



PORT ALFRED
HIGH SCHOOL

WELCOME!

Port Alfred High School
SENIOR PHASE

2025



Grace Tyutyu
Departmental Head

A MESSAGE FROM MRS TYUTYU

It is a great pleasure to welcome you to the Port Alfred High School (PAHS) family.

At PAHS, we are privileged to see how our learners develop physically and mentally while establishing a sense of individuality, self-worth and purpose.

All our staff members are committed to working with each pupil as well as parents and guardians to ensure that

every learner reaches their full potential while at school. It is very important that staff, pupils and parents work together to prepare learners for a constantly changing world.

Should you have any queries or concerns please contact me:

gtyutyu@pahs.co.za

SCHOOL TIMES: SENIOR PHASE

Monday to Thursday

Staff meeting 07h20

Learners Assemble 07h30

1st break 09h45 - 10h10

2nd break 12h15 - 12h35

Academic day ends at 13h55.

Friday

Academic day ends 13h15

Staff meeting 13h15 - 14h15

Detention 13h15 - 15h15

ATTENDING SCHOOL IS COMPULSORY

If your child is absent , please send a letter or email addressed to the class teacher explaining his/her absence.

A Doctor's certificate is required if a pupil misses a test, exam or more than 2 consecutive days.

It is not in your nor your child's best interests to bunk school. Please be advised that members of the School Management Team have been known to visit a pupil's home to see for themselves why a child is absent from school..

In Mr Mandela's words: "Education is the most powerful weapon!"

WHAT TO DO ON THE FIRST DAY

Grade 8s, we're looking forward to welcoming you to Port Alfred High on 15 January 2025.

SENIOR PHASE NEW LEARNERS enter through the MAIN SCHOOL GATE and report to the office where you will be met and assisted.



KEY

- ① PARK AVE - Pre-Primary Entrance
- ② ALBANY ROAD - Foundation Phase Entrance
- ③ MAIN SCHOOL GATE - Intermediate & Senior Entrance.

SCHOOL FEES

Port Alfred High School is a fee-paying school as per Government Gazette, November 1996, Act No. 84, 4.1.

“The governing body of a public school may, by process of law, enforce the payment of school fees by parents who are liable to pay.”

PAYMENT OF THE ANNUAL SCHOOL FEES IS COMPULSORY. Port Alfred High School is a Quintile 5 school. This translates to slightly less than R150 per child per year and approximately 50% of the teaching staff salaries received from the Department of Education. Without school fee income, Port Alfred High School cannot function as a centre of educational excellence.

Payment is either by means of a monthly instalment beginning on or before 1 January and ending in October, or by means of the amount, in full, up-front. A discount is granted if the fees are paid in full for the year ahead by 31 January.

The Port Alfred High School Governing Body requires all parents who intend keeping their child/ren at the school for the following year, to pay an amount of R2000 no later than 30 November of the preceding year.

This amount is then credited to your school account. Due to the large number of applicants received each year and limited classroom space, payment must be made on time to secure your child's place.

★ Overdue accounts are handed over to Ceebee for collection ★

BANK DETAILS

**Port Alfred High School
Port Alfred Branch 210917
Account Number 53403295538**

Please use your child's **account number** found on the top right of the statement as the reference.

To save costs and trees, invoices and statements are emailed to parents.

It is your responsibility to ensure that the finance department has the correct information.

**Contact Mrs Charmaine Botha on 046—624 3581 / cbotha@pahs.co.za for all enquiries.
Remember to notify her of any change in your email address and/or telephone details.**

SCHOOL UNIFORM

STANDARD SCHOOL UNIFORM FOR GIRLS

- Summer: Navy skirt (not grey)
Short sleeve open neck button up shirt
Short white socks and black shoes
Navy blazer with full school badge (must have crown & crest)
- Winter: Navy skirt (not grey) or navy slacks (sold at PAHS)
White long sleeve shirt and school tie
Navy V-neck jersey/Matric white jersey
Grey socks or black/navy tights and black school shoes
Navy blazer with full school badge (must have crown & crest)

STANDARD SCHOOL UNIFORM FOR BOYS

- Summer: Grey shorts/grey long pants
Short sleeve open neck button up shirt
Long grey socks and black shoes
Navy blazer with full school badge (must have crown & crest)
- Winter: Grey shorts/grey long pants
White long sleeve shirt and school tie
Navy V-neck jersey/Matric white jersey
Grey long socks and black shoes
Navy blazer with full school badge (must have crown & crest)

GRADE 7s are part of the High School and pupils must therefore wear a blazer.

BLAZERS are to be worn to all assemblies, to derby days and whenever you enter or exit the campus as well as when travelling or in town. In short, whenever you are in the "public eye".

Items can be purchased from SPORTS 'n ALL or PEP.

The PAHS SCHOOL SHOP situated alongside the Hall stocks second hand items and is open every Wednesday: 13h00 to 14h00.

★ PLEASE MARK EVERY ITEM CLEARLY ★

MENTORING PROGRAMME

Initiation is prohibited at Port Alfred High School.

An orientation and mentorship approach has been adopted in an effort to make every learner feel that they belong to the Port Alfred High family.

On arriving at the School, the Grade 8 learner will be introduced to a mentor who will be there to support and guide the pupil throughout the year.

The aim is to provide the Grade 8 learner with an opportunity to settle into their high school journey. The mentor will meet with their mentee regularly during the term to discuss issues that their mentee may be having but most importantly, to develop a relationship with their mentee. The mentor will provide the necessary support, encouragement, empathy and direction. It is also their duty to introduce themselves to the mentee's parents and to provide them with a brief report of their mentee's progress.

CULTURE

Cultural activities are held in high regard at Port Alfred High School and every child is encouraged to pursue an activity that is enriching and rewarding. In the Senior Phase, pupils can participate in a number of activities such as:

Debating

PAHS has an active debating society which participates in the Grahamstown League and attend the Provincial Competition annually. A number of our pupils have represented the Eastern Cape Debating team. Our debating society also assist in cascading debating skills in our town and conduct regular training workshops.

Public Speaking

In addition to our annual PAHS FNB Public Speaking competition, we participate in the State of the Province Address (SOPA) public speaking competition held in Bhisho. Our learners have often been placed in the top 4 places in both the English (HL) and in the Afrikaans (HT and EAT) categories.

Interact

PAHS have a very engaged Interact committee and members are actively involved throughout the year with numerous community projects – Save the Rhino, and Project Roxy. The Interactors visit Damant Lodge and the SPCA regularly during the year.

SPORT

Sport at Port Alfred High is:

- Approached in a healthy and interactive manner in that our School does not subscribe to a “win at all costs” philosophy nor do we “poach talent”.
- All about having fun while being physically active - a healthy level of competitiveness is nurtured.
- Affordable in that **there** are no hidden tour costs.
- Encouraged from Grade 1 with swimming, tennis and hockey lessons being part of the “littlies” daily school programme.
- All-encompassing in that we actively encourage and acknowledge participation in sports that are beyond what we offer such as angling, horse-riding, surfing and gymnastics.
- **Compulsory** in that every pupil is expected to participate in one summer and one winter sport.

SUMMER SPORT:

Archery	Squash
Athletics	Swimming
Golf	Tennis

WINTER SPORT:

Cross Country	Rugby
Golf	Squash
Hockey	
Netball	

The extra-mural sports programme will be sent home with our child within the first week.

Sport practices take place on campus and every child must please have their own clearly marked sports equipment

Matches are organised by the Sports Department and include both away and home fixtures. Busses are used to transport pupils to other schools as far afield as East London, Grahamstown and Port Elizabeth. It is highly recommended that you download the D6 Communicator if your child is sporty so that you are notified of any changes in arrangements etc.

SPORTS CLOTHING

All Sports: to wear standardised school tracksuit top and bottom.
1st teams may wear the standardised 1st team jacket with tracksuit bottom.

Note:

To matches: players to wear the standard school tracksuit with the exception of all the 1st Teams who wear the full school uniform.

All Sports: to wear either the navy PAHS cap or a white wide brimmed "cricket" hat.

ARCHERY

Practices and matches:

- Standard school golf shirt
- Navy blue shorts/skorts
- Short white socks
- Appropriate footwear

CHESS

Matches:

- School Uniform (No 1's)

CRICKET

Practices and matches:

- Standard school golf shirt
- Navy blue shorts
- Navy blue socks with red turnovers
- White wide-brimmed hat or school sports cap
- Appropriate footwear

Exception:

- 1st team outfit for selected players
- U14 and above to wear cream long pants for matches

EQUESTRIAN SPORTS

- White collared shirt with top button
- School tie
- School navy blazer with full school badge
- Navy numnah with full school badge (on horse)
- Browband in school colours: red, white and blue (on horse)

FIRST AID

- Standard school golf shirt/sponsored T-Shirt
- Standard school tracksuit
- Appropriate footwear

Items can be purchased from SPORTS 'n ALL in the Heritage Mall or PEP in Campbell Street.

The PAHS SCHOOL SHOP situated alongside the Hall stocks second hand items and is open every Wednesday: 13h00 to 14h00.

HOCKEY (Girls & Boys)

Practices and matches:

- Standard school golf shirt
- Navy blue shorts/skorts
- Navy blue socks with red turnovers
- Appropriate footwear

Exception:

- 1st team outfit for selected players
- Specific warm-up tops for 1st team players

NETBALL

Practices and matches:

- Standard school golf shirt
- Navy blue skorts
- Short white socks
- Appropriate footwear

Exception:

- 1st team outfit for selected players
- Specific warm-up tops for 1st team players

RUGBY

Contact practices:

- Standard red rugby jersey / a coloured rugby jersey
- Navy blue shorts / white shorts
- Navy blue socks with red turnovers / long socks
- Appropriate footwear

Non-contact practices:

- Standard school golf shirt
- Navy blue shorts
- long socks
- Appropriate footwear

Matches:

- Standard red rugby jersey
- Navy blue shorts
- Navy blue socks with red turnovers
- Appropriate footwear

Exception:

- 1st team jersey for selected players
- Specific warm-up tops for 1st team players

Items can be purchased from SPORTS 'n ALL in the Heritage Mall or PEP in Campbell Street.

The PAHS SCHOOL SHOP situated alongside the Hall stocks second hand items and is open every Wednesday: 13h00 to 14h00.

SQUASH

Practices and matches:

- Standard school golf shirt
- Navy blue shorts/skorts
- Short white socks
- Appropriate footwear

Exception:

- 1st team shirts for selected players

SWIMMING

- Standard school black Speedo
- Gold and blue cap for squad trainers
- Any coloured cap for PT
- Standard school golf shirt
- Navy blue shorts/skorts
- Short white socks
- Appropriate footwear

Exception:

- Squad swimmers may wear flip flops
- League swimmers may wear competition costumes (TYR, Speedo and/or Arena)

TENNIS (Girls & Boys)

Practices and matches:

- Standard school golf shirt
- Navy blue shorts/skorts
- Short white socks
- Standard school sports cap
- Appropriate footwear

Exception:

- 1st team outfit for selected players
- Specific warm-up tops for 1st team players

Interhouse events take place throughout the year. The three houses, Harvey (Red), Orffer (Gold) and Hobson (Blue) are named after past headmasters. On these occasions pupils may wear the respective house colours.

Every child to please have their own CLEARLY MARKED sports kit and clothing..

A tip for the swimming cap is to lightly dust the inside with baby powder so that it is easy to get on and prevents it from sticking.

Items can be purchased from SPORTS 'n ALL in the Heritage Mall or PEP in Campbell Street.

The PAHS SCHOOL SHOP situated alongside the Hall stocks second hand items and is open every Wednesday: 13h00 to 14h00.

TERMLY CALENDAR

ISSUED ONCE A TERM

DISCIPLINE: SENIOR PHASE

The approach to discipline at Port Alfred High School is interactive and the constitutional rights of all are respected.

The senior phase has a 2 prong discipline system. The first involves MERITS issued to pupils to reward good behavior (in its broadest sense). This can range from high marks to good manners and so on. The pupils are issued with merit slips which they are required to carry with them, A member of staff asks them for their slips and awards merits. At various totals, badges are presented to the pupils at an assembly.

When a pupil breaks a minor rule, they are presented with a slip of paper to sign in which they acknowledge their wrongdoing. The information is entered into a computer where a record of all transgressions are kept. When a pupil's total exceeds 3, another slip of paper is issued informing them that s/he is required to attend a detention period. This slip is to be taken home so that the parents are aware of the status and are required to sign it. The pupil must then return the slip to the Grade Head.

When a pupil wants to query their total for whatever reason, it is their right to do so. The school prints off the record and issues it to them and if an error has occurred, it is rectified immediately.

Please note that detention is compulsory.

CODE OF CONDUCT: please familiarize yourself with the Code of Conduct. It complies with the SA Schools Act. Read more about the Code of Conduct on the next page.

FORMAL ASSESSMENTS

These are part of the School Based Assessment which is compulsory for ALL SUBJECTS.

A pupil may only rewrite a Controlled Test if a Doctor's certificate is provide. Only once this certificate has been accepted by the Head of Academics will the pupil be permitted to rewrite the test.

Failure to produce a doctor's certificate will result in the pupil forfeiting marks which can lead to failure.

★ ★ Detention 13:15 - 15:15 every Friday ★ ★

HEALTH MATTERS

- * Please do not send sick children to school. The other children and staff are soon infected and this prevents us from having fun and giving our 100% to your child.
- * Please make head checks for lice part of your routine. Children with lice must please stay at home and be treated until the hair is clear.
- * Pupils with ringworm, impetigo, chickenpox, measles, mumps or any other condition that is infectious will be sent home for treatment.

SAFETY IS EVERYONE'S RESPONSIBILITY

- * Please mark all your child's items with his/her name in big, clear writing - remember bags, shoes, towels and costumes.
- * Please do not send any toys or other precious items to school. They may get lost or broken and the result is always TEARS! Should anything of this nature find its way to school, it will be taken away from your child and held in safe-keeping.
- * Port Alfred High School has a new perimeter fence with an access control pedestrian gate. Please help us to keep everyone safe by ensuring that the gate is always closed securely.
- * Security cameras as well as a limited number of lockers are installed on campus. Please enquire about securing a locker from your child's class teacher by means of a note in the homework book.
- * Please inform your child's teacher of any change in telephone and/or address details. We must have the correct information at hand in case of an emergency.

CODE OF CONDUCT

School rules in the form of the code of conduct have been drawn up for the benefit of all. The Code of Conduct has been compiled specifically to ensure that every child at Port Alfred High School is safe and happy.

Parental participation is essential. Any behaviour which disrupts the normal activities of the school is unacceptable. Teachers, pupils and parents are responsible for developing a positive, co-operative, secure, non-violent school environment where individual rights are respected.

Please read and discuss the Port Alfred High School Code of Conduct with you your child/ren and discuss your expectations and the support expected. You will find a copy in the school library or on-line at www.pahs.co.za.

MORE ABOUT PORT ALFRED HIGH

Port Alfred High is a **family school** in that we:

- * Have **F**un while we learn
- * **A**ppreciate one another
- * Make happy **M**emories together
- * Recognise the **I**ndividual in one another
- * **L**ove through kindness, discipline and leadership
- * Have a "**Y**es, we can!" attitude!

The Port Alfred High School community celebrates its origin at a special Founders Day Assembly in August each year. On this special day, everyone takes the time to reflect on how far our town's oldest school has come since those early days of **1883**. This was the year that the school was officially converted into a Government School and it was housed in an Anglican church building in Park Road. The school then had an enrolment of about fifty boys and girls.

Over the intervening years, the school has grown to nearly 1000 children from creche to Matric situated on a beautiful campus formerly known as **Alexandra Park** on the R72. Rooted in a proud past, the Port Alfred High staff, governing body and alumni work together to move with the times, catering for the needs of our local children on a multitude of levels.

The school's motto, "**Facta Non Verba**" meaning "Deeds and not Words" is an underlying yet constant theme which the School underpins at every opportunity. Honesty, integrity, grit and determination, perseverance, loyalty and commitment are qualities held in high regard by one and all at Port Alfred High.

Above all, Port Alfred High is a family centred school and this ethos allows for the investment of personal attention in its valued pupils to further their growth and provide an all-round education of an excellent standard.

THE PORT ALFRED HIGH SCHOOL SONG

Port Alfred High School is ever our pride
Set in great beauty the ocean beside
O mag ons skool van jaar tot jaar
Alles wat na ons hart is bewaar
Siyazidla ngesikolo sethu,
Sikhulis'ikamva lethu.
Facta non Verba this is our rule
Deeds and not words are what count in our school.

SCHOOL STRUCTURES & SUPPORT

THE PORT ALFRED HIGH SCHOOL GOVERNING BODY (SGB):

The School Governing Body is elected by the parent/guardian community every three years. It is recognised by the Department of Education as the official voice of the school and concerns itself with finance, human relations, grounds and buildings, marketing, alumni, development, strategic planning and legal compliance. It is also the ultimate authority in terms of disciplinary matters.

The SGB meets once a month and has several portfolio meetings throughout the term.

Matters of a purely educational nature are, however, dealt with by the Headmaster and his staff. Please raise concerns or queries with your child's teacher and/or the Head of Phase and/or Mr Nigel Adams who has an open door policy.

The SGB Chairperson is available via email in the event that you need to discuss matters that are not of an educational nature but are still related to the overall well-being of our school.

THE SCHOOL MANAGEMENT TEAM (SMT):

Chaired by the headmaster, Mr Nigel Adams (office@pahs.co.za) the SMT meets weekly and comprises the various heads of department as detailed under Contacts.

The SMT deals with the day to day operations of the school and is responsible for plans and projects necessary for educating children from creche to matric on one campus.

SCHOOL SHOP:

Port Alfred High School is fortunate to have a school shop on campus run by the SGB and parent volunteers.

School uniform items are also available from Sports 'n All situated in the Heritage Mall.

THE NATIONAL ANTHEM

Nkosi sikelel' iAfrika
Maluphakanyisw' uphondo lwayo,
Yizwa imithandazo yethu,
Nkosi sikelela, thina lusapho lwayo.

Morena boloka setshaba sa heso,
O fedise dintwa le matshwenyeho,
O se boloke, O se boloke setshaba sa heso,
Setshaba sa, South Afrika, South Afrika.

Uit die blou van onse hemel,
Uit die diepte van ons see,
Oor ons ewige gebergtes,
Waar die kranse antwoord gee,

Sounds the call to come together,
And united we shall stand,
Let us live and strive for freedom
In South Africa our land!

THE PORT ALFRED HIGH BADGE

The SYMBOLS depicted in our badge have specific meanings:

- * **CROWN:** legitimacy, victory, triumph, honour, glory, as well as immortality.
- * **PASSANT LION:** bravery, nobility, royalty, strength, stateliness and valour.
- * **LYMPHAD (Single Mast Ship):** being on a voyage, adventure & discovery.
- * **OPEN BOOK:** knowledge and learning.
- * **LAUREL WREATH:** victory and success.



THE PORT ALFRED HIGH MOTTO

The Latin MOTTO “Facta Non Verba” means “Deeds & not Words”.

CONTACT DETAILS

TELEPHONE:

046 624 2440 – Main office

FAX:

046 624 5349

POSTAL ADDRESS:

PO Box 67
Port Alfred
6170



www.portalfredschool.co.za

Parents/guardians are requested to contact the class teacher first to discuss progress and/or problems. Please make an appointment by means of a note in the homework diary or an email.

Parents/caregivers are requested not to go to classrooms while pupils are being taught.

EMAIL:

office@pahs.co.za (for headmaster and general info)

reception@pahs.co.za (for all hiring, sponsoring and learner info)

cbotha@pahs.co.za (for all school fee account info)

OFFICE HOURS:

The Front Office and the Finance Offices are open from 07h15 - 15h00, Monday to Thursday, 07h15 - 14h00 on Friday

Contact the Head of the Senior Phase: Mrs Grace Tyutyu—gtyutyu@pahs.co.za



REMEMBER TO SWIPE YOUR MySCHOOL CARD

Every time you swipe your MySchool card at any of the 2000 plus partner stores nationwide, our School receives funds for the

PORT ALFRED HIGH SCHOLARSHIP FUND.

Go to www.myschool.co.za to sign up and start swiping for our School. It's free.

It's easy.

Your family school at the sea

