



BISHOP BAVIN SCHOOL

ST GEORGE'S

PATRONS: MRS. JENNIFER OPPENHEIMER & MR. JONATHAN OPPENHEIMER

ST GEORGE'S ROAD
BEDFORDVIEW
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GARDENVIEW
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PBO No. 18/11/13/3069

BOARDER'S PROCEDURE LIST

1. UNIFORMS: The essential uniform and badges may be purchased from:

- A. **ESQUIRES**
46 8TH AVENUE
EDENVALE
TEL: (011) 453 – 9008
- B. Uniforms may also be purchased at Bishop Bavin's Dragon's Den (new and second hand uniform available), on the school property. (Hours are between 07h30 and 12h00).
- C. Certain items can also be purchased from Woolworths and Pep Stores etc.
- D. The College House ties, Pool Ponchos, winter beanies and scarf can **ONLY** be purchased at Bishop Bavin School.

2. UNIFORM REQUIREMENTS:

- A. Name tags need to be printed or a name stamp can be ordered from 'Esquires'. These must be sewn on securely by parents. Any unmarked items will not be accepted at the Boarding Houses. We are alarmed to note the number of unmarked items in lost property.
- B. Clothing not marked clearly will not be the school's responsibility.
- C. Any clothing items that need to be mended or tailored, needs to be done so over the weekend for our weekly boards, and over the midterm breaks or school holiday for our full time boarders.
- D. No jewelry other than a watch, medical bracelet or thin gold or silver neck chain with tiny cross may be worn. A tiny gold stud or a gold 'sleeper' is also acceptable. When necessary, boys are to shave regularly and all shaving utilities must be provided. Tattoos or any other piercings on the body are not permitted.
- E. School dresses and school skirts need to be over the knee at all times.
- F. All electrical equipments eg. Cell phones, ipods and laptops etc will be the responsibility of the learner and the school will not accept any liability for loss, damage or theft thereof.
- G. All monies need to be paid in at the Accounts Office. Again, the school will not be accepting any liability for loss or theft thereof.

3. SUITCASES

As we do not have sufficient space, please do not bring suitcases but rather pack items into Laundry Bags or a blue trunk, these trunks are available from Mica Hardware Sores.

4. BOOKING INTO THE BOARDING HOUSE

All boarders must book into the Boarding Houses **ONE DAY, BEFORE** school begins, between the hours of 14h00 and 18h00.
Please note that **NO** boarder will be allowed into the Boarding House without an admission's slip from the accounts office, proving that the fees have been paid.

5. WEEKEND EXIT PERMISSION

A letter requesting exit permission needs to be faxed to the Rector's secretary (Fax: 011 622-7672 marked attention the Boarding House matrons) at least 1 day before the boarder is due to leave.

Provisionally accredited by Umalusi, Council For Quality Assurance in General and Further Education and Training, www.umalusi.org.za

Board of Governors: Bishop B Germond (Visitor), LK Japhet (Honorary Life Vice Chairman), R Olfen (Chairman), Revd Dr MA Ellis (Rector),
Revd Adv B Dengler (Bishop's Rep), J Stone, J Alexander, R Natrass, D Macey, P Molsisi

Chaplains: Revd Dr S. van Niekerk & B. Tinniswood.

Member of the Independent Schools Association of South Africa (ISASA)
South African Heads of Independent Schools (SAHISA)
South African Bursars of Independent Schools (SABISA)



6. WEEKLY BOARDING

All Weekly Boarders must go home on Fridays by 17h00. *An additional fee will be charged if children do not go home before this time.* Weekly boarders need to return back to the boarding house before 20h00 on Sunday evening. Weekly boarders staying over the weekend will be charged an additional fee.

TICKETS AND PASSPORT:

All tickets and passports need to be handed in at the Admissions Office.

7. WEEKEND EXIT AND ARRIVALS

Children may be collected on Fridays from 14h00 onwards, but no later than 17h00. They must be returned, in full school uniform, on Sundays as from 17h00 to 18h00 or on Monday morning at 07h30. Please note: Any learner not dressed in full school uniform will not have access to the boarding houses.

8. WEEKLY BOARDER'S MEALS NOT SUPPLIED ON SUNDAY EVENINGS.

Please ensure that your child is fed before you drop them off on Sunday evening.

9. LONG WEEK-ENDS AND HOLIDAYS

School always closes at 12h00 noon on break-up day. All children must be collected between 12h00 noon and 14h00pm at the latest. On these days no lunch will be served.

10. HALF TERM AND END OF TERM TRANSPORT TO BUS STOPS AND AIRPORT FOR FULL BOARDERS

Should you require transport for your child to or from the bus stop or airport at the beginning or end of term, please inform the Public Relations Officer at least **TWO WEEKS** before the date the transport is required. This is to be able to arrange for drivers to be available, as well as for passports to be handed to the student on departure.

11. POCKET MONEY

At the beginning of a term or after a mid-term break an amount determined by the parent should be deposited with the accounts office specifically for pocket money. This money will not be reflected on your statement but will be accounted for in a separate pocket money account.

Pupils may also have their own ATM cards, but please note that ATM facilities are only available at major Shopping Centres in Bedfordview.

12. MEDICAL AID

We request that all parents supply the school with full Medical Aid details.

In the event of an illness, boarders with Medical Aid details or a signed and completed medical form will be taken to a private hospital.

Boarders without Medical Aid details or the signed and completed medical form will be taken to a Provincial hospital. (See medical Aid form attached to be completed).

Weekly boarders' parents are responsible to collect and to take their children to the nearest hospital or doctor.

Please note that International learners will be required to pay R2, 000. 00 up front to the Accounts Office, in case of an emergency arising and they need to be admitted to the Private Bedford Hospital during their stay at Bishop Bavin School. This is as the hospital does not accept international medical aid cards. This amount will be refunded when your child leaves the school.

13. STUDY PERMITS FOR INTERNATIONAL BOARDERS

All International boarders require a Study Permit from Home Affairs in order to study at Bishop Bavin School.

Please note that this is the responsibility of the parents and not the schools.

14. CATERING REQUIREMENTS

Any special dietary requirements must be accompanied by a doctor's certificate or letter. Concessions will be made only for health reasons.

1.5 HEALTH ISSUE

Should any learner suffer from allergies, epilepsy and asthma etc, please consult with the Head of Boarding and the Matron. A full doctor's report will need to be submitted.

Any learner that bed wets will need to see matron about the necessary bedding requirements and possible medication.

15. PAYMENTS OF ACCOUNTS

All cheques must be handed to the accounts department at least 14 days before the start of the term.

Cash payments must be made directly into the School's banking account.

Boarders must then present proof of payment before admission to the Boarding House. No child will be admitted into the Boarding Houses until full payment has been made.

We thank you for your co-operation.

Yours sincerely



TRACY EDWARDS
MARKETING DIRECTOR

MEDICAL DETAILS OF MY CHILD

NAME OF CHILD: _____

GRADE: _____ **GENDER:** _____

NAME AND TELEPHONE NO. TO CONTACT IN CASE OF EMERGENCY:

MOTHER: _____ **FATHER:** _____

1. Name of principal member / relation to child:

2. Name of Medical Aid:

3. Medical Aid Number:

4. Any Allergies (specify)

5. Any special medication/treatment needed (specify)

6. Family Doctor _____ Tel No. _____

7. Family Dentist _____ Tel No. _____

8. I HEREBY GIVE PERMISSION FOR MY CHILD TO RECEIVE THE LATEST
FLU INOCULATION. (The cost for this will change from year to year, and
needs to be paid in advance). Please tick the relevant box. YES NO

SIGNED: _____

AT: _____

THIS _____ DAY _____ 200__

WITNESSED: _____