Graeme College

1873 - 2025

INFORMATION FOR

New Learners and Parents

2027



Our VISION To strive for excellence by developing all to their full potential.

Our MISSION The Graeme College mission is:-

i. to develop every pupil and teacher to the maximum of his/her potential in:

- scholarship through academic endeavour.
- character and personality growth
- to inculcate sound moral and spiritual values
- to consolidate a positive self-concept and respect for others
- to promote individually and independence of thought
- involvement and performance in sport, cultural activities and community service

ii. to involve puils, teachers, parents and Old Boys in all school activities.

Our MOTTO "VIRTUTE ET OPERA" - "Through courage and hard work"

CODE OF CONDUCT (extract)

The school code of conduct has been compiled in line with the South African Schools' Act. All decisions regarding discipline are governed by the School's Code of Conduct. The School's Code of Conduct at Graeme College will be used to acknowledge and instill the importance of the following:

a. Everyone has the right to work and learn without being disrupted by others and a responsibility to create the opportunity for others to work and learn.

b. Everyone has the right to be treated courteously and respectfully and a responsibility to treat others equally.

c. Everyone has a right to work in a clean, safe and orderly environment and a responsibility to respect and maintain the facilities and property.

d. Everyone has the right to feel proud of this school and a responsibility to uphold school spirit by participation in and support of all activities.

A MESSAGE TO PARENTS AND NEW PUPILS

It is indeed a pleasure for me to welcome you to Graeme College and our parent community. All Grade 4 to 11 boys and their parents requested to meet the Headmaster and the Learner Leaders in the school hall at 14h00 on Monday 11 January 2027, for a brief orientation and introduction to the "Graemian way of life". Please note that boys should wear full school uniform for this orientation. Formal school starts at 07h30 on Tuesday 12 January 2027.

The information in this booklet is designed to help you prepare before your arrival at Graeme College. If there is something you, as a parent or learner, are not sure about, do not hesitate to contact me or anyone associated with the school. I encourage all parents to keep in contact with your son and the school by supporting the many activities or functions which take place.

IMPORTANT INFORMATION

CALENDAR FOR 2027

Term 1	Tuesday 12 January - 19 March 2026
Term 2	Wednesday 6 April - Friday 25 June 2026
Term 3	Tuesday 20 July - Friday1 October 2026
Term 4	Tuesday 11 October - Friday 8 December 2026

PERIOD TIMES

We operate on a ten-day cycle of six periods per day.

Monday and Friday:		Tuesday, Wednesday and Thursday	
Period 1	07h30 - 08h30	Period 1	07h30 – 08h30
Period 2	08h30 – 09h20	Period 2	08h30 – 09h20
Period 3	09h20 – 10h10	Period 3	09h20 – 10h10
	BREAK		BREAK
Period 4	10h40 – 11h30	Period 4	10h40 – 11h30
Period 5	11h30 – 12h20	Period 5	11h30 – 12h20
	BREAK		BREAK
Period 6	12h40 – 13h30	Period 6	12h40 – 13h30
Assembly	13h30 – 14h00		

N.B. Assembly / Clubs is held every Monday and Friday.
The afternoon extra-curricular programme starts at 14h30.
Within the timetable, Grade 8 - 12s will also have a mentor lesson and Grade 8s and 9s will have a test lesson.

QUARTERLY DIARY

At the start of each new term each boy will receive an "electronic quarterly diary" in which you will find a detailed plan of the term's activities, all his extra-mural practice times, exam/ test programme plus other information.

These are provided so that parents can ensure that no family outings etc are arranged which may clash with your son's school commitments. All boys are expected to take part in our extra-mural activities and, while we accept that we cannot satisfy every pupil's desire, our programme is broad enough for the boys to participate in at least one summer and one winter activity – **a happy boy is an involved boy.**

The school's weekly newsletter will be e-mailed to you at the end of each week detailing activities that have taken place. Please ensure that you provide the school with your correct e-mail address/es.

STAFF

You must make an effort to get to know as many staff members as possible. Below are the names of some:

Headmaster	-	Mr Kevin Watson
Deputy Headmaster	-	Mr Gregg van Molendorff
Head of Department (Junior School)	-	Mr Andrew Swift
Head of Sport	-	Mr Gregg van Molendorff
Head of Academics	-	Miss Tracy Kenyon
Head of Cultural Activities	-	Mr Sylvester Appollis
Superintendent at Grant House	-	Mr Michael Pretorius
Financial Manager/Bursar	-	Mrs Tessa Steele
Administration Clerk	-	Ms Busi Stamper
PA to the Headmaster	-	Mrs Cherié Wille
Administrative Assistant	-	Miss Zané Viljoen
Administrative Assistant	-	Sarah Pienke
Estate Manager	-	Mr Clint Berriman
Maintenance Manager	-	Mr Mario Bico

HOUSES

Each boy will be allocated to a house once he arrives at Graeme. The houses are:

Wiles	-	Red	Vernal	-	Black
Hutton	-	Yellow	Neilson	-	Pale Blue

6. UNIFORM

All boys are expected to meet our uniform standards as detailed in the "School Uniform" leaflet included in your package. It is compulsory for all boys in Grades 4 to 12 to wear a blazer to school every Monday and Friday, as well as to all major activities. Please mark all your son's clothing. All clothing or equipment must be looked after by each boy – he must exercise this responsibility.

7. PORTFOLIO COMMITTEES

The leadership structure in the school is based on a Portfolio Committee system. This structure is a strong one which assists with the management of the school. In the Junior School a system of monitors assists the staff as well.

8. REPRESENTATIVE COUNCIL FOR LEARNERS (RCL)

A learner from each class in Grades 8 – 12 is elected each year. Together, these boys comprise the RCL.

9. FUNCTIONS

All pupils in the school are expected to attend various functions which may take place after hours. Examples of these events include: the inter-house swimming gala and athletics meeting; inter-house dramatic productions and debates; home rugby fixtures; and prize giving. Attendance at such events is compulsory.

These activities, and others, are all-important ones on our calendar and participation should be seen as part of an attempt to broaden the scope of our educational aims, building school spirit and providing for healthy and enjoyable participation and integration.

10. CONDUCT

"Please" and "thank you" are important words. At Graeme College we stress the "little things" and consider matters of discipline, dress, manners and general conduct to be of utmost importance. We aim to achieve high standards of discipline, with the support of the parent body, and the College has always taken a firm line on matters of discipline and respect. Parents are requested to comply with the School's policy on discipline.

11. ABSENTEEISM

Please inform the school if your son is ill and unable to attend school. A note from you on his return to school is compulsory. Absenteeism, though unavoidable at times, can cause great problems through work missed, especially in the senior grades and especially in such subjects as maths when the logical development of a subject is disrupted. Requests for your son to be absent from school for any other reason must be made in writing to the Headmaster. Attendance at school is compulsory up until the final day of each term.

12. RULES

Attached you will find a summary of the school rules (summary of code of conduct). The school's code of conduct is available from the school. Please get to know these rules, and abide by them, as we need to live in an orderly environment with people who are sensible and who co-operate.

13. SCHOOL FEES

The Admin staff will be at the school to collect school fees for all day boys and boarders as from Monday 11 January 2027. The payment of school fees is compulsory. Please prioritise this expense.

Graeme College

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FEES AND OTHER CHARGES FOR 2027

1. PAYMENT OF SCHOOL FEE

- Full settlement of annual school fees **on or before the first day** of the school year, or entrance into school. Full, up-front payment or settlement in full before **27 February 2027** will entitle a parent to a **5% discount.**
- Monthly payments **per written request in January** *(of each year)* to the School Bursar **[R2 000 on first day of first term and balance in 10 [ten] equal monthly instalments at the start of each month [01 February – 01 November].**
- **Defaulters:** Parents who are legally liable for school fees remain responsible for payment, subject to an exemption granted in terms of the South African School Act.
  Non-payment of accounts will be dealt with in accordance with School policy and applicable legislation.

SCHOOL FEE STRUCTURE	**Gr 00**	**Gr R to 3**	**Gr 4 to 7**	**Gr 8 to 12**
Annual Fee	R37 895	R35 336	R35 846	R39 431
Payable as:				
1) Initial payment on 1st day of 2027	R2 000	R2 000	R2 000	R2 000
2) Balance paid in **10 equal, monthly instalments**	**R3 590**	**R3 334**	**R3 385**	**R3 743**

OUTSOURCED CHARGES

Art Fees ***[Grade 5 - 9]***	Annual Fee	**R602**
Art Fees ***[Grades 10 - 12]*** payable to the **Johan Carinus Art Centre**		**R2 349**

2. GRANT HOUSE (BOARDING) FEE [Grade 4 – 12]

The boarding fee for all grades is **R74 520 per year**
[***R18 630*** per term **payable before the first day of each term]**

NO BOARDER MAY RETURN TO GRANT HOUSE WITH OUTSTANDING FEES.

3. AFTER CARE FEES	Full Time	**(Grade 00 – 6)**	**R13 855**
	4 days per week		**R11 218**
	3 days per week		**R 8 416**
	2 days per week		**R 5 579**

BANKING DETAILS

Bank	: **Standard Bank**	Branch	: **Grahamstown**	Branch Code:	**050917**
Account Name	: **Graeme College**	Account No.	: **081996551**		

Reference: Initial, Surname & Grade of Learner

Email proof of payment to: **t.steele@graemecollege.co.za**

Reference: *To allocate your payment, please use the **initial and surname of the learner.***
Do no use Graeme College or any name other than that of the learners, as payments cannot be allocated without the correct reference.

4. REGULATIONS APPLYING TO SCHOOL FEES

4.1 Parental responsibility for school fees

In terms of Section 40(1) of the South African Schools Act 84 of 1996 (SASA), a parent is liable to pay school fees determined by the School Governing Body in terms of section 39, unless or to the extent that the parent has been exempted from payment in terms of the Act. Parents are jointly and severally liable for school fees. This means the School may enforce payment against either parent for the full amount, subject to any exemption granted. Parental liability is not determined solely by whether parents are married, divorces, separated or living together or by the

leaner's living arrangements. A divorce order, maintenance agreement or private arrangement between parents does not by itself alter liability to the School unless an exemption has been granted in terms of SASA. A parent who is aggrieved by a decision of the School Governing Body regarding exemption may appeal to the Head of Department in terms of section 40(2) of SASA.

4.2 Definition of a parent or legal guardian

In terms of section 1 of SASA, "parent" includes the biological or adoptive parent or legal guardian of a learner; a person legally entitled to the custody of a learner; or a person who undertakes to fulfil the obligations of a parent or custodian towards the learner's education. A learner's residence with grandparents or other extended family members does not, by itself, transfer liability for school fees to those family members. Their legal position will depend on whether they fall within the statutory definition of a parent.

4.3 Recovery of outstanding school fees

In terms of sections 40 and 41 of SASA, a public school may, by process of law, enforce payment of school fees against a parent who is liable for those fees in terms of section 40. Before taking enforcement action, the School will comply with section 41(4) of SASA and the Regulations.

4.4 Addresses for official correspondence and legal notices

On admission, parents or legal guardians are required to provide the School with their current residential and contact details, including an address for the delivery of official correspondence. Where a parent nominates an address as their domicilium citandi et executandi, that nomination must be recorded and accepted in the relevant admission documentation. Where parents reside separately, the School may request the details of both parents so that correspondence and legal notices can be directed appropriately. The School will not assume that one parent's nominated address automatically constitutes the other parent's address for service.

4.5 Exemption from payment of school fees

In terms of sections 39, 40 and 41 of SASA, read together with the Regulations Relating to the Exemption of Parents from Payment of School Fees in Public Schools, parents who are unable to afford school fees may apply to the School Governing Body for total, partial or conditional exemption. Applications will be considered in accordance with the prescribed criteria and procedures. The exemption calculation generally takes account of the combined annual gross income of the parents, as provided for in the regulations. However, section 41(2A) and (2B) of SASA allows a parent, in specified circumstances where the other parent's income information cannot be obtained, to submit an affidavit, court order or other supporting documentary evidence.

BOARDING MATTERS

1. GENERAL

Please ensure that your son reports to Grant House, in full school uniform, before 17h00 on Monday 11 January 2027. This enables the staff time to sort out a number of administrative responsibilities.

Mrs Tessa Steele, the financial manager, will be at the school to collect the boarding and school fees for all Grant House boys. Boys will not be permitted to enter the boarding house unless they are in possession of an entry ticket from the Finance Department.

If boarders bring medication to Grant House, these must be handed in to Mrs Manning at the dispensary upon arrival. Boys must provide their own bedding (i.e. pillow and blankets/ duvet, etc).

2. INSURANCE

Please see that your son's possessions are adequately insured and marked. We cannot guarantee the safety of valuables. Any monies, spare keys or valuables should be handed in to Mr Pretorius for safe keeping.

3. LEAVE OUT WEEKENDS

It is important for parents to communicate (via email, telephone or in person) with the boarding house superintendent indicating your permission of your son's absence from the Boarding House. This must take place two days in advance, before your son leaves the boarding house.
He must sign out of the boarding house on all occasions.

Grade 4 – 7 boys MAY go home each weekend.

4. LAUNDRY

All items must be clearly marked with labels.

5. MEDICAL FORMS

Due to new government laws regarding pharmacies and scripts for medication, all pharmacies are placing an administration levy on all medication. This can range from R15,00 to R50,00. Regretfully, this places matrons in a difficult position, as we will be unable to administer medication effectively to the boys. All parents are therefore requested to either open a pharmacy account at Clicks or Frontier Pharmacy for their son for this purpose or, alternatively, to pay a refundable R100,00 medical expense cover to Mrs Steele on the first day of the new term.

6. FEES

	Per Term	**Per Year**
Grant House	R18 630	R74 520

Yours sincerely

K M WATSON
HEADMASTER