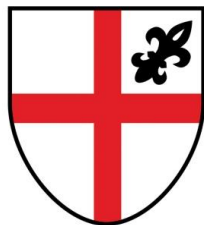




Handbook

Grades 8 to 12



CLIFTON

Scholarship

Leadership

Sportsmanship

Community

INTRODUCTION

We trust that this booklet gives Clifton parents and boys some guidelines and procedural advice concerning the day-to-day running of the School. It is requested that members of the Clifton Family become familiar with the contents. Suggestions regarding items for inclusion in future editions are welcomed.

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ACADEMIC INTEGRITY

The [Clifton Academic Integrity Policy](#) can be found on the school website. Parents are urged to familiarize themselves with it and boys are made aware of it in ways that are appropriate to their particular grade.

ACADEMIC PLACEMENT

Boys are placed in academic classes, with each grade consisting of a maximum of 100 boys divided into four classes – 'C', 'L', 'F' and 'T'. Grade 12 is the exception and has five classes with 'N' added. Clifton reserves the right to add to the maximum number of a class in exceptional circumstances.

ADDRESS

The address of the school is:

Clifton School
102 Lambert Road
Morningside
4001
Telephone: 031 312 2147
Fax: 086 4637 275
Website: www.cliftonschooll.co.za

ADMINISTRATION OFFICES

The Executive Headmaster, the College and Preparatory School Principals, the Financial Director, the central administration and marketing offices are located in the Admin Block. Our administration offices are open from 07h00 to 16h30 from Monday to Friday. During the school holidays, a skeleton staff will operate between 08h00 and 16h00. The school closes from 16 December until the first week of January.

APPEARANCE

We require that all boys are correctly dressed and appropriately groomed at all times. Please consult the [Code of Conduct](#) and the uniform lists (www.cliftonschooll.co.za → 'Clifton Information') for details.

ATTENDANCE AND ABSENTEEISM

(See also ILLNESS)

Pupils are expected to be present at school for the entire day. If a pupil is absent from school, parents are required to furnish a letter of explanation, which should be handed to the mentor teacher on the day of the pupil's return. A doctor's certificate is required for absences of three days or more or when persistent absenteeism presents as a cause for concern.

If a pupil is absent for a test or examination, parents are requested to furnish a letter of explanation, which should be handed to the teacher who is in charge of the test or examination. A doctor's certificate is required if an examination is missed.

BOARDS

Clifton School is registered as a Non Profit Company. The company is run by a Board of Trustees, chaired by Alastair Clarke, which, in turn, appoints a Board of Directors, which is chaired by Simon Downes. A number of sub-committees have been appointed by the Board of Directors to aid in the smooth running of the School.

BUS SERVICE

There is a bus service that runs in the mornings. It departs from Mount Edgecombe at 06h40, travels to Durban North, where it stops opposite Virginia Airport, and departs from there at 07h05 for Clifton. Details regarding the cost of a termly ticket, along with the necessary indemnity forms, may be obtained from Faeza Ahmed in the Finance Department. Girls from Durban Girls' College and Maris Stella are welcome to use the bus service but Clifton boys will be given preference when purchasing tickets.

CALENDAR

(See also *CLIFTON CALLING*)

At the start of each term, all boys receive a term calendar, which highlights term events. Please note that these dates and times are subject to change, and parents and boys should consult the weekly *Clifton Calling*, the *Exclusively College*, the *Clifton D6 Communicator* and the website for details regarding current events.

CHANNELS OF COMMUNICATION

At Clifton we believe that harmonious and co-operative relations between parents and staff are important. To this end, regular contact is encouraged and parents are welcome to liaise with teachers concerning their son's work. We ask that appointments are made through the office for this purpose and that teachers are not telephoned at home except in emergency circumstances. Parents visiting the school are asked to call at the office and not to go directly to the classrooms.

Problems, concerns and sensitive matters may also be referred to the relevant mentors, Grade Heads, the Director of Counselling, the Deputy Principal, Principal or Executive Headmaster.

Routine messages to your son's teacher may be communicated by email. Should you need to convey messages of a sensitive or confidential nature, we ask that they be enclosed in a sealed envelope.

Please ensure that any change of address, telephone number or email address is communicated immediately to the School through Lee-Ann Griffiths at lgriffiths@cliftonschool.co.za.

CLIFTON CALLING

The *Clifton Calling* is a publication that is sent out to all parents on a weekly basis by email. It contains details on sports results, upcoming School events and other items of news and interest. The *Clifton Calling* is also accessible on the School's [website](#).

CLIFTON CLUB

The Clifton Club meets once a term. Parents and friends are invited to attend these social functions and to participate in the draw for prizes. Details are emailed to parents each year and queries are handled by Les Ferreira (Lesley.l.ferreira@gmail.com).

CLIFTON d6 COMMUNICATOR

Clifton uses the d6 School Communicator to keep you up to date with what's happening at school. It updates automatically and brings you the latest news and calendar events. It also contains a photo gallery, contact list and a range of useful links and documents. In order for us to improve our communication with you, we request that you install the d6 on both your desktop computer and mobile phone. It is safe and secure and is used daily by more than 250 000 people worldwide.

To install the d6 School Communicator on your desktop computer, simply download the 'Clifton School' application using the following link: <http://www.school-communicator.com/download.php?schoolid=9654>. Click on 'Windows' or 'Mac', depending on your PC and, once downloaded, click "save" and thereafter, "run". Follow the installation prompts to complete the process. You can install the application on as many computers as you like.

You can also install the d6 School Communicator on your mobile phone. There are specific apps available for Blackberry, iPhone and Android. All you need to do is visit the School Communicator website: www.school-communicator.com/downloads from your mobile phone browser and download the app. Please ensure you choose '**Clifton School**' (correct one) and **NOT** '**Clifton Preparatory and College**' (different school altogether).

CLIFTON ON FACEBOOK

Clifton School has a Facebook page, which we encourage you to 'Like'. It provides up to date information about upcoming school events, sports and cultural fixtures as well as photographs and feedback from events recently held. To like this page, visit the School website and click on the [Facebook link](#).

CLIFTON ON TWITTER

Clifton School has a Twitter page, which we encourage you to 'Follow'. It provides up to date information on sports and cultural fixtures and results, as well as upcoming events and links to information on the website. To follow [Clifton on Twitter](#), visit the School website www.cliftonschool.co.za and click on the link or search for our Twitter handle: @Clifton_Durban.

CLIFTON SHOP

The Clifton Shop sells second-hand uniforms along with items of Clifton memorabilia. It is situated above the Barry Richards Pavilion and is open on Mondays from 12h30 to 14h30 and Thursdays from 07h00 to 08h30.

CO-CURRICULAR ACTIVITIES

A co-curricular timetable is emailed to parents at the end of each term. The timetable includes practice/rehearsal schedules for all sporting, cultural and other activities on offer during the subsequent term. Parents will be notified in time should the published schedule need to be altered owing to unforeseen circumstances during the course of the term. Parents are asked to consult the website, the *Clifton d6 Communicator* and the *Exclusively College* for any updates or changes to the co-curricular activities.

More detailed information regarding our [co-curricular policies](#) may be found on the website.

Follow our Clifton School Twitter handle (account name) @Clifton_Durban for updates on the state of play for all College sporting fixtures.

COLOURS

The Colours Committee is responsible for all awards. The criteria for these awards are displayed on the school notice board and boys are free to consult them.

COMMUNITY PARTNERSHIPS

Clifton College boys are encouraged to become involved in the Outreach and Community Partnership programmes facilitated by the school. These include the Interact Club which runs regular soup kitchens and the Grade 10 and 11 excursions which encompass outreach components as an integral part of their itineraries.

COMPULSORY ATTENDANCE

From time to time, attendance at certain sporting or cultural functions is compulsory for all boys. The appropriate school uniform must be worn on these occasions. Boys will be informed as to the appropriate uniform to be worn prior to the event. **Should a boy wish to apply for a position of leadership in the school, it is necessary that he attend all these events, including the grade excursions.**

All Clifton boys who voluntarily choose to attend and support school functions or sporting fixtures are expected to wear school uniform.

DETENTION

(See also [PUPILS' CODE OF CONDUCT](#))

Detention periods are held on Friday afternoons. Boys may be placed in detention as a form of punishment for repeated non-compliance with accepted norms of behavior and/or failure to obey instructions. If a boy is placed in detention, he will be notified in writing at least 24 hours in advance. A Prefects' Detention is run during breaks for repeated minor offences.

DISCIPLINE

Please refer to the [PUPILS' CODE OF CONDUCT](#).

DROP-OFF AND COLLECTION AREAS

College boys may be dropped off and collected from the Lambert and Innes Road entrances. The pedestrian crossing is supervised during peak times for boys to cross Lambert Road. We urge that boys do **not** cross Innes Road but should they do so, they are required to use the pedestrian crossing at the traffic lights. Boys may not be dropped off or collected in Venice Road.

DRUGS POLICY

Parents and boys are issued with a copy of the Clifton Drugs Policy on entrance to the school and are required to sign it. The [Drugs Policy](#), together with an addendum on steroid usage may be found on the school website.

ELEARNING

Clifton is committed to being a paperless school and to taking advantage of the latest technologies and the benefits of electronically enhanced learning. All boys from Grades 8 to 12 must own an Apple iPad capable of running iOS9 and will need to register their device with the school's System Administrator. Registration will involve installing a Mobile Device Management (MDM) profile on the device and each boy will receive a network username and login. Boys can access the database of notes relevant to their subjects and will have internet access. Please be advised that we have strict terms of use which are outlined in our [eLearning Policy](#), available on the school website. iPads are used primarily for viewing digital content and boys will still produce the majority of their own work with pen and paper and will still engage with traditional textbooks and a variety of other sources and media.

EMAIL ADDRESSES

All teachers have an email address, which is made up as follows: initialsurname@cliftonschoo.co.za. For a full list of email addresses please refer to the School website, www.cliftonschoo.co.za, under 'Contact Us'.

EXCURSIONS AND PERFORMANCES

From time to time excursions, workshops and drama productions are arranged as part of the educational curriculum. Parents are usually notified of these events via the term calendar, the weekly *Clifton Calling* and a letter via email.

You should receive notification of costs beforehand. A detailed itinerary is sent out prior to any overnight excursion. Costs for outings and presentations are usually charged directly to your son's school account, while overnight excursions are paid directly to the School and in advance of departure. Please note that all parents are required to sign an indemnity form and boys will not be allowed on outings and excursions if this form has not been signed.

EXTRA LESSONS, ACADEMIC SUPPORT AND ENRICHMENT

Mathematics and Afrikaans teachers are available in the afternoon for additional tuition. Extra lessons for other subjects are also offered and these are listed on the co-curricular timetable. Boys are either placed in these classes and attendance is compulsory in these cases or they elect to attend and this is arranged between the boy and the teacher. Teachers are available on Friday afternoons in their classrooms between 13h15 and 13h45 for remedial or extension work in all subjects. An extra-lesson timetable is sent out and is available on the website at the beginning of each term.

FEES

- School Fees are due in advance at the beginning of each term.
- Interest will be charged on overdue accounts at a rate of prime plus 2%.
- Parents are urged to make use of the Debit Order System.
- A reduced fee is payable if annual fees are settled by 31 January.

HAIRCUTS

Boys are required to have a conventional schoolboy haircut that should be neat, short and follow the natural shape of the head. Exotic hairstyles, including stepped styles, comb-overs and hair dyes, are not permitted and boys are not allowed to shave their heads. Boys will at all times be cleanly shaven and sideburns may not extend below the line drawn from the zygomatic arch.

HIGH PERFORMANCE CENTRE

The High Performance Centre is run by Hayley Cassim of Club Zero. Clifton boys may use it for general training under supervision at no cost from 14h30 to 17h00 on weekdays. Sport specific training is done under the supervision of school coaches and trainers from the Centre and personal training can be arranged through Hayley Cassim at a fee determined from time to time by Club Zero. Parents are welcome to make similar personal training arrangements.

HOMEWORK

Homework is set daily by the subject teacher. Boys are advised to note this down in their electronic diaries in order to plan and manage their workload.

HOUSES

There are three houses, which are named after past Headmasters: Stubbs (green), Haworth (red) and Sutcliffe (blue). Boys are allocated to a house on arrival at Clifton and take place in sporting and cultural interhouse competitions during the course of the year.

ILLNESS

Boys who become ill during the school day should ask the teacher's permission to report to the Grade Head and then to the College secretary, Mrs Garcia, for an exeat slip. Boys may not leave the school without an exeat slip.

INTERN PROGRAMME

Together with other independent schools, Clifton has an on-going intern programme. Students, who are studying via correspondence, learn by observing and participating in classroom teaching and co-curricular activities.

INTERNET USE

Please refer to the [PUPILS' CODE OF CONDUCT](#) for rules governing the use of this facility.

LIBRARY

The school library is open to boys before school, at breaks and after school. It is closed on Friday afternoons. Boys in Grades 8-12 are permitted to withdraw a maximum of three books at any one time.

Library books are issued for two-week periods. Books must be returned or renewed before the due date.

Boys are given a one-week pardon on overdue books. Thereafter, a fine will be charged. Please notify the librarian promptly if a book is lost or damaged. A charge will be levied to replace or repair these books.

LOCKERS

All boys are allocated a locker at the start of the year. All lockers must be kept locked, clean and tidy. Lockers must be cleared at the end of each term and boys may not store valuable items in the lockers.

Boys must hand in spare keys to their mentor teacher in an envelope clearly marked with their name and grade. The use of combination locks is not recommended.

LOST PROPERTY

The school cannot be held responsible for personal possessions that go astray. In this regard, boys are advised not to bring valuables to school.

Lost property is placed on display regularly but large amounts go unclaimed because items cannot be identified. It is essential that all property be clearly marked. Marked items are returned to boys on a regular basis. Abandoned apparel is stored for two weeks in the lost property room. Thereafter, these items are removed and distributed to the Clifton Shop and from there to institutions that help the needy.

MAGAZINE

The school magazine chronicles the wide variety of activities and occurrences that take place during the year and thereby provides a record of the Clifton year. The magazine is published annually and is distributed at the beginning of the following school year. In order to keep costs down, advertisements and sponsorships are sought.

M-CAFÉ

The Clifton canteen is outsourced to Mandate and M-Café is located adjacent to the school quadrangle beneath the Ken Mackenzie Hall. M-Café is open from 08h00 to 16h00. Pupils may pre-purchase hot meals for the entire term. A menu is emailed to parents at the end of each term and the accompanying form should be completed and returned to Mandate as soon as possible. Snacks, meals and soft drinks are also on sale.

MENTOR GROUPS

All boys are assigned a teacher mentor and meet with him/her at the mentor periods, which begin and end the day. The Grade 8 mentor groups are regularly joined by selected Grade 11s, who act as pupil mentors. Parents are asked to keep the mentor teacher informed of any details that may affect a boy's performance or happiness at school.

MUSIC DEPARTMENT

The Music Department runs a very active programme in which boys may learn any of a variety of instruments.

Private tuition is offered in the following instruments:

| | |
|--------------------------------------|-----------|
| Cello | Clarinet |
| Drums | Flute |
| Guitar – acoustic, bass and electric | Keyboards |
| Piano | Recorder |
| Saxophone | Trumpet |
| Violin | Voice |

Private lessons take place during the school day between 07h00 and 17h00, but not during academic lesson time, unless by prior arrangement. Times are subject to negotiation with the Grade Head. Lessons are thirty minutes long and are conducted once or twice a week. Parents are advised of the costs of lessons at the beginning of each year and fees are paid directly to the music teacher. Instruments may be hired from the school.

Informal and formal concerts are arranged throughout the year, and boys of all levels are encouraged to take part. Boys may also perform at assemblies, in the School Orchestra, the Drum Group, the Marimba Ensemble, the Jazz Band and take part in the Choir. The Music Department is housed in the MAD Centre, on the first and ground floors.

NOTICE BOARDS

Boys should consult the notice boards on arrival at school in the mornings, at breaks and again before leaving. Private advertisements may not be posted on the notice boards.

PARENTS' ASSOCIATION (PA)

The PA consists of a number of sub-committees, which are coordinated by Terry Lewis. The PA assists the school in fundraising activities and offers parent support in a variety of ways. Amongst the active committees in operation at present are Parents@Clifton, the Clifton Club Committee, the Golf Day Committee, the Clifton Shop and The Mothers who Pray. These PA committees stay in constant touch with parents and you are welcome to join and participate.

PARENT CONSULTATION EVENINGS

The purpose of these evenings is to provide brief feedback and discussion on the academic progress of your son. Where a more detailed discussion is needed or where you wish to discuss a matter in confidence, please make an appointment to see the teacher or the Grade Head concerned.

PARKING

In the interests of the safety of our boys and in order to alleviate congestion in both Lambert Road and Innes Road, parents are asked to observe all demarcated no-parking zones and follow the requests of the guards who are on duty. Please do not double-park, park across the entrance to the school or obstruct our neighbours' driveways, for however brief a period. Boys who have permission to drive to school may not park their cars in the lay-by, on Lambert Road or in Venice Road. Matric boys need permission to drive to school. Please consult the Code of Conduct.

PUNCTUALITY

Boys should be at school by 07h25 in order to be ready for the start of the school day at 07h30. Boys who arrive late for school need to collect a late slip from Mrs Watson at the front reception. This slip must be presented to the teacher, who will sign and return it and it must then be given to the mentor at the end of the day.

Parents fetching boys after school, sports matches or functions are asked to be on time as it is distressing for the boys and inconvenient for teachers to be kept waiting.

PUPILS' CODE OF CONDUCT

This document is emailed to each pupil at the beginning of the year and can be found on the School's website.

The [Code of Conduct](#) has been drawn up in the spirit of Clifton's ethos, the Education Department's expectations and with reference to the guidelines set out in Government Gazette No. 18900 of 15 May 1998.

The Code of Conduct will apply during the time the pupil is in attendance at the school, at any school function or on school excursions or during school-related activities. Clifton seeks to promote a culture of teaching, learning and mutual respect. We believe in the importance of courtesy, honesty, tolerance and kindness.

Such a Code cannot hope to cover every eventuality and, where specific occurrences are not mentioned, common sense, integrity and judgement must prevail.

Boys read the Code of Conduct at the start of the year and are asked to sign a copy as an acknowledgement of its contents.

SCHOOL HOURS

Boys are expected to be at school at 07h25 in order to be ready for the start of school at 07h30. The academic day ends at 14h30 from Mondays to Thursdays and at 13h10 on Fridays. Co-curricular activities take place before and after the academic school day and boys are notified of these times at the start of each term.

SCHOOL POLICIES

A comprehensive list of school policies may be found on our [website](#).

SECURITY

Boys waiting for collection in the afternoon are to sit quietly in the designated areas and may not loiter on the pavements.

SPIRITUAL MATTERS

Clifton follows a Christian ethos and calendar and is non-denominational in its approach. We welcome boys of all faiths and respect all religions. Your attention is drawn to the Enrolment Contract, which deals with specific matters of spiritual policy. We follow all of the national public holidays and recognize the religious holidays of the faiths that are embraced by the boys who attend the School. While we make every effort to ensure that major school events are not placed over Eid Al-Fitr, Eid Al-Adha, Diwali, Pesach, Rosh Hashanah and Yom Kippur, we cannot always guarantee that this will be the case, and especially so when our school calendar is determined by external factors, such as the timing of Matric examinations and regional, provincial and national sports competitions, ceremonies or festivals. You are reminded that the Clifton Code of Conduct remains in force throughout the year, regardless of festivals and holidays.

SPORT RELATED QUERIES

Sport is compulsory at Clifton and all boys are expected to participate in at least one sport each term. In order to expedite better communication between parents and coaches, we ask that you follow these guidelines:

- All queries regarding practice sessions, times, groups, team selection and matches should in the first instance be directed to the organizing coach.

- If no solution is reached with the relevant coach, please do not hesitate to contact the Sport Administrator, Mr Wootton, or the Deputy Principal, Mr Bresler.
- Various staff members assume responsibility for coordinating the variety of sports offered at Clifton. Details regarding these coordinators are published at the start of each term.

STATIONERY

Boys are expected to provide their own stationery. Lists of the requirements for each grade are available from the office. Stationery may be purchased at the end of the year from our stationery supplier, Waltons, but parents are welcome to use other suppliers.

STUDENT COUNCIL

The council is elected by the boys to represent their grades and meets at least twice a term. Council members are required to report back to grades on any issues that have been raised.

TELEPHONES

Boys may only use the school telephone with a staff member's permission.

Please consult the [PUPILS' CODE OF CONDUCT](#) for regulations regarding the use of cell phones.

TEXTBOOKS

The school supplies textbooks. A levy is charged in order to facilitate this arrangement. Should a book be lost, the replacement cost will be charged to the pupil's account.

UNIFORM

Gem Schoolwear is our official uniform supplier. Gem can be contacted on 031 207 6733.

Please ensure that your son's uniform is correct and is clearly marked. Uniform lists are posted on the website and are also available from the front office.

Boys are expected to wear Number Ones when arriving and leaving matches, unless otherwise determined by the Deputy Principal. Regulation Clifton tracksuits must be worn by boys representing the school in sports teams. Boys are expected to have the appropriate sports kit for practices and matches. Coaches may exclude incorrectly dressed boys.

Boys leaving the school premises after sport must be dressed in the full Clifton uniform or a Clifton tracksuit. Boys appearing in uniform in public places should dress in the standard school uniform.

USE OF SCHOOL FACILITIES

Boys are reminded of the fact that they may not use school facilities unless under direct adult supervision.

Use of the swimming pools, athletics equipment and cricket nets is prohibited unless supervised by a staff member. Use of the school environs over weekends, public holidays and during school holidays is not permitted unless special permission has been obtained.

WEBSITE

The website address is www.cliftons.school.co.za. It is updated on a regular basis and boys and parents are encouraged to refer to it.

WHO'S WHO?

These are some names that may prove useful:

Executive Headmaster – Brian Mitchell
Principal – Hubert (Gerry) Goedeke
Financial Director – Kate Field
Deputy Principal – Karl Bresler
Deputy Principal (Marketing) – Barry Mezher
Director of Coaching (Rugby) – Grant Bell
Director of Coaching (Water Polo) – Paul Martin
Director of Counselling – Frank (Peter) Farquharson
Director of Culture – Shaun McCabe
Director of eLearning – Ivan Boniaszczuk
Director of the Middle School – Barbara Bowley
Director of Music – Gerard'd du Toit
Director of Student Affairs – Paul McKay
Director of Studies – Fiona King
Communications and PR Manager – Jessica Basson
Sports Administrator – Adrian Wootton
Facilities Manager – Rishaad Mahomed
Functions Manager – Mike Foxcroft

Grade Heads:

Grade 8 – Reneé Wilkins
Grade 9 – Matthew Savage
Grade 10 – Mike Howieson
Grade 11 – Keith Garrett
Grade 12 – Jeremy Parry

Subject Heads:

Accounting – Martie Clarke
Afrikaans – Charmaine Schoeman
Business Studies and EMS – Shaun Fitzmaurice
Dramatic Arts – Phoebe Jordaan
English – Donovan Fletcher
Geography – Chris Rein
History – Carol-Anne Stephenson
Information Technology – Natasha Samuel
isiZulu – Charles Ncobeni
Life Orientation – Frank (Peter) Farquharson
Life Sciences – Galidjah Hendricks
Mathematics – Veronique Latulipe-Tunley

Mathematical Literacy – Sean Wilson
Media Studies – Deborah Moran
Natural Sciences – Keith Garrett
Physical Education – Brian Mtawarira
Physical Sciences – Tracey Doyle
Visual Arts – Irene Joubert

Sport MICs:

Basketball – Frank (Peter) Farquharson
Canoeing – Jeremy Parry
Chess – Natasha Samuel
Cricket – Shaun Fitzmaurice
Cross-Country – Tracey Doyle
Golf – Geoff Thomas
First Aid – Rowena Neveling
Hockey – Calvin Price
Rugby – Jono Piek
Soccer – Brian Mtawarira
Squash – Elmarie Erasmus
Swimming – Barbara Bowley
Tennis – Deborah Moran
Water Polo – Mike Howieson

Cultural Heads:

Choir – Gerard'd du Toit
Community Partnerships – Peter Farquharson
Debating – Stephanie Gadd
Drama – Phoebe Jordaan
Film Academy – Donovan Fletcher
Interact – Reneé Wilkins
International Programmes – Shaun McCabe
Music – Gerard'd du Toit
Public Speaking – Shaun McCabe
Quizzes – Shaun McCabe
Student Council – Rob Church
Toastmasters – Anne Holloway

Note: Details correct at the time of going to print.

WORK EXPERIENCE

Boys may opt to carry out work experience during the course of the year. The onus is on the boys to find their own placements but they will be assisted by their Life Orientation teachers. The programme is run during the holidays.

WINTER SCHOOL

Grade 12 boys are required to attend a Winter School during the June/July holidays. Details of the timetable are issued well in advance.