:**

- A strong, partitioned suitcase, clearly marked with name
- No graffiti is allowed on bags

#### **Cell phones/ I Pods/ MP 3s/ Tablets or any other electronic equipment:**

- **No cell phones** will be allowed during school hours.
- Learners are encouraged to not bring their cell phones to school. Any communication with their parents will be through the school's front office.
- Cell phones must be switched off during school time and can only be used after school. If found on during school hours, the cell phone will be confiscated.
- **Should a learner not adhere to this rule, the cell phone will be confiscated for two weeks.**

- If learners bring cell phones to school, then it is with the understanding that MCS will **not** be held responsible for any loss, damage or theft thereof, including confiscated cell phones.
- It is on the onus of the learner to take responsibility for the safekeeping of his/her cell phone at all times.

### **Policy on late comers/punctuality/truancy**

- School starts at 07:30 – students must be lined up in the quad by then for registration.
- Late comers must report to the Administration Office to receive an **Entry Slip** (if the reason is valid) or a **Late Slip**.
- Three late slips will result in a **Friday** detention.
- Truancy from a class is a serious offence. Repeated truancy may lead to suspension.
- If a student feels ill during school they have to report to the LEAP Centre (parents will be contacted if deemed necessary).
- If an appointment is scheduled during school hours (which should be avoided) a note from parents must be handed into the Administration Office from where an early departure slip will be issued.
- Any child collected from school before the end of a school day can only leave if a parent has signed the Admin Exit register at our Admin offices and **has asked in advance permission via email or telephonically 24 hours prior from the Headmaster for the early departure**.
- If absent during an examination or standardised test, a valid medical certificate must be produced.
- Access to examination rooms will not be allowed a half an hour after commencement of exams.

### **Substance abuse and prohibited items**

- Possession of, dealing in or using alcohol or drugs/stimulants i.e. Red bull, Monster, is strictly prohibited.
- A ZERO TOLERANCE policy on banned substances will be adhered to.
- Possession of pornographic material is prohibited.
- Possession of or smoking cigarettes is prohibited.
- No weapons of any kind may be brought to school (i.e. guns, knives ). A zero tolerance policy will be adhered to.
- The Principal will bear responsibility and will do everything in her/his power to ensure that MCS remains a drug free zone.
- Suitable education, guidance and monitoring programmes will be conducted at MCS.
- Appropriate actions will be taken in cases of infringements of this policy.
- The best interests of the school as a whole will be considered paramount.

### **MOTOR VEHICLE POLICY:**

**Only AS 2 students, who are in possession of a valid driver's license and a letter of consent from their parents, may approach the Principal to request permission to drive on the grounds.**

- Once permission has been granted, cars may only be parked in the designated areas.
- Note the speed limit; one may not exceed 25 km/hour.
- This privilege may be withdrawn at any time if there is abuse of these rules.
- Cars are parked at own risk. The school is not responsible for any damage or theft caused to vehicles parked on our grounds.

### **Motorbikes**

**Only students, who are in possession of a valid motorbike's license and a letter of consent from their parents, may approach the Principal to request permission to drive in the grounds.**

- Once permission has been granted, motorbikes may only be parked in the designated areas.
- Note the speed limit; one may not exceed 25 km/hour.
- This privilege may be withdrawn at any time if there is abuse of these rules.
- Motorbikes are parked at own risk. The school is not responsible for any damage or theft caused to motorbikes parked on our grounds.
- Obey traffic rules – do not drive alongside each other.

### **POSITIVE REINFORCEMENTS can be awarded to the children for:**

- good values and positive attitudes;
- sportsmanship;
- recycling efforts;
- cultural activities;
- community service;
- academic effort.

#### **1. House teams**

The house teams, ***Darwin, Maxwell and Newton***, are named after famous scientists who were Cambridge University students.

Points are awarded to the house teams for acts of individual and group goodwill deeds including community work and school service. A competition is generated each term to inspire the children and increase house spirit.

#### **2. Good work certificates**

- These should be issued as a reward for a concerted and positive work ethic.
- Good work certificates will be issued at the educator's discretion.
- The educator shall consciously seek to allow every child an opportunity to earn good work certificates during the year.

## **THE GAP – Student café**

*The Gap* provides a variety of healthy food choices which are nourishing, well-presented and fresh. The delivery of such remains a priority for the School and forms part of our school's "*healthy body, healthy mind*" philosophy. The Gap provides healthy, home-style meals daily for the students, in addition to the standard snacks and refreshments on offer.

**Hours: 7am to 4pm Monday to Friday**

**Meal orders may be placed in advance and special dietary needs can be catered for.**

**Cecile Ehlers – 082 961 4809 / cehlers@gmail.com**

## **SAFETY AND SECURITY**

The school gates will be closed from 8:15 to 12:15 daily, with access gained by ringing the bell.

The school is under CCTV surveillance and security guards will be on duty.

## **TRANSPORT**

MCS makes use of a number of private bus transport providers. This privatisation means that learners are being transported in larger, safer buses. These drivers provide a service in the local suburbs.

All bus users should be respectful to their drivers and obey the rules of the bus. As this is a private service to assist parents all bus fees must be paid monthly in advance directly to the bus drivers. Casual trips can also be arranged with the drivers. Every learner who uses this service must sign a bus indemnity form.

**Daniel Molobi- 073 067 3318**

**Ango Mthimkule - 072 289 7011**

**Refilwe Modisane – 078 631 6507**

**Dominic Konaite – 071 304 9400**

**Eva Konaite – 072 590 0271**

## THE MOUNTAIN CAMBRIDGE HIGH SCHOOL PRAYER

*Almighty God,*

*May our school be welcoming*

*May our school be encouraging,*

*Let friendship flourish here,*

*Let learning fill our day,*

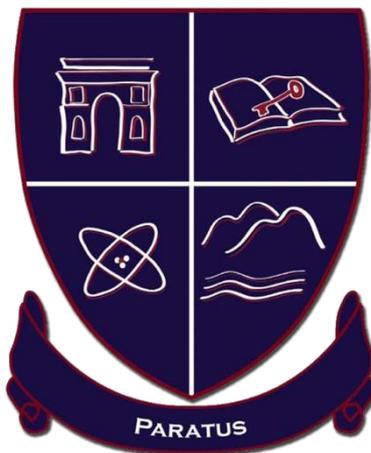
*Give us the strength to do our best,*

*Give us the hope to carry on,*

*Be our guide in all that we do.*

*Amen*

THE MOUNTAIN CAMBRIDGE SCHOOL





## STAFF CONTACT INFORMATION

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