



# UNION PREPARATORY SCHOOL Graaff-Reinet

*Merging country living with modern day schooling*



## UNION PREPARATORY SCHOOL

## APPLICATION INFORMATION



**Thank you for considering Union Preparatory School. We trust that you will find the information in this pack helpful. Please give us a call should we be able to assist you further.**

We are committed to creating a happy environment where all students are afforded every opportunity for growth, and are encouraged to achieve their full potential in academic, cultural, sporting and spiritual activities under the guidance of professional educators, thereby enabling them to become fulfilled, self-reliant and responsible citizens.



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## ABOUT THE SCHOOL

**Union Preparatory School** has grown to be a school of great standing and proud tradition. Here the needs of your child are of utmost importance and you are assured of a well rounded education from **Grade 1-4** where we cater for each learner in his totality. There is something wonderful and indeed very special about a country school. Nestled at the foot of Spandau Mountain, **Union Preparatory School** can boast one of the proudest settings in the Eastern Cape. Although separate schools, **Union Preparatory School** works closely with **Union High School** and the two share an outstanding campus which is superbly maintained.

### Our Mission

*To provide a high standard of all-round education to every student, thus making a significant contribution to nation-building through the development of the human resources of our country.*

*To be accessible to students from the wider South African community, while maintaining English as the medium of instruction.*

*To inculcate the values of truth, loyalty and justice, as enshrined in our motto*

*To use the opportunities provided by communal and boarding life to develop in our students attitudes of tolerance towards others, and respect for their person and property.*

*To utilise fully the resources offered by the local community and opportunities presented by the school's unique situation to develop the interests and abilities of the students as widely as possible.*

*To foster an environment which will encourage students' spiritual development based upon Biblical Christianity, without prejudice to students from other religious backgrounds.*

*To offer girls and boys the opportunity to develop together in a stable home-like environment.*

We look forward to introducing you to our wonderful school.

**Ms Belinda Botha**  
Principal Union Preparatory School



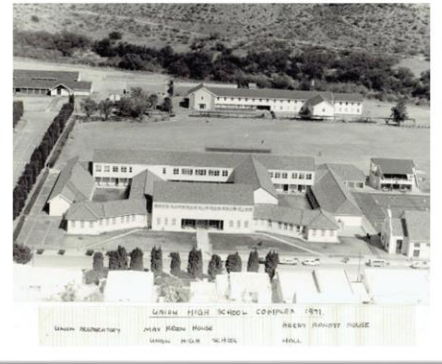


## ABOUT THE SCHOOL

## Heritage

**Union High School** was started in 1919, with money guaranteed by local residents, in the church hall of St. James's Church, in an effort to ensure an English language education for their children. Classes started on 2 February 1920. The School became a state school on 1st April, 1922 when A.E. Puttick arrived as the first Department-appointed Headmaster.

The School took possession of the old Glebe lands ('Naboth's Vineyard') early in 1926 amid much controversy among local residents. After a tremendous fight, the Administrator, Sir Frederick de Waal, had settled the problem in November 1925 after the Mayor, Mr. H. Urquhart, had granted this beautiful estate for the erection of the School. The foundation stone was laid on 27 October 1926. It was at this ceremony that Olga Maasdorp, the first Head Girl of the school, was asked to put the following documents into a glass jar: The names of all the scholars, the names of guarantors, the names of the School Committee, the names of the Staff, a copy of the Graaff-Reinet Advertiser, dated 4th November 1921, which contained the report of the Education Commission and the Charter of the **Union High School**. This jar was then placed behind the Corner Stone which was laid by Mr W. Lawrie who was presented with a suitably engraved silver trowel by the builder, Mr A.H. Clark. The architect was Mr Bridgman, of Simpson and Bridgman, of Oudtshoorn.



By 1963, the school had over 600 pupils enrolled. Additional Land was bought in Plasket Street and the building of a prep school began in 1965. It was opened in 1967, remaining under the control of **Union High School** headmaster and committee. In 1970, **Union Preparatory School** became independent from the high school.

Today, **Union Preparatory School** offers classes from Grades 1 – 4 and is led by Ms Belinda Botha. **Union High School**, led by Mr William Pringle, offers classes from Grades 5 – 12. The two schools have a close relationship, share certain facilities and many management decisions are made in union.







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## ACADEMIC

### Educator Staff

The **Union Preparatory School** staff currently consists of 9 Foundation Phase Teachers, 2 Intermediate Phase Teachers, a Remedial Teacher, a Music Teacher and 3 Interns/Teacher Aids. Our Staff compliment is made up of DOE Employed Educators as well as SGB Employed Educators. At UPS we believe that the learner-to-educator ratio contributes directly to the quality of schooling offered and we strive to maintain a maximum of 1:26 Foundation Phase and 1: 28 Intermediate Phase. Our teachers aids/interns are used to assist in larges classes.

**Union Preparatory School** adheres to the National CAPS (Curriculum Assessment Policy Statements) and we are pleased that the academic curriculum is carried out by motivated and highly competent educators and a committed Management team. The learning environment and the resources available to aid the learning process are vital factors that impact on children's ability to learn and we strive to provide the teaching staff with necessary equipment and aids for their classrooms. Each classroom is fitted with an interactive whiteboard and anything that can be done on a computer monitor, can be replicated on this board. This technology makes the one-computer classroom a workable instructional model. Interactive whiteboards facilitate multisensory learning whether it is a collaboration exercise for math problem solving or a Google Earth tour of the Amazon rainforest.

Learners practise and consolidate concepts developed in whole class activities, small group focussed lessons and independent activities. The Languages programme is integrated into all other subject areas. Language is used across the curriculum in all oral work, reading and writing. Many of the Listening and Speaking Skills will be developed within Mathematics and Life Skills. Themes and topics are selected from these subject areas to provide contexts for the teaching of Language Skills.

### **Grade 1-3 Foundation Phase**

English Home Language

Afrikaans First Additional Language

Mathematics

Life Skills

- Beginning Knowledge
- Creative Arts
- Physical Education
- Personal and Social Wellbeing

### **Grade 4 Intermediate Phase**

English Home Language

Afrikaans First Additional Language

Mathematics

Social Sciences (History & Geography)

Natural Science & Technology

Life Skills

- Beginning Knowledge
- Creative Arts
- Physical Education
- Personal and Social Wellbeing



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## SPORT

**The Union Schools** boast magnificent sports fields and facilities cradled in a beautiful setting at the foot of a mountain. We strive toward three primary goals in sport: To foster the highest standard of sportsmanship, To encourage excellence and winning ethos and to provide coaching and sporting opportunities for every learner in the school.

The Sports Department employs qualified rugby, cricket, hockey and tennis coaches who assist with coaching, planning and administration. Our fine facilities include a hockey AstroTurf, magnificent playing fields, turf cricket nets, a swimming pool and tennis courts. In addition to this our learners participate in cross country events and athletics. Each learner is expected to participate in at least one summer and one winter sport, but many participate in as many as is feasible.

### ***Extra Mural Sport offered***

Tennis  
Swimming \*  
Hockey  
Cricket  
Rugby

*(Grade 1 & 2 Swimming is  
Done during School hours)*

### ***Other***

INTERHOUSE ATHLETICS  
CROSS COUNTRY







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## CULTURAL

Learners are exposed to many forms of arts and culture during and after school through musicals, drama, singing and variety concerts. Participation in these events builds creative expression, boosts self-confidence, and offers another avenue for team work and personal achievement.

### Cultural Activities Offered

- Chess
- Library
- Recorder (Gr 2 – 4)
- Junior Choir (Gr 2)
- Senior Choir (Gr 3 – 4)
- Piano (Gr 3 – 4)
- SCA (Gr 3 – 4)
- Enrichment Club (Gr 4 Merit)





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## MAX KROON HOUSE

**Max Kroon House** is ideally situated in the centre of the Union Schools Campus and so aptly is the heart of the School Family. From Monday to Friday this charming house serves as home away from home to many Grade 1-4 boys and girls who live too far to commute to school daily. Our dedicated matrons, domestic staff and prefects ensure that the children are well cared for in a comfortable, happy and loving environment. Children bring their own linen, toys, books and activities which help them to settle in easily and contentedly.

**Max Kroon House** is above all a happy place. Rules and regulations are in place to ensure a stable and secure living space is created but we can assure you that a serious amount of fun is also had.

### Accommodation

Accommodation at **Max Kroon House** is made up of a combination of dormitories and bedrooms. Boys and Girls are accommodated separately. Each child is provided with a bed, bedside table and a cupboard.

### Dining

Max Kroon boarders eat in the Herby Arnott House Dining Hall, where they receive three balanced meals per day. A packed lunch is also sent to school daily with each child. On a Friday takeaway lunch is provided.

Fridge space is provided at **Max Kroon House** for a few perishable extras such as fruit and juice.







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## MAX KROON HOUSE

### Homework

Supervised Homework sessions take place in the Prep Room daily in the afternoon. This is done in small groups and is supervised by the Matrons.

### Extramurals

A roster is drawn up with each child's extramural schedule for staff reference. Hostel children can easily participate in a extramural lessons offered outside the school ie. Ballet & Private Coaching-transport is arranged by the Service Provider.

### Exeats & Visitors

Children may be taken out by grandparents or friends. Parents are responsible for giving written or telephonic permission to the matrons for such Exeats. Signing in/out rules apply when children leave and return to the hostel.

Parents and other Visitors are most welcome. We ask that on arrival visitors get permission from the matron to go into the dormitories. This is at the same time courtesy and a precaution.

### Grade R

It is not a pre-requisite for your child to attend our Grade R classes at Union Pre-School, and this will certainly not put you at any disadvantage when applying to **Max Kroon House**.

### Dress code

Full school uniform is to be worn when leaving or returning to the hostel. Whites or school uniform must be worn if boarders leave hostel premises during the week. Civvies may be worn when boarders do not have sport or any other extra-mural commitments.





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## MAX KROON HOUSE

### **Bus Service**

To assist Parents who live far distances from the school, Union Schools offers Bus Services to a number of surrounding towns on a Friday afternoon. Fees vary according to destination and routes are subject to demand. Current Routes: Jansenville | Middleburg | Cradock | Hanover

### **Laundry Facility**

Union Schools Hostels provide an on-site Laundry Service for school uniform, sports uniform and bedding. This is done twice a week.

### **Phone Calls**

Parents can phone their child 15:00-17:00 daily on the following numbers on the number which will be provided to you.







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## GRADE R – UNION PRE SCHOOL

**Union Preparatory Schools' Grade R Classes** are facilitated by **Union Pre-School**. This enables our Grade R learners to be educated in an age appropriate environment which is less formal. Union Pre-school is a private institution which is run separately from **Union Preparatory School**. The following points clarify this synergy,

- **Union Pre-School** has three junior classes for children aged 2-5. These classes form a foundation for Grade R. **Union Preparatory** has no involvement in the application process, management or running of these classes. These classes do not fall under the Department of Education and are privately run.
- The Grade R class is recognised by the Department of Education (DOE) as being part of **Union Preparatory School** which is a Section 21 Public School. From Grade R the National CAPS (Curriculum Assessment Policy Statements) is adhered to and overseen by DOE.
- Applications for Grade R are processed and managed by **Union Preparatory School** with the assistance of **Union Pre-School's** Management Team. Thus, learners who are accepted into Grade R at Union Pre-School will automatically proceed to Grade 1 at **Union Preparatory School**. Administration, finances and day to day running of the Grade R class is managed by **Union Pre-School**. Due to the separate properties, administration and finance teams there will be documentation requirements and a change in payment structures in the progression from Grade R to Grade 1.
- Grade R is integrated with the other **Union Pre-School** classes and they participate in outings, sports days, concerts, fundraising events and other activities together. Despite the more complicated underlying management structure, these children attend **Union Pre-school** and are known as **Union pre-schoolers**.
- Learners who attend Grade R at other schools are welcome to apply to start Grade 1 at **Union Preparatory School**. Please see admissions page within this document.





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## SCHOOL & HOSTEL FEES 2021

Please note this is provided as a guide only and is subject to change for year 2022

2021		
Application/Registration Fee	R4,470.00	Equivalent to single term fee. Will be set off first term fee if application is successful.
School Fees	R4,470.00	Per Term [OR R1,788/mth for 10 months Jan-Oct via Debit Order]
	R17,880.00	Per Year
Aftercare Fee	R850.00	Per Month
Hostel Fee	R9270.00	Per Term
	R37,080.00	Per Year
Annual Discount	5%	Applies to School & Hostel Fees Paid annually in advance
Piano Fees (If applicable)	R580.00	Per Term
Recorder Fees (If applicable)	R170.00	Per Term

### Methods of Payment for School/Hostel Fees

Debit Order, Electronic Payment and or Direct Deposit only. No receipting of fees done at school.

### Annual Fee Changes

Budgets and thus School Fees are reviewed on an Annual Basis and are approved at the AGM in November of preceding year.





# UNION PREPARATORY SCHOOL Graaff-Reinet

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## SCHOOL TIMES

### SCHOOL TIMES

#### Summer

School starts at 07:05 Daily. Depending on Grade and Day of the week, School ends at 12:15 or 13:30

#### Winter

On a Monday School starts at 08:00 and depending on Grade and Day of the week School ends at 12:45 or 14:00.  
Tuesday- Friday times same as summer.

### Extramural Times

Extramural sessions are each 45 minutes long. A Extramural timetable is provided for each term. Extramurals do not take place on Fridays

### HOSTEL TIMES

At the beginning of a new school year Max Kroon Boarders must be in the hostel by 16:30 on the day before school begins. On the first day of Terms 2-4 Boarders must be dropped off on the first day of school from 06:30.

#### Summer

Drop-off **Monday**: The hostel is open **from 06:30** on a Monday morning

Collection **Friday**: Parents/Guardians can enter the hostel to pack from 08:00 to 13:00 Children can go home directly after their school day ends. The hostel closes at 14:00.

#### Winter

Drop-off **Monday**: The hostel is open **from 06:30** on a Monday morning

Collection **Friday**: Parents/Guardians can enter the hostel to pack from 08:00 to 13:00 Children can go home directly after their school day ends. The hostel closes at 14:00.



# UNION PREPARATORY SCHOOL Graaff-Reinet

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## SCHOOL UNIFORM

Please make sure ALL items are labelled  
**NAME**

### Summer School Uniform – Term 1 and 4

Items specific to **Union Schools** can be purchased at the School Uniform Shop which is located at **Union High School**. Other General Items can be bought at any Department Store of your choice. (If you shop at Woolworths remember to register and use a **My School Card** fundraising initiative).

### GIRLS



### UNISEX



On cooler days School Jersey may be worn



School Bag with dividers  
Preferably Blue, Black or Dark Green

### BOYS







# UNION PREPARATORY SCHOOL Graaff-Reinet

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## SCHOOL UNIFORM

Please make sure ALL items are labelled  
**NAME**

### Winter School Uniform – Term 2 and 3

Items specific to **Union Schools** can be purchased at the School Uniform Shop which is located at **Union High School**. Other General Items can be bought at any Department Store of your choice. *(If you shop at Woolworths remember to register and use a **My School Card** - fundraising initiative).*

#### GIRLS



#### UNISEX



School Fleece Top **MUST** be worn



On very cold days School Jersey may be worn underneath the Fleece Top



School Bag with dividers  
Preferably Blue, Black or Dark Green

#### BOYS



**DARK GREEN SCHOOL SCARVES AND BEANIES ARE ALSO SOLD AT THE CLOTHING SHOP. DARK GREEN GLOVES MAY ALSO BE WORN.**



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## SPORTS UNIFORM – PRACTICE/ PHYS ED

### SPORTS UNIFORM PRACTISE/PHYS ED

Items specific to **Union Schools** can be purchased at the School Uniform Shop which is located at **Union High School**. Other General Items can be bought at any Department Store of your choice. For practices **PLAIN WHITE** golf shirts/T-shirts can be worn – Union Golf shirts are required for matches. For Swimming Green UHS swimming caps must be worn. Goggles are optional.

BOYS	GIRLS	ALL
<p>"WHITES"</p>	<p>"WHITES"</p> <p>OR</p> <p>Green skirt</p>	<p>SCHOOL TRACKSUIT</p>

Please note Tracksuit Tops may be worn with short bottoms but tracksuit pants may only be worn with Tracksuit top



Red / Blue T-shirts are optional for Interhouse Sports fixtures





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## SPORTS UNIFORM – MATCHES

### SPORTS UNIFORM MATCHES

Items specific to **Union Schools** can be purchased at the School Uniform Shop which is located at **Union High School**. Other General Items can be bought at any Department Store of your choice.

*For Swimming Green UHS swimming caps must be worn. Goggles are optional.*

BOYS		GIRLS		ALL
<b>TENNIS</b> 	<b>SWIMMING</b> 	<b>TENNIS</b> 	<b>HOCKEY</b> 	<b>SCHOOL TRACKSUIT OVER IN WINTER</b> 
<b>CRICKET</b> 	<b>RUGBY</b> 	<b>SWIMMING</b> 		

Please note Tracksuit Tops may be worn with short bottoms  
but tracksuit pants may only be worn with Tracksuit top

**PLEASE ENSURE THAT YOUR CHILD IS NEATLY DRESSED AND PRESENTED FOR MATCHES.  
PLEASE ASK TEAM COACH WHAT IS REQUIRED IN TERMS OF SAFETY GEAR FOR EACH SPORT**



# UNION PREPARATORY SCHOOL Graaff-Reinet

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## DAY SCHOLAR UNIFORM LIST

Please make sure ALL items are labelled  
**NAME**

### GIRLS

School Bag with dividers  
Preferably Blue, Black or Dark Green

#### Summer

Green panties/ Black Ski-pants (short -must not show )  
School dresses  
Bottle green v-neck jersey (with white stripes)  
(also in winter)  
White socks  
School tracksuits (also in winter)  
Green shorts (also in winter)  
White t-shirts / golf shirts (also in winter)  
Black regulation bathing costume  
Bathing cap (available at clothing shop)  
Regulation black school shoes  
Tennis shoes (predominantly white)  
Alice bands, ribbons, elastics – bottle green, white,  
black or brown

#### Winter

Green bobby socks  
Regulation bottle green school slacks  
White long sleeved collared school shirts  
UHS fleecy top  
UHS scarf & Beanie(optional)  
Green gloves (optional)  
Green School Blanket (optional)

### BOYS

School Bag with dividers  
Preferably Blue, Black or Dark Green

#### Summer

Long grey socks (also in winter)  
Khaki shorts  
White short sleeve open neck school shirts  
Bottle green v-neck jersey (with white stripe) (also  
in winter)  
White p.T. Shorts (also in winter)  
White t-shirts / golf shirts (also in winter)  
School tracksuit (also in winter)  
Black regulation bathing costume (speedo)  
Regulation black school shoes  
Tennis shoes (predominantly white)  
White socks (also in winter)

#### Winter

Grey long socks  
Grey school slacks  
Long sleeved collared school shirts  
UHS fleecy top  
Rugby jersey  
Rugby Socks  
UHS scarf & Beanie(optional)  
Pair of green gloves (optional)  
Green School Blanket (optional)

**PLEASE  
NOTE:**

*Quantities of items can be determined by Parents and would depend on individual laundry schedules.  
Please ensure that your child has sufficient quantities of items to wear a clean uniform daily. The  
Clothing shop does have a second-hand section which stocks some of the required items.*





# UNION PREPARATORY SCHOOL Graaff-Reinet

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## HOSTEL – GIRLS UNIFORM LIST

Please make sure ALL items are labelled  
**NAME**

### MAX KROON HOUSE

### GIRLS

#### UNIFORM

##### Summer

- 8 pairs of green panties/ Black Ski-pants (short -must not show )
- 4 school dresses
- 1 bottle green V-neck jersey (with white stripes) (also in winter)
- 6 pairs of white socks
- 1 school tracksuit (also in winter)
- 3 pairs of green shorts (also in winter)
- 5 white T-shirts / Golf shirts (also in winter)
- 1 black regulation bathing costume
- 1 bathing cap (available at clothing shop)
- 1 pair of regulation black school shoes
- 1 pair tennis shoes (predominantly white)
- Alice bands, ribbons, elastics – bottle green, white, black or brown

##### Winter

- 5 pairs of green bobby socks
- 3 pairs regulation bottle green school slacks
- 5 white long sleeved collared school shirts
- 1 UHS fleecy top
- UHS scarf & Beanie(optional)
- 1 pair of green gloves (optional)

#### SUGGESTED LEISURE WEAR

##### Summer

- 5 pairs of coloured panties
- 3 summer tops
- 3 pairs of shorts/ski pants
- 1 casual tracksuit (colder weather)
- 2 skirts or dresses
- 1 pair slippers
- 1 pair slip-slops
- 2 pairs summer pyjamas / nighties

##### Winter

- 5 pairs coloured panties
- 2 pairs long pants
- 4 warm shirts/tops/jerseys
- 3 vests
- 2 casual tracksuits
- 2 pairs winter pyjamas
- 1 warm dressing gown
- 1 pair closed shoes / extra tennis shoes
- 1 pair warm slippers

**PLEASE  
NOTE:**

Children who are selected to compete in matches/competitions for certain sports are required to have specific uniforms and equipment – this may not be included on above list. Please see info provided regarding Sports Uniforms.



# UNION PREPARATORY SCHOOL Graaff-Reinet

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## HOSTEL – BOYS UNIFORM LIST

Please make sure ALL items are labelled  
**NAME**

### MAX KROON HOUSE

### BOYS

#### UNIFORM

##### Summer

- 8 pairs of underpants
- 5 pairs of long grey socks (also in winter)
- 5 khaki shorts
- 5 white short sleeve open neck school shirts
- 1 bottle green V-neck jersey (with white stripe) (also in winter)
- 6 pairs of white P.T. shorts (also in winter)
- 5 white T-shirts / Golf shirts (also in winter)
- 1 school tracksuit (also in winter)
- 1 black regulation bathing costume (speedo)
- 1 pair of regulation black school shoes
- 1 pair tennis shoes (predominantly white)
- 5 pairs of white socks (also in winter)

##### Winter

- 5 pairs of grey school socks
- 4-5 pairs grey slacks
- 5 white long sleeved collared school shirts
- 1 UHS fleecy top
- 1 rugby jersey
- Rugby Socks
- UHS scarf & Beanie(optional)
- 1 pair of green gloves (optional)

#### SUGGESTED LEISURE WEAR

##### Summer

- 3 pairs of shorts
- 3 T-shirts
- 1 casual tracksuit (colder weather)
- 2 pairs of summer pyjamas
- 1 pair of slip-slops
- 1 pair of tackies

##### Winter

- 4 warm shirts
- 3 vests
- 2 casual track suits
- 2 pairs of winter pyjamas
- 1 warm dressing gown OR large tracksuit to use as dressing gown
- 1 pair closed shoes / extra tennis shoes
- 1 warm slippers

**PLEASE  
NOTE:**

Children who are selected to compete in matches/competitions for certain sports are required to have specific uniforms and equipment – this may not be included on above list. Please see info provided regarding Sports Uniforms.





# UNION PREPARATORY SCHOOL Graaff-Reinet

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## UHS CLOTHING SHOP

Please note this is provided as a guide only and is subject to change during year 2021/22\*

**PLEASE NOTE:**

### Items stocked

Items not stocked and other General Items can be bought at any Department Store of your choice.

	*PRICE (Vary with sizes)	
	2 <sup>nd</sup> Hand (subject to availability)	New
Union Schools-Branded Schoolbag with dividers:		R650
Green v-neck jersey	R70	R200-R220
School tracksuit top	R120	R300-R350
School tracksuit bottom	R80	R180-R200
UHS Swimming cap		R60
White branded golf shirts (matches)	R50	R150-170
UHS fleecy top	R60	R220-R240
UHS scarf - bottle green and white (optional)	R20	R60
Beanie (optional)	R20	R60
Green School Blanket (optional)	R80	R150
Tog Bags (compulsory for hostel)	R60	R240
<b>GIRLS</b>		
Green hotpants		R100-R120
School dresses	R150	R400-R460
Regulation bottle green school slacks	R110	R280-R420
Green bobby socks	R10	R45-R50
Green shorts	R50	R120
Black regulation bathing costume (girls)		R220-R250
Hockey Skort (Matches only)	R60	R120-R140
Hockey Top (Matches only )	R60	R150-R170
<b>BOYS</b>		
Long grey socks (also in winter)		R45
Khaki shorts	R80	R170-R190
Black regulation bathing costume (various styles)		R160-R200
Rugby jersey	R200	R390-R400
Rugby socks		R65



Red and Blue T-shirts are optional for **Interhouse Sports** fixtures R90

\*Prices may vary during the year depending on suppliers at time of re-stock.

Please contact Mrs Hestie Clegg at the Union Schools' Clothing Shop (049 891 0252 or [clothing@unionschools.co.za](mailto:clothing@unionschools.co.za)) in order to obtain current prices



# UNION PREPARATORY SCHOOL Graaff-Reinet

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## HOSTEL – REQUIREMENTS

Please make sure ALL items are labelled  
**NAME**

### MAX KROON HOUSE

#### **Bedding**

- 1 Inner Duvet
- 2 Duvet covers
- 2 Fitted sheets
- 1 Pillow
- 2 Pillow-cases
- 1 Mattress cover (Optional)
- 2 Flat Sheets (Optional)

#### **Toiletries**

- Toothbrush
- Toothpaste
- Shower gel
- Shampoo
- Body lotion
- Sponge
- Face cloth
- Hairbrush
- Sunblock
- Mosquito cream
- 1 Tissues
- 1 Lip-Ice
- Nail Brush

#### **Miscellaneous**

- 2 Bath towels
- 1 Swimming towel
- 8 Coat hangers
- 1 School tog-bag
- 1 Laundry bag
- 1 Shower slip slops
- 1 Bedside mat(Optional)
- 1 Teddy Bear(Optional)
- Colouring book/crayons/etc
- Pencil case with extra pencil, rubber, ruler & sharpener (Homework)
- 1 Tuck tin
- 2 Combination locks
- 1 Big black shoe polish(for the year)
- 2 Small cereal containers
- 1 Lunch box (sized for a sandwich)
- 2 Water bottles (1 school & 1 hostel)
- 1 Plastic Cup
- Vitamins
- Bag for swimming things
- Wallet for weekly pocket money

#### **Money to be given to Matron**

- R10 per term for entertainment
- R100 pocket money

#### **Helpful Hints from Hostel Parents**

Always have a permanent Marker in your bag

Hide a small surprise or note in their cupboard on the first day of term

In the first week of the year try to keep contact to a minimum

Parents are welcome to stay on a Monday afternoon to assist with homework

Monday mornings are coffee mornings and Parents get to catch up and get to know each other

Where you can support your child at Inter-house sporting events and other matches





# UNION PREPARATORY SCHOOL Graaff-Reinet

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## STATIONERY REQUIREMENTS 2021

Please note this is provided as a guide only and is subject to change for year 2022

Please make sure ALL items are labelled  
**NAME**

### Grade 1

- 1 school case (large enough to take a classwork book)
- 1 pair of scissors (marked with a name tag sewn on)
- 2 x 50 pocket flip files
- 2 big box tissues
- 20 HB pencils (clearly marked)( Staedtler)
- 4 pack retractable wax crayons (Monames)
- 2 pack of 12 good quality pencil crayons (2nd term)
- 6 A4 Un -ruled (blank) 72 page Exercise books
- 3 A4 17mm lined 72 page Exercise books
- 4 A4 Feint and Margin 72 page - exercise books
- 1 green bookbag (pattern available at office )
- ( Will be for sale at the office @ R60
- (book bags at the office is the correct size)
- 1 box Jumbo wax crayons
- 6 large Pritt (43g) or Gloy(40g) (Not liquid glue)
- ( Please buy only Pritt or Gloy brand others don't stick)
- 4 erasers
- 4 good pencil sharpeners (with holders)(Small& Big)
- 1 chairbag (Available at XTT)
- 2 ring files ( NOT lever arch)
- 1 Green White board markers (NOT PERMANENT)
- 1 old shirt for Art
- 2 Quotation folder

### Grade 2

- 1 flip files (20 pockets)
- 1 flip files (50 pockets)
- 2 erasers(cut in half)
- 1 box pencil crayons (long)
- 2 ring binder file
- 20 HB pencils(only Croxley or staedler pencils please
- 1 box retractable "wind ups"
- 3 A4 un-ruled (Blank) 72 page - exercise books
- 7 A4 Feint and Margin 72 page - exercise books
- 1 A5 Feint and Margin 192 page - manuscript books
- 1 A5 Feint and Margin 72 page - exercise books
- 10 / 20 plastic sleeves
- 2 pencil bags (NOT space case) or 1 UHS pencil bag
- 1 chair bag (XTT) (can use Grade 1 bag)
- 4 large Pritt (43g) or Gloy(40g) (Not liquid glue)
- ( Please buy only Pritt or Gloy brand others don't stick)
- 2 big box tissues
- 1 sharpener
- 1 Black Artline 700 marker
- 1 30cm ruler
- 1 pair of scissors
- green highlighter
- 1 Black White board markers (NOT PERMANENT)
- art apron / shirt
- 1 plastic cup
- Colouring-in book/ Activity book - thick
- 1 x 250ml hand sanitizer – 70% alcohol
- 1 green book bag (For sale at office @ R60) (can use Grade 1 bag)



# UNION PREPARATORY SCHOOL Graaff-Reinet

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## STATIONERY REQUIREMENTS 2021

Please note this is provided as  
a guide only and is subject to  
change for year 2022

Please make sure ALL items are labelled  
**NAME**

### Grade 3

- 1 sharpener per term
- 1 Black Artline 70 marker
- 1 Pair of scissors
- 2 erasers
- 2 x 30cm ruler
- 20 HB pencils Staedtler HB (no pacers )
- 2 pencil bags (NO space case) or 1 UHS pencil bag
- 1 A5 exercise book (72 pages) Feint Margin Book
- 1 A5 Hardcover (192pages) manuscript Feint Margin Book
- 1 A4 Un ruled exercise book (72 pages)
- 8 x A4 College exercise Feint Margin Book (72 page)
- 4 x A4 Irish line & Margin Exercise Book (72 page)
- 1 large Pritt (43g) or Gloy(40g) (1 per term)
- ( Please buy only Pritt or Gloy brand others don't stick
- 1 box retractable wax crayons – “wind ups”
- 1 box pencil crayons
- 2 big boxes tissues
- 20 plastic sleeves
- 1 Quotation file
- 2 ring file (can be last year's)
- 2 flip files (30 pockets each)
- 1 x 250ml waterless hand sanitizer
- 1 green book bag (For sale at office @ R60) (can use Grade 2 bag)
- 1 Chair bag

### Grade 4

- 1 sharpener per term
- 1 Black Artline 70 marker
- 2 erasers
- 1 x 30cm rulers
- 8 HB pencils Staedtler HB (no pacers)
- 3 flip files (30 pockets each)
- 4 Flip files (20 pages)
- 2 A4 Nature study book
- 2 pencil bags or 1 UHS pencil bag (NO space case)
- old shirt/apron for Art
- 14 College Exercise book A4 (72 Page) (Irish line & Margin)
- 4 large Pritt (40g) (1 per term)
- 1 box pencil crayons (10 is enough)
- 10 plastic sleeves
- 7 Quotation folders
- 2 big boxes tissues
- A4 Pad of coloured project paper
- 1 White board marker
- 1 pack retractable wax crayons (wind-ups)
- 1 empty ice cream container (2l)
- 12 colour khoki pens
- 1 x 250ml 70% alcohol hand sanitizer

#### DICTIONARIES (GR 4)

We have dictionaries for pupils in class, but would like to encourage pupils to acquire these for HOME USE.

**English**(Suggestion: SA Oxford School Dictionary)

**Afrikaans/English** (Suggestion: Oxford Skoolwoordeboek (tweetalig)





# UNION PREPARATORY SCHOOL Graaff-Reinet

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## OTHER USEFUL INFORMATION

### **Birthdays**

Children can celebrate their birthdays by bringing a Slab Cake (A slab cake is easiest to divide amongst the children fairly) to school on their birthday or on a selected day close to their birthday. On this day (or the closest school day) the **Birthday Boy/Girl may wear civvies to school.**

### **Phys Ed**

On days when children have Phys Ed they may wear whites to school unless otherwise stipulated.

### **Homework**

Homework must please be **checked** and Homework books must please be **signed daily**. At this age it is vital that learners have adult supervision in doing their homework.

### **Choir, Piano and Recorder**

Please note, there are certain stationery requirements for these classes which will be communicated to you.

### **Fees for 2021**

Piano	R620/term
Recorder	R180/term

### **Sports Uniform- Matches**

Children who participate in sport fixtures and matches are ambassadors of our school and it is vital that they are correctly and neatly dressed and presented.

### **Special Assemblies/ Prize giving**

All Parents are welcome to attend the Special Assemblies which are held on the last day of each Term. At these assemblies awards are given for sport events which took place in the preceding term (In order to reduce the length of the final year end assembly). Academic awards are done at the end of the school year.

### **The School Communicator App**

The School Communicator keeps you up-to-date with what's happening and is the primary way of communicating with parents at the school. It updates automatically, and brings you all the latest news and calendar events. It also contains a photo gallery, contact list and a range of useful links and documents. We ask that all UPS Parents install the School Communicator on both your computer, tablet and mobile phone. It is safe and secure and is used daily by more than ¼ million people worldwide.



# UNION PREPARATORY SCHOOL Graaff-Reinet

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## OTHER USEFUL INFORMATION

### My School Card

Visit [www.myschool.co.za/supporter/apply](http://www.myschool.co.za/supporter/apply) to get a free My School Card. Select Union Preparatory School as your School of choice. Swipe at Partner stores when making a purchase and a donation is made to UPS on your behalf + You benefit too...instant savings & Woolworths WRewards!

### Fundraising

Fundraising is overseen by the School Governing Body and all Parents are encouraged to please get involved where they can.

### School Governing Body

In accordance with the SA Schools Act, UPS depends on a body of dedicated parents to Govern and oversee certain functions at the school. Official notices and nomination forms are given to all Parents when an election is pending.

### Parental involvement and issue resolution

Parents are an integral cog in the running of our school and we value your input and involvement. As a small school, our staff compliment is also limited and we sometimes ask that parents assist with sporting and other events. Although we strive to do our best in all areas of the school, we understand that there may be situations which arise where you feel management could be improved upon or which need our attention. Please address these matters with us so that we can ensure that they are efficiently dealt with. The correct resolution chain to follow would be as per below:

AREA OF CONCERN	resolution chain			
Academic/Classroom/ Educator/ Playground	→ Class/Subject Teacher	→ Principal	→ SGB	
School General	→ Principal	→ SGB		
Sport/Extramural	→ Coach/ Instructing Educator	→ Miss Venter (Sports Co-ordinator)	→ Principal	→ SGB
Hostel	→ Head Matron	→ SGB – Mrs T Paxton	→ Mr W Pringle	

### Sport supporters

At UPS we promote good sportsmanship and disciplined conduction of sports. We trust that all parents and supporters will maintain these ethics in supporting our players and uphold the good name of our school from the side-lines.





# UNION PREPARATORY SCHOOL Graaff-Reinet

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## APPLICATION PROCESS page 1

### Applications for Grade R facilitated by Union Pre-School

Closing date for Grade R applications:

**30 September**

Meet & Greet :

**October preceding year.** Not all applicants will be asked.

Acceptance will be confirmed by:

**31 October preceding year.**

Entrance age is the year a child turns 6 for Grade R.

**Grade R application forms must be completed and sent to UNION PRE- SCHOOL per hand or via email to [preschool@unionschools.co.za](mailto:preschool@unionschools.co.za)**

### Applications for Grade 1 - Day Scholars

Closing date for Grade 1 applications:

**30 September**

Meet & Greet:

**October preceding year.** Not all applicants will be asked.

Acceptance will be confirmed by:

**31 October preceding year.**

Entrance age is the year a child turns 7 years old for Grade 1.

**The Grade R class facilitated at Union Pre-School will automatically progress to Grade 1, however, admission paperwork will still be required** for this transition due to the change in administration and finance offices.

Learners who attend Grade R at other schools **are welcome to apply to start Grade 1 at Union Preparatory School.** As stated in our language policy, Union Preparatory School is a single medium school and the language of instruction will be English. Accordingly learners admitted to the school will need to be sufficiently proficient in English so as not to prejudice their academic progress.

**Grade 1 application forms must be completed and sent to Union Preparatory School per hand or via email to [upssec@unionschools.co.za](mailto:upssec@unionschools.co.za).**

**PLEASE SEE APPLICATION PROCESS PAGE 3 FOR  
SELECTION PROCEDURE AND POLICY SUMMARY**



# UNION PREPARATORY SCHOOL Graaff-Reinet

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## APPLICATION PROCESS page 2

### Applications for Grade 1 - Boarders

Closing date for **Grade 1 Boarder** applications:  
Meet & Greet :

**30 July preceding year of entry.**  
**Arrangement will be made with Parents telephonically on receipt of application.**  
**Within three weeks of application being received.**

Acceptance will be confirmed by:

Entrance age is the year a child turns 7 years old for Grade 1.

Pupils living in our hostels are deemed to form part of our feeder area no matter where their parents or guardians might reside. **It is not a pre-requisite for your child to attend Grade R at Union Pre-School.**

**Grade 1 boarder application forms must be completed and sent to Union Preparatory School per hand or via email to [upssec@unionschools.co.za](mailto:upssec@unionschools.co.za).**

### Applications for Grade 2-4\* - Day Scholars

*\* Also Grade 1 mid-year applications*

Closing date for **Grade 2-4** applications:

**30 September preceding year of entry. (Applications are dealt with on an ad hoc basis for mid year applications.)**

Meet & Greet :

**Arrangement will be made with Parents telephonically on receipt of application. Not all applicants will be asked.**

Acceptance will be confirmed by:

**31 October preceding year. (Applications are dealt with on an ad hoc basis for mid year applications.)**

Application success will be subject to passing the grade immediately below the grade into which admission is sought. As stated in our language policy, the language of instruction will be English. Accordingly learners admitted to the school will need to be sufficiently proficient in English so as not to prejudice their academic progress

**Grade 2-4 application forms must be completed and sent to Union Preparatory School per hand or via email to [upssec@unionschools.co.za](mailto:upssec@unionschools.co.za).**

**PLEASE SEE APPLICATION PROCESS PAGE 3 FOR  
SELECTION PROCEDURE AND POLICY SUMMARY**





# UNION PREPARATORY SCHOOL Graaff-Reinet

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## APPLICATION PROCESS page 3

### Applications for Grade 2-4\* Boarders

*\* Also Grade 1 mid-year applications*

Closing date for **Grade 2-4 boarder** applications: **30 July preceding year (Applications are dealt with on an ad hoc basis for mid year applications.)**

Meet & Greet : **Arrangement will be made with parents telephonically on receipt of application. Not all applicants will be asked.**

Acceptance will be confirmed by: **Within three weeks of application being received. (Applications are dealt with on an ad hoc basis for mid year applications.)**

Application success will be subject to passing the grade immediately below the grade into which admission is sought.

**Grade 2-4 boarder application forms must be completed and sent to Union Preparatory School per hand or via email to [upssec@unionschools.co.za](mailto:upssec@unionschools.co.za).**

**Where selection becomes necessary because the number of applicants exceeds the number of available places, selection shall be based on the following criteria:**

- Preference will be given to siblings, except where this is not in the best interest of the child.
- Preference will be given to applicants who reside in the hostel or to whom the Union Schools are the nearest schools, provided that applications are submitted before the closing date of applications.
- Preference will be given to applicants who have a record of success in identified areas.
- Preference will be given to applicants with a record of involvement or who demonstrate an interest in one or more of the cultural or sport activities which form a part of the Union Schools' extra-curricular programme.
- The capacity of the school to provide an acceptable quality of education to the applicant (where applicants have special needs)
- The age of the pupil (the grade number plus 6 will be the general cut-off point)
- Whether or not the applicant is a child of a past pupil of Union High.

No pupil will be refused admission to the Union Schools on grounds of race or religious belief.

No pupil will be refused admission to the Union Schools on the grounds of financial circumstances provided they live in the feeder area or the community zoned for the school as the school cannot burden the parents of its feeder community with financial responsibility of pupils not living in its feeder area. Pupils living in our hostels are deemed to form part of our feeder area no matter where their parents or guardians might reside.



# UNION PREPARATORY SCHOOL Graaff-Reinet

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## CONTACT INFORMATION

### School Tours

Please contact the **Union Preparatory School** office 049 892 3848 or via email [upssec@unionschools.co.za](mailto:upssec@unionschools.co.za) to arrange an appointment to view the school.

### Hostel & School Tours

Please contact the school secretary 049 892 3848 to arrange for a Hostel Tour with **Mrs Lené van der Heever (SGB Hostel Portfolio)**. Alternatively contact Mrs van der Heever via email ([lenevdheever@gmail.com](mailto:lenevdheever@gmail.com)) for an appointment to view the hostel. A school tour will be arranged to follow this meeting.

### Union Preparatory School Office

#### *Secretary*

**Mrs Linda Greyling**

049 892 3848

email [upssec@unionschools.co.za](mailto:upssec@unionschools.co.za)

#### *Principal*

**Mrs Belinda Botha**

049 892 3848

email [upshead@unionschools.co.za](mailto:upshead@unionschools.co.za)