



WOODRIDGE

COLLEGE AND PREPARATORY SCHOOL
more than a school...an experience

INFORMATION BOOKLET

2013

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1. MESSAGE FROM THE HEADMASTER

Welcome to Woodridge Preparatory School. At Woodridge we aim to maximize the potential of every child and in doing so, produce caring, confident individuals who will be able to make a positive contribution to society.

School must be a rewarding and fun experience. As a Preparatory School it is our role to lay the foundations particularly with regards to reading, writing and arithmetic but more importantly, to create a mindset for life-long learning. Ultimately, we want our children to be open minded, free and creative thinkers.

Children learn as much, if not more, outside the classroom as inside, thus a huge emphasis is placed on Extra Mural and Outdoor Education activities. The aim of our sports programme is to create a love for all sports and the importance of a healthy lifestyle. Outdoor Education creates an awareness of the environment and many of the activities are of the sort that builds character. Culturally, our pupils are exposed to and encouraged to develop music, art, speech and drama skills.

At Woodridge you are going to be exposed to a variety of opportunities to enhance your learning journey and, as our school slogan states, Woodridge is *“More than a school...an experience”*.

Enjoy the journey!

T VON BERG

Headmaster

2. MISSION STATEMENT

“More than a school...an experience”

As a Christian School, Woodridge adopts a holistic approach to education and aims to develop the body, mind and spirit to enable each pupil to reach his or her potential.

To achieve this, Woodridge offers and challenges pupils to experience, the broadest possible range of academic, cultural, spiritual, social, outdoor and sporting interactions by exploiting the following attributes:

- individual attention
- a healthy, natural interaction with the environment
- nurturing of leadership and self-discipline
- encouraging free thinking and independent individuals
- service to the community

CORE VALUES

BASIC RIGHTS OF THE 'FAMILY'

- Pupils have the right to learn
- Staff have the right to teach
- Parents have the right to service

IN ORDER TO UPHOLD THESE RIGHTS, THE FOLLOWING MORAL VALUES ARE ENCOURAGED:

- Mutual respect and dignity
- Integrity and honesty
- Empathy and interaction
- Tenacity and teamwork
- Appreciation and care for the environment

3. A BRIEF HISTORY OF WOODRIDGE

In January 1936, Woodridge Preparatory School opened its doors for the first time; the enrolment on that first day was two boys and a girl! This indeed was an act of faith by the founders, Mr and Mrs Leslie Carter, who owned the School privately until 1957, when the Woodridge Trust took over the ownership. At present, we have 312 pupils enrolled at the Prep school.

The Preparatory School was initially housed in the historic buildings of what used to be the very popular 'Cadles Hotel', a nineteenth-century coaching inn on the road to Cape Town and a favourite honeymoon spot for Port Elizabeth couples - the names of some of whom can still be seen engraved on the windows at the Prep.

With the outbreak of the Second World War in 1939, progress was severely curtailed by both building and petrol restrictions and it was only after the war that the numbers climbed to the planned maximum of eighty pupils.

Knowing that one day he would have to retire, Leslie Carter handed over the ownership of the School in 1957 to the Woodridge Trust in the hope that what he had started would be perpetuated.

In 1965 it became obvious that there was a need to develop a senior school as some of the parents were having difficulty in placing their sons in Private Schools after they had completed their Preparatory education. By the end of that year, a decision was taken to found Woodridge College and to develop the School along the lines of the ideals so successfully applied at Gordonstoun in Scotland. One of the prime movers behind this decision was the then Chairman of the Trust, Mr Leo Kohler, who occupied this position until he retired in 1986.

In 1966, the first four Standard 7 pupils were accepted for Woodridge College and the ten Standard 6 boys at the Preparatory School were regarded as part of the new School. At the end of that year, Mr Leslie Carter, who had been suffering from ill health, retired and the Trust appointed Mr Keith Starck to take over the infant College, while Mr Carter's son, Roger, was asked to oversee the Preparatory School.

Conditions in the early years of the College were rather spartan and accommodation at a premium for the staff. One couple spent the first year of married life in a single room! Water had to be pumped up to the reservoirs from the Van Stadens River and electricity was generated by two old Lister engines.

The College was initially housed in prefabricated buildings but later, due to the generosity of Anglo American's Chairman's Fund and the Industrial Council, more permanent structures such as the Science Block (1972) and the Dining Hall and Kitchens (1974) were erected.

Not only did the staff contribute regularly to the Woodridge Development Fund, but in 1975 they organised a sponsored run from Bloemfontein to Port Elizabeth by themselves and raised sufficient money to erect two squash courts.

It is interesting to note that apart from the initial buildings at the College, which were erected by contractors, all subsequent structures have been built by the School's own labour force at an enormous saving.

Woodridge set out to be a boys' school, but in the Prep there was always a sprinkling of daughters of staff members and local parents. Pressure from parents mounted, and so in 1973 the first 'official' girls were accepted into the College. Today, the girls form about half of the total enrolment.

In the early 1990's, the School introduced a 'day scholar' option for parents and today some 300 pupils are bused into School from Port Elizabeth, Uitenhage and Jeffreys Bay.

Woodridge has, as its main philosophy, the development of the whole character of the pupils. Whilst academics remain the main consideration, the site of the School lends itself to the furthering of character-building activities, not only on the sportsfields, but in the wider context of Outdoor Education. This involves, amongst others, mountaineering, canoeing, sailing and surf lifesaving. Since 1974, Woodridge has been the first school with its own Lifesaving Club which patrolled the treacherous Van Stadens Beach and recently performed their 130th rescue. Today this club patrols the Jeffreys Bay Beach. Another noteworthy achievement was the establishment of a Nature Reserve within the confines of the School.

As Woodridge has completed its first 75 years, it can look with confidence at the road ahead. Many people have given unstintingly of themselves to ensure that the humble dream in 1936 has become a reality.

The College and Preparatory School have shown remarkable growth in the past few years, with numbers reaching approximately 700 in the two Schools.

4. **LIST OF MANAGEMENT, TEACHERS & ADMIN STAFF : CONTACT DETAILS** (In the event of an emergency)

NAME	POSITION	HOME PHONE
Von Berg, Mr T	Headmaster	(041) 956 6212
Radloff, Mrs D	PA to the Headmaster	(041) 956 6262
Bause, Mr F	Deputy Headmaster	(041) 956 6229
Bause, Mrs K	Grade 4 Teacher	(041) 956 6229
Basson, Mrs R	Playgroup Teacher: Sunbirds, Aftercare	(042) 286 0747
Bates, Miss H	Grade 7 Teacher	(041) 956 6287
Bellingham, Ms R	Art & Speech & Drama Teacher	076 499 7715
Botes, Mrs A	School Shop	(041) 955 5420
Cato, Jen	Play School Teacher, Wagtails	(041) 956 6213
De Villiers, Mrs L	Grade 3 Teacher	(041) 956 6274
Fouché, Mrs E	Head of Prep Music	(041) 360 8737
Geyer, Mrs A	Girls' Hostel, Learning Support	(041) 956 6220
Hansel, Mrs L	Grade 1 Teacher	(041) 956 6252
Hayward, Mrs L	Grade 5 Teacher	(041) 966 1122
Kingwill, Mrs S	Grade 6 Teacher	(041) 379 2656
Kotze, Mrs G	Music Teacher	083 881 4323
Lindstrøm, M	Grade 3 Teacher	083 650 3559
Classen, Sr C	Sanatorium Sister	078 538 3079
Neave, Mrs S	Play School Teacher: Swallows I	(041) 956 6214
Olivier, Mrs T	Pre-School Teacher: Robins	(041) 776 1927
Ngcangca, Mrs C	Xhosa	(041) 956 6210
Pienaar, Mr R	Library	(041) 372 2259
Phillips, Mrs D	Grade 2 Teacher	(041) 956 6258
Phillips, Mr S	Grade 7 Teacher, Boys' Hostel, Director of Sport	(041) 956 6258
Prinsloo, Sr C	Sanatorium Sister	(041) 956 6217
Puttergill, Mrs N	Grade 2 Teacher, Head of Foundation Phase	(042) 286 0764
Reed, Mrs G	Grade 4 Teacher	(041) 956 6265
Reed, Mr C	Grade 7 Teacher	(041) 956 6265
Scheepers, Mr R	Grade 5 Teacher	(041) 956 6273
Schnetler, Mr S	Music Teacher, Guitar	(041) 360 7620
Smith, Mrs G	General Secretary	(041) 581 1360
Taylor, Mrs S	Play School Teacher: Robins 2	(041) 955 5562
Teeton, Mr B	Director: Outdoor Education, IT	(041) 956 6253
Visagie, Mrs T	Grade 1 Teacher	(042) 296 2667
Vosloo, Mrs C	Grade 6 Teacher, Head of Intermediate Phase	(042) 286 0968
Von Berg, Mrs H	Day Scholar Buses	(041) 956 6212

5. SCHOOL MANAGEMENT

Governance of the School

Woodridge College & Preparatory School is governed according to accepted national and international practice for Independent Schools. Our Schools are unique in their independence in governance and finance and this sets us apart from State Schools. Independence allows our School four vital freedoms:

- To define our mission.
- To admit only those students our mission dictates we should serve
- To establish our own expectations for credentials and performance of teachers
- To teach the truth, as we see it.

In a dynamic organisation such as a School, there are various power bases and each needs to understand its role in the greater picture. Boundaries need to be set for good governance to occur. 'Blurring' or 'overstepping' boundaries leads to unhappiness in any organisation and is not conducive to good governance.

At Woodridge, the ultimate authority is the Woodridge **Trust**. This is a self-perpetuating body who elect their own members who are appointed for their specific **skills**. Their role can be seen as :

- To hold the School and its Mission in trust.
- Set policy (admissions, financial aid, class size, etc.)
- To ensure the financial stability of the School.
- Appoint and support the Heads.
- Plan strategically for the future.
- Evaluate the performance of the Heads and the School.

In 1996, the executive function of the Trust was vested in the hands of the **Executive Committee of Trustees** to be more 'inclusive' and more effective. The full Trust meets once per annum, while the Executive Committee of Trustees meet at least quarterly. The Executive Committee of Trustees for this year are as follows:

Mr Raymond Ritchie	Chairman (Trustee)	
Mr John Westcott	Trustee	
Mr Sean Westcott	Trustee	
Mrs Cheron Kraak	Trustee	
Mr Glen Mukheibir	Trustee	
Mr Paul Duval	Trustee	
Mr Garry McWilliams	Trustee	
Mr Kobus Smit	Trustee	
Mr Andrea Puggia	Trustee	
Mr Craig Neave	Ex Officio	Headmaster, College
Mr Trevor Von Berg	Ex Officio	Headmaster, Preparatory School

The Executive Committee of Trustees reserves the right to co-opt any person to serve on any sub-committee or for any expertise which is required for a specific issue.

The **Operational Function** of the Schools are vested in the Headmaster College and Headmaster Preparatory. At Woodridge, the Headmaster College is the ultimate authority for operational issues, although the Headmaster Preparatory has autonomy in managing the day-to-day running of the Prep. The School has a School Management Committee which meets every Tuesday and consists of the two Headmasters, the Deputy Headmaster College and the Financial Manager. The Heads of the respective Schools are directly responsible to the Executive Committee of Trustees.

6. **PREP MANAGEMENT**

- Mr T von Berg – Headmaster
- Mr F Bause – Deputy Headmaster/Head of Senior Phase
- Mr S Phillips – Head of Extra Murals
- Mr B Teeton – Head of Outdoor Education
- Mrs A Geyer – Administration/Marketing
- Mrs E Fouché – Head of Arts and Culture
- Mrs N Puttergill – Head of Foundation Phase
- Mrs C Vosloo – Head of Intermediate Phase
- Mrs t Olivier – Head of Pre-Primary

7. **USEFUL INFORMATION FOR 2013**

A TYPICAL SCHOOL DAY

08:00	-	School commences
10:25	-	Lines
10:30	-	Break time
11:00	-	School continues
12:00	-	Lunch for Grade 1, 2 & 3 in College Dining Hall
12:30	-	Lunch for Grade 4 & 5 in College Dining Hall
13:00	-	Lunch for Grade 6 & 7 in College Dining Hall
13:30	-	Pupils change for sport
14:00	-	Sporting activities commence
15:15	-	End of sport, play time
15:45	-	Prep
16:30	-	Bus Bell
16:45	-	Buses depart from Woodridge

- Buses depart at 15:15 on a Friday.

- In the event of rain, we have a special “Rainy Day Programme” whereby pupils are kept busy in the classroom.

We also expect all pupils to be involved in our extra-mural programme each afternoon and not leave early.

8. **ACADEMICS**

The aim of the Academic Programme at Woodridge is to develop confident young children, by means of a child-centred approach, who are able to think critically, analyse, question, work independently and make their own assumptions. Knowledge that the pupils learn is not merely for recall purposes, it is used to teach skills and develop attitudes and values that will enable the pupils to make a worthy contribution to society.

The academic year is divided into two semesters: January – June and July – November. The children are continually assessed in a variety of ways, The grade 7s write examinations in May and November.

The academics is run by a committee comprising of: the Headmaster (chairman), Head of Foundation Phase, Head of Intermediate Phase, Head of Grade 7 and a representative from the College.

9. **HOMEWORK**

Pupils should be given homework on Mondays to Thursdays. No task/homework can be set on a Friday for the following Monday. The time taken to complete homework varies from grade to grade and should not exceed an hour for Grade 7s. Homework tasks should be set to consolidate work covered in class, research (with concise guidelines) to prepare for the following day or revising work for a task, spelling words, reading or preparing for an oral. Project work should be avoided as much as possible.

Pupils are expected to write down homework in their homework diaries which must be signed by parents/duty staff.

10. **EXTRA-MURAL ACTIVITIES**

Extra mural activities take place from Monday – Thursday afternoons. It is compulsory for pupils to participate in all the extra mural activities scheduled for their age group.

The activities offered are:

Boys:

Cricket, tennis, swimming, tag rugby, rugby, hockey, mini-tennis, chess, mini hockey, athletics, cross-country.

Girls:

Tennis, mini-tennis, swimming, hockey, netball, mini hockey, cross-country, ball skills, power-walking.

Horse Riding, Judo, Play Golf, Cricket Academy, Speech and Drama, Marimba band and Modern Dancing are optional extras and come at an additional cost to parents.

Pupils are to bring their sports clothes to school every day.

11. OUTDOOR EDUCATION

At Woodridge we adopt the Experiential Learning Approach. Children are involved in various ways in conservation. We are proud recipients of the coveted, work-renowned Eco-School Green Flag. Recycling, litter prevention and collection issues are routinely focused on daily.

All the pupils from Grade 1 – 7 are taught outdoor adventure skills, including climbing, fishing, camp cooking, recognising flora and fauna, reading topographical maps, orienteering, basic 1st Aid, camp craft, cycling proficiency and bike maintenance.

We offer skills and stamina development in activities such as canoeing, mountain biking, archery and trail running. These are often included in the camping expeditions that senior grades undertake and the extra mural programme.

Camping/Adventure Learning

Adventure Learning occurs as part of the extra mural programme and camping falls into the category. The camping programme comprises a gradual progression from Grade 1 – Grade 7. All pupils participate in 2 camps, annually.

Extra Adventure Activities

Our programme offers occasional single and multi-day trips such as hiking, backpacking, canoeing, mountain biking for Grade 6 and 7 pupils who are not involved in other sports over the weekends.

12. ARTS AND CULTURE

All pupils participate in a number of cultural activities in arts and culture lessons during the academic day. The lessons cover all disciplines; Class Music, Speech & Drama, Art.

Individual Instrumental Tuition is offered in the following instruments; Piano, Voice, Flute, Violin, Saxophone, Clarinet, Guitar, Drum Kit, Electronic Keyboard, Recorder, Orchestral Percussion.

We do have a junior choir (Grade 2 and 3) and a senior choir (Grade 4 – 7). Pupils may also join the Marimba Band.

Speech & Drama is offered both in the classroom and as a specialized extra-mural activity in the afternoon. These lessons allow children to express themselves creatively through movement and vocal work whilst exposing them to a broad range of literature, music, dance and art.

13. DAY SCHOLAR TRANSPORT

Buses are provided to transport day scholars to and from School each day. Pick up/Drop off points are:

Dales:	PICK-UP: Dales Supermarket, Buffelsfontein Road DROP OFF: Next to the Dam on corner of Athlone and Buffelsfontein Road
Walmer:	9 th Avenue Shopping Complex
Kingsbeach:	Parking Lot at the Supertubes
Sunridge:	Stella Londt Rugby Club
Ultra:	Ultra Liquor Store parking lot
Jeffrey's Bay:	PICK-UP – SPAR parking lot DROP OFF – Car Park Opposite Checkers
Uitenhage:	Uitenhage Sports Club
St Francis:	Viking Bakery
Cape St Francis	Outside Pam Golding Office
Humansdorp:	Spar

Transport Arrangements

Any change to your child's normal transport arrangements, must be communicated clearly to them at home the night before. These arrangements must be confirmed by writing them in your child's diary for the class teacher. This way the teacher can remind them if need be.

The secretaries have been instructed not to accept any messages for transport changes. **Only in the case of an emergency** may you phone the office before 10:00 for a message to be sent to your child.

Your child's peace of mind is at stake as last minute changes unsettle children, particularly the little ones. The safety of our children should be a priority for all parents and we would appreciate your co-operation in this regard.

14. COMMUNICATION

A fortnightly circular is sent out to parents informing them of upcoming dates and events.

Regarding academic matters, we encourage you to first contact the class teacher, then the Head of that Phase and then the Headmaster.

Queries regarding sport may be directed to the coach, Head of Sport, Director of Sport and Extra Murals and then the Headmaster.

The Deputy Headmaster is in charge of the daily running of the school discipline and may be contacted with any issues.

It is important that you communicate with your child's class teacher in the event of any problems.

Please also communicate via the homework book or e-mail.

15. CELLPHONES

Day Scholars must hand in cellphones at the front office before the start of school. These phones can be collected at 16h30.

16. SCHOOL UNIFORM

The School Uniform is available from the Clothing Shop, which is open Monday to Friday each week during term time. The shop is open 08:00 until 09:00, 10:30 to 11:30 and then 13:30 until 16:00. It is closed at 15:00 on Fridays. Mrs Annemarie Botes is in charge of the Clothing Shop and may be contacted on 956 6240. A clothing list is available from the Clothing Shop.

It is important that your child wears the correct uniform. Pupils feel inferior if they do not wear the correct uniform.

ALL CLOTHING MUST BE CLEARLY MARKED

Hair: Boys - Short, no steps etc.
Girls - Neat, white or brown accessories

17. DATES FOR 2013

First Term: 14 January to 27 March
Half Term: 21 February to 25 February (school begins on 26 February)

Second Term: 29 April to 8 August
Half Term: 21 June to 30 June (school begins on 1 July)

Third Term: 9 September to 3 December
Half Term: 5 October to 9 October

Please note that Woodridge is open on Public Holidays and pupils are expected to be at School.

18. EXCURSIONS

Pupils are taken on a variety of excursions throughout the year. Any costs for excursions will be charged to your account.

19. MEALS

School provides sandwiches for the children at break but you can pack lunch for your child if you wish to do so.

All children are provided with a lunch which is served at the College Dining Room.

Woody's Prep Tuck Shop is open on Mondays, Wednesday and Fridays in the afternoon. Children may only go to the Tuck Shop after 15h15.

20. SANATORIUM

In the event of your child being ill or requiring medication, please inform either Sister Cherylene Prinsloo or Sister Tania Montauge (phone 041 956 6217). Should your child be ill or hurt during the normal school day – you will be notified by the SAN. It is important that we have your correct telephone numbers and Consent to Operate Form for emergencies.

21. DISCIPLINE PROCEDURE

The discipline procedure is based on a debit and credit system. Children can receive debits for inappropriate behaviour, incomplete work and incorrect uniform. Once they have accumulated 5 debits, they are sent to detention on a Friday afternoon. The Deputy Headmaster is in charge of discipline matters and he contacts parents when necessary. Credits are a positive reinforcement for anything ranging from good behaviour to school work and attitude. When pupils receive 36 credits they are awarded merit badges.

22. SCHOOL HYMN

I He, who would valiant be
'Gainst all disaster
Let him in constancy
Follow the Master.
There's no discouragement
Shall make him once relent
His first avowed intent
To be a pilgrim.

2 Who so beset him round
With dismal stories
Do but themselves confound
His strength the more is.
No foe shall stay his might,
Though he with giants fight;
He will make good his right
To be a pilgrim.

3 Since, Lord, thou dost defend
Us with thy spirit,
We know we at the end
Shall life inherit,
Then fancies flee away!
I'll fear not what men say,
I'll labour night and day
To be a pilgrim.

23. **SCHOOL PRAYER**

*Teach us, good Lord, to **SERVE** Thee as Thou deservest;
To **GIVE** and not to count the cost;
To **FIGHT** and not to heed the wounds;
To **TOIL** and not to seek for rest;
To **LABOUR** and not to ask for any reward, save that of knowing that we do Thy will.
AMEN*

24. **SCHOOL GRACE**

Before meals Bless O Lord this food to thy use

Response And ourselves to Thy service

After Meals We give thanks to the Lord

Response For His goodness is everlasting