

Establishing the Foundations for Lifelong Learning and Success

PROSPECTUS - 2026

OUR VISION

**TO BE A LEADING INSTITUTION IN THE DELIVERY
OF QUALITY EDUCATION**

OUR MISSION

- TO DELIVER A CURRICULUM THAT IS BASED ON HUMANISTIC VALUES, IS FUTURE ORIENTATED, OF A HIGH STANDARD AND COMPREHENSIVE.
- TO SUPPORT THE SCHOOLING PROCESS BY IMPROVING OUR MANAGEMENT, ADMINISTRATION, TEACHING, LEARNING, ASSESSMENTS AND OVERALL STANDARDS.
- TO ESTABLISH BOTH THE CULTURE AND CAPACITY FOR LIFELONG LEARNING AMONGST OUR LEARNERS AND STAFF.

OUR VALUES:

We Aim to be a Team that is:

- PROFESSIONAL
- COMMITTED
- COMPETENT
- PREPARED
- FOCUSED
- POSITIVE
- RESPECTFUL
- HONEST and
- DEMOCRATIC

THE ADMISSION DEPOSIT FOR 2026
IS R2000

ORIENTATION FOR NEW
ENROLMENTS WILL BE ON
WEDNESDAY 4 DECEMBER 2025

ALL LEARNERS MUST REPORT TO
SCHOOL ON WEDNESDAY 14
JANUARY 2026

VISIT OUR WEBSITE FOR UPDATES:

Impala School Discipline Policy and Code of Conduct

1. Philosophy and Purpose

Establishing discipline is fundamental to the schooling process, without which no effective teaching and learning can take place. At Impala, we recognise that discipline is not inherent but must be taught and reinforced over time with parental support.

Our aim is to cultivate self-discipline and self-motivation in our learners, equipping them to learn effectively and contribute positively to society. We encourage parents to partner with us by sharing common values, expectations, and behavioural norms. All parents, learners, and teachers are required to sign the School Contract, which commits them to this Code of Conduct.

We are unequivocally opposed to any form of child abuse, including corporal punishment, neglect, and verbal or psychological abuse.

2. School Rules for Learners, Parents, and Teachers

A. General Conduct and Respect

1. Everyone must be courteous to parents, teachers, staff, and visitors.
2. Disrespect, bullying, insolence, bad manners, and disruptive behaviour constitute serious misconduct.
3. All complaints must first be directed to the office, and meetings with teachers should be arranged by appointment.

B. Personal Presentation and Uniform

4. Learners must always be dressed in the full school uniform, including at official functions or when representing the school.
5. Girls' hair must be neat and tied with a black ribbon or band. Boys' hair must be short at the back and behind the ears. No styled hairdos are permitted.
6. No jewellery is allowed except for a single pair of stud earrings for girls. All other jewellery will be confiscated.
7. All learners must maintain a high standard of personal hygiene, be clean and tidy, with short, clean fingernails (no nail polish) and polished, well-laced shoes.
8. Teachers are expected to dress in a manner that reflects professional values and standards.

C. Academic Commitment

9. Learners must be punctual, reporting to class before the bell rings.

10. Homework and assignments must be completed and submitted on time.

11. Sufficient preparation must be made for all assessments and examinations.

12. Communication Journals must be checked daily by parents and learners.

13. Teachers must always arrive at school with well-prepared and creative lessons and never leave learners unattended.

D. Care for Environment and Property

14. It is our collective duty to keep classrooms, toilets, corridors, grounds, and the neighbourhood clean.

15. All must act responsibly and take care of school property, including furniture, books, and sports equipment. Vandalism is a serious offence.

16. Books and records must be kept neat, tidy, and presentable.

E. Attendance

17. Absence is only accepted for severe illness and/or family emergencies.

18. It is the parent's duty to inform the school of their child's absence.

19. Teachers must take well-prepared and creative lessons and never leave learners unattended.

F. Serious Misconduct

20. Bullying, theft, assault, dishonesty, and disruptive behaviour are serious offences.

21. Learners found with contraband, narcotics, weapons, or indecent material will be suspended, and the matter reported to the SAPS.

22. All school rules apply when a learner is in uniform or on school premises.

3. Disciplinary Procedures and Offence Gradings

The school employs a progressive discipline system where consequences are appropriate to the offence.

A. Disciplinary Principles

All punishment must be:

- Fair and reasonable.
- Appropriate to the offence.
- Relatively immediate.
- Acceptable and humane.

B. Level 1 Offences (Minor)

Examples: Forgotten books, incomplete homework, talking in class, minor uniform infractions, unprepared for presentations.

Consequence: Handled by the class teacher. May result in demerits, academic-based punishment work, and entry into the Learner's Portfolio. Three Level 1 offences result in a grade detention.

C. Level 2 Offences (Moderate)

Examples: Disrespect, copying homework, littering, damaging property, bullying, bunking

Consequence: Referred to the Head of Department. Results in demerits and a grade detention. A signed detention notice is sent home 3 days in advance. A third detention in one term triggers a meeting with the principal and parents.

D. Level 3 Offences (Serious)

Examples: Repeated Level 1 & 2 offences, assault, vandalism, theft, possession of weapons/narcotics, swearing at staff, serious dishonesty.

Consequence: Handled by the principal and Governing Body Disciplinary Committee. Leads to immediate parental contact, a disciplinary hearing, and may result in suspension (max 7 days) or a recommendation for expulsion to the Circuit Manager.

4. Detention Policy

Detention serves as a deterrent and an alternative to suspension for inappropriate behaviour.

Guidelines for Learners:

- The learner must have a detention notice signed by a parent/guardian and returned the next day. Failure to do so results in an additional detention.
- Detention is held once a week from 2:10 pm to 2:45 pm.
- Learners who are late, skip, or misbehave during detention will be assigned an additional detention.
- Learners must be collected by 3:00 pm, or an additional detention will be assigned.
- Absence or lateness for three detentions will require a conference with parents and the principal.
- All detentions are recorded in the office and may affect participation in school activities.

5. Record Keeping

Class Teachers: Maintain a record of behaviour, achievements, and rule adherence in the Learner's Portfolio.

The Office: Keeps a central register of repeat and serious misconduct.

This policy is conducted according to the terms and regulations of the South African Schools Act.

Summary of School Policies

Language Policy

As a public school, we understand that language affirms identity and dignity, and we promote mutual respect for all languages. We acknowledge the state's promotion of mother-tongue instruction in the foundation phase as beneficial for language development. We also appreciate that many parents choose our school specifically because English is our medium of instruction, recognising it as a gateway to future success.

Therefore, we actively promote the development of English as our Language of Learning and Teaching (LoLT) and encourage learners to read, write, and communicate in English during the school day. Concurrently, we offer Afrikaans as an additional language and remain committed to introducing a third indigenous language as soon as resources permit.

Religion Policy

Our school is a community of multiple cultures, faiths, and beliefs. We uphold the constitutional values of respect and understanding for all religions. All members of our community are free to practice their respective faiths, and no one is compelled to follow any single belief. Our school prayer is universal and non-compulsory.

Special arrangements can be made with management to accommodate individual religious observances, such as early dismissal for religious classes or ceremonies. Please note that as a public state school, we cannot support religious propagation.

Communication Policy

Parent-Teacher Days are scheduled regularly, providing opportunities to discuss your child's progress. Parents are also encouraged to schedule appointments with staff to discuss any schooling matter. We can be reached by telephone at 011 852 4548 or 082 557 3626, or via email at admin@icps.co.za.

To minimise disruption, parents are requested not to collect children directly from classroom doors or visit teachers during teaching time. You are welcome to visit after learners have been dismissed.

Each child receives a communication/homework book for teacher notes, school circulars, and newsletters, which often include a section for parental acknowledgement. Parents may also use this book to message the class teacher, facilitating a collaborative partnership in the best interests of our children.

Textbooks and Workbooks

Textbooks and workbooks are issued for various subjects. These vital resources must be cared for and brought to school daily. To preserve them for future learners, parents/guardians must sign a contract regarding their use.

Payment of the Annual Registration Fee serves as a deposit, enabling us to issue the necessary stationery and textbooks. Books will not be issued until all outstanding fees are settled, the current registration fee is paid, and the book contract is signed.

Learners who qualify for fee exemptions are still responsible for replacing lost or damaged textbooks and workbooks.

Grade R Programme

Our Grade R programme is a semi-independent subsidiary of Impala Crescent Primary, governed by the SGB. Its dual purpose is to serve the community's need for Grade R education and to better prepare learners for Grade 1.

To ensure its success, the pre-school requires its own funding. The fee for 2026 is R5,000 per learner for the year. A non-refundable deposit of R2,000 is required to confirm registration, with the balance payable in advance via monthly instalments of no less than R350.

As a semi-private entity, the pre-school is not subject to all the rules governing state schools. Registration is voluntary, and all fees must be paid in full. Fees may cover certain excursions, special events, stationery packs, and photographs. A basic Grade R uniform will be available for purchase in January 2026.

Uniform

Standard Uniform:

Boys: White shirt, grey trousers, school tie (encouraged), grey socks, and black lace-up shoes.

Girls: School tunic (knee-length), long black socks with gold trim, and black shoes.

Sports Attire:

- A white shorts and t-shirt are required for Physical Education. Parents will receive timetables to help pupils prepare.
- The school tracksuit may be worn on colder days or as an alternative to shorts. A new school golf shirt is also approved for wear with the tracksuit or shorts.
- A black school jersey and/or blazer is encouraged for winter.

Additional Information:

- Casual clothing is permitted only on designated days or as a reward for meritorious behaviour.
- Religious attire is permitted upon official request, provided it adheres to school colours and is supported by a motivation.

School Safety and Security

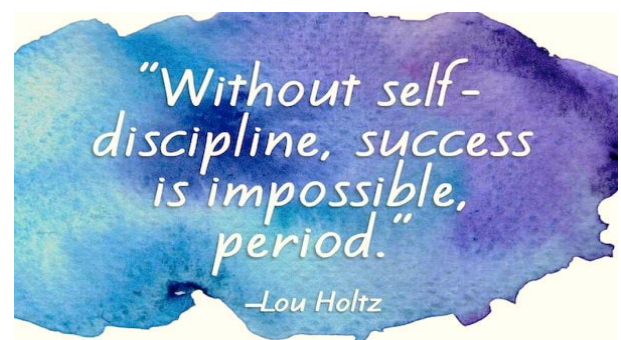
The school is responsible for the safety and security of learners during school hours and while on the premises. Given the road safety challenge of learners crossing Rose Avenue, we insist that all learners are dropped off and collected from within the school gates. Waiting on main roads or at taxi exchanges is unsafe; a safe waiting area is provided on school grounds.

No child will be allowed to leave school early without a responsible adult (parent, guardian, or a designated, identifiable family member). If a child is injured or falls ill, we will first attempt to contact the parent/guardian to arrange treatment. If contact is unsuccessful, we will arrange for suitable treatment at the cost of the parent or legal guardian. In life-threatening situations, an ambulance will be called, and the patient will be transported to the nearest public clinic or hospital if a parent cannot be reached.

It is critical that parents and guardians inform us immediately of any changes to address, telephone numbers, or medical aid details.

Homework

Homework reinforces school-based learning and helps establish routine and discipline from the first day of school. Starting with minimal reinforcement in Grade 1, homework increases to an hour or more per day for intermediate and senior phase learners. Homework is assigned with a specific learning purpose from Monday to Thursday and must be marked by the teacher promptly. Parents can assist by monitoring their children's books. Most homework contributes to the learner's overall assessment.



Safety Guidelines

- Know your child's transport driver, their contact details, and route. Ensure the school has the transport provider's details.
- Teach your child not to talk to or accompany strangers.
- Do not buy from street vendors or loiter at the school entrance.
- Do not play on the road, kerb, or sit on the edge of the road.
- Use only reliable, roadworthy transport and avoid public transport for unaccompanied children.
- Cross main roads only at controlled areas (pedestrian crossings, traffic lights).
- Do not run in school corridors or near traffic.
- Be punctual, clean, and hygienic; wash hands regularly.
- Do not bring valuables (cell phones, radios, large sums of cash, expensive watches) to school. The school is not responsible for losses.
- Never leave school bags, clothing, or pencil cases unattended.

Guidance for Parents

- **Academics & Routine:** Insist on discipline and punctuality. Set aside time for homework, play, and reading. Read to your child and limit TV time. Foster pride in neat work and effort.
- **Health & Well-being:** Pack a nutritious lunch, a fruit, and sugar-free juice, or use our feeding programme. Limit sweets and encourage water consumption. Reinforce basic hygiene (handwashing, bathing, brushing teeth).
- **Communication & Values:** Maintain open communication with your child's teacher and check the communication journal and school bag daily. Discuss school rules and feelings. Reinforce values of honesty, respect, and tolerance. Inform the school of any significant changes at home that may affect learning.
- **Engagement & Environment:** Encourage your child to join libraries, clubs, and social groups. Teach them not to litter and to care for the environment. Listen to them and shelter them from adult worries. Establish a positive, working relationship with their teacher. Avoid speaking negatively about the school, teachers, or family in front of your child.

School Fees and Exemptions

To support our mission of delivering a high standard of education, the school fee for 2026 is **R4,500** per annum. This was confirmed at our AGM. A non-refundable deposit/registration fee of R2,000 is required. The full annual fee is payable by September 2026.

Families in need may apply annually for a fee exemption; no automatic exemptions are granted. Application forms will be available when schools re-open, and copies of the GDE Exemption Policy are available on request.

Per SGB policy, unless an exemption is granted, all outstanding accounts will be handed over to debt collectors. Liability for fee payment rests with the parent who has admitted the child to the school. Please note that school fees do not cover excursions, special shows, events, stationery packs, or photographs; these are charged for separately. The 2026 budget will be available from the office from 1 December 2025.

Banking Details:

Account Name: Impala Crescent Primary School

Bank: Nedbank, Trade Route Mall, Lenasia

Branch Code: 194037

Account Number: 1940 137 276

Please use the learner's name and grade as the payment reference and email the deposit slip to the office. We encourage direct bank deposits to eliminate the risk of cash being lost or stolen. Receipts are issued only once payments reflect on our bank statement.

All unpaid school fees will be handed to a debt collector at the end of the financial year.

SCHOOL TIMES FOR 2025

NOTE THAT THE SCHOOL DAY COMMENCES AT 7:30am

DISMISSAL TIMES	MONDAY TO THURSDAY	FRIDAY
GRADE R	13:15	12H00
GRADE 1 & 2	13:30	12H00
GRADE 3	13:50	12H00
GRADE 4, 5, 6 & 7	14:00	12H00

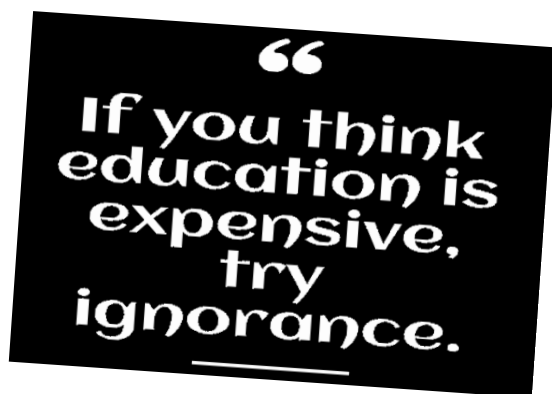
- NOTICE WILL BE GIVEN REGARDING ANY GENERAL CHANGES AS & WHEN THEY OCCUR.
- LEARNERS IDENTIFIED FOR REMEDIAL CLASSES, SERVING DETENTION OR PLAYING SPORT WILL BE INFORMED TIMEOUSLY SO THAT TRANSPORT CAN BE ARRANGED
- ALL LEARNERS MUST BE DROPPED OFF AND COLLECTED AT SCHOOL AT THE APPROPRIATE TIMES

SCHOOL CALENDER 2026

TERM ONE	(13 Jan) 15 Jan.	28 March
TERM TWO	8 April	27 June
TERM THREE	22 July	3 Oct.
TERM FOUR	13 Oct.	10 Dec. (12 Dec)

The following dates are public, school or religious Holidays:

- 21 March: HUMAN RIGHTS DAY
- 18 April: GOOD FRIDAY
- 21 April: FAMILY DAY
- 31 March: EID-UL FITR
- 27 April: FREEDOM DAY
- 28 April: FREEDOM DAY OBSERVED
- 29 & 30 April: SPECIAL SCHOOL HOLIDAYS
- 1 May: WORKERS DAY
- 2 May: SPECIAL SCHOOL HOLODAY
- 29 May: ASCENSION DAY
- 16 June: YOUTH DAY
- 7 June: EID UL ADHA
- 9 August: NATIONAL WOMEN'S DAY
- 24 September: HERITAGE DAY PUBLIC HOLIDAY
- 20 OCTOBER: DIWALI



School Fee Exemption Policy: A Summary

All parents/guardians are liable for the full payment of school fees, which are set at the Annual General Meeting (AGM). Exemptions may be granted by the School Governing Body (SGB) upon application.

Key Principles:

1. **Annual Application:** Parents must apply for an exemption each year and declare their full combined gross annual income.
2. **Confidentiality & Assistance:** All applications are confidential, and the school will help with completing forms.
3. **Learner Rights:** The school may not withhold a learner's report card or discriminate against them due to unpaid fees.
4. **Legal Action:** The SGB may pursue legal action against parents who do not pay fees and do not qualify for an exemption.

How Exemptions Are Calculated:

Exemptions are based on a formula that considers the annual school fee, additional costs (e.g., excursions), and the family's combined gross annual income.

- **Full Exemption:** Granted if the total school and additional fees are 10% or more of your combined gross annual income.
- **Partial Exemption (Sliding Scale):** A reduction is applied if fees are between 2% and 10% of your income. The number of siblings in public fee-paying schools is also considered.
- **Automatic Exemption:** Granted to learners in orphanages, foster care, child-headed households, or those receiving a social grant (proof required).

Additional SGB Discretion:

- Conditional exemptions may be granted in cases of sudden financial crisis or bereavement.
- The SGB reserves the right to revoke an exemption if an application is found to be false or financial circumstances improve. In such cases, all outstanding fees may be reclaimed.

Impala Crescent Procedure for 2026

- **Fees:** The 2026 school fee is **R5,000** (including registration). Additional costs for excursions, etc., are estimated at **R2,000**.
- **Application Deadline:** Submit all exemption forms by the end of March 2026.
- **Decision & Appeal:** Decisions will be communicated by the end of June 2026. Parents have the right to appeal the outcome to the MEC for Education.
- **Forms:** New applications are required annually. Forms and assistance will be available from **December 2025**. The full GDE Exemption Policy is available for review at the school office.

We hope this policy supports families in our community. Your honesty ensures we can maintain our high standards of education.

IMPALA CRESCENT PRIMARY SCHOOL

2026 JUNIOR PRIMARY STATIONERY LISTS

Parents are requested to LABEL EACH ITEM INDIVIDUALLY with your child's NAME.

GRADE R	
Product	QUANTITY
Box of Tissues	2
Toilet roll	4
Thick Crayons (Beginners)	1
Retractable Crayons (Twisters)	2
Pritt glue stick (22g)	4
Ream of A4 paper 500sheets (TYPEK ONLY)	2
Butterfly Coloured Cardboard Pad	1
Triangular Beginner Pencils	1
A5 Plastic slip-on covers	10
A packet of Wet Wipes	1
A4 Plastic Sleeves for filing	10
Liquid Hand Soap	2
Plastic Envelopes with press stud - clear	2
A4 Flip File 30 pockets	2
A4 Plastic Covers	2
Facecloth	1
Prestik	1
Beginner Scissors	1

GRADE 2	
Product	Quantity
HB Pencils	3 Boxes
Erasers	2
Sharpener	2
Rulers (30cm)	2
Pritt Glue Stick (43g)	4
Scissors- Blunt nose	1
Butterfly pocket file A4- 50 Page	2
Stadler Colour pencils long (12)	2
Plastic covers A4	10
Box tissues	2
Toilet rolls (pack of 4)	1
Facecloth	1
Liquid Soap	2
Pencil case	1
Ream of A4 paper 500 sheets (TYPEK ONLY)	2
Chair Bag	1
Wet wipes	1
Envelope Files (3 colours)	3

GRADE 1	
Product	QUANTITY
HB Pencils	3 boxes
Rulers with grip	1
Sharpener Barrel Type	1
Twisters (Stadler)	1 pack
Blunt nose scissor	1
Pritt	4
Chair-bag	1
40pg Flip file	1
30pg Flip file	1
Activity Book	1
Ream of A4 paper 500sheets (TYPEK ONLY)	2
Plastic Super Saver Book Bags	3
Facecloth	1
Toilet roll	4
Tissues	2 boxes
Colour Pencils – Good Quality	2
Liquid Soap	2
A4 slip-on SELF-ADHESIVE covers	2 pack of 10
30cm Soft Pencil Case	1
A packet of Wet Wipes	2

GRADE 3	
Product	QUANTITY
HB PENCILS	12
ERASERS	3
SHARPENER ALUMINIUM	2
RULER 30cm	2
PRITT GLUE STICK 43g	4
COLOUR PENCILS 12's (NOT ROLL UPS)	1
SCISSORS	1
ENVELOPE FILES (2 COLOURS)	2
A4 PLASTIC SLIP-ON Self Adhesive Book Covers	10
1 QUIRE A4	1
FLIP FILE (20 sleeves)	1
PENCIL CASE	1
CHAIR BAG	1
Ream of A4 paper 500sheets (TYPEK ONLY)	2
TOILET ROLLS (PACK OF 4)	1
BOX OF TISSUE	2
LIQUID SOAP	2
FACE CLOTH	1
A packet of Wet Wipes	2
Bic Blue Pens	4

IMPALA CRESCENT PRIMARY SCHOOL STATIONERY LISTS

2026 SENIOR PRIMARY STATIONERY LISTS

Parents are requested to LABEL EACH ITEM INDIVIDUALLY with your child's NAME
EACH LEARNER WILL BE RESPONSIBLE FOR HIS/HER OWN STATIONERY

GRADE 4	
ITEM	QUANTITY
1. Orange Bic fine point Pen-Blue (Per Term)	3
2. Space case for stationery	1
3. HB Pencils (Per Term)	3
4. Eraser	2
5. Pritt Glue Stick -43g	2
6. Flow marker set	1
7. Pencil Colours set	1
8. Ream of Typek paper (500 sheets)	2
9. Scissor	1
10. 10pg Flip File NST	1
11. Ruler	1
12. Dictionary: English (Oxford comprehensive)	1
13. Dictionary: English & Afrikaans (Pharos)	1
14. Book covers A4 (brown paper)	20
15. Book covers A4 (Plastic covers)	20
16. Plastic cover rolls for Textbooks	2
17. Flip Files 20 pages (Eng., Afr., Math)	3
18. Yellow duster	1
20. Flip File 20pages (Mathematics)	1

GRADE 5	
ITEM	QUANTITY
1. Orange Bic fine point Pen-Blue (Per Term)	3
2. Space case for stationery	1
3. HB Pencils	6
4. Eraser	2
5. Pritt Glue Stick -43g	2
6. Flow marker set	1
7. Pencil Colours set	1
8. Yellow cloth duster	1
9. Ream of Typek paper (500 sheets)	2
10. Scissor	1
11. Ruler	1
12. Flip Files 30 page (Math/Afrikaans/ English)	3
13. Dictionary: English & Afrikaans (Pharos)	1
14. Portfolio File (NST)	1
15. Book covers A4 (Plastic covers)	20
16. Plastic cover rolls for Textbooks	2
17. 20pg Flip File (Social Sciences/ Life Skills)	2
18. Tissue 200s	2

GRADE 6	
ITEM	QUANTITY
1. Orange Bic fine point Pen-Blue (Per Term)	3
2. Orange Bic fine point Pen-Black (Per Term)	1
3. HB Pencils (Per Term)	3
4. Eraser (Per Term)	1
5. Pritt Glue Stick -43g (Per Term)	1
6. Flow marker set	1
7. Pencil Colours set	1
8. Mathematical set	1
9. Ream of Typek paper (500 sheets)	2
10. Scissor	1
11. Ruler (Per Term)	1
12. Dictionary: English (Oxford comprehensive)	1
13. Dictionary: English & Afrikaans (Pharos)	1
14. Book covers A4 (brown paper)	20
15. Book covers A4 (Plastic covers)	20
16. Plastic cover rolls for Textbooks	2
17. Calculator (Basic calculator)	1
18. Space case for stationery	1
19. Exam pad	1
20. Portfolio files (Afrikaans, NST, CA)	3
21. Sellotape	1
22. Flip File 20pages (Mathematics/ English)	2

GRADE 7	
ITEM	QUANTITY
1. Orange Bic fine point Pen-Blue (PER TERM)	3
2. Orange Bic fine point Pen-Black (PER TERM)	1
3. HB Pencils (PER TERM)	3
4. Eraser (PER TERM)	1
5. Pritt Glue Stick -43g (PER TERM)	1
6. Flow marker set	1
7. Pencil Colours set	1
8. Mathematical set	1
9. Ream of Typek paper (500 sheets)	2
10. Scissor	1
11. Ruler (PER TERM)	1
12. Dictionary: English (Oxford comprehensive)	1
13. Dictionary: English & Afrikaans (Pharos)	1
14. Book covers A4 (brown paper)	25
15. Book covers A4 (Plastic covers)	25
16. Plastic cover rolls for Textbooks	2
17. Flip Files 30 pockets (Mathematics)	1
18. Flip File 20 pockets (Languages)	2
19. Flip File 10 pockets (LO, EMS, CA, SS))	4
20. Yellow cloth duster	1
21. Scientific Calculator (Preferably a Casio)	1
22. Space case for stationery	1
23. Exam pad	1
24. Portfolio files	3
25. Sellotape	1
25. PLASTIC SLEEVES	10