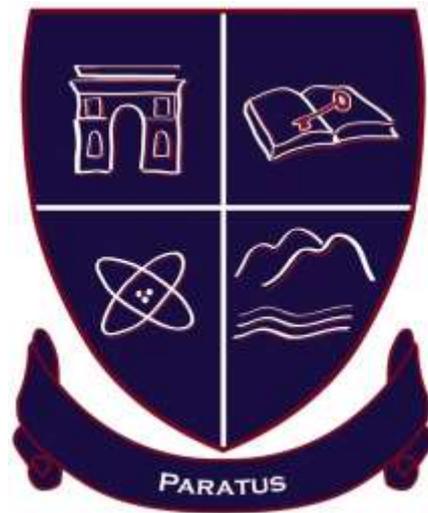


The Mountain Cambridge School



PROSPECTUS

2022

High School

LSL-AS2 / A Level

Real World Ready

Hard Work Honesty Respect Discipline Trust Enthusiasm



**Cambridge Assessment
International Education**

Cambridge International School

reception@themcs.co.za

www.themcs.co.za

P.O. Box 36 Hartbeespoort 0216

Beethoven Road Melodie Agricultural Holdings Hartbeespoort
Mountain Cottage School (Pty) Ltd

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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 students 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 students.
- 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 students to apply their knowledge.

In all our academic programmes, the students 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 students to organise their thoughts and make effective decisions about how to approach their work.

TOURNAMENT OF MINDS (TOM)

MCS partakes in the Tournament of Minds Primary School competition to develop our students’ critical thinking skills. Thinking outside of the box. TOM offers teams of students the opportunity to solve authentic, open-ended challenges that foster creative, divergent thinking whilst developing collaborative enterprise, excellence and teamwork.

Tournament of Minds (TOM) is an Australian educational programme developed especially for talented and creative students across all sectors. We believe that our students at the Mountain Cambridge School have all the above qualities.

TOM challenges and expect the combination of skills emphasizing The Arts, Language, Literature, and Science in the creation of a production in line with the Challenge, yet to be announced. This Super challenge will be solved by the team, where they will provide a solution to the problem given.

The aim of tournament of the minds is to enhance the potential of our youth by developing diverse skills.

ESTEAM PROGRAMME

ESTEAM is an acronym for Entrepreneurship, Science, Technology, Robotics, Engineering, Art and Maths. The countries who have focussed on ESTEAM, have produced top engineers, designers, computer scientists, creators of software and biomedical experts to name a few.

The International Cambridge curriculum for Sciences, Mathematics and Technology is considered to be one of the best in the world. MCS has increased collaboration between these subject areas as an integrated approach to ensure that we challenge our students to develop new ways of thinking and encourages our students to think more broadly about real-world problems. Our learning programme ensures that we do more critical problem-solving projects to express our students 'creative thinking through design and fabrication. It supports our underlying philosophy at our school of: I do – I understand. MCS also includes Entrepreneurship (Business Studies & Accounting) into this teaching programme as it is abundantly clear that to flourish in the new world, an entrepreneurial spirit is vital.

At MCS, the vision for ESTEAM applies to all learning from pre-preparatory ages to school leaving since innovation, solution finding, critical and analytical thinking and entrepreneurship are key to being relevant for this fast-changing world. Every student embarks on this inspirational project-based learning programme in the pursuit of knowledge and the mastery of critical 21st century skills.

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 (1st 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;
- Science (which includes Biology, Chemistry and Physics)
- Information and Communication Technology

At the end of grade 8/form 1 students will write Cambridge Checkpoint exams in the following 3 major subjects: English, Mathematics and Science, 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 2nd Language, History & Geography, Economic and Management Sciences (EMS), and the students will write internal exams in these subjects.

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

Cambridge Music

The Music Programme at MCS follows the Cambridge Secondary Music Curriculum. The Cambridge Secondary Music, assist students to:

- cultivate a joy of music through participating in meaningful and enjoyable experiences
- develop the knowledge, skills and attitudes necessary to think and contribute as musicians
- collaborate with others in purposeful and expressive ways through singing and playing instruments
- nurture individual and collective creativity
- use their growing knowledge to explore and generate music that is unique, valuable and relevant.

The Cambridge approach encourages students to be responsible, innovative, confident, engaged and reflective.

Cambridge Art and Technology

Cambridge Secondary Art & Design provides a platform for personal expression and encourages students to embrace every opportunity to pursue their own ideas. Students will also benefit from regular opportunities for collaboration, sharing ideas and learning from others. They will collaborate with peers to solve problems, share experimentation and celebrate outcomes.

International General Certificate of Secondary 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 South African Matriculation Certificate is: 5 IGCSE + 2 AS subjects.

Students need 6 or 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 4. The other subjects 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 1st language
Afrikaans 2nd 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
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 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

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 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, Class monitors, Lab monitors
Sport Captains, Heads of houses
- Entrepreneurial Skills Development & Financial Planning
- Mentorship programme
- Presidents Award
- Interact Club
- Tournament of Minds

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 students 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 (depending on numbers)	Drama
Soccer	Debating & Public Speaking
Cricket	Chess
Netball	Photography Club
Cross country	Eco Club
Archery (require own equipment)	Book Club
Majorettes	Youth Club
	Maths Olympiads
	English Olympiads
	Accounting & Business Olympiads
	Physics Olympiads
	Presidents Award
	Interact Club
	SACOPA
	Tournament of Minds

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 students 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 student, 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 students 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, Rainbows & Smile, Hartbeespoort Animal Welfare Society, Ten Rooms School, Purple Pinkies for Polio Awareness & Dare to share
- Santa Shoebox project
- Jars of Hope
- SABS (Blood Drive)

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 programme forms an essential part of our Personal Skills Development Programme.

PRESIDENTS AWARD

The President's Award for Youth Empowerment is the official Duke of Edinburgh International Award in South Africa.

It is an internationally recognised programme which exists to provide young people with the opportunity to develop their character, discover their purpose and determine their future to contribute to building a better South Africa for all.

Candidates work towards the Award through developing their skills, serving their communities and improving their physical health, among other outcomes.

CAIE is a keen advocate of the Award in their schools, given the opportunities for personal growth and development offered tie in so well with the ideal CAIE candidate.

INTERACT CLUB

Interact clubs bring together young people ages 12-18 to develop leadership skills while discovering the power of Service Above Self.

Interactors are Rotary-sponsored service clubs and connect with leaders in your community and around the world to:

- Take action to make a difference in your school and community
- Discover new cultures and promote international understanding
- Become a leader in your school and community
- Have fun and make new friends from around the world

SCHOOL HOURS

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

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

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

2022 MCS CALENDAR

Term 1

Start: Wednesday 12 January

Close: Wednesday 13 April

Half Term Close: Thursday 24 February (12h00)

Return: Tuesday 1 March

Public Holidays: Monday 21 March (Human Rights Day)

Term 2

Start: Wednesday 4 May

Close: Friday 5 August

Half Term Close: Friday 24 June

Return: Monday 4 July

Public Holidays: Thursday 16 June (Youth Day)
Friday 17 June (School Holiday)

Term 3

Start: Wednesday 7 September

Close: Wednesday 7 December

Half Term Close: Thursday 20 October (12h00)

Return: Tuesday 25 October

SCHOOL UNIFORM

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

LSL - A Levels (FORM 1 -6)

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 students.

Girls:	Boys:
<ul style="list-style-type: none">• Summer: White short sleeve school shirt, school skirt, white short socks, black school shoes, school blazer, school pullover. School drimac available.	<ul style="list-style-type: none">• Summer: White short sleeve shirt, long / short navy pants, navy socks, black lace-up school shoes, school blazer, school pullover. School drimac available.
<ul style="list-style-type: none">• 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.•	<ul style="list-style-type: none">• 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

Attire	Description	Sports	Supplier
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

Attire	Description	Sports	Supplier
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 09:00- 13:00,**
- **Every Wednesday from 12:00 - 14:30 and**

***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 2022

LEVEL	ANNUALLY	TERMLY x 3 Jan/May/Sept	MONTHLY x 10 Jan - Oct
LSL (Grade 8)	R 76 765	R 25 590	R 7 875
IGCSE (Grade 9 & 10) AS (Grade 11 & 12)	R 85 615	R 28 545	R 8 780
Boarding (Gr 7-12)	R 59 490	R 19 835	

The following discounts apply:

5% Sibling Discount for 2nd child and 10% Sibling Discount for 3rd child

7% Discount if Fees are paid annually in advance before 30th November

5% Discount if Fees are paid annually in advance before 31st January

LEVEL	7% Discount Before 30 th November	5% Discount Before 31 st January
LSL (Grade 8)	R 71 390	R 72 930
IGCSE (Grade 9 & 10) AS (Grade 11 & 12)	R 79 620	R 81 335

Additional costs:

Non-Refundable Acceptance Fees

High School R 5 000.00 - Once off Per Registration

Boarding School R 4 500.00 - 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 31st 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

Account Holder: The Mountain Cottage School
 Account Number: 1469021153
 Bank: Nedbank Brits
 Branch Code: 187646
 NB! Proof of payment to: 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. Students will receive stationery lists for their subjects and will be responsible for the purchasing themselves.

EXAMINATION PROCEDURES

External Cambridge International 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 from June to August to 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/IGCSE 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.

A 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 focusses 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 student. Any sloppy or untidy appearance will not be tolerated. Infringements of the dress/uniform code will result in removal from the class until the student'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 wheely bags allowed, our school embraces a “wheely-free” environment.**
- No graffiti is allowed on bags
- Lockers are assigned to all LSL – AS2 / A level students.

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

- **No cell phones** will be allowed during school hours.
- Students 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 for two weeks.**
- If students 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 student 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 & staff 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 students 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 at the end of each exam series.

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: 8:00 to 15:30 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 13:15 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 students 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 student who uses this service must sign a bus indemnity form.

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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MS MARY-ANNE PINGO Reception 078 392 5857 admin@themcs.co.za

MRS CHANTAL VLOK Administration 078 933 6486 / chantal@themcs.co.za

MRS JASMINE GRAVETT Bursar 071 021 1725 accounts@themcs.co.za