



**TO LEARN, TO LIVE, TO SERVE**

## **INTRODUCTION**

We at Helderberg High School recognise that all true knowledge and development have their source in knowledge of God. To this end a knowledge and experience of God provides the only basis of a complete education. While the school pursues academic courses, a knowledge and experience of God should form part of the hidden agenda in every classroom and extra-curricular contact with each learner.

“Every human being, created in the image of God, is endowed with a power akin to that of the Creator- individuality, power to think and to do... It is the work of true education to develop this power, to train young people to be thinkers, not mere reflectors of other people’s thoughts... Instead of producing educated weaklings, institutions may send forth men and women who are strong to think and act – individuals who are masters and not slaves of circumstance, individuals who possess breadth of mind, clearness of thought, and the courage of their convictions... Higher than the highest human thought can reach is God’s ideal for His children. Godliness – godlikeness – is the goal to be reached. Before the student, is opened a path of continual progress. He has an objective to achieve, a standard to obtain, that includes everything good, and pure and noble.”

Education pages 17 & 18.

## **MISSION STATEMENT**

Helderberg High School exists to develop the spiritual, intellectual, social and physical potential of each learner by providing an education based on Christian principles in a caring environment.

## SCHOOL BADGE



### **Aliis Prodesse Discimus**

"We learn to serve others". The Latin motto summarizes the purpose, aim and driving power of our School.

#### **Bible**

The Bible is a symbol of the spiritual activities which are the main distinguishing feature of Christian education; it occupies the centre.

#### **Arm**

It represents the manual work done by the pupils. We believe it contributes to the sense of self-respect and independence.

#### **Lamp**

A symbol of intellectual enlightenment.

#### **Torch**

The flaming torch of truth, a symbol of the rich legacy of honoured predecessors.

#### **HHS**

The initials HHS unite the two terms "Hoërskool Helderberg" in Afrikaans and "Helderberg High School" in English, and expresses the understanding and co-operation which exists between the two language groups.

#### **Mountain**

The Mountain stands for steadfastness and vision.

#### **Stars**

Before Helderberg came Spioenkop and Union College which will always be guiding stars to us.

#### **Crown**

Overall rests the royal symbol of achievement.

W.F. Tarr and his family designed the badge (1934-1941).

## **SCHOOL SONGS**

**Mrs Meg Harebottle (néé Clarke) wrote the words of the school song.  
The music was composed and arranged by Mrs Meg Harebottle  
and Mr Jannie Kritzinger.**

### **HELDERBERG HIGH SCHOOL**

To learn to love to serve;  
To learn to love to give;  
To learn to truly live,  
O Helderberg High School.

Beneath the southern sky;  
Inspired by mountain high;  
To dare to do or die;  
O Helderberg High School.

We give to you head, heart and hand;  
And pledge our love and loyalty  
Long founded on the Word of God  
The Truth that sets us free.

To learn to love to serve;  
To learn to love to give;  
To learn to truly live;  
O Helderberg High School.

## HISTORY OF THE SCHOOL

The history of Seventh-day Adventist education in South Africa began with the establishment of Claremont Union College, Cape Town. It opened its doors on 1 February 1893, with Professor E.B. Miller as the head.

At the end of 1917 Claremont Union College finally closed in order to move to the new location in Natal. The new location was a farm between the Spioenkop and Tugela Rivers. The name being "South African Training School." Mr J.P. Robinson was the first Principal. The name of the College was changed to that of Spioenkop College. The success of the College was largely due to the leadership of E.D. Dick who was also Principal for five years.

On 1 November 1925, the search for a new location for the College ended with the signing of documents for the purchase of Mr Berger's 162 hectare fruit farm "Bakkerskloof" for R10 000. The farm is situated on the slopes of Helderberg Mountain.

Early in 1927 work on the women's and men's residences began. Mr Melvin Sparrow arrived to help with the building operations. When the "African Missionary College" opened in its new location in January 1928, M.P. Robinson was appointed as principal and the name was changed to Helderberg College, named after the Helderberg Mountain. These were years of great advancement, and consolidation was possible because of strong leadership and dedicated commitment to the work of Christian education.

In 1974 the College and High School became separate administrative entities with the appointment of Mr John Müller as the first High School Principal. The school switched over from writing the Joint Matriculation Board Matriculation examination to the Cape Senior Certificate examination with or without matriculation exemption. In 1980 the High School became a Cape Conference institution administered by its own School Board.

## CONTACT DETAILS

### POSTAL ADDRESS

Helderberg High School  
P.O. Box 22  
SOMERSET WEST  
7129  
Republic of South Africa

### TELEPHONE NUMBERS

#### ○ Office telephones

Reception	021 - 855 4949
Facsimile	021 - 855 4955

#### ○ Public telephones

- |   |                |          |
|---|----------------|----------|
| ▪ Anne Visser House (ladies' residence) | - Top Floor    | 855 1087 |
|   | - Middle Floor | 855 1096 |
|   | - Basement     | 855 1070 |
| ▪ Salisbury House (men's residence)     | - Top Floor    | 855 0997 |
|   | - Middle Floor | 855 1072 |
|   | - Basement     | 855 0998 |

### OFFICE HOURS

Monday to Thursday	07h30 – 14h30
Friday	07h30 – 13h00

### E-MAIL ADDRESSES

Principal	<a href="mailto:principal@helderberghs.co.za">principal@helderberghs.co.za</a>
Secretary	<a href="mailto:admin@helderberghs.co.za">admin@helderberghs.co.za</a>
Accountant	<a href="mailto:finance@helderberghs.co.za">finance@helderberghs.co.za</a>

### WEBSITE

[www.helderberghs.co.za](http://www.helderberghs.co.za)

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## 1. ABSENCES

School commences at 07h35 every morning and continues through to 14h00 every afternoon. Any additional classes are conducted from 14:00 onwards.

**Learners who arrive late must report to the office. Pupils who are absent from school must hand in a letter of explanation or apology, from their parents, doctor or residence dean.**

Learners may not leave school early or arrive late after weekends or holidays without making proper arrangements with the Principal.

## 2. CODE OF CONDUCT

The school seeks to create an atmosphere on the campus that will lead to responsible maturity. The following acts or forms of behaviour are not condoned:

- Contravention of the general rules and standards of the school.
- The defying or undermining or subverting of the authority of the school.
- The undermining of the religious faith of fellow pupils.
- The use of alcoholic beverages or the bringing of such beverages onto campus.
- The use or possession of tobacco or narcotic drugs.
- The use of profane language.
- The reading or possession of pornographic material.
- Intimate or undue familiarity with members of the opposite sex.
- Use or possession of air-guns or fire-arms.
- Vandalism
- Theft

Learners are accountable for their actions. Breach of the code of conduct will lead to consequences. These procedures are designed to educate the learners to make better choices in the future and to teach them self-discipline

**NB: Learners who engage in unacceptable behaviour off campus, and who are identified as scholars of Helderberg High School – will be dealt with by the Disciplinary Committee**

### 3. DRESS REGULATIONS – GIRLS

*The Principal and/or person designated by him/her shall have the final say in any matter regarding interpretation of the following rules.*

#### General

Dresses must be of moderate length. Not more than 15cm from floor when kneeling.

Sundresses must have adequate front and back necklines.

- Dress is to be neat on departure as well as arrival for school.
- Make-up is not allowed for school. Only colourless nail polish may be worn to school.
- No jewellery to be worn at any time.
- Hair must be away from the face for school.
- Hair must be neatly tied up if it is shoulder length or longer.
- You will be responsive to helpful suggestions from the residence dean or a staff member.
- Uniforms are to be worn to all school functions.
- No change of natural hair colour is permitted.

#### School Uniform - Summer

- A grey skirt.
- White open-neck short-sleeve shirt, **available at school.**
- White ankle-length tennis socks.
- Black school shoes.
- Navy blazer with school badge, **badge available at school .**

#### School Uniform - Winter

- A grey skirt or grey trousers.
- White long sleeve shirt.
- Grey bobby socks or black tights.
- Black school shoes.
- School tie, **available at school.**
- Petrol-blue V-neck jersey with badge, **available at school.**
- Navy-blue wind breaker with badge for rainy days only, **available at school.**

- Navy blazer with school badge, **badge available at school.**

#### **Sports and PT**

- Black boxer or shorts
- Blue or red team shirt
- Bathing Costume (no bikinis or two-piece costumes).
- Track Suit (optional) – navy or black.
- Sports Shoes (optional).

### **4. DRESS REGULATIONS – BOYS**

*The Principal and/or person designated by him/her shall have the final say in any matter regarding interpretation of the following rules.*

#### **General**

- No jewellery may be worn at any time.
- You will be responsive to helpful suggestions from the residence dean or a staff member.

#### **Hair Styles**

- Parents are requested to make sure that their sons have had a proper haircut **BEFORE** they return to school.
- The regulations are as follows:
  - The hair style must be generally short and tidy
  - The hair must not hang in the eyes
  - No outlandish hairstyles or colouring is permitted

#### **School Uniform -Summer**

- Long medium-grey flannel trousers.
- Open-neck short sleeve white shirt, **available at school.**
- Grey socks.
- Black school shoes.

#### **School Uniform - Winter**

- Long medium-grey flannel trousers.
- White long sleeve shirt.
- Black school shoes.
- School tie, **available at school.**
- Petrol-blue V-neck Jersey with badge, **available at school.**

- Navy-blue wind breaker with badge, **available at school.**

#### **Sports and PT**

- Black boxer or shorts
- Blue or red team shirt
- Bathing Costume .
- Track Suit (optional) – navy or black.
- Sports Shoes (optional).

## **5.FINANCIAL INFORMATION**

### **GENERAL**

- A letter will be issued each year with the current school fee structure. Fees are payable for 4 quarters or 11 instalments : January – November.
- **School accounts are payable in advance. Accounts will be sent home with the learner towards the end of each month. Payment by cash, cheque or internet-banking is due before the 7<sup>th</sup> working day of the appropriate month (ie Period 2/11 is due by 7<sup>th</sup> February; Period 3/11 is due by 7 March etc).**
- Accounts which are not kept up-to-date and where satisfactory arrangements have not been made, will result in the learner's report being withheld at the end of the term. Parents who have not settled the previous term's fees by the beginning of the new term, will not qualify to have their children return to school until satisfactory arrangements have been made with the Management Committee.
- If accounts have not been settled in full by the end of the year, parents will be asked to withdraw their children.
- A discount, when there is more than one child attending from the same home, is applicable.
- Due to the prevailing uncertainty of economic conditions, all charges listed may be altered, by action of the School Board, with a minimum of one month's notice.
- In the case of the planned withdrawal of a learner one month's notice is required. Failing to give notice, the parent will be liable for that month's fees. Credit balances are refunded 30 days after withdrawal.
- A non-refundable admission fee will be charged for every application to the school.
- A Learner deposit will be payable upon acceptance of a learner and will be refunded should the learner matriculate at this school.
- Tuition Fees DO NOT include school uniform, textbooks or stationery. These items will be charged on account.

- Boarding and Music fees are payable to Helderberg College.
- A learner is responsible for any breakages or damage which he/she causes to school property.
- Parents should ensure that learners' personal effects are covered by insurance. The High School **does not accept** responsibility for loss or damage due to any cause.

### **SCHOOL FEE STRUCTURE**

**(The School Fees will be supplied on a separate sheet.)**

- The school fees for the year are divided into 11 monthly instalments or 4 quarterly payments. The charge for school fees will appear on your account as follows:

Fees Per 1/11 or Q1/4 Fees.

(1<sup>st</sup> month's payment of 11 instalments or 1<sup>st</sup> quarter's fee of 4 quarters.)

- School Fees are payable one month or one quarter **in advance**.
- **THE FIRST PAYMENT IS DUE BY THE FIRST DAY OF SCHOOL AND CAN THEREFORE BE PAID IN DECEMBER. THE SECOND PAYMENT IS DUE AT THE END OF JANUARY.**
- The first statement will be sent out within the first two weeks of school and will reflect the following information:

Fees Per 1/11 (January) which SHOULD reflect a NIL balance (pre-paid during December or on the first day of school).

Fees Per 2/11 (February) which are due at the end of January.

OR

Q1/4 Fees (1<sup>st</sup> quarterly fee of four quarters) which SHOULD reflect a NIL balance (pre-paid during December or on the first day of school).

- Discount available:
  - 10% discount if school fees are paid in full for the year.
  - 5% discount if school fees are paid in full for half the year.
  - 2½% discount if school fees are paid quarterly.
- Accounts not settled within 60 days will be charged interest at 2% per month.

## **6. FIRE EQUIPMENT**

The fire equipment on the campus is for emergency use only. No learner may use this equipment or on any other occasion unless he/she has permission from the maintenance manager and the fire chiefs. Any learner using the equipment without permission is subject to a fine.

## **7. ILLNESS**

All minor injuries and complaints of learners will be dealt with by the secretary. In the event of major injuries or medical care, parents will be notified, and in the case of boarding pupils, residence deans in consultation with the Principal and with the permission of the parents, will refer the individual to a local doctor. Every attempt will be made to contact parents should a child become ill or have an accident at school. It is therefore important that parents provide the school with updated telephone numbers

## **8. MUSIC TUITION**

Helderberg College Music Department offers the following programme to High School pupils:

- Piano and voice lessons are available. Arrangements should be made with the College Music Department.
- Pupils may take external grade music examinations with UNISA, Royal School of Music or Trinity College.
- Practise facilities are available in the music building.
- Pupils not taking music are not allowed in the music building.

## **9. RECREATION**

### **Mountain climbing**

No fewer than three pupils are allowed to go up the mountain above top grove at a time, because of the dangers involved in climbing. Resident pupils are to inform the residence deans before departing and again upon returning to the residences. Day pupils should contact the Farm Manager in this regard.

## **10. EXTRA MURAL ACTIVITIES**

Attendance of house (Helder or Bergie) sporting activities as arranged by the school for once a week is compulsory for all pupils in the first term i.e. swimming and athletics.

Other extra mural activities include soccer, netball, cricket, choir, chess, Acroniques (tumbling team), Toast Masters, table tennis, and photography club.

## **11. SOCIAL RELATIONS**

### **General**

Helderberg High School endeavours to uphold high standards of decorum and good taste on campus. While ample opportunities are given to pupils to associate freely, they are also encouraged to bring out the best in themselves as well as in their friends. Pupils walking or sitting with arms about each other, embracing, or indulging in similar forms of physical expression of affection on campus, in cars, lobbies, and other public places, exhibit poor taste and such behaviour appears inappropriate and unbecoming.

A pupil who fails to show self-restraint and maturity in these matters will be counselled with and will be subject to discipline, and if a pupil persists in this type of immature behaviour, he or she may be asked to withdraw from the school.

## **12. SENIOR COUNCIL MEMBERS**

A Senior Council is appointed to help maintain order in the school and to serve as a link between the Principal, Teachers and Learners. The Principal may increase or decrease the number as circumstances dictate.

The Council consists of:

- **Senior Council Members**

Ten Senior Council Members, five boys and five girls in Grade 12 are elected.

## 13. SUBJECTS OFFERED

### Grade 8 & 9 subjects

Bible

English - 1<sup>st</sup> or 2<sup>nd</sup> Language

Afrikaans - 1<sup>st</sup> or 2<sup>nd</sup> Language

Maths –

NS – Natural Sciences

SS - Social Sciences

EMS - Economic & Management Sciences

CA - Creative Arts

TECH - Technology

LO - Life Orientation

KB - Keyboarding

### Grade 10 - 12 subjects

English 1st language

**OR**

English 2nd Language

Afrikaans 1st Language

**OR**

Afrikaans 2nd Language

Mathematics

**OR**

Mathematical Literacy

Life Orientation

Science

**OR**

Computer Applications Technology

Geography

**OR**

Accounting

Biology

**OR**

Art – Design

Business Studies

## 14. SUBJECT CHOICES FOR MINIMUM REQUIREMENTS FOR ADMISSION TO HIGHER CERTIFICATE, DIPLOMA AND BACHELOR'S DEGREE

### Higher Certificate

The minimum admission requirement is a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (UMALUSI).

Institutional and programme needs may require appropriate combinations of recognised NSC subjects and levels of achievement. For example, an institution may determine that a Higher Certificate in Architectural Design requires in addition to the NSC a specified level of attainment in Design and associated recognised subject.

### Diploma

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of **three** (Moderate Achievement, 40 – 49%) or better in **four** recognised NSC 20-credit subjects.

Institutional and programme needs may require appropriate combinations of recognised FETC subjects and levels of achievement. For example, a Diploma in Data metrics might require a pass at a prescribed level in Mathematics or Information Technology.

### Bachelor's Degree

The minimum admission requirement is a National Senior Certificate (NSC) as certified by UMALUSI with **an achievement rating of 4** (Adequate Achievement, 50 – 59%) or better in **four** subjects chosen from the following recognised credit NSC subjects (which will be known as the designated subject list):

- Accounting
- Business Studies
- Economics
- Engineering Graphics and Design
- Geography
- Languages
- Life Sciences
- Mathematics
- Mathematical Literacy
- Physical Sciences

Satisfactory Achievement in **four** designated NSC subjects provides the primary basis for admission to a Bachelor's Degree programme. An institution is entitled to specify an appropriate level of subject achievement for a particular programme. For example, Mathematics and Physical Sciences might be considered as requirements for admission to a Bachelor's Degree in Science.

## **15. SWIMMING POOL**

Please adhere to the swimming times and swimming pool regulations as stipulated on the gate of the swimming pool.

## **16. TRANSPORT**

A school bus with a limited number of seats is available for learners living in the Somerset West area. Tickets are available at the office. Learners will be accommodated on a first come first serve basis.

## **17. TUCK SHOP**

The Snoepie (High School tuck shop) sells refreshments at break times but learners are encouraged to bring healthy food from home.

## **18. VALUABLES**

Learners are advised to **NOT** bring any valuables to school as the school will not accept responsibility for any items lost or stolen.

## **19. VEHICLES**

- Learners (including campus residents) coming to school by motor cycle or motor car must submit a copy their valid driver's licence at the High School administration office.
- No unlicensed driver is permitted to drive on the campus.
- Note and apply the speed restrictions as posted.
- Only roadworthy and licensed vehicles may be used on campus roads.

- Please remember the swimming pool area and lawns are out of bounds to all vehicles.
- Please keep to the zones listed for parking.
- Please note the **NO PARKING** and **NO STOPPING** zones (indicated by road signs or yellow lines).
- Learners are not allowed to carry any other learners in their cars or motor cycles without written permission from both sets of parents.

## **20. PARENT TEACHERS ASSOCIATION**

The PTA's function is to link the parents, teachers and learners through effective communication and liaison.

The PTA committee is elected at the beginning of the year at the first Meet-a-Teacher evening and comprises of a parents, the principal, treasurer and the two teaching staff members are members of the PTA.

Its main function is to empower parents to become actively involved in addressing the needs of the school for the benefit of the children. It is responsible for fundraising programs and assisting with development projects.

## **21. PURPOSE OF HOMEWORK**

- To develop and strengthen the learners skills.
- To provide opportunity for more practice.
- To revise and consolidate work done in class.
- To complete assignments not finished in class.
- To prepare learners for the next lesson.
- To develop good study skills and habits.
- To prepare for tests and examinations.
- To help manage and budget time effectively.
- To teach learners to use other resources.

## **22. CELLULAR PHONES**

Cellular phones are not allowed to be used at school. (See cell phone policy)  
Any urgent issue it will be addressed by the office .