

Rosebank Progress Private College

PROSPECTUS

CONTENTS

1. PRINCIPALS' ADDRESS	2
2. ROSEBANK PROGRESS COLLEGE - General Instructions	2
3. CURRICULA	4
4. EXAMINATIONS	7
5. GENERAL INFORMATION	8
6. CHOOSING YOUR NSC SUBJECTS	10
7. CONTINUOUS ASSESSMENT	10
8. COLLEGE RULES	11
9. SCHOOL POLICIES	12
10. MAP OF GRADE 11 & 12 CAMPUS	14
11. MAP OF GRADE 8, 9 & 10 CAMPUS	16
12. INDEMNITY FORM	17
13. CODE OF CONDUCT	18

1. PRINCIPALS' ADDRESS

Dear Student

Welcome to Rosebank Progress College. Our College is very proud of both our history of academic excellence and caring environment. We hope that together we will continue this tradition.

An important part of achieving success is making the right choices and being prepared. It is in this light that we have prepared this prospectus.

We hope we all enjoy a successful and happy year.

Yours sincerely

Harold Idesis (Principal Grade 11 & 12)
Geoff Samson (Principal Grades 8, 9 & 10)

2. ROSEBANK PROGRESS COLLEGE

Enrolling as a **Rosebank Progress College** student is the most positive step you can take towards your future. This prospectus explains how you can benefit fully from the **Rosebank Progress College** way of learning and truly achieve your potential as a **Rosebank Progress College** student.

2.1 GENERAL INSTRUCTIONS

College starts at 08h30. An alphabetical list of all the students' names will be posted on the notice board in the quad. Find your name on the list and go to the classroom indicated next to it. Time-tables will be given to each learner specifying time, subject and classroom.

2.2 TEXTBOOKS

Textbooks will be issued to students on the first school day. Any books not in stock will be ordered for you and you will be notified immediately on their arrival.

2.3 FEES

The Fee Schedule is a separate document. Please note that the fees may be paid in cash, by credit card, by cheque or EFT. Instalments are due as follows:

(i) **Cash**

The full discounted amount to be paid in full on or before the first day of school. (If not the discount will be forfeited.)

(ii) **Four Instalments**

Due: 1st day of school ; Mid April; Mid July; 1st Monday in October

(If a deposit has been paid it will be deducted from instalment 4)

(iii) **Ten Instalments**

Due: 1st day of school

Then: 1st week in February to 1st week in October.

(If a deposit has been paid the next instalment is due 1 February)

(iv) **Registration Fee**

A registration fee which does not form part of the annual fees is payable on application and is non-fundable. Returning students do not pay the registration fee.

(v) **Visual Art Surcharge**

A student taking Visual Art as a subject will be required to pay a surcharge to cover consumables and portfolio material. This must be paid on the 1st day of school.

Grades 10, 11 & 12 R400

Grade 8 & 9..... Learners buy own material

2.4 I.D. PHOTOGRAPHS

Each new student is required to bring a passport size photograph (black and white or colour) to College for our administrative records. All photographs must be handed in on the 1st day. . Please ensure your name and grade is on the reverse side of the photograph.

2.5 PREVIOUS YEAR'S FINAL REPORTS

All new students must remember to hand in their **previous year's** final report (the original or a certified copy) to the Reception before the new academic year begins. **This is very important, as failure to hand in your report could result in the cancellation of your contract of enrolment.**

2.6 I.D. DOCUMENTS/PASSPORT

All students are required to bring the original or a certified copy of the relevant document.

2.7 CODE OF CONDUCT

Students must study and sign the Code of Conduct before admission.

CANCELLATIONS

On cancellation of studies, one full term's notice must be given in writing and the necessary fees paid.

2.8 Three Campuses

The College operates from three campuses in close proximity to each other. At 19 Main Road we have the Gr 8, 9 & 10. At 20 Main Road we have Grades 11 & 12. At 1 Alma Road, midway between the two campuses, we have our Computer and Art Departments.

2.9 COLLEGE HOURS

Grades 8, 9 & 10

College **starts** at **08h30** in the morning and **ends** at **14h00** in the afternoon. Because of timetable requirements, some students may finish later than other students. We are unable, however, to adjust timetables to suit individual students. On **Fridays** College will finish earlier at **12h30 pm**.

Grades 11 & 12

College **starts** at **08h30** in the morning and **ends** at **15h30** in the afternoon. Because of timetable requirements, some students may start or finish earlier or later than other students. We are unable, however, to adjust timetables to suit individual students. On **Fridays** College will finish earlier at **12h30 pm**.

3. CURRICULA

Promotion at the end of the year is based on your record of work during the year and your results obtained in the final examination. Your Continuous Assessment (Cass) counts 25% and the final exam 75%.

For Grades 8 & 9 the Cass component counts 75% and the final exam 25%.

NOTE: * You must obtain at least 40% in English to pass.

3.1 GRADE 10 to 12 SUBJECT CHOICES

The subjects you choose at the beginning of Grade 10 should remain unchanged until you matriculate; therefore you should make your choice carefully.

When advising you on your subject choice, the Principal/Registrar will take into consideration relevant facts such as your previous school record, your general interests and aptitudes and your proposed future career, so give these careful thought.

Rosebank Progress College offers the Western Cape Education Department's National Senior Certificate (NSC). This Certificate is recognized by all Universities, Training Colleges and other Tertiary Institutions for admission purposes.

3.2 SUBJECTS OFFERED – Grades 8 & 9

GRADE 8	GRADE 9
English Home Lang	English Home Lang
Afrikaans 1 st Add Lang	Afrikaans 1 st Add Lang
Xhosa 1 st Add Lang	Xhosa 1 st Add Lang
Mathematics	Mathematics
Natural Sciences	Natural Sciences
Technology	Technology
Arts & Culture	Arts & Culture
EMS	EMS
Social Siences	Social Siences
Life Orientation	Life Orientation

3.3 SUBJECTS OFFERED – Grades 10, 11 & 12

GRADE 10	GRADE 11	GRADE 12
English Home Lang	English Home Lang	English Home Lang
Afrikaans 1 st Add Lang	Afrikaans 1 st Add Lang	Afrikaans 1 st Add Lang
Xhosa 1 st Add Lang	Xhosa 1 st Add Lang	Xhosa 1 st Add Lang
	French	French
	Portuguese	Portuguese
Maths Literacy	Maths Literacy	Maths Literacy
Mathematics	Mathematics	Mathematics
Life Sciences (Bio)	Life Sciences (Bio)	Life Sciences (Biology)
Physical Science	Physical Science	Physical Science
History	History	History
Visual Art	Visual Art	Visual Art a)Painting b) Drawing c) Ceramics
Accounting	Accounting	Accounting
Computer Applications Tech	Computer Applications Tech	Computer Applications Tech
Business Studies	Business Studies	Business Studies
Economics	Economics	Economics
Geography	Geography	Geography
Life Orientation	Life Orientation	Life Orientation
Tourism	Tourism	Tourism

Other subjects can be done privately at your parents' expense if arrangements are made with the College. When you enrol for Grade 11, you must choose your subjects according to the subject sets offered. The Principal/Registrar will advise you regarding the best choice of subjects for your particular requirements.

In Grade 12, students should continue with the range of subjects they have done in Grade 11. Where a change is advisable or feasible, the Principal/Registrar will recommend accordingly.

3.4 UNIVERSITY ENTRANCE CERTIFICATE [BACHELOR'S DEGREE]

Seven subjects must be chosen, 4 must be passed with an achievement rating of 4 (50-59%) or better and the rest at least 30%

Four subjects are compulsory:

1. English Home Language must be passed with at least 40 %
2. Afrikaans 1st Additional Language / Xhosa 1st Additional Language or any other of the remaining nine official languages
3. Maths or Maths Literacy
4. Life Orientation

There are special regulations for foreign students with foreign student status who only want to do one language.

3.5 UNIVERSITY OF TECHNOLOGY [DIPLOMA]

Seven subjects must be chosen, 4 must be passed with an achievement rating of 3 (40-49%) or better and the rest at least 30%

3.6 HIGHER CERTIFICATE

Seven subjects must be chosen, 3 must be passed with an achievement rating of 3 (40-49%) or better and another 3 passed with an achievement rating of at least 2 (30-39%)

3.7 GENERAL NOTES

Two official languages are compulsory for all South African students.

Foreign students who come to South Africa for only one year to matriculate and foreign students who have not been in South Africa for more than five years prior to writing the Matriculation Examination do not have to take a second South African language where none is available.

4. EXAMINATIONS

4.1 YEAR MARKS [CONTINUOUS ASSESSMENT – CASS]

Grade 12 will write exams at the end of each term. Grade 11 will write exams in June and December as well as cyclical tests throughout the year. In all Grades the marks you obtain in each subject count towards your year mark. Because of the new system of continuous evaluation, it is in your best interest to work consistently to ensure you get the maximum benefit from your year mark. Every student will build a portfolio of their year work. The portfolio will include exams, tests, class assignments, essays and projects. This portfolio contributes 25% towards the final mark.

4.2 EXTRA TIME FOR THE FINAL MATRICULATION EXAMINATIONS

If you have a medical problem, and can produce full medical or other professional documentation, you may apply for extra time. This must be given in at the Reception. **Applications must be made by the end of the first term.** Extra time is only granted in exceptional cases.

4.3 RECOGNITION

At the Annual Prize Giving Ceremony at the end of the year, Certificates of Merit are presented to students who have achieved academic excellence.

5. GENERAL INFORMATION

5.1 EXTRA TUITION

Keep in mind that teachers stay at College until at least 15h30 Monday to Thursday, and that they are there to give you the individual attention you need in any subject.

Additional afternoon and holiday classes are conducted where necessary.

Intensive attention is given to all subjects, with emphasis on English, Mathematics and Science.

5.2 REGISTERS

Registers are taken at every period and your parents will be informed if you are absent from class without permission.

5.3 TRUANCY

A register of attendance is kept for every lesson of the day. Unauthorized absenteeism from a particular lesson is regarded as a serious offence. If you are ill, please ask your parents to inform the College as early on in the day as possible.

5.4 ASSEMBLIES

There will be Assemblies at the start of each term. A Valedictory Prize Giving Assembly is always held in the 4th term.

5.5 LATENESS

You must arrive at College on time for all classes. Late arrival at the start of a period is unacceptable and disruptive for fellow students. If you are late, you must collect a latecomer's note from the Reception. If you are continually late for class, you will be suspended.

5.6 APPOINTMENTS

You will not be permitted to leave the College during school hours for dental or medical appointments, unless they are urgent. This kind of appointment should be made for the late afternoon, so that it does not interfere with the routine school program, or with any extra classes you may have scheduled. If it is impossible to arrange an appointment at any other time, a letter, in advance, is required from your parents.

5.7 HOMEWORK

The following are the suggested number of hours you should be spending on your homework. This does, however, depend on the subjects you have chosen.

Grade 10: 2½ - 3 hours per day

Grade 11: 3½ - 4 hours per day

Grade 12: 4 - 5 hours per day

5.8 LEAVING COLLEGE EARLY

If you leave College early, either to keep an appointment or because you are unwell, it is **essential** that you report to the Reception before you leave. Your parents will then be contacted for confirmation.

5.9 NOTICE BOARD

Please get permission from Reception before you place anything on the Notice Board.

5.10 BOOKBAGS AND JACKETS

No book bags, jackets or any other personal possessions should be left in the corridors, classrooms or canteen.

5.11 INTENTIONAL DAMAGE TO COLLEGE PROPERTY

Defacing desks, blackboards, scribbling on walls, littering or throwing things out of windows are considered **serious offences**, and could result in expulsion.

5.12 CHANGE OF INFORMATION

Please notify the College if there are any changes to your personal details such as address, telephone numbers, guardian etc. It is vitally important that we have the right details in the event of an emergency.

5.13 FOREIGN STUDENT STUDENTS

All foreign student students must produce a copy of their Study Permit to the Reception on the first day of school.

5.14 THE COLLEGE YEAR

ROSEBANK PROGRESS TERM DATES	
1 st term	Begins the week after the Western Cape Education Department schools open, normally on a Tuesday.
2 nd term	We follow the WCED term dates
3 rd term	We follow the WCED term dates
4 th term	We follow the WCED term dates

Exams	
1 st term	March mini-exams
2 nd term	June Exams
3 rd term	Prelims (Mock matric)
4 th term	Final Exams

Events	
Matric Dance - date to be confirmed	
Matric Breakfast - last week of school	
Prize-giving - date to be confirmed	

6. CHOOSING YOUR NSC SUBJECTS

This section of the prospectus has been put together to assist you in making and finalising your subject choice. Each subject is included and gives a brief introduction and course outline so that you can see whether the subject interests you or not. The prerequisites are also given so that you know whether or not you can do the subject. If you do not meet the entrance requirements (prerequisites) in a subject you will not be allowed to do it.

Other information to note when making your subject choice:

1. You must do **one** language as a first language and an additional language. In certain circumstances foreign students may be exempted from the two-language rule.
2. **If you want to go to a university you need to pass your National Senior Certificate (NSC) with at least 4 subjects** with an achievement rating of 4 (50-59%) or better.
3. You may not do Maths, Science, Geography or Accounting in Matric if you have not done them at school before. If you have never done any art or computers before you must meet the Art or Computers teacher so that they can assess whether or not you should attempt to do these subjects for matric.

It is best to keep your options open to begin with and to try to get an endorsement unless you are absolutely certain that you do not want to go to university.

Be realistic about your subject choices. During the 1st term your teachers will advise you whether or not you have made realistic choices.

You should also consult the university or tertiary institution you wish to go to as specific courses have specific requirements. Mr Idesis, Mr Samson or the college counsellor may be able to help you in this regard.

7. CONTINUOUS ASSESSMENT

Continuous Assessment (CASS) in all subjects is work done in all subjects during the year (projects, assignments, worksheets, essays, tests and internal exams) and contributes 25% to your final mark. It is compulsory; without a CASS mark you are not allowed to write the final paper.

Marks are awarded for research, content, presentation and punctuality in handing in. Therefore you must complete and hand in all CASS work and do it to the best of your ability as it counts towards your final mark.

Any evidence of cheating, copying, plagiarism will disqualify you from writing the final exams so be careful. Do not borrow other people's work and do not lend your work to others.

The work is marked and then returned to you. You should then file it in the appropriate section in the CASS file. CASS files may be bought from the College in the first term. Look after your CASS file carefully as it will be moderated by the external examiners in the 3rd and 4th term of the year.

8. COLLEGE RULES

8.1 Our college rules are very simple and you will be given a copy of the full rules to sign.

They are based on our desire that all our students do well and have a productive and enjoyable year. In order for this to happen we all need to respect one another and to respect the college. Briefly the rules are:

1. Respect the timetable. Be punctual for all lessons and college events. Do not be late for any lessons or leave college without permission from Colleen or Emily. You may not miss school, tests or exams without a doctor's certificate.
2. Respect your fellow students – do not disturb their efforts to do well. Bullying and harassment will not be tolerated. Speak and dress appropriately. No cellphones or walkmen may be used in class.
3. Respect your teachers and allow them to teach you. Hand in work when asked to, do homework set and follow their instructions. You may not gather in the areas set aside for the staff.
4. Respect the administrative staff. Be polite and courteous and do not gather around the reception area and make a noise as it prevents them from being able to do their work and assist you. They are not your personal secretaries so please only go to them on college business. Telephones may only be used for emergencies. The photocopiers are for staff use only.
5. Respect college property – do not write on desks or walls and do not litter. Chewing gum is not allowed.
6. Respect non-smokers. No smoking is permitted on both campuses. Only at the Grade 11 & 12 campus may learners smoke off-campus.
7. Respect the laws of the country. Any use of drugs will result in your choice to either go into a drug rehabilitation program or to leave the college. Any trade in drugs will result in expulsion. Similarly, the use and presence of alcohol at college is not allowed.

8.2 CONSEQUENCES OF BREAKING THE RULES

For minor infringements you may be placed in detention after school on a Friday. Missing detention is a major offence and the fee-payer will be informed. Repeated offences will result in suspension and finally expulsion. Repeated absenteeism, drug/alcohol abuse, vandalism/theft and physical violence will lead to suspension and/or expulsion.

9. SCHOOL POLICIES

9.1 HOMEWORK POLICY

Homework is an integral part of education

Educators are to set relevant homework at least three days per week

Homework for each subject should be between 20 minutes for Grade 8 and 40 minutes for Grade 12 – this is a guideline and will vary depending on the circumstances

Homework must be relevant to the work being done in class and must not be set just for the sake of setting homework

Homework must be checked by the educator and marked

When a learner is absent from College, it is the learner's responsibility to find out what work has been done and to complete it by the due date

The names of learners who have not done their homework must be recorded by the educator. On the second occasion that a learner does not complete his/her homework, the educator is to put the learner into the detention class

Learners who arrive at College without their stationery are to be sent to the detention class

Learner's who arrive late are to be put into the detention class so as to catch up with the work they have missed

A notice is to be given to the learner to take home to his/her parent

Written work which must take at least 30 minutes to complete must be set for the detention class. This work must be relevant and marked on completion. If the work is not completed during the detention class, it must be completed at home. The detention class will run after the normal College hours for 30 minutes twice a week.

An educator will be responsible for this class

On the second occasion during the term that a learner is sent to detention for the same subject, the educator must report this to the Principal who will contact the parents.

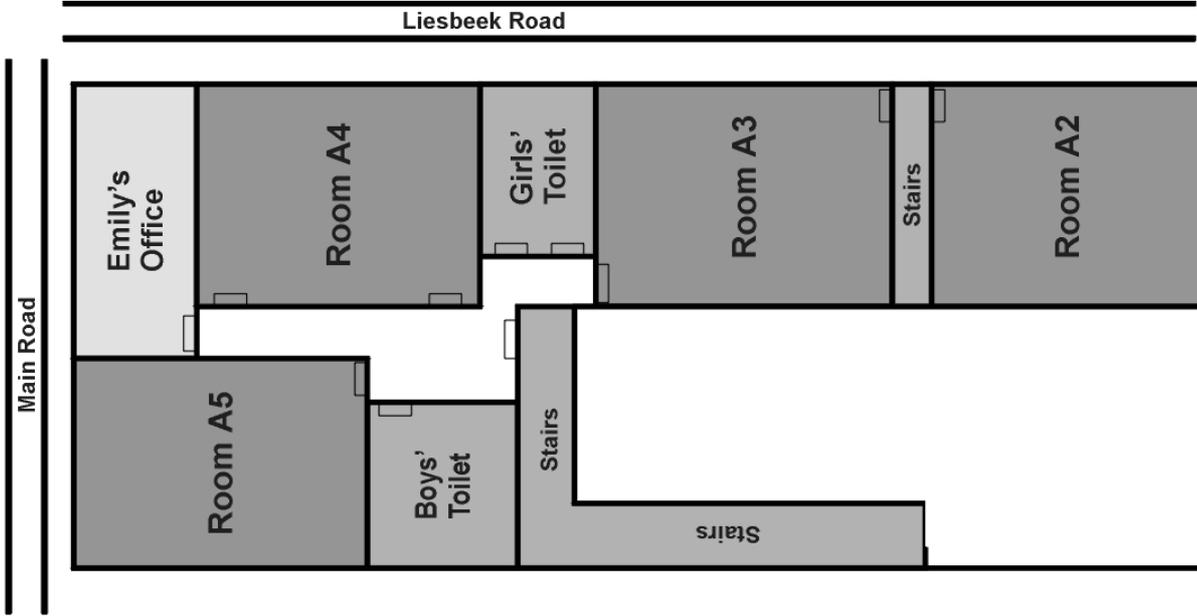
This will then be recorded on the learner's file

9.2 PROJECTS, ASSIGNMENTS AND ORALS POLICY

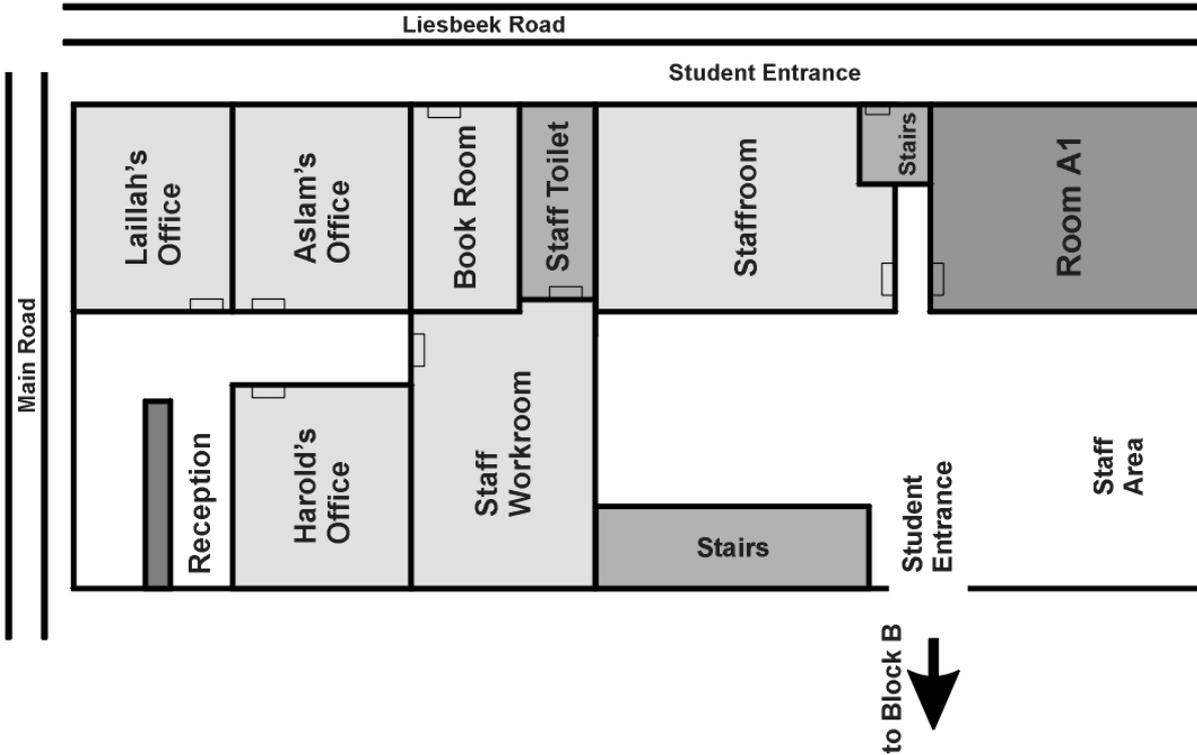
1. Staff are to give assignments, projects and orals to all learners as per the subject syllabus
2. Assignments are to be spread out over the course of the year
3. Sufficient time is to be given so as to allow the learners to work on the project, assignment or oral with due regard to the demands of other subjects and homework
4. Instructions as to what is required, the length of the assignment as well as the due date are to be clear and concise, and preferably given in writing to each learner. Learners who are absent on the day that the instructions are given are to be given the instructions on the day of their return
5. It is the learner's responsibility to ensure that he/she plans his/her time allocation to enable him/her to complete the project by the due date
6. Where a relatively long time has been allocated for the completion of the project, intermediate dates for checking on progress need to be set. The progress needs to be monitored by the educator at each of these stages. Instances of where learners have not covered the required amount of work are to be reported to the Principal and he/she will notify the parents.
7. It is the learner's responsibility to ensure that the assignment, project or oral is completed by the due date.
8. The following penalties must be applied for the late completion of assignments, projects orals:
 - 8.1 5% of the mark obtained must be deducted for **each** day that the project/assignment/oral is late
 - 8.2 A maximum of 25% (i.e. 5 days late) can be deducted – thereafter the learner must receive 0 for the project/assignment/oral
9. If a learner is absent on the date that an assignment is due, the College is to be notified of this and the work is to be handed in on the first day that the learner returns to College
10. Names of learners who have not handed in their assignments by the end of the **second** day after the deadline must be given to the Principal, together with information about the assignment. The Principal will phone the parents and inform them.

10. MAP OF GRADE 11 & 12 CAMPUS

Block A (upstairs)



Block A (downstairs)



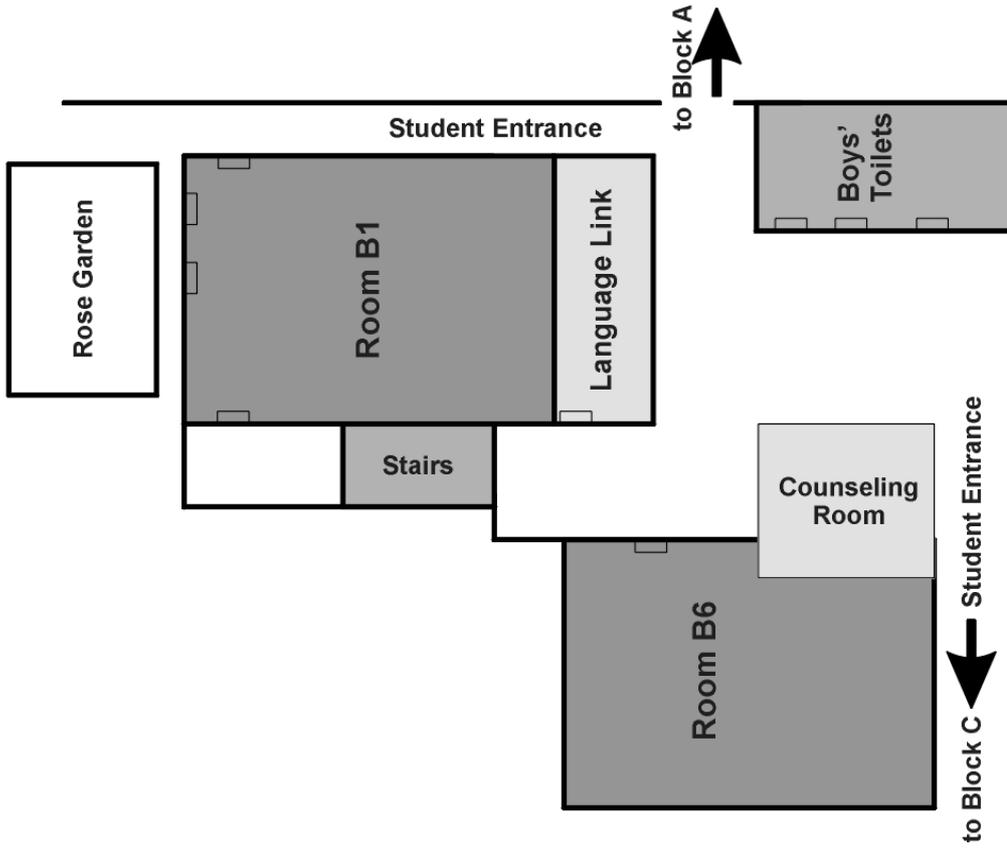
Block B (upstairs)

Main Road

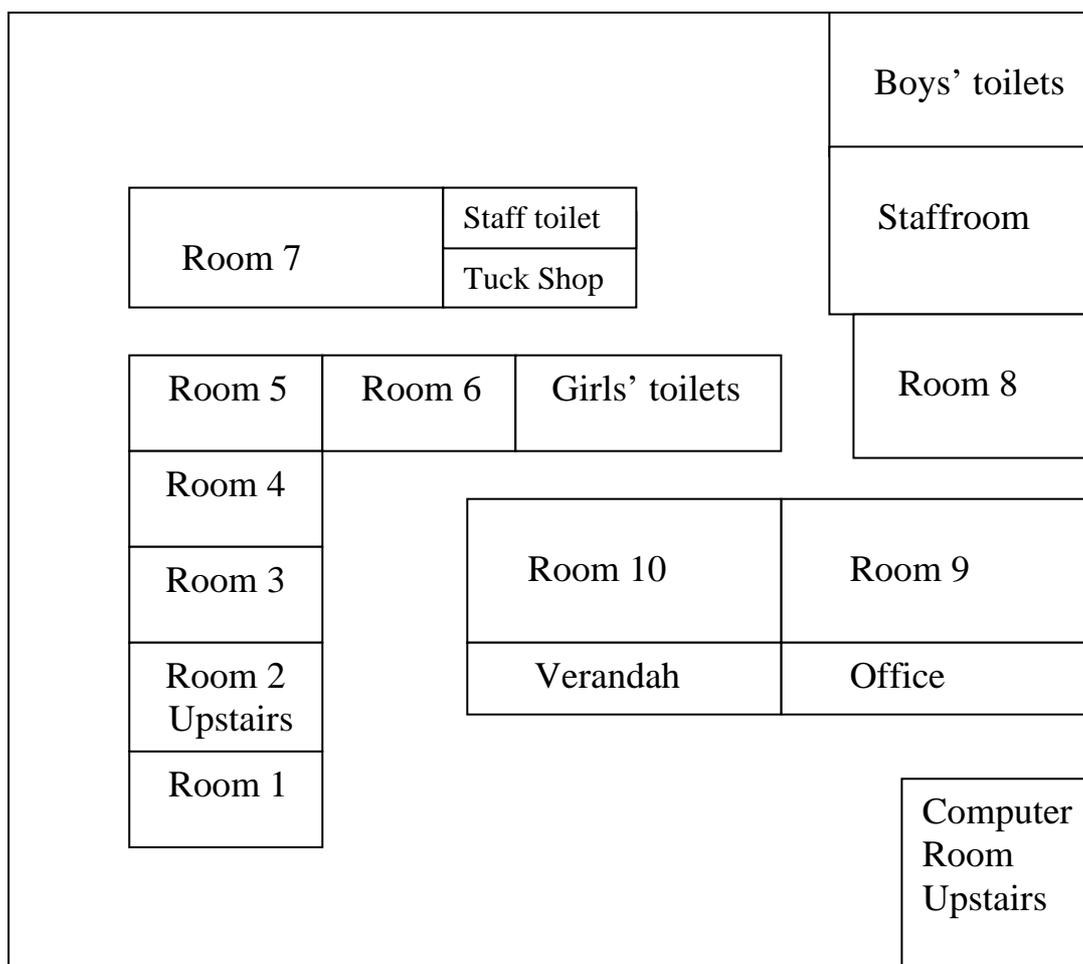


Block B (downstairs)

Main Road



11. MAP OF GRADE 8, 9 & 10 CAMPUS



12. INDEMNITY FORM

I, being the
parent/legal guardian of

(full name)

.....

hereby give my permission that he/she may take part in outings/tours
organised by the school.

I accept that the school will do everything in its power to ensure the safety
of my son/daughter and I am aware that neither the school, Department of
Education, Principal, teachers nor helpers can be held responsible for loss,
damage or injury to the person or property of
(learner's name).....

I further request that the Excursion Leaders act "in loco parentis" where
necessary.

I note that this indemnity will remain in force for the duration of my
son/daughter's schooling at Rosebank Progress College.

Signature.....

Date:.....

13. CODE OF CONDUCT

RIGHTS OF MEMBERS

It is my right . . .

1. To be respected by other members of the college community, regardless of personal, religious or cultural differences,
AND
My responsibility to respect others.

2. To freedom of speech and to voice my opinion in a mature, tactful and appropriate manner,
AND
My responsibility to listen to and respect the opinions of others.

3. To make use of available college facilities and property,
AND
My responsibility to respect and maintain these facilities and property.

4. To the security of myself and my property,
AND
My responsibility to uphold security in the college.

5. To be educated in a controlled, academic environment to the best ability of the teacher,
AND
My responsibility to create the opportunity for others to work without hindrance and to pay full attention and not bring an ipod or similar instrument to College or to use a cellphone in class.

6. To request the removal of a disruptive pupil from the classroom,
AND
My responsibility to do so after class in an appropriate manner and for valid reasons.

7. To work in a clean environment, AND
My responsibility to maintain a clean environment.

8. To ask for help and advice, AND
My responsibility to do so at an appropriate time and in an appropriate manner and to give advice and help myself.

I,.....accept the rules of the CODE OF CONDUCT

.....(signature)(date)