



WALVIS BAY PRIVATE SCHOOL PROSPECTUS



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MISSION STATEMENT

- ★ TO UPHOLD CHRISTIAN VALUES;
- ★ TO CREATE A SCHOOL SPIRIT FOR THE EQUAL DEVELOPMENT OF ALL INDIVIDUALS TO THEIR FULL POTENTIAL (ACADEMIC, SPORT & CULTURE);
- ★ TO ENCOURAGE EACH LEARNER TO TAKE RESPONSIBILITY FOR THEMSELVES THROUGH PARTNERSHIP WITH PARENTS AND THE COMMUNITY;
- ★ TO BE AN EXCEPTIONAL SCHOOL!

SCHOOL BADGE, MOTTO & ANTHEM

ASPIRATE AD ASTRA

REIK NA DIE STERRE

REACH FOR THE STARS



OUR SCHOOL BADGE

Colours in the badge:

Marine Navy,
Amber Yellow,
Matie Maroon
and Sky Blue

OUR SCHOOL'S MOTTO

The **star** that will always lead us where He wants us to go.

The **open Bible** as a guide for us.

The **blue sea**, the source of the economy and the reason for our town's existence.

The **matie maroon**, a reminder that hard work and perseverance battle for existence and survival.

SKOOLLIED / SCHOOL SONG

Waar Walvisbaai bo see en sand
'n skuling teen die storms bied,
Rys fier en trots 'n skool omhoog
deur ons geroem in werk en lied!

Geliefde skool, aan jou wy ons
die liefd' en trou van hart en hand.
Sodat ons soos ons vaders steeds,
kan voortou vat in hierdie land!

Gee, Heer, dat vir die jare voor
die arbeidsvreugd ons erfnis bly.
Skenk vir ons hart 'n droom wat leef
en vir ons oog 'n ster wat lei.

(Gerhardus J. Beukes & Ernst Scherer)

NATIONAL ANTHEM

Namibia land of the brave
Freedom fight we have won
Glory to their bravery
Whose blood waters our freedom

We give our love and loyalty
Together in unity
Contrasting, beautiful, Namibia
Namibia our country

Beloved land of savannahs
Hold high the banner of liberty
Namibia our country
Namibia, Motherland we love thee



FROM THE DESK OF THE PRINCIPAL & CHAIRMAN

Baie welkom aan elke nuwe gesin by die WBPS-familie.

Ons wens is dat elke leerder die voorreg wat ons het om formeel skool te kan gaan, met albei arms sal aangryp en net die beste daarvan sal maak. Ons pragtige skool met sy trotse kultuur en tradisies, top akademie, uitmuntende sport- en kultuur-prestasies, roem juis daarop dat ons slegs die beste vir elke individu koester en najaag.

Aan ons ouers en voogde:

Baie dankie vir die keuse om u kind in die veilige omgewing van Walvisbaai Privaatskool en aan die sorg van uitstekende personeel toe te vertrou. U het die keuse gemaak om u kind in hierdie veilige hawe, waar die golwe van die lewe rustig rondbeweeg, die geleentheid te bied waar hy/ sy die geleentheid kry om te oefen, te groei en voor te berei vir die vaart wat wag. Wanneer die skip die hawe met sy stil waters verlaat om die oseane met hul sterk stormwinde en stormweer te trotseer, vertrou ons dat WBPS se kinders die vaardighede sal hê om in enige uitdaging 'n geleentheid te sien en om 'n sukses daarvan te maak.

Aan ons leerders:

Oefen met oorgawe aan die voorbereiding van jou eie toekoms. Leer hard, werk hard, speel hard. Moet egter nooit vergeet dat skool ook pret moet wees nie. Kies wie jy wil wees, reik na die sterre en leef jou droom!

Baie welkom en voorspoed met u reis.

Henjan van der Hyde **Skoolhoof**



Dear WBPS family

A warm welcome to you on behalf of everyone at WBPS. Here at WBPS, we strive to:

- Prepare and shape children to become responsible and successful adults in a competitive world out there.
- Become self-reliant, productive individuals with clarity, precision and independence.
- Inspire children to embrace challenges and find joy and self-worth through achievement in academics, sports and culture.

May you have a wonderful journey with WBPS and may it be to the benefit of your child's development.

Jaco Duvenhage **Chairman: Board of Directors**





WHAT MAKES WBPS UNIQUE?

THE TOP BRANDS WBPS RELATE TO:

- We offer education to learners from Grade R to Grade 12 in a safe environment with Naartjie traditions.
- We are a Christian school since 1961 where we strive to create an environment for learners to become balanced and responsible young adults and citizens of Namibia.
- We focus on the four important pillars of our school, namely Religion, Academics, Arts and Sport.
- Learners leaving school after Grade 12 strive to be community changers embedded in values and norms known by learners of the WBPS Naartjie family.

CHRISTELIKE OPVOEDING

Hier word 'n deeglike fondament vir 'n Christelike karakter gelê. T4C (Teens for Christ) is maar een van vele aktiwiteite wat op die platform aangebied word.

ACADEMICS

We offer the following / Ons bied die volgende:

- Afrikaans as moedertaal onderrig vir Graad R tot 3.
- English as medium of instruction for Grades 4 to 12.
- Leerders kan van voorskool (Graad R) tot Graad 12 hul skoolloopbaan op dieselfde perseel voltooi.
- All Primary Schools in Namibia offer the same curriculum.
- At the Senior Phase, the Namibia Senior Secondary Certificate Ordinary Level (NSSCO) and the Namibia Senior Secondary Certificate Advanced Subsidiary Level (NSSCAS) Examinations are accredited by the University of Cambridge.
- In addition, we are registered to offer the NSSCO course on a part-time basis.
- We focus on whole brain and neuroscientific development of the child.
- We have a well-organised support system for learners at the Anchor Centre to keep the golden triangle between learners, school and parents in place.
- Continuous evaluation of development and feedback to parents form part of our responsibilities.
- Evaluering vir skoolgereedheid van voornemende Graad 1-leerlinge (Stop-en-Stap evaluering)
- Scientifically based guidance for study fields and possible career choices when entering Grade 8 and choosing fields of study for Grade 10 onwards.
- Fully equipped Media and Academic Centre accommodate the AS lane learners as well as learners needing a quiet place to study after school.



WHAT MAKES WBPS UNIQUE?

- Three well-equipped computer centres.
- Well-equipped Physical Science, Chemistry & Biology laboratories.
- Highly qualified, dedicated and motivated teaching staff who are specialists in their respective subject fields.
- Cutting-edge technology, audio-visual aids and Wi-Fi throughout the school.
- D6 Communicator for effective one-way communication between the school and the parents.
- Active WhatsApp groups for all class groups.
- Edupac Administrative Program.
- Merit system (encourages positive behaviour).
- Die geleentheid om aan verskeie Olimpiades deel te neem.
- Internal Science Fair, after which can be entered into the Regional Science Fair and participate at Nictus-NAPSO Science Fair.

SPORT

Facilities and Sport codes include the following:

- The main objective is to consistently encourage every learner to develop his/her sport talent to his/her full potential.
- Physical Education as part of the timetable
- Naartjie Park has excellent sports facilities for athletics, netball, rugby, hockey, cricket, chess and archery.
- Athletics field
- 2 Rugby fields
- 4 Astro netball courts and 3 tar netball courts
- 1 Astro hockey court and 1 grass hockey field
- 1 Cricket field and 2 cricket nets
- Archery practise court
- High-Performance Centre (well-equipped gymnasium)
- Sports coaching by national coaches
- A rich tradition of regional and national sports stars
- Annual Indongo Toyota Desert Sport Festival
- NAPSO Athletics & Winter Sport Festival
- "Room-en-Skuim" Day (Gr. 12's against the rest of the school - hockey, rugby & netball matches)
- Social League (touch rugby, hockey, cricket and netball)
- Golf days





WHAT MAKES WBPS UNIQUE?

ARTS DEPARTMENT (WITH ART AS SUBJECT IN GR. 1 - 7)

We offer the following:

- Learners are encouraged to take part in musical performances and plays.
- The "Orakel" – School newspaper / Active school newspaper regularly published by NMH as part of the national newspaper "Die Republikein"
- Creative Writing competitions / Creative writing competitions
- Primary school choir, "Die Galjoentjies", consisting of grade 1-3 learners
- Nativity Play at the end of the year
- Mr & Miss Walvis Bay Private School
- Nictus-NAPSO-Arts-&-Culture Festival (Arts, Bridge-building & Cricket participation)

SCHOOL TRADITIONS ARE RESPECTED AND PROMOTED:

- Naartjie Family – At WBPS the aim is to get to know each learner personally.
- Each learner can come to his/her own right.
- A sense of "belonging" is created at WBPS.

Anchor ceremonies at Anchor Tower:

- This ceremony symbolises the anchor which the school provides for each learner's life journey.
- Grade 1 and Grade 8 as well as new learners in the other grades will enter the school through the Anchor Tower and this symbolises that they will let their anchor down in the safe waters of WBPS until they have completed their school career.
- Grade 12 learners and teaching staff leaving the school, will exit through the Anchor Tower which symbolises that they are lifting their anchor at WBPS, departing to another destination.
- Learners and staff who represented Namibia on an international level in Sport and Arts are celebrated.





WHAT MAKES WBPS UNIQUE?

Enrichment activities: Primary Phase:

Grade 1 Grandparents Day, Grade 2 & 3 visits to interesting places, Grade 4 Entrepreneurs Day, Grade 5 Excursion, Grade 6 Camp, Grade 7 Farewell, Grade 1 and Grade 2 Fun Walk, Grade 3 to Grade 7 Fun Day

Enrichment activities: Secondary Phase:

Grade 9 Entrepreneurs Day, Grade 10 Valentine's Dance, Grade 11 Camp, Grade 12 – 40 Days event, Matric Farewell

Award ceremonies:

Academic Prize-giving, ASTRA Awards Gala-evening, Sport Prize-giving, Anchor Ceremony - Celebrate international participation, Valedictory Day, Regular Newsletters to parents

Social media:

Website: www.wbps.com.na

Facebook: Walvis Bay Private School

Instagram: [walvis_bay_private_school](https://www.instagram.com/walvis_bay_private_school)

Tik Tok: [walvis_bay_private_school](https://www.tiktok.com/@walvis_bay_private_school)

D6: WB Private School



Scan QR code for D6

Other:

- An active PTA (Parent-Teacher Association) which aims at encouraging a close liaison between parents, teachers and school at both academic and social levels.
- Over the years of existence, WBPS has developed from strength to strength by keeping up with the latest developments.
- A yearly theme that connects all the activities of a particular year
- WBPS Service Awards - awarded to teachers and administrative staff to recognise an employee's long service with WBPS
- Hap-en-Stap (Tuck Shop), Clothing Boutique





WHAT MAKES WBPS UNIQUE?



PREFECTS



LEADERSHIP

- Community Up-lifters - Our learners are actively involved in community upliftment projects.
- Prefects – Primary and Secondary phases
- Identifying leaders by inviting learners to apply for different monitor positions:

Book room monitors, Media Centre monitors, Laboratory monitors, Sound and Technical monitors, Anchor Centre monitors, Store room monitors, Sport monitors, Arts monitors, Tuck Shop monitors, Class captains (who serve as scholar patrol members in Grade 9 and Grade 7)



IN SHORT

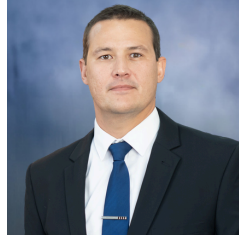
Walvis Bay Private school is a school with an established tradition of high moral standards coupled with the drive to make the best of what today's world has to offer and to keep pace with the development and requirements of a modern society.



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OLD SCHOLARS ASSOCIATION (OSA)



OSA BADGE

At an extraordinary general meeting held on 20 July 2010, it was resolved that the Walvis Bay Private School Old Scholars Association be established.

Some of the objectives of the WBPS OSA are to foster interaction and promote unity and friendship between former scholars and staff, present learners and staff, to further school-day friendships and to encourage a spirit of loyalty amongst present learners. In addition: to enjoy the mutual benefits that can arise through a sustained relationship with the school and former scholars, to assist the further development of the school and to promote the welfare of the school, through the co-operation of former scholars; by providing scholarships, bursaries, prizes, contributions and donations.

THE PRIMARY GOALS OF THE WBPS OLD SCHOLARS ASSOCIATION

- To encourage old scholars to become active ambassadors for the school
- To get old scholars to initiate not less than 20 WBPS scholarships
- To assist the school in continuing to invest in the highest quality teachers and coaches
- To promote WBPS as a school renowned for academic excellence
- To enhance the sporting facilities to create a sporting academy of excellence
- To lobby big businesses, listed funds and private individuals for financial support
- To improve the old scholar networking via email and the school's website
- To track and profile the success of WBPS old scholars and in doing so reflect on the role WBPS has played in the old scholar's post-school life
- To invest funds as an endowment to generate interest with which to build the WBPS of the future

WHO CAN BECOME A MEMBER OF THE OSA?

- Any scholar that completed at least one year at WBPS
- Members of Club 1000 and 5000 are automatically members of the OSA.
- Ex officio members such as principals and teachers
- Associate members such as friends, supporters or parents of learners who were or still are part of WBPS



OLD SCHOLARS ASSOCIATION (OSA)

THE ADVANTAGES OF BEING AN OSA MEMBER

- Rent the Old Scholars Association Clubhouse for private functions
- Receive information from the school on a regular basis including updates about school events, reunions and news about past scholars
- Stay in touch with old friends
- Valuable networking contacts for your business
- Knowing that a contribution is made to better the education of our children



Through mentoring, support of the school system and scholarship programs, members of the OSA can enrich the experience of scholars currently enrolled at Walvis Bay Private School.

Please note: Joining the OSA is not just about paying subs. It is about keeping in touch with old friends and retaining links with WBPS. The OSA strives to provide as many benefits as possible to its members, so if you have an idea on how we could make the OSA better for you, we would love to hear it.

In many ways the old scholars are the eyes and ears of the school in the community. Please contact us if you recognise opportunities or initiatives that may benefit the school. These may be related to advances in teaching and learning, assistant sports coaching, assistant drama or music coaching, development of facilities, or prudential but promising investments.

Visit our website for more information: www.wbps.com.na



Scan QR for website





PARENT TEACHER ASSOCIATION (PTA)

THE ADVANTAGES OF BEING A PTA MEMBER

WBPS' Parent-Teacher Association plays a vital role in creating a strong partnership between parents and teachers to enhance the school experience and overall well-being of learners. Through collaboration and shared efforts, PTAs contribute to a positive and supportive school environment. This is where school friendships are built.

Involvement in school activities allows parents and teachers to observe and address the social and emotional needs of learners. Positive relationships with both parents and teachers can contribute to a child's sense of security and self-esteem. Regular communication between parents and teachers facilitates a better understanding of each learner's strengths, weaknesses, and individual needs and collaborative efforts between parents and teachers can lead to the development of strategies to support learners more effectively.

Parents and teachers working together can contribute to the holistic development of learners, encompassing academic, social, and emotional growth. Joint efforts can help identify and nurture learners' talents and interests beyond the classroom, adding to the Volbloednaartjie culture cultivated in parents and their children.

Talk to your register class teacher to join your child's PTA class group and make a difference by serving alongside other parents and teachers. By serving together, we get to rub shoulders and model healthy school friendships to our children.





GUIDANCE & COUNSELLING

Guidance and counselling support group

Guidance: ~ guidance@wbps.com.na

WBPS is very privileged to have within their ranks the services of a well-qualified and experienced guidance counsellor. Learners/parents/guardians are encouraged to make use of the services rendered by our counsellor by making an appointment to discuss career options or matters of a personal nature. Be assured that all discussions will be held in the strictest of confidence.

Parents/guardians are especially invited to inform the school through the counsellor of any problems that may influence the performance of a learner at this school, since we would like to work pro-actively.

The school offers a guidance/counselling service to learners as part of the Life Skills program. A counselling support group is in place to assist learners in occupational guidance as well as behavioural guidance.

Learners may contact the teachers involved in the counselling support group or teachers may refer a learner to the support group for counselling. A learner may feel free to approach any teacher that they feel they can trust.

The Anchor Centre

Walvis Bay Private School instituted a Guidance Centre in 2013, called the Anchor Centre.

The main aim is to support the learners to make their own decisions, solve their own problems and take responsibility for their own actions.

This all leads to emotional problem-solving skills and independence. Knowing there is someone who cares, who will listen, who will maintain confidentiality, and who has unconditional acceptance makes schooling better at WBPS.

The Anchor Centre also guides and assists in exposure to tertiary institutions as well as job shadowing.

At the Anchor Centre, we record performance from Grade R and do follow up until Grade 12. We keep statistics to see how a learner progresses and intervene when needed. The golden triangular relationship between parents, learners and school is always the transparent focus.



GUIDANCE & COUNSELLING

Mind Moves started in 2013 and is used in Grades R to Grade 7, as well as with the learners who need amanuensis. Mind Moves is also applied for Grade 11 and 12 learners during examinations.

In die primêre fase word elke leerling op vier vlakke van ontwikkeling geëvalueer, naamlik: fisiek, emosioneel, sosiaal en kognitief. Met hierdie evaluering identifiseer ons areas/vaardighede waaraan ouers voor skooltoetreding kan werk. Persoonlike, deursigtige, professionele terugvoer word deurlopend aan die ouers gegee.

Mind Moves®, 'n doelgerigte bewegingsprogram wat enige tekortkominge of onderontwikkeling kan aanspreek, word in WBPS gebruik. Die oefeninge help die refleksie (wat nog aktief kan wees) herbedraai sodat die refleksie kan inhibeer en stil raak. Dit is dan wanneer volledige integrasie teenwoordig is en die leerlinge oop en ontvanklik word, sodat leer effektief kan plaasvind.

Daarom is ons graad R-program geskoei op multisensoriese ontwikkeling, gefokus op leergereedmaking.

In the secondary phase, all learners are exposed to a battery of evaluations entering WBPS. These evaluations start in Grade R and continue till Grade 11. These help to guide and support in order to get to the best possible academic level. The evaluations scientifically guide the choosing of subjects. All this is done with personal meetings with learners. Feedback sessions are done with parents and learners.

The focus of the Anchor Centre is holistic, to ensure the development of each learner into his/her best self when the school of life starts after Grade 12.





ACADEMICS

JUNIOR PRIMARY PHASE CURRICULUM

The medium of instruction is Afrikaans with English First Language as the second language.

GRADES 1 - 3

Moedertaalonderrig in Afrikaans

SUBJECTS

Afrikaans Home Language
English First Additional Language
Mathematics
Environmental Studies
Religious and Moral Education
Physical Education
Information and Communication
Arts



SENIOR PRIMARY PHASE CURRICULUM

GRADE 4

The medium of instruction is English.

SUBJECTS

English
Afrikaans Home Language
Mathematics
Natural Science & Health Education
Social Studies
Religious and Moral Education
Art
Physical Education
Information and Communication
Life Skills
Reading

GRADES 5-7

The medium of instruction is English.

SUBJECTS

English
Afrikaans Home Language
Mathematics
Natural Science & Health Education
Social Studies
Design and Technology
Art
Information and Communication
Physical Education
Life Skills
Reading



ACADEMICS

JUNIOR SECONDARY PHASE CURRICULUM

LANGUAGES - COMPULSORY

Afrikaans 1st Language
English 1st Language

COMPULSORY SUBJECTS

Mathematics
Physical Science
Life Science
Geography

CHOOSE 2 SUPPLEMENTARY SUBJECTS

Accounting
Entrepreneurship
Office Practice
Design & Technology

Grades 8 & 9

Learners must obtain marks above 50% in Physical Science and Life Science to enter the Science Field of Study in the Senior Secondary Phase.

A learner must obtain above 50% in Accounting to take Accounting in the Senior Secondary Phase.

Learners may only take Office Practice in the Senior Secondary Phase if they have taken Office Practice in the Junior Secondary Phase.

Learners may only take Design & Technology in the Senior Secondary Phase if they have taken Design & Technology in the Junior Secondary Phase.

SENIOR SECONDARY PHASE CURRICULUM

NSSCAS - NAMIBIA SENIOR SECONDARY CERTIFICATE ADVANCED SUBSIDIARY LEVEL

A learner qualifies for AS Level if he/she obtained at least a C symbol in a minimum of 3 subjects to a maximum of 5 subjects of which one subject must be a language.

AS Level subjects offered at WBPS:

English 1st Language	Biology
English 2nd Language	Design and Technology
Afrikaans 1st Language	Geography
Afrikaans 2nd Language	Accounting
Mathematics	Business Studies
Physics	Economics
Chemistry	Entrepreneurship





ACADEMICS

SENIOR SECONDARY PHASE CURRICULUM

NSSCO – NAMIBIA SENIOR SECONDARY CERTIFICATE ORDINARY LEVEL

All the subjects are offered on Ordinary Level in Grades 10 and 11.

All choices are subject to the availability of teachers and the number of learners.

LANGUAGES COMPULSORY

~ Choose both languages in either 1st or 2nd Language ~

Afrikaans 1st Language

Afrikaans 2nd Language

English 1st Language

English 2nd Language

Mathematics - Compulsory in Grades 10 & 11



FIELDS OF STUDY

SCIENCES

Choose 1 Field of Study

NS1 Biology; Physics

NS2 Physics; Chemistry

NS5 Chemistry; Biology

Choose 1 Supplementary Subject

Accounting

Design & Technology

Geography

Physics

TECHNICAL

Choose 1 Field of Study

T8 Design & Technology; Physics

Choose 1 Supplementary Subject

Entrepreneurship

Geography

Office Practice

COMMERCE

Choose 1 Field of Study

C3 Accounting; Economics

C6 Business Studies; Entrepreneurship

Choose 1 Supplementary Subject

Accounting

Business Studies

Geography

Entrepreneurship

Office Practice



ACADEMICS

EXAMINATION ADMINISTRATION: LEARNERS

Attendance

Be punctual. Absenteeism will only be acceptable if accompanied by a doctor's certificate.

Exam requirements

Please bring your pens, calculator, pencils, eraser, etc. You may not borrow anything during the examination. You may take into the examination room only the materials and equipment that are allowed. You may not take into the exam room any unauthorised materials or take part in any unfair practice when taking the examination.

Classroom organisation

Neither papers nor books are allowed on or next to the desk while writing. All bookcases must be placed beneath your chair while writing, or as indicated by the teacher. The exam room must be kept neat at all times — no papers lying around, nor writing on desks. You may not change places while in the exam room. No learner may get up or walk around without permission. This includes throwing away something.

Exam sessions

Different exam sessions are given on the timetable. The exams are scheduled before and after the break. Enough time will be given so that the answer papers can be collected.

"Time up" means that you must stop writing, and begin arranging your answer paper for stapling.

Control during the exams

Learners caught copying will be reported to the principal immediately. Learners preventing others from effective studying will receive a parent notification. Silence will be maintained at all times, even if no exam is in progress. If you are not writing, you must prepare yourself for the next exam. You may not talk, read or write letters. Reading matter is only permitted if all your learning subjects are completed. No learner may leave the exam room without written permission.

If you need to talk to someone, make an appointment after school.

Exam check

Check your question paper before starting to avoid issues later. Ensure your answer paper is complete and in order *before* submission, as checking will not be allowed afterward.

TEXTBOOKS

Textbooks are costly and remain the property of the school. It is loaned to learners for one school year. Learners, parents, or guardians are responsible for the cost of lost, stolen, or damaged textbooks.

Upon receiving a textbook, learners must cover it with strong, clear, non-adhesive plastic and write their names in pen in the designated space.

No permanent markings may be made in textbooks; notes and underlining are allowed in soft pencil only.



SPORT CODES

We play sport for healthy recreation and enjoyment. Sport also has great educational value in that it not only promotes physical fitness but also encourages teamwork and the development of self-control, co-operation, loyalty, unselfishness, determination and leadership. The learners of our school thoroughly enjoy taking part in inter-school matches. Competition is an important part of sport – as long as such competition produces enjoyment and not ill-feeling. Players will participate in their specific age groups, except where there are not enough players in their specific age group for that specific sport code, i.e. cricket. We expect learners who commit themselves to a team to not leave the team during the season.

ATHLETICS

We have an excellent athletic track. During the first semester, we host our Interschool Athletic Competition where teams compete for the title of the team with the top athletes and team with the best team spirit. Other important competitions on our calendar are Private School Athletics, Zonal, Regional and National Athletics.

CHESS

Our learners take part in playing chess in competitions and championships.

CRICKET

We have excellent facilities. There are two cricket nets, a turf pitch and two artificial pitches where games are to be played. We also offer mini cricket. Our learners participate in the Coastal League.

ARCHERY

Our facilities are of a very high standard.

HOCKEY

Our school has an Astro surface and a grass surface.

NETBALL

WBPS has 4 Astro netball courts and 3 tar netball courts.

RUGBY

Currently, we have 2 standard rugby fields. Our Sport Clubhouse is available for functions, rugby locker rooms, a pavilion and a fully equipped tuck shop that the PTA manages.

TENNIS

Our learners take part in the club leagues.



SPORT CODES

PRINCIPLES AND PRACTICES TO BE ADHERED TO WHEN PLAYING MATCHES AND HOW TO BE A SPORTY SPECTATOR

- Keep a sense of proportion. It is only a game – not a major confrontation. It is not the end of the world if the match ends in defeat for us. We should try to play a hard game and enjoy it, but we should certainly not adopt the attitude that we must "win at all costs".
- Give your very best. Practice hard and play hard. Do not give in if the tide turns against you in a match – rather accept it as a challenge to "come back". Avoid poor sportsmanship. Do not indulge in displays of "temperament". Show courtesy and friendliness towards visiting players. After the match, show them that you are good losers or modest winners.
- Be a sporty spectator. We appeal strongly to parents to support us in maintaining this policy. Encourage your players, but also show appreciation for good play by our opponents.





ARTS & CULTURE

Arts, as an extra-curricular activity, is an essential part of a holistic education. Learners are exposed to different activities that strongly develop creativity and confidence. In this way, many a learner discovers with delight hidden talents. Arts activities are embedded in values and norms to create responsible, balanced young adults.

The highlight of the WBPS Arts activities is the ASTRA Awards Gala-evening where all the extraordinary talent that was showcased throughout the year is celebrated and receives recognition. The sought-after ASTRA trophy was designed by 1998 Head boy Johan Oberholzer.

Some of the platforms where learners have the opportunity to showcase their talents are:

- Namibian Association of Talent, Modelling and Entertainment (NATME)
- ATKV-Redenaars
- ATKV-Tienertoneel
- NICTUS-NAPSO Arts and Culture Festival
- Waltons Griffelkompetisie

Extra-curricular activities could include:

- Die Orakel – WBPS school newspaper - Editorial team
- Creative Writing Competitions/Kreatiewe Skryfwerkkompetisies
- Mr & Miss WBPS
- Junior Town Council
- Drama Club
- Vocal Coaching
- Nativity Play
- Musical/Revue
- Teens for Christ (T4C)
- ATKV Redenaars
- Debat & Dink of Sink-debat
- Voortrekkers





ARTS & CULTURE

Our Teens 4 Christ is dedicated to reaching our learners with the gospel of Jesus Christ, helping them grow in the Lord, and guiding them as disciples of Jesus.

The purpose-built recording studio can unleash learners' creative potential, and serve to widen the breadth of their musical knowledge and understanding. Learners participate in various art competitions.

We acknowledge official achievements which learners have received for arts activities at WBPS or at any registered institution, e.g. UNISA, Trinity, Royal Academy of Dance, etc.

The activities of the local Voortrekker youth movement receive recognition as well.

The WBPS school newspaper - Die Orakel - is actively part of the NMH School Newspaper Project. My Zone is the youth brand of Namibia Media Holdings that empowers young journalists. The WBPS learner can participate in various activities among which journalism, photography, broadcasting and web design can be considered as choices.

The WBPS Arts certainly provides a platform for all aspiring artists!





RIGHTS AND RESPONSIBILITIES

RIGHTS OF TEACHERS	RESPONSIBILITIES OF TEACHERS
To be able to teach without interference.	To teach as competently as possible.
To pursue my culture and customs, within the school's mission and disciplinary code.	To respect the culture and customs of others.
To be treated courteously and respectfully by parents and pupils.	To treat parents and pupils respectfully and courteously.
To expect that learners participate fully in the activities of the school.	To provide opportunities for learners to realize their full potential in all aspects of school life.
To expect that learners will co-operate in a disciplinary investigation.	To give every learner a fair hearing.
To enjoy professional autonomy.	To act professionally and responsibly.
To have a private social life out of school.	To uphold high moral standards.
To be protected and insured legally in the line of duty.	To behave responsibly.
To make use of any type of leave.	Not to misuse the leave available.

"Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful."

~ Albert Schweitzer ~



RIGHTS AND RESPONSIBILITIES

RIGHTS OF PARENTS	RESPONSIBILITIES OF PARENTS
To have my child be taught during every lesson period.	To get my child to school on time every day.
To receive a regular academic progress report of my child's academic progress.	To ensure that my child can work unhindered at home.
To be kept informed of the school rules.	To support the school in maintaining the school rules.
To expect a balanced and constructive disciplinary code in the school.	To inform the school of anything that may affect my child's behaviour.
To be kept informed of misbehaviour early enough to facilitate corrections.	To make ourselves available for necessary discussions and actions.
To make decisions concerning my child's subject and level choices.	To listen to the advice of teachers concerning subject and level choices, as well as learner competencies.
To expect my child to have access to the best possible facilities, resources and competent teaching.	To uphold financial obligations.
To have my child participate in all available opportunities.	To give full physical support.
To have my child be respected by others.	To teach the child the basics of respect and socially acceptable behaviour.
Open channels of communication without fear of any retaliation towards my child.	To ensure correct and regular use of communication channels.



RIGHTS AND RESPONSIBILITIES

RIGHTS OF LEARNERS	RESPONSIBILITIES OF LEARNERS
To be taught during every lesson period.	To attend, participate positively and follow up every lesson with further study.
To request the disciplining of a disruptive pupil.	Not to harass any individual.
To have a private social life.	Not to embarrass the school in any way.
To expect and make good use of school facilities and property.	To respect and maintain the school facilities and properties.
To have a clean and safe school.	To prevent and report damage or harm to school property.
To be helped to learn self-discipline in this school.	To learn and apply self-discipline.
To discuss any unfair treatment/disciplinary action with the authoritative person.	To approach the authoritative person with respect.
To reach my full potential (academic, sport, culture) and mission.	To work hard and participate in extra-mural activities.
To expect assistance from the staff.	To ask and obey.
Individuality.	Respect others' individuality.

"Try not to become a person of success, but rather try to become a person of value."

~Albert Einstein ~

"Opportunities don't happen. You create them."

~ Chris Grosser ~

"I find that the harder I work, the more luck I seem to have."

~ Thomas Jefferson ~



DISCIPLINARY SYSTEM

PROFESSIONAL LEARNING ENVIRONMENT

Definition of a Professional Learning Environment

An effective professional learning community can promote and sustain the training of all professionals and other staff in the school community with the collective purpose of enhancing pupil learning.

What is a Professional Learning Community (PLC)

A school that operates as a Professional Learning Centre engages the entire group of professionals in learning within a supportive community. Teacher and administrator learning is more complex and more fruitful in a social setting where participants can interact, test their ideas, and challenge their interferences and interpretations, and process new information within a group. When new ideas are processed in interaction with others, multiple sources of knowledge and expertise expand and test the new concepts as part of the learning experience. The Professional Learning Centre provides a setting that is richer and more stimulating. Embedded in this Professional Learning Centre is discipline.

In a professional learning community, there is a focus on learning rather than on teaching.

The idea of community is crucial to the success of professional learning communities. Professional learning communities judge their effectiveness based on results. Working together to improve learner achievement becomes the routine work of everyone in the school with the ultimate goal of preparing the learners for life after school.

The disciplinary system at Walvis Bay Private School encourages positive behaviour. However, there is a need to balance it with the reality that all children prosper in an environment where there are boundaries, structures and routines. When a child chooses to cross a boundary, there must be consequences. This enables a child to learn responsibility and respect for authority.

The disciplinary system is a huge and difficult responsibility. To maintain a culture of teaching and learning, there must be a climate of order. The **merit system** was developed to enhance the disciplinary system at the school and relies on all role-players to make an informed decision to deal decisively, but effectively with the child.



DISCIPLINARY SYSTEM

- Star charts (Grade 1 to 3) - Interviews with a Head of Grade
- Challenge charts (Grades 1 to 3) - Interview with parents/guardians
- Positive reports (Grade 4 to 12) - Internal disciplinary investigation
- Awareness notes (Grade 4) - Isolation
- Parent notifications (Grades 5 to 12) - Written warning
- Study classes - Suspension
- Detention - Disciplinary hearing

THE VARIOUS LEVELS IN OUR DISCIPLINARY SYSTEM:

- These levels are not necessarily consecutive. The punishment must fit the transgression.
- Parents are encouraged to support, rather than challenge the school's disciplinary system.

THE ROLE OF THE TEACHER

- The class or subject teacher is responsible for the behaviour of his/her class. The parents, who are the primary educators, are assisted by the teachers to guide the learner towards being a responsible adult.
- The class or subject teacher spends a great part of the day with the child and in some cases far more time interacting with the child than the parent can. The teacher's role as a nurturer becomes vital.
- The teacher encourages the learners by issuing stars, celebrating successes, and giving learners positive attention.
- It is sometimes necessary for the teacher to step out of the role of nurturer into that of disciplinarian. The positive attention gives way to disciplinary measures which may include an awareness note, detention, verbal warning, interview with parents and isolation.

DISCIPLINE IN THE JUNIOR PRIMARY PHASE (GRADE 1 TO 3)

- The learners in the Junior Primary Phase are taught by their class teacher. Thus, a hands-on approach is followed. The teacher can track the learner's behaviour and emotional well-being throughout the day and week. The classification of transgressions is uniform for all grades in the school, but the consequences are managed differently for Grades 1 to 3. We make use of a star chart.



DISCIPLINARY SYSTEM

STAR CHART

- Each class has a board with three columns: green, orange and red.
- At the beginning of the week, all the learners' names are in the green column.
- A learner receives 3 warnings for bad behaviour or transgressions, after which the learner will receive an "X".
- Three "X's" and the learner's name will move from the green column to the orange column.
- Three more warnings, followed by the "X's", will move the learner's name from orange to the red column.
- At the end of each week, the learner receives a star:
- If the learner's name is in the green column, the learner will receive a gold star.
- If the learner's name is in the orange column, the learner will receive a silver star.
- If the learner's name is in the red column, the learner will receive a red star.
- These stars are posted on the learner's Star chart.
- On Monday the Star chart is sent home for the parents to sign. The learners move back to green, and everyone starts with a clean slate.
- At least 70% of the stars must be gold for the learner to be awarded a Merit button at the end of the term.
- The class teacher keeps a record of the transgressions ("X's") for feedback to the parents.

TRANSGRESSIONS

ORDINARY OFFENCES

GRADE A

- Homework not done / incomplete or unsatisfactory work or homework
- Books left at home
- Coming late / unpunctuality
- Unacceptable language usage
- Disrespectful behaviour or disobedience
- Failing a topic test (under 40%)
- Failing a blitz test (under 50%)
- PT clothes left at home / not wearing the correct uniform (see School Uniform Policy)
- Eating in class/chewing bubblegum



DISCIPLINARY SYSTEM

- Not returning a signed document
- Copying work / Allowing work to be copied
- Doing homework in register class

GRADE B

- Disrupting a class
- Unacceptable appearance or hairstyle (see Hair Policy and School Uniform Policy)
- In possession of a cell phone during school hours (see Cell Phone Policy)
- Unauthorised driving on school grounds, driving a vehicle on the school grounds without a valid license or permission from the principal. (see Vehicle Policy)
- Undermining the authority of teachers, monitors or prefects
- Unauthorised absenteeism from lessons, school or school activities (see Absenteeism Policy)
- Dishonesty
- Cheating during examinations or tests

CONSEQUENCES

GRADE 4

- If a learner transgresses, an Awareness note is completed and sent home. The parent(s) or guardian(s) sign the document to indicate that they take note of the transgression and send the Awareness note back to school.
- The register teacher will contact the parents and arrange for a consultative meeting if the learner's behaviour profile is of concern. The Head of Department, the class teacher, the principal and the parents are present at such a meeting.

GRADES 5 TO 12

GRADE A - ORDINARY OFFENCES

- A parent notification is completed if a learner transgresses with a Grade A ordinary offence.
- The date, the teacher involved and the transgression are noted and both the learner and teacher sign the report. The transgression is entered into the administrative program, Edupac, and the parents receive a notification (via sms) that a transgression took place. The negative



DISCIPLINARY SYSTEM

- The SMS that the parents receive only informs the parents about the type of transgression.
- It is expected that the parents and the learner discuss the incident and the learner informs the parents about the details of the transgression.
- Parents are welcome to contact the school if they are unsure of the information they received.
- Homework not done and unsatisfactory work:
 - An SMS will go out to the parents that the learner will have to sit study class the next day to do or redo the homework.
 - It would have been ideal if the learner could do this study class on the same day as the transgression, but logistically it is not possible.
- A learner can be put in detention after the third negative report in a term.
- A notice is sent out to the parents via SMS, informing them of the date of the detention class.
- If a learner receives detention for the second time in any given term, he/she will receive a written warning. This is sent to the parents.
- This letter must be signed and sent back to the school.
- The Head of Grade will contact the parents and arrange for a consultative meeting if the learner's academic profile is of concern.
- The Internal Disciplinary Committee will contact the parents if they are concerned about the learner's behaviour.
- Parents may contact the Internal Disciplinary Committee if they are concerned about the learner's conduct.

GRADE B ORDINARY OFFENCES

- The learner is sent to one of the members of the Internal Disciplinary Committee.
- The member of the Internal Disciplinary Committee investigates the transgression and after deliberating on all the available evidence, has an interview with the learner, and if it is deemed necessary, the parents.
- The member of the Internal Disciplinary Committee completes the Ordinary Offence Transgression Report form. This form is sent to be processed on Edupac and filed.
- The member of the Internal Disciplinary Committee may refer the matter to the whole committee if further investigation is needed.



DISCIPLINARY SYSTEM

SERIOUS OFFENCES

- Bullying, stalking, cyberbullying and cyberstalking
- Bringing the school's name in disrepute. This includes harming the reputation of the school and any of the teachers or coaches involved at Walvis Bay Private School. This transgression includes spreading untruths either through gossiping or via cyber platforms such as Facebook, WhatsApp, Instagram, Telegram, etc.
- Possession of pornographic material
- Blatant disregard of examination regulations, pattern of absenteeism, e.g. being absent on test days
- Unexcused absenteeism (for ten consecutive days or ten non-consecutive days over six months, up to a total of 21 days)
- The use and/or possession of alcohol in public and/or on school grounds (see Substance Abuse Policy)
- Under the influence of intoxicating liquor – either in or outside of school
- Smoking during school activities, possession of tobacco products, vaping or possession of electronic cigarettes, or smoking or possession of hookah pipes while wearing school uniform (see Substance Abuse Policy)
- Vandalism (see Vandalism Policy)

CONSEQUENCES

ALL GRADES

- Transgression of serious offences could result in immediate isolation.
- Depending on the nature of the transgression, a learner can be isolated until the investigation of the case is complete. This can be to a maximum of 5 school days.
- The learner will receive notice of an internal disciplinary investigation.
- A meeting will be scheduled with the parents, where the parents will be notified of the disciplinary investigation.
- The Internal Disciplinary Committee may decide, after weighing all the evidence in the investigation, to refer the case to the Board of Directors for a formal disciplinary hearing.



DISCIPLINARY SYSTEM

VERY SERIOUS OFFENCES

- Continuation of serious offences, despite the corrective measures provided by the Internal Disciplinary Committee.
- Dealing in, use or possession of prohibited or dangerous dependence-producing drugs or potentially dangerous dependence-producing drugs. (This includes alcohol and any other drugs like dagga, ecstasy, cocaine, etc.)
 - Forging documents
 - Possession of weapons, including knives, during any school activity
 - Sabotage
 - Fighting (impulsive actions)
 - Physical assault and/or assault by threat
 - Assault with the intent to do grievous bodily harm. (This is where a learner uses a weapon to assault another, like a knife, shoes, feet, knuckle duster, cricket bat, piece of wood, or anything that is not a bare hand or fist.)
 - Sexual harassment (including being harassed via any cyber platform)
 - Theft
 - Being convicted of any criminal offence.

CONSEQUENCES

ALL GRADES

- Transgression of any of the very serious offences will result in immediate suspension and a meeting with the parents, where they will receive notice of a disciplinary hearing.

WE REMIND ALL LEARNERS AND PARENTS THAT:

- The above sanctions are standard responses to particular offences. This school's application of the standard procedures and sanctions takes place after careful consideration is given to the circumstances of the learner, the nature of the offence and the of the learner's behaviour effect upon the school community.
- The school reserves the right to refer any incident involving criminal behaviour to the Namibian Police for investigation and possible sanction.



THE MERIT SYSTEM

GRADES 4 TO 12

- All the positive and negative reports, Grade B ordinary offence transgressions and written warnings are entered into Edupac and filed in the learner's file.
- The file is available to learners and their parents.
- This system teaches the learners to take responsibility for their own actions.
- It enables the Principal, Heads of Grades and Internal Disciplinary Committee and the Head of the Anchor Centre to detect problems early.
- The parents are kept informed about the child's academic performance.
- The learners know what and where the boundaries are.

MERIT POINTS

- Each learner starts with 100 merit points each term.
- They earn points for Positive reports, meeting their academic standard, and being a positive ambassador for the school. Any achievement is also rewarded.
- They lose points for Negative reports, not meeting their target marks, transgressions and written warnings.
- At the end of each term, the points are added up. The Internal Disciplinary Committees decide on a minimum number of points that a learner must have accumulated to be able to study at home for the examination.
- The learners receive a letter informing them and their parents whether they are allowed to study at home. This letter must be signed by the parents/guardians and sent back to the school.
- Learners who obtained an above-average number of points (to be determined by the Internal Disciplinary Committees) will receive a merit button. The first button is bronze. If the learner meets the standard for a second button, the bronze button is replaced by a silver button. The learner will receive a gold button for meeting the standard a third time.

POSITIVE REPORTS

- Learners receive positive reports for meeting their target marks in Topic tests.
- Positive reports are also given to learners for doing their homework regularly or delivering a project of an exceptional standard.
- Learners can also receive positive reports for showing commitment to an activity at school, or for showing a positive attitude towards the school for a period of time.



THE MERIT SYSTEM

- The merit system is built around the concept of positive recognition and care must be taken to not use the positive reports as a barter item.

WHAT IS A TARGET MARK?

- Topic tests are vital to the learner's continuous assessment each term. The test timetable will be published in the first newsletter of the term.
- If a learner fails a test, he/she will lose 10 merit points. The parents are notified via SMS that the learner failed a test in a specific subject. Learners should receive their test marks no longer than 4 days after the test was written. The pass mark is 40% for all tests written in Grades 4 to 12.

WHAT IS DETENTION?

- A learner who received 3 or more negatives may be put in detention.
- The learner is notified on Thursday and a letter is sent to the parents which must be signed and sent back. The detention takes place on Mondays from 14h00 until 15h00.
- The parents are notified via SMS on the Friday prior to the detention date. The learner is issued with a detention letter, Edupac Individual Conduct Report, detailing the transgressions. This report must be signed and returned to school.
- The learners are required to do written homework or summaries during this period. They are not allowed to read books or draw for leisure. If a learner has Design and Technology as a subject, the designs may be drawn during detention.
- A teacher will invigilate this detention.

WHAT IS STUDY CLASS?

- Study class operates for Grades 8 to 12 only.
- It is imperative that the learners do their homework every day.
- If the homework is not done or the teacher is not satisfied with the standard of work done, the learner will receive a negative report about the incident. The parents will receive an SMS informing them about the work not done or not done properly, and that the learner must report for study class the following day.
- Study classes are from 14h00 until 15h00 and are supervised by a teacher. Learners in the study class will be expected to do their written homework during that period.
- A learner who does not report to the study class will be put in detention the next Monday.



THE MERIT SYSTEM

WHAT IS ISOLATION?

- Isolation is a period determined by the Internal Disciplinary Committees. The learner is separated from the classroom environment and required to spend the day at a desk in the Office Area, Anchor Centre or Academic Centre.
- The learner reports to the member of the Internal Disciplinary Committee in charge of the case each morning. Work is set and monitored by the subject teachers. Breaktime is spent isolated from peers.
- This procedure is designed to be a cooling-off period. The learner must use this time to reflect on his/her actions that demanded this disciplinary measure.
- Recommend expulsion to the Regional Director.
- The decision of the Board of Directors Disciplinary Committee is noted in the Disciplinary hearing form, signed by the chairperson of the hearing committee, the learner and the parents. One copy is filed and one is sent to the Inspector. In case of expulsion, a copy, together with all relevant documents, is sent to the Regional Director.

WHAT HAPPENS DURING AN INTERNAL DISCIPLINARY INVESTIGATION?

- The parents and the learner receive a written notice about the date and time of the hearing.
- Present at such a hearing are: the Principal, Members of the Internal Disciplinary Committee at the school, the learner and his/her parents. The Head of the Anchor Centre is present when the case requires her expertise. Other persons concerned, e.g. teachers or witnesses, may be invited as well.
- The member of the Internal Disciplinary Committee that handles the case presents the learners' profile and lays out the evidence. The learner is then invited to state his/her case.
- There is often a discussion between the parents and the members of the Internal Disciplinary Committee.
- After the hearing, the Internal Disciplinary Committee may decide to:
 - Issue some form of punishment
 - Recommend some external treatment or help
 - Recommend suspension for a few school days (maximum 5 school days). If a learner is suspended, he/she may not take part in any school activities during that period.
- The learner is, however, expected to keep up with his/her academic program. Any tests or examinations written in that period will be facilitated by the Head of the Anchor Centre.



THE MERIT SYSTEM

- Issue a written warning
- Referral to the Board of Directors' Disciplinary Committee.
- The decision of the Internal Disciplinary Committee is noted in the Internal Disciplinary
- Hearing form, signed by the principal, the learner and the parents. One copy is filed.
- The learner and his/her parents have an opportunity to appeal the decision of the Internal
- Disciplinary Committee within 24 hours of the Internal Disciplinary Investigation.
- The Internal Disciplinary Committee may, after reviewing all the evidence, refer the case to the Board of Directors' Disciplinary Committee for a Disciplinary Hearing.

WHAT HAPPENS AT A FORMAL DISCIPLINARY HEARING?

- The parents and the learner receive a written notice about the date and time of the hearing.
- Present at such a hearing are: two members of the Board of Directors (one member will preside as the Chairman of the Hearing), the principal, the learner and his/her parents and members of the Internal Disciplinary Committee of the school. Other persons concerned, e.g. teachers or witnesses, may be invited as well.
- The member of the Internal Disciplinary Committee in charge of the case presents the learner's profile to the Board and the learner has the opportunity to state his/her case. The input of the parents is expected and necessary.
- After the hearing, the Disciplinary Committee may decide to:
 - Issue some form of punishment
 - Recommend suspension for a few school days (maximum 10 school days). If a learner is suspended, he/she may not take part in any school activities during that period. The learner is, however, expected to keep up with his/her academic program. Any tests or examinations written in that period will be handled by the Head of the Anchor Centre.
 - Issue a written warning
 - Issue a final warning in writing

WHAT IS A HEAD OF GRADE?

- The Heads of Grades are appointed to assist the learners and their subject teachers in the progress of the academic program. If the learner's lack of progress is due to some form of emotional distress, the Head of Grade refers the learner to the Head of the Anchor Centre. If the learner's lack of progress is due to disciplinary or behavioural issues, the learner is referred to the Internal Disciplinary Committee. Feedback to the Head of Grade is expected and imperative.



THE MERIT SYSTEM

- The Heads of Grades will decide on the action that should be taken: Interview with the learner, profile form, discussion with parents or referral to the councillors.
- The Heads of Grades circulate learner profiles of the identified learners. One copy of the profile form is kept in the Head of Grade file and one is filed in the learner's personal file.
- The Heads of Grades act as a link between the teaching staff, the learners and the office.
- They keep the staff informed about specific information regarding learners under investigation.
- The Heads of Grades make sure that the teachers are aware of individual learners' study difficulties. Parents inform the office which, in turn, will inform Heads of Grades.
- If a teacher has information regarding a particular learner, this information should be given to the Head of Grade, Internal Disciplinary Committee and the Head of the Anchor Centre before it is made available to the staff in general.
- If a teacher has a particular query about a learner, the Head of Grade should be notified, so that he/she can arrange for a learner profile at the next meeting.
- It is important to note that complaints about learners with behavioural and disciplinary problems are dealt with by the Internal Disciplinary Committee.
- Minutes must be taken of all discussions.

WHAT IS THE INTERNAL DISCIPLINARY COMMITTEE?

- There are two Internal Disciplinary Committees at the school: one that functions in the Primary Phase (Gr 1 to 7) and one that functions in the Secondary Phase. The Principal is the Chairman of both the committees, and he appoints the teachers who will serve on these committees.
- The Internal Disciplinary Committee handles all matters regarding discipline. All transgressions from Ordinary Offences Grade B to Very Serious Offences. If a learner commits any of these offences, the learner is sent to a member of this committee. It is important that the Internal Disciplinary Committee Report form be completed and processed on Edupac. This committee should meet regularly to keep each other up to date.
- The Internal Disciplinary Committee liaise with the Head of Grade, the Head of Anchor Centre, the register teacher and the subject teachers.

WHAT IS A LEARNER PROFILE?

- The subject teachers complete a Learner Profile when requested by the Principal or the Head of Grade.
- The Learner Profile makes provision for the teacher to summarise the learner's academic progress and behaviour in class.



POLICIES SCHOOL RULES

ABSENTEEISM POLICY

- No learner may stay away from school unless he/she is ill, or unless the Principal has given permission before the day of absence.
- If your child needs to be collected during school hours for whatever reason (sickness, medical appointment etc.), the following procedures must be followed:
 - Parents/guardians need to make the pre-arrangements with the school secretary early in the morning or well in advance.
 - Parents/guardians are to enter the school through the main entrance.
 - Parents/guardians are to report to reception and under no circumstances go directly to the classroom.
 - Parents/guardians will be required to sign him/her out.
- When a learner has a valid reason to be absent, a letter of explanation by the parent/guardian must be handed in beforehand.
- Parents must inform the school before 08h00 that a learner is absent. If this is not done, the secretary will follow up and afterwards inform the staff of the reason for absence.
- Absence of 2 days or longer requires learners to submit a medical certificate upon returning to school.
- No learner may leave the school grounds without written permission from the office.
- Only in exceptional circumstances may learners leave school early for private affairs.
- All appointments for the afternoon should be made well in advance.
- Absenteeism of any kind during examinations is only permitted if accompanied by a medical certificate.
- The principal should be informed if there has been a death in the family.
- Frequent absenteeism by a learner may lead to poor academic results.
- Chronic absence can affect all learners when teachers have to spend time reviewing concepts for learners who missed the lesson in the first place. Sending catch-up work home is not the solution.
- In case work is missed, it becomes the learner's responsibility to catch up.
- If a learner is absent during a Topic test, a doctor's certificate must be produced. It is up to the teacher's discretion whether the learner is to write another test.
- Learners who wish to leave the classroom during the lesson must do so at the beginning of the lesson so as not to disrupt the class during the lesson and may not leave the classroom without the appropriate pass.



POLICIES SCHOOL RULES

- If a teacher is informed by the parent, the teacher must inform the office.
- Absenteeism must be done by the teacher him-/herself and not by a learner.
- The teacher must indicate clearly when the child is ill or absent due to a sport or cultural activity, etc.

CELL PHONE POLICY

- The school acknowledges that cell phones have become an important and useful means of communication. However, it is also aware that their use and abuse, particularly by learners, pose social, ethical and safety concerns.
- Cell phones are not permitted at Walvis Bay Private School during school hours. If a learner is in possession of a cell phone upon entering the school in the morning, the cell phone must be placed in an envelope with the learner's name written on the envelope, and handed in at the office. At the end of the academic day, the learner collects the cell phone from the receptionist.
- Consequences for using a cell phone during school hours or failing to hand the cell phone in are 25 merit points deducted from the learner on the Merit System and the cell phone being confiscated. A **N\$200** fine must be paid to the financial secretary to release the cell phone at the end of the school day.

ILLNESS OF LEARNERS

- Learners not feeling well must be sent to the secretary.
- A learner cannot come to school to write a Topic test and immediately thereafter go home.
- The secretary will then hand the learner medication and the learner returns to his/her class.
- If necessary, the secretary admits the learner to the sick bay.
- If the learner is too ill to be treated at school, the secretary obtains permission from the principal to send the learner home.
- His/her parents are notified and asked to fetch the learner.
- The names of all the learners who are sent home in this way must be entered in a register and thoroughly controlled.
- The names of learners who are injured during school hours or during sport meetings must be entered into a prescribed register available in the secretary's office. All information must be written down. The teacher in charge of the sport meeting or the teacher on playground duty is responsible for completing the register.



POLICIES SCHOOL RULES

VEHICLE POLICY

- No motorised vehicles of any type are permitted on the school grounds without written permission from the principal.
- Cars will only be permitted under exceptional circumstances.
- A learner must own a legal driver's licence before he/she applies for permission to drive a vehicle on the school grounds.
- Once a learner has obtained permission to drive a vehicle to school, the vehicle must be parked in the designated area during school hours.
- The helmets are handed in at the office before school starts in the morning and collected at the end of the school day.
- Learners are not allowed to go to their vehicles during school hours.

SUBSTANCE ABUSE

- The possession, use or distribution of illegal drugs, including alcohol and tobacco, are prohibited in Namibian schools.
- According to law, smoking in public places is prohibited. Walvis Bay Private School is a declared smoke-free zone.
- According to the law no under 18-year old may enter a facility where alcohol is sold. Learners may do so only in the company of their parents or guardians.

VANDALISM (Serious offence)

- Walls, doors, ceilings, pinboards, blackboards, posters, desks, tables and chairs must be kept clean and clear of graffiti.
- The damaging and/or defacing of school equipment, textbooks, library books, exercise books and stationery is unacceptable.
- No learner may force a door open or climb through a window to gain access to or exit any of the buildings or classrooms.
- No learner may tamper with any vehicle, bicycle or motorcycle which is not their own.
- All bicycles must be securely locked at the start of the school day.
- No learner may remove, tamper with, or use, without permission of the owner, any suitcase, books, clothing, personal effects or equipment which do not belong to them.
- All books and personal effects MUST be clearly marked with the owner's name.
- No learner is allowed to damage any school property or litter on the school grounds on special occasions such as 40 Days, etc.



POLICIES

SCHOOL RULES

SCHOOL BAGS AND SCHOOL BOOKS:

- Suitable and reinforced school bags are necessary in order to protect learners' books. School bags should also be compliant with the school's dress code. Please cover your child's books with ordinary thick plastic, not with 'contact' (self-adhesive plastic).

HAIR POLICY

BOYS

- Hair must be neat, tidy and cut as requested and required by the school.
- **Hair may not be cut according to extreme fashion trends.**
- Fringes may not touch the eyebrows.
- Hair may not touch the ears or collar.
- Sideburns may not be longer than the middle of the ear.
- Hair colour must look natural.
- No hair products or any products may be applied to enhance styling.
- Moustaches and beards are not allowed.
- Hairstyles for special events are to be forwarded in writing to the school management for approval.

GIRLS

- Hair must be neat and tidy.
- Fringes may not touch the eyebrows.
- Hair longer than the collar must be worn in a ponytail, plait, 2 pigtails or neat bun. Loose hair must be fastened in such a way that it does not fall into the face.
- Hair colour other than the learner's natural colour will not be allowed.
- Only dark blue, black, brown, white or plain school-related-colour hair elastic bands or accessories may be used.
- Braids must be neat.
- Braids may not be longer than elbow length when tied up.
- No extreme styles will be allowed. (large buns, patterns and decorations braided into hair, no beads)
- Braids can only be dark brown or black.
- No head scarves are allowed.



POLICIES

SCHOOL RULES

SCHOOL UNIFORM POLICY

FORMAL SCHOOL UNIFORM

BOYS:

Long grey trousers or grey school shorts.

WBPS long-sleeve jersey or WBPS pullover (compulsory for Grades 1-7).

Black belt.

Grey school socks (long grey socks with shorts and short grey socks with trousers).

Black leather school shoes. (sport shoes NOT permitted with uniform)

White school shirt (long sleeves or short sleeves with tie collar).

Blue WBPS tie for Grade 4 – 9 learners.

Grey WBPS tie for Grade 10 – 12 learners.

WBPS blazer (compulsory for Grade 8 – 12 learners).

Navy school jersey or pullover for Grade 8-11 learners; Maroon jersey for Grade 12 learners.

Senior Prefects – Navy blue trousers.

GIRLS:

Grey WBPS tunic dress or grey skirt or trousers (WBPS tunic dress allowed on hot days without jersey or pullover).

WBPS long-sleeve jersey or WBPS pullover (compulsory for all Grades 1-7).

Grey school socks (long socks with a tunic dress and grey skirt, short grey socks with trousers).

Navy school stockings with a tunic dress or skirt.

Black leather school shoes. (sports shoes NOT permitted with uniform)

White school shirt (long sleeves or short sleeves with tie collar for Grades 8 - 12).

Blue WBPS tie for Grade 4 – 9 learners.

Grey WBPS tie for Grade 10 – 12 learners.

WBPS blazer (compulsory for Grade 8 – 12 learners).

Maroon jersey or pullover for Grade 12 learners.

Senior Prefects - Navy blue skirts.



POLICIES SCHOOL RULES

GENERAL ATTIRE FOR LEARNERS

- Learners in Grades 1 to 7 may wear an open-collar white school shirt.
- School jersey (compulsory) or school blazer for the junior grades.
- **Grade 12 learners are distinguished by wearing a maroon jersey/pullover with their school blazers. The Prefects wear navy trousers (boys) and navy skirts (girls) with their school blazers.**
- No coloured T-shirt, or T-shirt with a logo, may be worn underneath a white school shirt.
- No tracksuit tops instead of blazers and jerseys are allowed.
- Only school-related lapel badges may be worn on the blazer.
- Learners must wear the prescribed school uniform to all school functions and activities – unless otherwise stated by the principal.
- Learners must wear the correct, appropriate sportswear to extramural activities.
- All matches are played in the correct sport uniform.
- As a special favour and as acknowledgement for representation in a Namibian team, Namibian tracksuit tops and/or first-team blazers or the prescribed Grade 12 jackets may be worn on Fridays only. This includes the NAPSO tracksuit.
- Girls must wear appropriate underwear at all times.
- Girls may wear the prescribed grey school skirt or grey tunic dress with dark blue stockings.
- Dress of skirt not shorter than four fingers above the kneecap.
- Girls may wear trousers, but for girls in Grades 8 to 12, it is compulsory to wear a school blazer with their trousers.
- On "civvies" days, clothing has to be respectable and acceptable and must be in line with the rules prescribed by the Disciplinary Committee.
- No bangles, armbands or necklaces may be worn to school (except Medic Alert).
- In cases where girls have pierced ears, a simple ring (1 cm in diameter) or round stud (without gems) may be worn in the lowest piercing on the earlobe. No ornamentation may be on or attached to the earrings.
- Boys may not wear any jewellery.



POLICIES SCHOOL RULES

- No tattoos may be visible.
- Watches with simple straps are allowed.
- No make-up may be worn with the school uniform or casual wear.
- Nails must be short and neat. Girls may wear colourless nail polish.
- All learners must be familiar with the uniform, appearance and hair regulations. Only the prescribed WBPS items of uniform may be worn (e.g. shirts and jerseys with badges or logos of companies, clubs or other schools are not allowed.)
- Ignorance of the uniform and appearance regulations is no excuse for failure to comply with the regulations.
- Outside of school hours, learners may not wear only part of their school uniform – they must either be in civvies or full school uniform.
- Uniforms as well as shoes must be clean, tidy and well-pressed at all times. Worn-out uniform items must be replaced.
- Learners may not put their hands in their pockets.
- Chewing gum is not allowed on school premises or whenever a learner is in school uniform or representing the school.
- No decorative buckles may be worn.
- School shirts are to be tucked in at all times.
- Learners must always be neat and correctly dressed, to present a good image of our school to the general public. The complete uniform must be worn at all times, even when travelling to and from school.

INFORMAL JACKET

- Teachers and Grade 12 learners may acquire this jacket. Grade 12 learners may wear it on Fridays and appropriate occasions.

NEATNESS INSPECTIONS

- Inspections are done regularly. Learners who do not wear the appropriate uniform need to report it, make the necessary excuse and acquire a permission slip from one of the members of the Internal Disciplinary Committee. Learners who do not have a permission slip must receive a negative.



POLICIES SCHOOL RULES

SCHOOL CASUAL WEAR

- School sport shirt with first team jacket, matric jacket, tracksuit top or school jersey and neat long dark blue jeans with running shoes, sneakers or flat pumps for girls.
- No bleached or torn jeans are allowed.
- Sneakers or running shoes with laces in blue, white, black or brown. Girls may wear flat pumps in blue, white, black or brown.
- First team jacket, matric jacket, tracksuit top or school jersey.

SPORT WEAR & PHYSICAL EDUCATION WEAR

- Full tracksuit, school sport shirt and running shoes.
- Tracksuit tops and trousers can be ordered separately on request. When wearing a tight, it must be accompanied with a pair of shorts.
- The first team jacket or matric jacket may be worn instead of the tracksuit top.
- If a learner does not have the full tracksuit with a school sport shirt, he/she must wear the normal full school uniform to school and bring sport clothes in a bag to wear for PE periods.

"CIVVIE" DAYS

- The clothes learners wear as well as the behaviour of learners must be of such a nature that the discipline and normal order of the day is not disrupted.

GIRLS:

- No underwear may be visible.
- No spaghetti tops.
- No tights or skinny pants without a long top or T-shirt.
- The length of the skirts or pants is the same as the rule for school skirts. $\frac{3}{4}$ pants are permissible.
- No tongue rings.
- Normal school rules regarding hair colour and nails.
- Hair may be worn loose but must be tidy.



POLICIES SCHOOL RULES

- Only Grade 12 girls are allowed to wear light make-up and nail polish.
- 2 earrings per ear; 1 ring per hand and 1 toe ring per foot.
- 2 chains and a maximum of 3 armbands.
- The blouse/shirt/top must cover the midriff.

BOYS:

- No underwear may be visible.
- 1 ring; 1 chain; 1 armband/bangle
- Normal school rules regarding beard and moustache.

ALL

- One must always remember that we have a normal school day and how we behave may not disturb the normal discipline and order of the day.
- Hair products such as gel and wax are allowed.
- School scarves may only be worn during the winter months.





SCHOOL UNIFORM BOYS & GIRLS





EMERGENCY PLAN

EMERGENCY PLAN: SIREN SIGNALS

The school has an effective emergency plan which should be practised regularly. The plan should be available in each classroom/office.

Time Indication - 1 Siren signal of 5 Seconds ~ 5 seconds

Fire - 3 Siren signals of 5 seconds each with 2 seconds intervals

~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds

Floods - 4 Siren signals of 5 seconds each with 2 seconds intervals

~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds

Air Disaster - 5 Siren signals of 5 seconds each with 2 seconds intervals

~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds

Bomb Alarm / Attack - 6 Siren signals of 5 seconds each with 2 seconds intervals

~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds (2 sec) ~ 5 seconds

Hostage situation - No siren, only announcement!

EMERGENCY PLAN: FIRE DRILL

Make an alarm by doing the following:

1. Immediately send a leader/someone to the office.
2. The staff member at the office announces the fire alarm via the intercom, whistle, hand-alarm and/or school siren.
3. The Fire Brigade/Emergency services are to be contacted immediately.
4. Teachers/Class Captains to ensure that all windows and doors are closed.
5. All staff members take their positions at designated locations and ensure that all learners leave the building as quickly as possible. School bags are to be left in the classrooms.
6. Make haste to the closest designated exit. Walk fast without running.
7. The rugby field is the assembly point where learners will gather in their class groups.
8. Grade R learners - North assembly point
9. Grade 12 learners - South assembly point
10. The register teachers must take roll-call.
11. In the case where a learner is missing, the co-ordinator is to be informed immediately.



EMERGENCY PLAN

EMERGENCY PLAN: BOMB THREAT

1. Make an alarm by doing the following:
2. Immediately inform the office.
3. The person in the office will announce the threat by intercom, whistle, and hand-alarm or school bell.
4. The Principal will immediately contact the local police/emergency services.
5. Teachers/class captains will see to it that all windows and doors are open.
6. All teachers take their positions at designated locations and ensure that all learners leave the school as quickly as possible. Leave bookcases in the classrooms.
7. Make haste to the nearest designated exit. Walk fast without running.
8. The rugby field is the assembly point where learners will gather in their class groups.
9. Grade 1 learners - North assembly point and Grade 12 learners - South assembly point
10. The register teacher will take roll-call.
11. In case a learner is missing, the co-ordinator must be notified immediately.

EMERGENCY PLAN: HOSTAGE SITUATION

The following is very important (The police/emergency services will be in charge at all times):

1. NO SIREN - ONLY ANNOUNCEMENT!
2. Immediately inform the office.
3. The Principal will immediately contact the local police/emergency services.
4. Learners remain in their respective classes and class teachers/class captains to ensure that all windows and doors are closed.
5. Try to stay calm at all times and lie down on the floor.
6. Avoid eye contact with your attacker.
7. Do not scream or cry out - be very quiet.
8. Do not start a conversation with the attacker.
9. Do what the attacker demands until the situation is under control.

ALL THE ABOVE MENTIONED IS VITAL FOR YOUR SURVIVAL!

EMERGENCY PLAN: TELEPHONE NUMBERS	
Police	219 048 or 10111 or 081 485 0954
Traffic	081 127 2662
Fire Brigade	081 922
Ambulance SOS	200 200 or 081 924
Erongo RED - Technical Department	081 129 3872 or 217 600 or 081 128 9552



CLOTHING BOUTIQUE

OPERATING HOURS:

Weekdays from **07:15-08:00** and **14:00-15:00**

PLEASE TAKE NOTE:

- Refund/Exchange can only be made with unworn/unused items within one week of purchase
- All clothing purchases/ordered must be paid before collection.

SPORTSWEAR GUIDELINES:

- **Team Shirt:** Each learner must have a team shirt and team button (Dolphins A-G – Navy, Seals H-P – Sky or Sharks Q-Z – Maroon).
- **Tracksuit & Golf Shirt:** The school tracksuit and golf shirt are compulsory for each learner. Learners must wear their full tracksuit with their golf shirt for PE and all other sport activities.
- **Sport Shorts:** Learners may wear their sport shorts with their golf shirt during sport practice.

SCHOOL UNIFORM GUIDELINES:

Boys:

- Grey trousers/shorts, white shirt, black leather shoes
- WBPS jersey/pullover (Grades 1–7), blazer (Grades 8–12)
- Grey or blue WBPS tie based on grade

Girls:

- WBPS grey tunic or trousers
- WBPS jersey/pullover, navy tights with tunic
- White shirt, black leather shoes
- Grey or blue WBPS tie, blazer (Grades 8–12)

Please scan our QR code for more information on our school.



CLOTHING BOUTIQUE PRICE LIST

SCHOOL UNIFORM

ITEM	SIZE	PRICE
Blazer	76, 78, 80 82, 84, 86 87L/R, 92L/R, 97L/R 102L/R, 107L/R, 112L/R	N\$600.00 N\$830.00 N\$850.00 N\$900.00
Badges		N\$50.00
Ties	Navy/Grey	N\$200.00
Pull Overs	66, 71 76, 81, 87 92, 97, 102 107, 112, 117, 122, 127, 132, 137	N\$200.00 N\$210.00 N\$230.00 N\$250.00
Jerseys	66, 71 76, 81, 87 92, 97, 102 107, 112, 117, 122, 127, 132, 137	N\$220.00 N\$230.00 N\$250.00 N\$260.00
Tunic	60, 62, 64, 66, 68 72, 76, 80, 84, 88 92, 96, 100 - 130	N\$360.00 N\$390.00 N\$420.00
Fleece Tops	24, 26, 28, 30 32, 34, 36, 38, 40	N\$450.00 N\$500.00
Scarf	One Size	N\$200.00
Leggings / Tights	All Sizes	N\$60.00



CLOTHING BOUTIQUE PRICE LIST

SPORTSWEAR

ITEM	SIZE	PRICE
Track Suits	24, 26, 28, 30 32, 34, 36, 38, 40, 42, 44, 46	N\$830.00 N\$860.00 N\$920.00
Golf Shirts	24, 26, 28, 30 32, 34, 36 SML – 5XL	N\$220.00 N\$230.00 N\$250.00
Sport Shorts	26, 28, 30, 32 34, 36, 38, 40	N\$200.00 N\$250.00
Team Shirts	5-6, 7-8, 9-10 11-12, 13-14 SML – 4XL	N\$150.00 N\$180.00 N\$200.00
Rugby Shorts	26, 28, 30, 32 34, 36, 38, 40 42, 44, 46, 48	N\$200.00 N\$250.00 N\$280.00
Brutal Rugby Socks	Navy/Orange	N\$100.00



CLOTHING BOUTIQUE PRICE LIST

SPORTSWEAR

ITEM	SIZE	PRICE
Netball/Hockey Shirt	5-6, 7-8, 9-10 11-12, 13-14 SML – 4XL	N\$ 270.00 N\$ 290.00 N\$ 320.00
Netball/Hockey Skirt	26, 28, 30, 32 34, 36, 38, 40 42, 44, 46, 48	N\$ 200.00 N\$ 230.00 N\$ 250.00
Netball Socks (White)		N\$ 80.00
Hoodies	28, 30, 32 34, 36, 38 40, 42, 44	N\$ 500.00 N\$ 550.00 N\$ 580.00
Visors / Caps	All Sizes	N\$ 100.00
Cricket Hats	54, 57, 60	N\$ 120.00
Supporter Shirt (DSF)	SML – 5XL	N\$ 400.00



APPLICATION GUIDELINES & FEES

Walvis Bay Private School is registered as a non-profit Incorporated Association under the Companies Act (1973) and operates as a private school with government subsidy, in accordance with the Education Act (2001).

ADMISSION

- Written applications for enrollment should be addressed to The Principal, Walvis Bay Private School, P.O. Box 567, Walvis Bay.
- Applications will be considered only if the application form is fully completed, signed, and all supporting documentation is attached.
- Submission of an application does not guarantee placement in the school, nor does the application date indicate any specific order of priority.
- Collateral information will be obtained from previous schools to assess the learner's general behaviour and academic achievements.
- The applicant and their parents may be interviewed.
- New applicants must undergo a school readiness test (Grade 1) and/or a language and mathematics evaluation (primary and secondary phases), for which an appointment will be made.
- Payment of the book fees will be seen as a binding commitment that your child will take up their place as agreed.
- The annual book fee is non-refundable if your child does not take up a place at the school. However, if the school withdraws the offer of a place for any reason, the book fee will be refunded.

ANNUAL BOOK FEE

Grade	Fee
Grade R	N\$1,330.00 Payable upon acceptance (non-refundable)
Grades 1–12	N\$3,120.00 Payable upon acceptance (non-refundable)

Includes:

- Classroom stationery (Gr R–7)
- Textbooks & writing books (Gr 1–12)
- Study notes, newsletters, exam materials
- Matriculant booklet & prospectus



APPLICATION GUIDELINES & FEES

ADDITIONAL FEES (where applicable)

ActiKids/ Fun Gym – Grade R

Monthly Fee (February – November) N\$ 120.00

ICT Fee – Grade 1-7

Yearly fee payable upon acceptance of placement N\$ 550.00

Office Practice Fee – Grade 8 - 12

Yearly fee payable upon acceptance of placement N\$ 850.00

Design and Technology – Grade 8 - 12

Yearly fee payable upon acceptance of placement N\$ 410.00

Design and Technology Set (once-off) – Grade 8 - 12

Purchase of the compulsory Design & Technology set N\$ 1 250.00

Fees include:

- Yearly subscription fee for ICT (Information and Communication Technology) program
- Maintenance, replacement and upgrade of equipment
- Classroom furniture and -resources
- All project materials

SCHOOL FEES

Fees are reviewed and approved annually by the Board of Directors.

Fees are payable:

- **Monthly (in advance)** from January–December (Grades R–11)
- **Monthly (in advance)** for 10 months (Grade 12)



APPLICATION GUIDELINES & FEES

GRADE	MONTHLY FEE January to December payable before 5th day of each month	TERM PAYMENT 2% discount allowed for 3 equal payments Jan, April, Aug	ANNUAL PAYMENT 5% discount allowed payable by 31 January 2025
Grade R	N\$ 2260.00 x 12	N\$ 8 859.20 (Term)	N\$ 25 764.00
Grade 1 - 11	N\$ 4200.00 x 12	N\$ 16 464.00 (Term)	N\$ 47 880.00
Grade 12	N\$ 5040.00 x 10	N\$ 16 464 (Term)	N\$ 47 880.00

DISCOUNTS

- 5% discount for full upfront payments (payment must be received by 30 January).
- 2% discount for three equal payments (due in January, April, and August).
- 10% sibling discount for the third child and further siblings attending the school. The first two children pay the full fee.

PAYMENT METHODS

- **Debit Order** (form attached).
- **Electronic Payments:** Must be paid before the 1st day of each month.

Note:

- Cash and cheque payments are not accepted. Swipe facility is available at school.
- In case of withdrawal from the school, one month's written notice must be given to the school. November will not be accepted as a notice month.



APPLICATION GUIDELINES & FEES

BANKING DETAILS

Name of account: Walvis Bay Private School
Bank: Bank Windhoek
Account Number: 1044056090
Branch: Walvis Bay (481 872)
Reference: Account Number (e.g. WBP001)

For all payments (school fees, clothing, activities), please use **YOUR UNIQUE ACCOUNT NUMBER OR LEARNER NAME** as the reference.

School fees include:

- Affiliation fees for: NAPSO, NSSU, WSSR
- Participation & transport for all school sports, culture, and academic activities
- Olympiad entries (science, math, language)
- Art, Physical Education (PE) & Mind Moves as curriculum subjects.
- Guidance Centre support (counselling, career planning)
- Prize-giving events, Matric farewell, and school celebrations

PAYMENT POLICIES

Non-Payment Consequences:

- Learners with fees 30 days overdue may be excluded from classes and activities until the fees are up to date.
- If unpaid after 14 more days, admission will be suspended.
- Accounts 90+ days overdue will be handed over to our attorneys for collection, and the parent(s)/guardian(s) will be responsible for all attorney and other costs incurred in collecting the outstanding amount.



APPLICATION GUIDELINES & FEES

Re-admission conditions:

Learners will **not be re-admitted** if:

- Previous year's fees remain unpaid by year-end;
- Term fees are not paid before school resumes;
- Annual book fee is not received upon acceptance.

Academic Updates and Results:

- Academic updates and results will only be available if and when school fees are paid in full.

Special Payment Condition for Grade 12 Learners:

- Fees must be **up to date** before the Matric Farewell. Learners will not be permitted to participate in any function(s) if fees are in arrears.
- All Grade 12 fees must be paid in full by the 1st of October of any subsequent calendar year.

CONTACT US

Gr R - 7 Applications & Absenteeism

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Gr 8 - 12 Applications & Clothing Boutique

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School fees & Payments

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Tuiste van die
Volbloednaartjies
Home of the