



PROSPECTUS JANUARY 2021

Contact: 062 504 303/081 416 9303, E-mail: thornhillcollege2018@gmail.com
49 A Corner Axali Doëseb Street and Uitspan Straat, Okahandja, P O Box 1050, Okahandja

Our Vision Statement

Our vision is to build a highly competitive private school that will become the all-in-one learning centre of choice for both parents and students in Namibia.

Our Mission Statement

Our mission is to provide a professional and conducive learning environment to students at different levels of learning. Our overall business goal is to position Thornhill College to become the leading private school brand in the educational-cum-private school industry in the whole of Namibia within the first 12 years of operations.

Values

Our values reflect our business philosophy and principles we abide by:

Integrity

Service

Excellence

Teamwork

Introduction

This prospectus, compiled by board of Directors and staff, is a formal statement of the school's policies, aims and philosophy. It also sets out the aspirations of the school, which reflect not only the concerns of the parents, carers, staff and board members, but also the steer given to us by central government. It is further intended to give general guidance on particular issues to parents/carers and other interested people.

The school has an experienced staff, a wide range of skills amongst the Board of Directors and benefits from strong parental/carer support, both in the classroom and in fundraising through the committed and hardworking Parents Teachers Association.

Thornhill College was established with the aim of providing creative teaching-learning solutions to parents, students, government, communities and all other stakeholders in the education industry. Thornhill intends to help our nation growthrough unlocking and maximise our new generation`s potential, God-given wealth of skill and talents.

Our Strategic Plan communicates to all students, staff, parents, the community and all stakeholders the strategic direction of our school and what we want to achieve in the long-term. This strategic plan has been a collaborative effort involving our staff, parents, the community, School Board and all stakeholders. Together, we have developed the strategic directions for the future that will support our students to be successful learners who have pride in themselves, their community and their country. The plan forms part of a suite of documents including operational plans, the workforce plan and the delivery and performance plan. The targets and milestones contained in this plan indicate the level of progress towards achieving our three priority areas. The three priority areas are as follows:

1. Teaching and learning;
2. Partnerships, and;
3. Environment.

Successful students are the centre of our school undertaking. Everything we do is evaluated in relation to the impact on student learning. Our school performance management system embodies three major elements namely:

- We assess data and other evidence related to student performance and achievement vis-à-vis school operations;
- We proactively plan improvement and remedial strategies, and;
- We continuously take action in pursuit of excellence and outstanding results (Kaizen Concept).

Our students are the heart of our school and our goal is to support them to achieve their best and maximise their potential. Their future, visions, thoughts and words are embedded in our strategy to remind us all why Thornhill College is special to them.

School Principal: Mr Fanuel Dangarembizi

Starting School

Starting school is the first big step on the road to independence for all children. It can be an emotional time for children and parents/carers alike, so at Hamilton we try to make this transfer as pleasant and trouble free as possible. New parents/carers of kindergartern children are invited to a meeting prior to admission and a trial visit for their child. For older children who start part of the way through the school year, it can be similarly worrying and we try to provide arrangements that help to ensure they settle into the school as quickly and happily as possible.

Admissions Policy

The school admission policy can be downloaded on the school website:
<https://thornhillcollege.com/about.html>

The Curriculum

We follow the Government curriculum regarding the teaching of the basic subjects such as English and Maths but also fully support teaching across the curriculum in a thematic way to make learning more interesting and meaningful. Teachers also provide additional work in “mini” topics to ensure balance and continuity. Children are taught the fundamental knowledge and skills necessary to complement understanding. Teachers meet several times a week to plan their day-to-day work, record their pupil assessments and develop their teaching strategies to ensure we provide a varied and balanced syllabus in which all abilities are catered for. They also meet at the end of each term on several occasions to formulate long term plans to guarantee continuity and progression, both within a year group and throughout the school.

Each class in the school will pursue a range of activities and have a variety of books and resources to cater for individual needs. Teaching methods will vary according to what is appropriate. On occasions children will receive individual and/or group support, while at other times the class will be taught as one unit. Such methods help to ensure that all children receive more individual help from the teacher, who will be able to leave other groups within the classroom to work on their own while they concentrate on individual children requiring their expert guidance. We try wherever possible to pursue children’s learning through first-hand experience and practical, purposeful activities, to help to sustain motivation and enhance understanding.

The school actively promotes extramural classes, in order to provide the broader opportunities to the children in our school. Class visits to places of interest are made to enrich the children’s language and experience, and sometimes invitation of renowned community members come to the school for the same purpose.

Details of the all other Policy Documents are available at the school or on the school’s website.

Sporting Activities

Although we do not have a school field, we try to include a range of sporting activities in the curriculum, using the Okahandja Municipality stadium and sporting arenas. The activities include, athletics, tennis, football, netball and tennis. The Infant pupils generally undertake all their sporting activities at the school and they tend to focus on skill development.

We also outsource swimming lessons. Various members of staff and professional coaches also run after school clubs for sport and these pupils have the opportunity to compete against other schools.

We have links with local sports centres and try to take advantage of the facilities they provide from time to time. In addition we invite sports specialists for demonstrations whenever it is possible.

School Attendance

Reasons for all absence needs to be reported to the school as soon as possible by note, telephone or in person, as legislation requires us to publish all unauthorised absence (truancy) and authorised absence (absence not due to sickness, but for which the school has given its approval). Other than for illness, the school can only authorise absence in exceptional circumstances.

If a child doesn't arrive at school by a predetermined time and we have not been informed about this, the school will endeavour to locate a parent in order to ensure the child is safe.

All lateness of pupils has to be recorded together with details of all absences. We do however, encourage parents/carers to limit all absence and lateness but contact parents/carers if there is a concern.

Accident Insurance of Pupils

Parents/Carers should be aware that their children at school are not covered by personal accident insurance providing automatic compensation in the event of injury. The onus is upon parents to arrange cover if they consider it necessary.

Administration of Prescribed Medication – School Policy

Whenever possible parents/carers should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. However, if parents/carers wish the school to administer the medication (*in loco parentis*) they should give the Principal a written request (using the appropriate form) detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol). Oral information from the pupil or parent/carer will not be acted upon. (A copy of the form required from parents can be obtained from the Office).

If required, the parents/carers will be able to visit the school during the day to administer medication in person.

The parent/carer must supply the medication in a suitable container clearly labelled with:

- the child's name
- the name of the medicine
- the method, dosage and timing of administration
- the date of issue
- the expiry date

Details of possible side effects should also be given.

The medicines should preferably be packed and labelled professionally. Where possible not more than one week's supply should be sent at one time.

It is important that an up to date record of the parent's/carer's home and work telephone numbers be kept so that they can be contacted at any time.

Medicines will be kept in a safe place, separate from the first aid box. Bronchodilators and medications needed in an emergency will be readily accessible. A designated member of staff will be made responsible for administering medication.

Medicines no longer required will be handed back to the parent/carer. If parents/carers do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.

Behaviour

The school is a community in which we try to encourage the values of courtesy, speech and dress, through discussion and example linked to our school's Core Values. Although the behaviour of the majority of the children in the school is very good, there are a few children who sometimes need a greater degree of support and control. Experience shows that poor behaviour improves most readily when school and home act in partnership to try and find solutions. Therefore, whenever a child presents particular discipline problems the parents/carers are informed and suitable strategies for improvement are discussed. In order to give structure to the process, children who are demonstrating behavioural problems, are supported through a more formal assessment process. We regularly review our policy on behaviour to ensure standards remain high.

Bullying incidents are very rare at the school, but we are constantly vigilant so that the present situation prevails. If there is a concern we try to involve all parties in a positive, constructive way to ensure that we establish a long term solution.

Child Protection

Parents/Carers should be aware that it is the duty of the school to report suspected child abuse to Social Care. We do however, try to discuss our concerns with parents/carers whenever possible.

Communication and Consultation

At the beginning of each school year all parents/carers are invited to meet their child's new teacher and learn about the year ahead. We have an annual Parents Meetings for all parents/carers and children to visit and view the whole school.

For our part we try to keep parents/carers informed about school activities through the regular circulars and newsletters . The school also keeps parents/carers informed via social media platforms including whatsapp and facebook. We like to encourage parents/carers to make regular contact with their child's teacher through all communication platforms. To avoid disappointment, as teachers could have other commitments, an appointment is usually recommended when the parent/carer would like to meet the teacher in person. It is always better initially, in most cases, to see your child's class teacher if there are problems, but if problems remain unresolved or there is a more general concern an appointment can be made to see the Principal.

Emergency Information

It is essential that you keep us informed of any changes of address or telephone numbers both at home and at your place of work so we are able to contact you in cases of emergency.

Health and Safety

We try to ensure the health and safety of pupils at all times. The Board of Directors regularly monitor Health and Safety to make certain that the School complies with all statutory requirements. We also try to involve pupils in Health and Safety policies, by educating them about the way they can contribute to their own health and safety. In addition, there is a "No Smoking" policy in the school and all employees and visitors are expected to refrain from smoking on the premises in accordance with Government requirements.

With regards to COVID-19, the school strictly adhere to all government COVID-19 prevention protocols.

Security

Our aim at all times is to ensure the protection and security of pupils, employees, helpers and other resources at the school, while at the same time trying to ensure the school remains a caring and welcoming place, to which parents/carers can have easy access. We also have various systems in place to ensure the well being and safety of pupils during the day, including keeping the main gate locked and the identification of the parent/carer on picking up students at school. Security in the school is reviewed annually to ensure maximum standards are maintained.

Supervision of Pupils Before and After School

Parents/carers are asked to ensure that they do not leave children in the street in the mornings prior to the times stated or after school. The school cannot take responsibility for pupils outside these times, although of course in an emergency we would do our utmost to ensure the health and safety of a child.

Parent/Carer Helpers

At Thornhill College we are very lucky to have the support of Parents/Carers who help in a variety of ways, including accompanying classes on visits and assisting teachers in the classroom. We welcome all offers of assistance whether on a regular or irregular basis.

Equal Opportunities

We will constantly strive to ensure that there are equal opportunities for all members of the school community but particularly the pupils. We will be vigilant about implied messages and meanings that mitigate against this, whether it be in resources, school policies, the terminology we use, our assumptions or any other way.

Children with Special Educational Needs

We try to include children with special needs and disabilities within the classroom situation wherever possible, by giving them tasks linked to the class work but adjusted to a child's particular level of ability.

Teaching Assistants assist teachers in their own classrooms and liaise with them to ensure that suitable support is given. In addition, where appropriate, children are taken out of the classroom for specific activities.

Complaints Procedures

Parents/Carers are encouraged to communicate any concerns to the school as soon as possible to the Principal so that attempts can be made to resolve them quickly.

Charges and Remissions

- a] School visits will depend upon the willingness of parents/carers to make genuinely voluntary contributions. We reserve the right to cancel any visit that is underfunded.
- b] No charge will be made to parents/carers for materials used during the school day, but a donation will be required if children wish to keep an item and take it home (the amount to be decided by the teacher, according to costs).
- c] Teachers running school clubs do so voluntarily, but the cost of tests, certificates or special expenses of the club will be charged to parents/carers with their prior knowledge.
- d] Parents/Carers will be asked to provide their children with appropriate footwear and clothing for games, pottery etc.
- e] Annual photographs of all children will be offered to parents/carers at a minimum costs.

Lost Property

Clothing and other items that are lost and/or damaged at school are not the responsibility of the school. It is possible to extend a household insurance policy to cover “all risks” on personal effects but children are advised not to bring valuable items to school. Lost property is taken to the school office and stored in Lost Property boxes in the Junior and Infant part of the School. It is essential that ALL children materials and clothing are marked. Inappropriate items might have to be confiscated for later collection by parents/carers. We regret the school cannot be responsible for loss of such items before being collected.

Parent Teachers Association

The principal aim of the P.T.A. is to raise funds to buy equipment or activities that are supplementary to the basic requirements of the school. There are many different activities organised and whilst it is hoped to raise funds, we do like to enjoy ourselves.

All parents/carers are automatically members of the P.T.A.. and are welcome to take an active part on the working committee. Volunteers are always very welcome and it is an ideal way to meet other parents/carers.

Open meetings of the P.T.A. are held once a term if possible and we hope that you will be able to attend these meetings and support our activities.

Records and Documents

Parents/Carers may have access to their child’s achievements by contacting their child’s teacher.

School Session Times

0800-1300hrs ALL Pupils- Class Sessions

1400-1600hrs- After School Activities

The school premises are opened from 0645 and closed at 1730hrs. For your child’s safety, we would appreciate it if you ensure your child does not arrive before that time unless specifically requested by his/her teacher, or they are accompanied by a responsible adult.

Uniform

The School expects that all children will wear the school uniform. This can be purchased from either the school or the prescribed suppliers.

General Rules

No long nails and nail varnish. Strict adherence to all COVID-19 regulations

Shoulder length or longer hair to be tied back with a simple dark coloured scrunchie or elasticated band

Hair bands should be of a plain style in a dark colour with no adornments