



**Gateway Primary School**  
**PROSPECTUS**  
*(Updated July 2015)*

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**A BRIEF HISTORY OF THE SCHOOL**

In the late 1980's a group of Christians in Harare set about establishing a new multi-cultural, co-educational school dedicated to the pursuit of excellence, to the development of the whole individual and to the service of God and man.

In January 1988 the first 90 children were enrolled and used the facilities of Greencroft Presbyterian Church while buildings were being built on the current site.

In January 1989 the school moved on site with an enrolment of 380 children and thirteen

staff including the headmaster. This number has now grown to well over 600 and a staff of some 45 personnel.

In 1991 work on Gateway High School was begun and pupils were temporarily accommodated at the Primary School. In 1992 the High School was launched and now caters for children from forms 1 to 6. In addition to this, a Teacher Training Programme was started and these teachers are involved in both the Primary School and the High School.

Tremendous strides have been made in a relatively short time and the credit is to be given to the loving God whom we seek to serve.

## **MESSAGE FROM THE HEADMASTER TO NEW PARENTS**

It gives me pleasure to welcome you as new parents to Gateway Primary School. The school is here not only for your children, but for you as parents to get involved in. Indeed the progress which has been made here is due in no small measure to the dedication of the parent body. I am a firm believer that where parents show an active interest in their children's education, the children will strive to reach their full potential in every aspect of school life.

The over-riding aim of the school curriculum is to cater for the whole person. The school does not subscribe to the view sometimes held that it should be responsible for the child's academic development alone. True education will encompass the mind, the body and the spirit. As parents you have entrusted your children to us to receive an education. If the job is to be done properly then all three aspects mentioned above need to be taken into account. It follows that if a child is excluded from any of the relevant facets of school life the school cannot really take the responsibility for his/her education.

The basic academic curriculum which the school follows is the same as that laid down by the Ministry of Education. Obviously where we feel the children will benefit, we have extended and enriched the various syllabi.

Gateway is also a registered Cambridge examination Centre and the Cambridge academic syllabus is an integral part of the school's academic curriculum. At this point in time all Grade 7 pupils write the Cambridge Checkpoint examination.

Gateway is a member of the Association of Christian Schools International and is currently undergoing an accreditation process which seeks to establish the integrity of the school's stated Mission and Vision with actual deliverables on the ground.

In conclusion, I would like to stress that the school would like to work alongside you as parents for the well-being of your child. If at any stage you wish to discuss your child's

performance with your child's teacher, the Director in charge of the Department or myself, please do not hesitate to make an appointment through the school office.

Yours sincerely

KM Ricquebourg

## **ACADEMIC POLICY**

### **Cambridge Primary Programme**

As from 2005 Gateway has registered with Cambridge as one of its International Centres. Pupils will take part in the Cambridge Primary Programme. This facility will enable staff to access teaching resources over the Internet and to interact with teachers in other parts of the world whose schools are also part of the programme. Pupils leaving the school at the end of grade 7 will have the opportunity to write an Achievement Test. This will give our pupils a document that will be recognized in the UK and other parts of the world. It will also assist the school Administration to assess the performance of Gateway pupils against international criteria.

### **Streaming**

Children in Grade 4 and above will be placed into classes based on their proficiency in the English language which is the medium of instruction.

All classes will have access to the Cambridge progress tests, although only Grade 3's and above will actually write these.

Grade 7's will write a midyear internal exam and will write both the ZIMSEC exam and the Cambridge Achievement test in the 3<sup>rd</sup> term. Grade 3's and above will write 2 sets of tests each year in the middle term and final term respectively. Streaming will be reviewed at the end of each year.

### **Special Needs Programme**

The School has a strong remedial programme which caters for a wide range of special needs children. For children who have fallen behind either because they have missed school or have a less severe learning problem, we have remedial teachers whose task it is to attend to such children.

For children with more serious difficulties there are a number of tuition classes where the children spend most of their day, returning to mainstream for cultural and sporting activities. With these children our aim is to bring them to the point where they can be re-integrated into the mainstream as soon as possible.

The school also has a Vana Vashe class (Children of the Lord) for special needs

children with severe learning and physical disabilities.

The school has a number of departments each overseen by a Senior Director. These are:

Infants Department (Grades 1 - 3)	- Mrs Rowley
Grades 4 - 7 Academics	- Mrs Mutsaka
Remedial/Tuition Centre	- Mrs Nleya
Senior School (Grade 7)	- Mr Mufuka
Computers	- Mrs I. Skinner
Shona	- Mrs B. Shoko
Music	- Mrs K. Haw
Sports, Co-curricular & Life Skills	- Mr A. Hulley

If parents have any problems they are requested to see in the first instance the class teacher or relevant Director before reporting to the Headmaster. Open days are held in the first and third terms and parents are invited to use these opportunities to have an in-depth discussion with the teacher regarding their children's progress.

### Reports

These are sent out during the second and third terms. They will contain comments on progress for the various subjects as well as Attainment and Effort symbols.

### Homework

This is set on a regular basis with cognisance being taken of the fact that children are busy with sport on certain days of the week. Each teacher has their own approach to homework and this will be made clear at the start of the year at the "Parents Meet the Teachers" evening

### CODE OF DISCIPLINE

(Updated February 2005)

The following is a summary of the rules accepted by the staff of the school to date. These will be added to as the need arises.

### PRE-AMBLE:

1. It is a given that teachers should accept responsibility both in a general sense (e.g. playground duty) and for their own classes in particular. Accordingly, children should only be sent to the Headmaster when they are not responding to the teacher's discipline or the act of misconduct is serious enough to warrant it. Deputy Heads and Directors should also be used to deal with minor offences.
2. Selfishness, greed, impatience, irresponsibility, discourteousness all develop in the early stages of life. One of our aims as teachers is to check the growth of these

- character traits and to encourage the Christian alternative.
3. Staff should encourage and train children to have respect for authority, staff, local and national Government, which has a bearing on the person's attitude towards God.
  4. Children should be encouraged to obey instructions promptly. If children can listen to and obey the authorities they can see, then they will learn to obey when God speaks. They also need to be able to receive correction in the right spirit.
  5. Wherever possible a positive means should be used to encourage good behaviour. There are places for negative reinforcement, but these should be used as a last resort.
  6. For boys corporal punishment may be used by the Head (or someone to whom he delegates the responsibility) as a means of discipline. When children are sent to the Headmaster to be disciplined, parents will receive a "Discipline Report" giving the reasons for any action taken. A copy of the report will be kept on file.
  7. Staff members will endeavour to be aware of possible challenges to commands, which will be dealt with promptly and objectively. Punishment will be administered in a calm judicious manner, and will fit the crime, in order to have the desired corrective consequence. Children who have been punished should not be rejected or continually reminded of the offence. They must know the past is finished with and that they are forgiven.
  8. Prefects are allowed to administer the punishments as laid down in the Prefects Manual. Staff can over rule any prefect punishment.
  9. If a member of the Prefect Body needs to be disciplined in any way he/she should be sent to the Head or Deputy Head.

## **RULES AND CONDUCT REGULATIONS**

### **MANNERS:**

1. Children are **expected** to be well behaved and good mannered at all times. Staff are responsible, together with parents for training the children to exhibit the proper behaviour at **ALL** times.
2. Children must move aside in corridors to allow staff/adults to pass.
3. Children should greet members of staff/parents when they see them in the school and boys should raise their hats. When a member of staff/visitor enters a classroom, children should greet the adult by name or title (ie. Sir/Ma'am).
4. Children must knock before entering a teacher's classroom (other than their own) or office. Having knocked, children may enter and wait quietly. There is no need to wait for a reply which may be inconvenient or unheard. To speak to a teacher in the Staff Room they may either enquire at Reception or knock at the exterior door (by the Thrift Shop) and wait to be attended to.
5. Children in Grades 3 - 7 are to stand up when the Headmaster or a visitor enters the classroom.

6. Children must respond quickly to bells.
7. Children must not interrupt staff when they are talking to teachers/parents.
8. Children must be polite to groundstaff.
9. Fighting is not allowed.
10. There will be no running or shouting in the corridors/toilets.
11. No children are allowed in the classrooms without permission from the teacher.
12. Children waiting for teachers first thing in the morning must place their suitcases against the wall and wait quietly or go to the field and play. (This does not apply to infants).
13. **No** child is permitted to leave the school gates unless accompanied by a parent/approved adult. **Children in grades 3 – 7** may leave independently via the main boom gate, but the guards will only allow them to do so if a consent form has been signed each term by the parent, and the child's name is in their book.
14. Children waiting for the teacher between lessons should do so **OUTSIDE** the classroom. They should only proceed into the classroom when they are quiet, composed and mentally prepared for learning.
15. Children should conduct themselves in an orderly manner in the classroom, within clear parameters set by the teacher.
16. **First-time obedience** is the objective.

## **B) APPEARANCE:**

1. If the conduct of the child reflects their inner attitude then their appearance and deportment are likewise important aspects of their training. Smart and well presented generally leads to self-acceptance and a sense of pride in the way one presents oneself.
2. The children are ambassadors for the school and custodians of its reputation - hard to establish but easily lost – particularly in the area of appearances. I.e. scruffy is interpreted as a 'bad school'.
3. Children must be correctly dressed at all times (see separate clothing lists).  
**girls**
  - a. ribbons or clips must be the same colour as the uniform,
  - b. only gold studs or sleepers may be worn in the ears,
  - c. flat, plain black shoes and ankle socks are to be worn.  
**boys**
  - a. they must wear garters in their socks at all times during school,
  - b. they must have the school badge embroidered on to the left hand pocket of their shirts,
  - c. all boys in grade three and above must wear a school tie.
4. All grade 6's and 7's must have blazers; for lower grades they are optional.

5. No child will represent the school, or his/her games house, incorrectly kitted out.
6. Hats are to be worn at all times out of doors but should be removed indoors. Children without hats at break should sit quietly on the veranda or some other shady spot designated by the teacher on duty.
7. No child is allowed to be partly dressed in school uniform out of school grounds. Children in uniform are the school's ambassadors and are expected to behave and dress accordingly. Children leaving the school will do so in either full school uniform or full tracksuit.
8. **Girls** with long hair should wear it up and away from their faces - no dye, highlights or gel (see more detailed hair rules available from the Head Teachers or Administration Office).
  - a. Girls may not wear nail varnish,
  - b. Body glitter is not permitted,
  - c. No body piercing except for simple stud or sleeper earrings.
9. **Boys** should not have long hair, and if in doubt, it should be cut. The following is a guideline for boy's hair:
  - a. It must look neat,
  - b. It should be short at the back/sides/top, and should be off the ears and collar,
  - c. The hair must follow the shape of the head, i.e. no platforms, paths, steps, wedges, grades,
  - d. The fringe must be off the eyebrows,
  - e. No gels, dye or highlights,
  - f. There must be no ridiculously short haircuts (no shorter than No. 2),
  - g. Boys are not permitted to wear make-up,
  - h. Earrings are not permitted.

### **C) GENERAL:**

1. Children are to use bins to dispose of litter.
2. Children are to keep away from all building works, machinery, vehicles, etc.
3. The throwing of stones, sticks, sand or hard balls is not permitted.
4. Bicycles should not be ridden within the school grounds, and children under 10 yrs of age should not ride to school.
5. Children will be encouraged to develop a loyalty to the school. Accordingly, when required to participate in teams or group activities during the week or on Saturdays they shall do so. The school calendar is issued at the beginning of each term so

- that parents can plan weekend trips without clashing with school commitments.
6. Sport is compulsory for all children in Grades 3 - 7. Where children need to miss activities, they are expected to excuse themselves from the teacher in charge as a matter of courtesy.
  7. Attendance at school in the mornings throughout the term is expected of all children. All absenteeism should be explained in a letter from the parents/guardian of the children. Children will be encouraged to attend school up until the end of term. Where parents wish to take their children out of school (except for medical reasons) permission should be sought from the Head.
  8. Where a child is absent for 5 consecutive days and the office/teacher have not been informed as to the reasons for the absence, that child will be deemed to have left the school and the place will be allocated to another child on the waiting list.
  9. Children should be collected promptly at the end of school or sport. In any event, supervision will only be provided up until the following times for the following grades:
 

Grades 1 - 2	1.30 p.m.	Mon - Fri
Grades 3 - 7	5.30 p.m.	Mon - Thur
" "	1.30 p.m.	Fridays
  10. Children are not allowed to bring cell phones to school and will be discouraged from bringing other valuable items.

**K M RICQUEBOURG**  
HEADMASTER

### **NON-DISCRIMINATORY POLICY:**

Gateway Primary School admits students of any race, colour, national or ethnic origin and grants them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, colour, national, or ethnic origin in administration of its education, admission policies, tuition assistance, athletic and other school administered programs.

### **GENERAL INFORMATION - NEW PARENTS**

#### **SPORTS/CLUBS PROGRAMME**

The school offers a variety of clubs which operate alongside the sporting programme. Attendance at clubs is NOT COMPULSORY, but is recommended as it gives the children the opportunity to meet other children in the School whom they would normally not meet and it also helps the teachers to get to know the pupils.

The sporting programme is **COMPULSORY** and all children in Grade 3 and above, as

well as over age grade 2's, are required to take part. Sports for Grade 2 boys and girls is voluntary, the aim being to prepare the children for the various sporting activities which are compulsory in Grade 3, ie. cross country, athletics, tennis, hockey, netball, cricket, soccer, rugby. This will take place once a week from 1.30 to 3.00pm – Monday for girls and Tuesday for boys. The children will be supervised in the Infants playground during the lunch-hour period, and must be collected promptly at 3.00pm.

Children will be encouraged to develop a loyalty to the school. Accordingly when required to participate in teams or group activities during the week or on Saturdays they shall do so. If, for any reason, a child cannot do so, parents are requested to discuss the matter with the headmaster.

Grade 1's and other grade 2's do not do sport in the afternoons, unless involved with the voluntary sports program.

### **UNIFORM (Also see Separate Lists)**

School uniforms are available for sale from ENBEES in Borrowdale Village and GLEN ABBEY at Arundel Village, Mount Pleasant. The school also operates a well-stocked Thrift Shop where good quality second hand uniforms, as well as some specialist uniform or stationery items can be purchased. The thrift shop will also sell good quality uniforms that are no longer required for a small commission. Parents are requested to ensure that all children are correctly kitted out at all times. Not only will this maintain standards, but it will help the children to develop an "Esprit de Corps". Children incorrectly kitted out will not be permitted to represent the school.

### **LOST PROPERTY/THRIFT SHOP**

Lost property is sent to the Thrift Shop where it is sorted and can be redeemed for a small fee, depending on whether the item is marked or not. Children can check the lost property in the Thrift Shop on a daily basis. **Parents are encouraged to ensure that all items of clothing and sports equipment are clearly marked.** Unclaimed articles of clothing will be sold at the end of each term.

The Thrift Shop is open at the following times:-

Monday to Friday: 7.30 to 8.00am and approximately 12.30 – 1.30pm (check with the ladies-in-charge, contact number to be found on back of the School calendar).

### **SCHOOL HOURS**

All children are required to be at school by 7:40 a.m. Please note that children who arrive late generally disrupt lessons and draw attention to themselves. If a child arrives after the second bell at 7.50am (without prior warning from parents that there has been a crisis) they will not be allowed into their class until breaktime, and will be required to wait until then in the sick-bay.

**Grade 1 finish at 11:55 a.m.**

**Grade 2 finish at 12:25 a.m.**

**Grade 3 and above finish at 12:55 p.m.**

The school is prepared to supervise grade 1 and 2 children up until 1:30 p.m. by which time they should be collected. On sport days grade 3-7 children will be supervised if necessary up until 5:30 p.m. On Fridays all children should be collected by 1:30 p.m.

Children should be picked up by the specified times, failing which, the child's name will be noted in a book at reception and parents will be expected to sign in the book. A fine will be levied for the late collection of children, and the Department of Social Welfare notified if a pattern of late collection develops.

## **Latest Collection Times:**

	<b>Infants</b>	<b>Grade 3 – 7</b>
Monday to Thursday	1.30pm	5.30pm
Friday	1.30pm	1.30pm
End of term	10.30am *	10.30am *

**\* unless specified otherwise in the school calendar.**

## **HOLIDAY OFFICE HOURS**

During the school holidays the school office will be open during the first and last weeks between the hours of 9:00 a.m. and 11.30am.

## **TUCKSHOP**

The school has a tuckshop which operates during the week at breaktime and from lunchtime to early afternoon Monday - Friday.

Infants are not allowed to visit the tuckshop at any time.

## **BIRTHDAY BOOKS**

In an attempt to build up the school library, it is suggested that on your child's birthday, you or your child buy or donate a book in good condition, which will be given to the school. The book will be inscribed with the child's name as donor and after the child has read the book, it will become part of the school library.

## **BIRTH CERTIFICATES/SCHOOL REPORTS**

It is essential that the school has on file a copy of your child's birth certificate. Without this he/she will not be permitted to write any public examinations or take part in inter-school sport. Note that the school will always use the first name on the birth certificate as the child's 'official' name.

It is a great benefit to the teacher to have copies of your child's last school report and

also their previous reading record when coming from another school.

## **PAYMENT OF SCHOOL FEES**

Parents are required to pay school fees and levies by the first day of each term. Legal action will be taken against those who default and children may be debarred from class.

## **NOTICE OF WITHDRAWAL OF A PUPIL**

In the event that parents wish to withdraw their child one term's notice is required.

## **BURSARIES**

A limited number of bursaries are awarded each year to assist those with a genuine need with their school fees. Application forms are available from the Bursar's office. The Bursary Committee meets at the end of each year and only in extreme cases will applications be considered at other times.

## **SECURITY**

It cannot be emphasised too strongly that the children are responsible for looking after their own belongings. This is a large school and great care must therefore be taken.

1. Bicycles are secured in the cycle enclosure between 7:45 a.m. and 1:00 p.m.
2. All desks in the school have been modified so that they can be locked. Children are to supply their own locks and keys. A spare key is to be handed to the class teacher for emergencies.
3. Watches, calculators and other valuables are prime targets for theft and should never be left lying around. Expensive items such as ipods, cell phones etc are not to be brought to school as the school cannot accept any responsibility for their loss or theft.
4. Gate Security: **No** child is permitted to leave the school gates unless accompanied by a parent/approved adult. Children in grades 3 – 7 may leave independently via the main boom gate, but the guards will only allow them to do so if a consent form has been signed each term by the parent, and the child's name is in their book. Consent forms can be obtained from the Admin office.

## **CHANGE OF ADDRESS**

Please advise the school office in writing of any change of address and/or telephone number, both business and home. In any event school records will be updated at the start of each term – please return the Information Update forms issued on the first day of term promptly so this can be done.

## **SCHOOL HOLIDAYS**

Please do not extend the already very generous holidays for your children for trivial reasons. In VERY special cases and for unforeseen emergencies, requests for your child to be away from school will receive sympathetic consideration.

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## COMMUNICATION

**Gateway Primary is using d6 Communications Application** to keep in touch with parents as their default communications portal.

All parents and guardians to install the d6 school communicator (No Cost to Parents):

- iPhone / iPad / Mac iTunes Store - search for d6 Communicator, select educational option.
- Android phones / tablets open the Playstore.
- Laptops Windows - find the download file on [www.school-communicator.co.zw](http://www.school-communicator.co.zw), be sure to select the downloads button once the web page opens up and then select Gateway Primary from the school list.

Once you have installed the application type in your Name and Surname and your most used e-mail address. Please be sure to inform Gateway Primary if you change your e-mail address, cell number, or if the guardian's contact information has changed.

**Note that you cannot access updated messages on d6 if your cellphone or tablet's 3g, wi-fi or internet connection is off.**

If you need more instructions or a tutorial for installation please visit our Gateway Primary website on [www.gatewayprimary.co.zw](http://www.gatewayprimary.co.zw) and select ICT Department then Tecki Page, scroll down and select d6 Icon.

For any queries or assistance contact Mr Murindagomo on [bmu@gatewayprimary.co.zw](mailto:bmu@gatewayprimary.co.zw) to assist you.

## SCHOOL COUNSELLING CENTRE

The school employs a qualified full time counsellor who helps children in Grades 1 – 7 with any issues affecting their emotional well-being. (e.g. stress, anger, grief, self-image, worry and anxiety etc.) All counselling information is kept confidential unless the child's safety is at risk. This service is offered to the children at no extra cost. If you feel your child would benefit from counselling, please see the Counsellor in the School Counsellor's room.

The school runs "**KIDS**" **Bereavement Groups** for children who are grieving because

of a loss (e.g. divorce, death, separation, friends/family emigrating, death of a pet). “**KIDS**” provides the children with a safe place to talk about their loss and helps them move through the grief process toward healing. The groups are small because the goal is to allow each of the children a chance to share feelings. Each week we give the parents suggestions for them to build on what has been discussed at KIDS. This is an important way for the parents and their child to keep communication open and work towards healing.

There are ten lessons that move from general to more focused discussions as the weeks progress.

The goal of “**KIDS**” is to facilitate children’s movement through the grief process toward acceptance of life’s changes and losses, forgiveness of those whom they perceive to have caused the changes and losses, and an understanding that despite the changes and losses, their Heavenly Father remains constant in His presence and His love.

## **CLOTHING LIST**

All children in school are required to be correctly kitted out at all times. Incorrectly dressed children not only lower standards but draw undue attention to themselves which is not helpful. Therefore it is imperative that uniform is bought at the delegated School Stockists. There is an inter-house competition run on a weekly basis where points accrue for the annual overall winners for the best turned out house.

### **School Stockists**

Enbees                      Sam Levy’s Village, Borrowdale  
Glen Abbey Arundel Village, Mount Pleasant  
Thrift Shop Gateway Primary School (7.30 – 8am and ±12.30 – 1.15pm)

## **GENERAL SCHOOL UNIFORM (see Uniform insert for more detail).**

### **Girls**

- School Dress (summer).
- Grey school Pinafore (winter).
- Long-sleeved white v-neck Shirt (winter).
- White socks (short in summer, long in winter).
- Royal blue hat.
- Sleepers and studs may be worn - otherwise no earrings.
- Long hair is to be tied back and fringe kept short, above eyebrows. (All hair accessories, ie. scrunchies, alic bands, clips and ribbons to be in school colours – black, red, school blue, white or school material.)
- No hair pieces, frizz, locks or beads. No hair extensions whatsoever allowed.

## **Boys**

- Grey shorts (summer).
- Grey short sleeved shirt with school badge on pocket (summer).
- Long grey trousers (winter).
- Long-sleeved white button up shirt (winter).
- School tie (from Grade 3 upwards).
- Long grey socks with garters.
- Royal blue hat (stiff brimmed for Grade 3 and above).
- No jewellery including earrings.
- Hair is to be kept short. No unconventional styles i.e. spiked, layered or stepped, tabletops, ponytails, afros etc.

## **Both**

- Black buckle or lace up shoes (lace up for boys from grade 3).
- School tracksuit.
- V-neck airforce blue pullover jersey.
- School Blazer (Grade 3 and above).

\* **Name badges** are to be worn by all children on the left hand side.

\* **Blazers** may be worn by Grades 4 and 5 but are compulsory for Grades 6 and 7.

## **SPORTS KIT (see Uniform insert for more detail)**

### **Sports Houses**

The enrollment secretary will provide you with a welcoming letter within this package your will be informed what house your family will be allocated to.

Tyndale: Yellow

Wilberforce: Green

Lewis: Blue

King: Red

Sport	Boys	Girls
Athletics	House Vests (Not Shirts)	House sport shirt (Not Vest)
Cross Country	Royal Blue Boxer Shorts White Takkies (Not basketball shoes or spikes)	Royal Blue Skorts White takkies
Cricket	School Sport Shirt White boxer shorts (Not matches) Long white socks White track shoes (Predominantly white) School Hat	N/A
Tennis	School sport shirt Royal blue boxer shorts White socks/white takkies School hat	School sport shirt Royal blue boxer <u>skorts</u> White socks/white takkies School hat
Netball		School sports shirts Royal blue skorts White socks, takkies
Soccer	School sport shirt Royal blue boxer shorts Red/blue stockings Football boots (Not takkies)	N/A
Rugby	School rugby jersey Royal blue boxer shorts Red/blue stockings Players play barefoot, so should wear takkies to practice.	N/A
Hockey	School Sports Shirt School Shorts Red/Blue Socks	School Sports Shirt School Skorts Red/Blue Socks
Swimming	School costume Towel (Marked) Marked swimming bag that allows airflow if possible.	School costume Towel (Marked) Marked swimming bag that allows airflow if possible.
Infants General	Should wear a White T-shirt and white boxer shorts with White takkies for Infants	Should wear a White T-shirt and white boxer shorts with White takkies for Infants
Infants Sports Day	Same applies for Infants sports day and other activities like Gymnastic club and tennis lessons.	Same applies for Infants sports day and other activities like Gymnastic club and tennis lessons.
Tracksuit	For all sport and when leaving the school after sport before leaving Gateway or visiting school. Applicable in all seasons.	For all sport and when leaving the school after sport before leaving Gateway or visiting school. Applicable in all seasons.

If there are any changes to the above lists, parents will be notified on the school communicator or sports letters send via d6 mobile app.

**PLEASE NOTE: Children incorrectly kitted out will not be permitted to represent either their Games House or the School.**

## **POSITION PAPER ON GAMBLING**

The Christianity we promote is positive, being joyful, caring and involved in the needs of the community. There are, of course, times when we take a stand on what appear to be negative issues - one of these, in relationship to the funding of school development, is gambling in its various forms, which in our opinion includes raffles.

### **What's wrong with gambling?**

Let's start with a definition: "A gamble is a transaction between two or more parties whereby the transfer of something of value is made dependant on chance, in such a way that the whole gain of one party equals the loss of the others."

With this in mind, we outline reasons why we consider gambling to be an undesirable means of raising school funds:

1. At Gateway we want to promote hard work and industry. Gambling is based upon a get-rich-quick-and-easy mentality.
2. Gambling can become a mania and gets a hold on a significant number in our community, just like drugs, and can result in a deterioration of family life - which is the opposite of what we want to foster at Gateway.
3. We wish to promote honesty and it is an observable fact that gambling encourages dishonesty. Managers never allow access to the petty cash to clerks who are known to gamble heavily. We doubt that any of us would trust a gambler with our money.
4. An enormous amount of time and resources are spent nationally on gambling. This militates against the Christian principle of stewardship in terms of time and money - both of which are dedicated to God.
5. It is obvious that gambling corrupts many fine sports that are enjoyable and innocent in themselves. We see sport and sportsmanship as a vital part of our programme at Gateway.

We believe that school raffles fall under the definition of gambling. Now whilst a little for a good cause is world's apart from being "hooked" at a roulette table at 4 'o clock in the morning in a casino, if a matter is wrong in principle, in our opinion, it is wrong in deed. We feel we must draw the line at the beginning so that there are no grey areas. Quite a number of schools have started small and got into quite heavy gambling to the extent of raffling an expensive Mercedes at \$100 a ticket.

## HOLIDAY SWIMMING LESSONS

Small group swimming lessons are held every holidays by Coaches from Gateway Primary School. These are for the April/August holidays and designated dates in the December holidays.

Lessons take place on Mondays, Wednesdays and Fridays with the First session from 9-10am and the Second session between 10.30- 11.30am. Infants and Toddlers (2½ - 4 years) have 30 minute sessions while Beginners (5 years and upwards) have 30-60 minute sessions.

The lessons are based at the Gateway Primary School pool and charges (regardless of age per session) will be advised upon request.

Lessons must be booked in advance through Mr Z. Chipunza on 0772-210673.

**Tennis and Cricket Coaching** is also provided – contact the above Coach for details of days and times.

### **The following points relating to the area should be noted**

1. Parents must pull into a parking to drop off or collect their children. If angled parkings are available these should be used first and the parallel parkings should not be used in the morning. Particularly at the lunch time period when both the angled and parallel parking bays are required, any vehicles stopping in the roadway cause traffic to back up and can delay cars turning off the Chase. Not only is this inconsiderate, it creates an undesirable and possibly dangerous situation. If necessary, action will be taken against offenders.
2. An area at the end of the dropping off zone will be designated for the bus stop. This area may be used for "dropping off" but not for parking between 7:30 - 8:15am.

If the Wretham Road zone is under-utilized parents are asked to use this as this will relieve the pressure on the Chase zone.

***Finally, we would like to appeal to parents to drive slowly and carefully both along the approach roads to the school and when in the zones. Please be considerate of others and do not become impatient.***

## SIBLING ENROLMENT AT GATEWAY

Those families already in the School who also have younger children should complete a 'Sibling Intention To Enrol Form' which is obtained from the school office. **We must reiterate that completion of this form is NOT A GUARANTEE of a place in this school.** This should be done as soon as the older child commences schooling, but in the case of Grade One applications it should be no later than 1<sup>st</sup> December of the year before the enrolment procedure begins, ie. 1/12/15 for January 2017. Please also note that any question as to the child's readiness/maturity to begin formal education rests with the school, but in any event parents should complete enrolment forms for the year in which the child turns six (regardless of whether the date of birth is January or December). Readiness assessments will be conducted for **all** prospective grade one pupils, and entrance examinations will generally be necessary for children in other grades. Should you have any queries please see the Enrolment Secretary. If you are unsure of the School's Sibling and Over-age policy ask for a copy of the School Sibling Policy statement.

## POINTERS FOR PARENTS OF GRADE 1 CHILDREN

The following points are to clarify some aspects of the beginning of your child's formal education. Please note them and feel free to speak to your child's teacher, or myself, at any time concerning your child's development at this stage in their lives.

### **Aims**

To give children a good, all-round education. This includes spiritual, social, physical and academic development. The government curriculum is followed in all subjects.

In order to achieve this the following approach is taken:-

### **SPIRITUAL**

To foster an awareness of God and a love for Him, we begin lessons on three mornings a week with a 10 minute Bible story, prayer and singing. Other incidental teaching and application of Scripture is given. Assembly is held twice a week.

### **SOCIAL**

We encourage good relationships with each other regardless of race or home backgrounds, and respect for authority is required at all times.

### **PHYSICAL**

We have short periods daily for physical exercise where class and team games are played using balls, hoops, etc to develop necessary skills. Swimming is also included in the summer terms.

## ACADEMIC

Many pre-formal activities will be covered to ensure that each child is ready to start formal learning. Therefore do not expect your child to come home with a reading book on the first day of school!

## LANGUAGE

### English

Emphasis is on understanding and communication. In this regard would parents of children where English is a second language please give extra assistance. We suggest that a period, such as a meal-time, be set aside in the home where only English will be spoken.

### Shona

All Grade 7's have to write a Shona exam. To help prepare the children for this we start teaching Shona from the 2nd Term of Grade 1. Please encourage the children to learn the vocabulary taught - mainly greetings, simple nouns and verbs. They will bring home lists of the words done at school - work is purely oral in Grade 1.

### Reading

When the first reading book is taken home, please ensure that the following rules are observed:-

1. Hands washed before reading.
2. Book kept in a plastic lined book bag at all times.
3. Listen daily to the pages assigned and marked on the marker, then initial the marker.
4. When flashcards are used to learn new words, play games with the child by arranging them in different orders to make sentences. Please ensure that these are all returned daily to school.

The maximum amount of time for set reading at home should be 20 minutes. Your child also needs time to play and rest. Try to encourage a love for reading and for books by reading other stories to your child.

## PHONICS

The "Letterland" approach is used to teach the sounds of letters. The letters become characters and have meaningful stories associated with them which provide reasons for why the letters behave as they do. If your child knows the traditional ABC, point out that these are the names of the letters. More information about "Letterland" will be sent home with your children as they start learning about it at school.

## HANDWRITING

The formation of the letters is taught by verses to guide the children's hands in the right direction. These verses will eventually be brought home so that you may reinforce them with your child.

e.g. cc - Clever Cat's verse is:-

Curve round Clever Cat's face to begin  
Then gently tickle her under her chin.

Many pre-writing skills are also done:-

finger plays; patterns; colouring in (not scribbling); tracing; cutting out to help develop their finger control.

## NUMBERS

Number concepts will be taught by us, but you can develop awareness of number by demonstrating these in real life situations, using such vocabulary as big/small, long/short, more/less, how many? etc.

## MISCELLANEOUS

**Belongings/Toys etc.** - Please have suitcases marked with the child's name on the OUTSIDE for easy identification. Lunch boxes with a division and a good fitting lid, and plastic bottles that close properly are best for containing their break-time snack. (Please do not supply the flask type.)

We encourage children to look after their own belongings. Do reinforce this at home. Do not allow your child to bring toys to school, as we cannot take responsibility for them.

**PLEASE ENSURE THAT THE CHILD'S NAME IS ON ALL ITEMS OF CLOTHING AND EQUIPMENT.**

### Money

Only to be brought to school when specifically requested, ie. Civvies Day or for Outreach functions. Please do not give them money daily for ice-creams.

### Absenteeism

Do not send the child to school when he is ill, but advise the school by letter on his return as to why he was absent. We need these for our records. Do not make appointments for doctors or dentists in the morning and avoid taking holidays during term time as this is very disruptive to the learning process.

### Time Keeping

Children must be at school by 7:40a.m. at the latest – note that Infant teachers are usually in soon after 7am to hear reading. Grade One's finish at 11.50am, and while we have facilities available to take care of them until 1.30pm, remember that your little ones are tired by noon and that we are a school, not a crèche.

## Extra mural activities

**Sports** are compulsory for overage grade 2's. They will participate in Inter-house Sports and Galas as well as Infants Sports and Galas.

We would be very grateful for any help with covering new books with plastic. Please call in at the office to collect books if you are able to help in this way.

## VARIOUS REMINDERS

1. Names badges to be worn daily.
2. Reading books, word-books etc brought to school daily, once individual reading has started.
3. Reading book markers signed daily by parents to show parents have heard reading.
4. All items of clothing clearly marked with child's name.
5. Hats, with child's name in, brought daily.
6. Swimming costumes and towels, duly labelled, brought on relevant days in a separate plastic bag. If unable to swim for a medical reason, note to be sent by parent/doctor.
7. Boys to have school badges embroidered on left shirt pocket.
8. Hair to be of reasonable length and tidy.

## CLASSROOM REQUIREMENTS

1. A **chair bag** and a **book bag** are both required which you will need to supply. Both these items are on sale in the Thrift Shop, which operates on weekday mornings between 7.30 and 8.00am, and 12.30 and 1.30pm. However if you would like to make them yourself they should be made from strong and durable material. Please see Mrs Rowley for assistance.
2. **An Apron** - to use at painting and craft time. Anything that covers most of the front of the uniform will be fine - even an old T shirt of yours would do.
3. **A small cloth Serviette** – to place on the desk when eating break.
4. **Grade 1's** - A pair of good quality scissors (not with sharp points) marked with your child's name; a set of good quality wax crayons or Twisters; a bottle of glue or a glue stick.  
**Grade 2's** – The above plus a sharpener and 2 HB pencils. At this stage Twister or pencil crayons may be substituted for wax crayons.

## **INFANTS SPORTS DAY – FIRST TERM:**

Both Boys and Girls to wear white boxer shorts and white T-shirt.  
Both to wear white takkies only or barefoot.

We would appreciate your co-operation in all these areas and look forward to working with you and your children.

Mrs B. Rowley  
T.I.C. INFANTS DEPARTMENT

## **25th ANNIVERSARY CLOCK TOWER (Built in 2013)**

When you enter the School you will see the Clock Tower at the junction of the walkways in the middle of the Academic area and may notice that plaques have been fitted onto it showing the surnames of donors. We plan to make plaques once every year with the names of families (past, present and future) who donate towards this project. To have your family name included on next year's plaque, you may contact the Bursar to make your donation of \$100 or more, which must be submitted before 31<sup>st</sup> October each year. Money raised in this way will be passed on to the Parents Association Committee to assist them with the various projects currently being undertaken.

## **CONSTITUTION (REVISED 1993) OF GATEWAY PRIMARY SCHOOL PARENTS ASSOCIATION**

### **1. NAME**

The name shall be the GATEWAY PRIMARY SCHOOL PARENTS ASSOCIATION (hereafter referred to as the Association).

### **2. HEADQUARTERS**

The headquarters of the Association shall be the premises of Gateway Primary School.

### **3. LEGAL STATUS**

The Association shall be a Universitas enjoying perpetual succession and the right to sue and be sued in its own name.

### **4. OBJECTS**

The objects of the Association shall be :

- i) to facilitate and promote communication between the Parent body and school management including the Board of trustees, Headmaster, teachers and other staff;

- ii) to undertake specific projects to improve school facilities or promote the welfare of the school;
- iii) to raise money and receive donations and to use, invest or dispose of such monies in such a manner that is in the best interests of the school;
- iv) to assist in all manner of extramural and special school functions.

All of these objects are to be pursued in a manner appropriate to a Christian primary school and where applicable must be ratified by the Board of Trustees or their duly authorised representatives.

## **5. MEMBERSHIP**

Membership of the Association shall be open to all parents and/or guardians of pupils attending the school.

## **6. PARENTS COMMITTEE**

i) The affairs of the Association shall be managed by a Parents Committee (hereafter referred to as the Committee).

### **ii) Duties**

The duties of the Committee shall be:

- a) to carry out the objects as above;
- b) to appoint such sub-committee as it deems necessary for special purposes;
- c) to deal with all business arising from meetings of the Association;
- d) the Committee may from time to time appoint or co-opt such other members as may be appropriate, provided that no co-opted member shall have a vote;
- e) the Committee shall have no right or power to interfere in any way with the running of the school or the school curriculum.

### **iii) Composition**

The Committee shall comprise:

- a) a minimum number of six and a maximum number of thirteen parents/guardians, save that no husband and wife shall be members of the Committee concurrently;
  - b) one teacher of the staff of the school;
  - c) the headmaster of the school;
- provided that for the first year of existence of the association the Executive Committee of the Board of Trustees shall be ex officio but non voting members of the Committee.

**iv) Meetings**

- a) The Committee shall meet at least once in each calendar month of the school year and at such other times as may be required in the interests of the Association.
- b) Not less than seven days notice shall be given of Committee meetings.

**v) Voting**

- a) A quorum shall consist of two thirds of the elected members and the Headmaster or his appointee.
- b) The Headmaster and staff member shall be non-voting members.

**vi) Election**

- a) All members elected to the Committee shall be in good standing.
- b) The parent or guardian members of the Committee shall be elected at the Annual General Meeting of the Association from amongst members of the Association by secret ballot.
- c) Candidates must be proposed and seconded and must confirm their willingness to serve. In the event of a nominee being absent from the Annual General Meeting this confirmation must be submitted in writing to the Chairman of the meeting.
- d) Postal nominations must be received no later than seven days prior to the meeting.
- e) Nominations may also be made from the floor.
- f) The Headmaster shall appoint the teacher to the Committee.

**vii) Terms of Office**

All members of the Committee shall hold office for two years following the Annual General Meeting at which they are elected, whereupon they shall retire, but shall be eligible for re-election.

**viii) Election of Officers**

- a) Officers of the Committee shall comprise of a Chairman, Vice-Chairman, Secretary and Treasurer.
- b) These officers shall be elected by members of the Committee immediately after the Annual General Meeting at which they are elected.

**ix) Duties of elected Officers**

- a) The Chairman shall:
  - i) preside at all meetings of the Association or the Committee and shall conduct such meetings under ordinary rules of debate and at such meetings he shall have a deliberate and casting vote.

- ii) present an Annual Report to the Annual General Meeting. In the absence of the Chairman and Vice-Chairman the members present shall from amongst themselves elect a Chairman for the meeting.
- b) The Vice-Chairman shall:
  - i) carry out the duties of the Chairman in his absence.
- c) The Secretary shall:
  - i) keep proper records of all business transacted by the Committee and the Association;
  - ii) carry out all instructions of the Committee, including the convening of meetings.
- d) The Treasurer shall:
  - i) open and operate such bank, Post Office or building society accounts as shall be decided by the Committee;
  - ii) keep proper records of all the financial transactions of the Association;
  - iii) be responsible for the safe-keeping of the funds of the Association;
  - iv) present to the Annual General Meeting the Treasurer's Report and Statement of accounts and Balance Sheet which shall be properly audited.

**x) Disqualification of Committee Members**

Any member of the Committee shall resign if:

- a) he or she is absent from two consecutive meetings of the Committee without reasonable cause;
- b) in the case of Parent/Guardian members, his or her child/children should leave Gateway Primary School, save that the Committee shall be empowered at its discretion, to retain such a member until the next Annual General Meeting.
- c) in the case of staff members, a member retires or resigns from service.

**xi) Resignation**

Any resignation must be submitted in writing to the Chairman of the Committee.

**xii) Dissolution**

- a) The Board of Trustees of the Gateway School Trust reserves the right to dissolve the Committee at any time, if in their opinion the current activities of the Committee are detrimental to the school or its standing in the community.
- b) In such a case the funds of the Association at the date of dissolution shall remain frozen until an interim committee has been elected by the

Association.

## 7. FINANCE

- i) The financial year of the Association shall be from 1 January to 31 December.
- ii) Any drawings from accounts opened in the name of the Association shall be by the signatures of any two of the following:  
Chairman, Secretary, Treasurer, Headmaster.

## 8. GENERAL MEETINGS

- i)
  - a) A quorum for all general meetings shall be one hundred members of the Association.
  - b) At all meetings each member shall be entitled to one vote.
  - c) No motion at any meeting shall be considered unless proposed and seconded.
  - d) If within fifteen minutes of the time fixed for any meeting a quorum is not present, the meeting shall stand adjourned and a further meeting shall be called within fourteen days. At such further meeting the members present shall form a quorum.
- ii) **Extraordinary General Meeting**  
These shall be held
  - a) whenever the Chairman deems it necessary;
  - b) at the request of not less than 40 members.
- iii) **Annual General Meeting**
  - a) The Annual General Meeting of the Association shall be held within six weeks after the commencement of the first school term of each year;
  - b) At least ten days notice of such a meeting shall be given.
  - c) The business to be transacted at an Annual General Meeting shall be:
    - i) to read the notice convening the meeting
    - ii) to confirm the Minutes of the previous Annual General Meeting
    - iii) To receive and consider the Chairman's Report, Treasurer's Report, the Statements of Account and Balance Sheet of the preceding year.
    - iv) To elect parent members of the Committee.
    - v) To elect an Honorary Auditor.
    - vi) Any other relevant business, submitted in writing two days prior to the meeting.

## 9. AMENDMENT OF THE CONSTITUTION

Any amendment of the Constitution must be passed by a two thirds majority of Parents attending the Annual General Meeting and is subject to the approval of the Board of Trustees of the Gateway School Trust.

## 10. DISSOLUTION

- The Association may be dissolved by a Resolution passed by 75% of all members entitled to vote.
- Upon a Resolution being passed the Committee shall realise the assets of the Association and
- the proceeds shall be applied in satisfaction of all debts and liabilities of the Association. Any
- balance outstanding shall be paid to the Board of Trustees.

## 11. INTERPRETATION

Should any difference or dispute arise with regard to the interpretation of this Constitution or should any matter arise in respect of which no appropriate provision is made in this Constitution the matter shall be referred to the Board of Trustees of the Gateway School Trust whose decision shall be final and binding.

*Gateway Primary wish to welcome you to our community. It is our responsibility to embrace each other, respect each other and commit to keep each other positive in all circumstances to rely on God and not on man and to build up community.*