



Hoërskool FH Odendaal

BAVIAANSPOORTWEG / ROAD 200
DERDEPOORT
PRETORIA
0186

POSBUS / PO BOX 15141
LYNN EAST
PRETORIA
0039

December 2023

Dear Grade 9 Parents/Guardians and Learners,

The start of your Grade 9 school year is just around the corner and we trust that 2024 will be a prosperous and meaningful part of your life. The Grade 9 value is Respect, therefore we want to urge our learners to act respectfully in their endeavours and relationships with their parents/guardians, educators and peers to honour this value as a lifelong attribute.

Please take note of the following important information regarding the year that lies ahead:

1. Textbook Drive-Thru: 16 January 2024

- All the parents who paid their first payment can collect their textbooks on the date indicated.
- If the registration fee is not paid, please do not go through the drive-thru because the textbooks will not be available at the collection point.
- Please stick to the time indicated for each grade. Only these textbooks will be at the collection point.
- If the payment for registration was made a day before the collection date, please bring the bank slip (proof of payment) for the registration fee.
- No pedestrians allowed. Parents need to sign for receiving textbooks.

GRADE 9	DATE	TIME	GATE
	16/01	10:00-12:00	1

2. Regarding school fees:

As per the South African Schools Act 1996 (No. 84 of 1996) and Government Notice No. 1293 of 12 October 1998, we are a Section 21 Fee- Paying School and Payment of School Fees is compulsory. You as the parent/guardian has made a choice for a quality education by enrolling your child at a Section 21 School which comes with certain obligations and responsibilities on you.

Banking Details: ABSA, Cheque account,

Account number: 1430390062,

Branch code: 632005

Reference: Learner's FAMILY CODE and Surname E.g. 4321 MOTAU

Accounts that are in **arrears** without arrangements, will be handed over to the school's attorneys in **April 2024** for the FULL OUTSTANDING AMOUNT, for collection.

School fees due by you for the year **2024** amount to **R 16 000** and is payable with **three** options.

NB. Any other arrangements regarding school fees have to be done in writing at the school's finance office or sent via mail to finance@fhodendaal.co.za.

Option 1 Monthly payment – R 16 000.

A **compulsory payment** of **R1500** is payable **on/before 15 January 2024** in order to receive your timetable and textbook. No arrangement. Thereafter **10 instalments** of **R1 450.00** is payable monthly starting the 7th of February and ending the 7th of November 2024.

DATE PAYABLE	AMOUNT	OUTST. BALANCE
Opening balance – 01/01/2024	R 16 000	R 16 000
1 st Compulsory payment before or on 15/01/2024	R 1 500	R 14 500
1 st Instalment before or on 07/02/2024	R 1 450	R 13 050
2 nd Instalment before or on 07/03/2024	R 1 450	R 11 600
3 rd Instalment before or on 07/04/2024	R 1 450	R 10 150
4 th Instalment before or on 07/05/2024	R 1 450	R 8 700
5 th Instalment before or on 07/06/2024	R 1 450	R 7 250
6 th Instalment before or on 07/07/2024	R 1 450	R 5 800
7 th Instalment before or on 07/08/2024	R 1 450	R 4 350
8 th Instalment before or on 07/09/2024	R 1 450	R 2 900
9 th Instalment before or on 07/10/2024	R 1 450	R 1 450
10 th Instalment before or on 07/11/2024	R 1 450	R 0

Option 2 Once Off – R 15 200 (Discount of R800)

School fees may be **paid in full** by the **28th of February 2024** to **qualify for 5% discount**. The amount payable is **R15 200.00** (**R16 000.00 – R800.00**). A **compulsory payment** of **R1500** is still payable **on/before 15 January 2024** in order to receive your timetable and textbook. No arrangement. The compulsory payment should be deducted when full payment is made, **R13 700.00** (**R15 200.00 – R1 500.00**).

Option 3 Debit order – R 15 480 (Discount of R520)

These rates only apply if you sign a debit order with FH Odendaal.

DUE DATE	DEBIT ORDER AMOUNT
1 st Instalment before/on 31.01.2024	R 1 290
2 nd Instalment before/on 28.02.2024	R 1 290
3 rd Instalment before/on 31.03.2024	R 1 290
4 th Instalment before/on 30.04.2024	R 1 290
5 th Instalment before/on 31.05.2024	R 1 290
6 th Instalment before/on 30.06.2024	R 1 290
7 th Instalment before/on 31.07.2024	R 1 290
8 th Instalment before/on 31.08.2024	R 1 290
9 th Instalment before/on 30.09.2024	R 1 290
10 th Instalment before/on 31.10.2024	R 1 290
11 th Instalment before/on 30.11.2024	R 1 290
12 th Instalment before/on 31.12.2024	R 1 290

Existing debit order users do not have to fill in another debit order form for 2024 and they **do not pay the R1500 compulsory payment**. The debit order will start in January 2024.

For a **new debit order application**, please request a debit order form at finance@fhodendaal.co.za. A **compulsory payment** of **R1500** is still payable **on/before 15 January 2024** in order to receive your timetable and textbook. No arrangement. The debit order will start in February 2024.

The debit order will be valid and applicable for the duration of the learner's school career. Amounts will be adjusted yearly in January as per the agreed increase on our General Annual meeting. **To cancel the debit order or change details, a 30 day written notice must be handed in at the Finance Office.** Should the debit order return unpaid there is an additional R50 penalty and the outstanding amount must be paid within 5 working days. If the debit order returns unpaid two consecutive months it will be cancelled by the authorities.

3. School Diary

All school rules as well as the requirements for the prescribed uniform are available in the school diary, which the learner will receive on the day of registration. Please ensure that you, as parent/guardian, as well as your child, are familiar with the content by reading through the rules, completing the required information and signing where necessary. Please update the information completed in the diary if anything should change.

It is very important that learners bring their diary to school every day as it serves as a form of identification. Learners are required to paste their timetables on the allocated page in the diary to avoid it getting damaged or lost.

4. Cell phone POLICY

No learner will be allowed to have a cell phone in his possession during a school day – NO learner will be allowed to carry a cell phone/accessories on him/her as a person during a school day – visible or not.

The school will not take any responsibility for the theft or loss of any cell phone/cell phone accessories brought to school, no matter what the circumstances.

NO investigation whatsoever will take place in the case of stolen/lost cell phone/accessories.

While the school acknowledges that cell phones have become an important and useful means of communication, it is also aware of the fact that their use and abuse, particularly by children, pose social, ethical, and safety consequences. The school strongly discourages parents from allowing students to have cell phones in their possession while they are at school or in school uniform for the following reasons:

- Students, who carry or use cell phones (including headphones) in public, particularly when traveling to and from school, have become the targets of criminals who accost them and rob them of their cell phones and other possessions. These attacks occur most frequently when students are seen using their cell phones, particularly if they are expensive and/or "latest models" of sought-after brands.
- Theft of cell phones at school from bags and blazers is a persistent problem.
- Students are careless with their cell phones and leave them lying around or in blazers and bags that are left unattended. Lost and misplaced cell phones are frequently claimed to be stolen when this is not the case.
- Cell phones can be used to cheat in examinations and tests. For this reason, no cell phones are permitted in examination venues or in teaching venues when tests and examinations are written. This same policy applies to external national examinations.
- Cell phones are increasingly multifunctional, offering an array of features that are designed to attract and entertain users. The ready availability of these features means that students with cell phones tend to access and use these features in the classroom, becoming distracted from their work. Students with low levels of self-discipline, poor concentration, and/or a poor work ethic are more likely to become distracted by these features.
- Cell phones allow students unlimited access to salacious and age-inappropriate material.
- Cell phones allow students to listen to music with no consideration for others around them.
- Cell phones make students vulnerable to approaches by undesirable individuals or groups including criminals and pedophiles.

- Cell phones may carry private and personal material, including photographs, video clips, voice messages, and personal details which may become accessible by undesirable individuals and groups when cell phones are lost, borrowed, or stolen.
-

Should a learner be found in possession of a cell phone during teaching or learning time (during a school day), the cell phone will be confiscated for four (4) weeks in line with the School Code of Conduct. Confiscated cell phones will be handed to the Finance Office for safekeeping, thereafter it can be bought back for an amount of R 100 -00 (Admin fee).

If a learner's cell phone is confiscated for a second time, that learner will lose the cell phone for the remainder of that year and can be bought back for R100-00 (Admin fee) at the end of that year.

If a learner refuses to hand the cell phone over to an Educator, that learner will be excluded from school and will lose that cell phone till the end of that year, thereafter it can be bought back for R 100-00 (Admin. fee).

The school will not, in principle, under any circumstances engage parents in discussions resulting from complaints parents have received from their children by cell phone during the school day.

The School strongly recommends to ALL parents and guardians to ensure that the learners leave their cell phones at home – there is NO need (Academically) for any learner to have a cell phone with him/her at school.

For any emergency parents/learners can phone to/from the Admin office.

If a parent or learner still insists on having a cell phone (for whatever reason), that cell phone must be switched off and kept IN THE SCHOOLBAG. If the cell phone is found on a learner or switched on in the schoolbag - that cell phone WILL be confiscated and handed in at the Finance Office. After four (4) weeks, that cellphone can be bought back for R100-00 (Admin fee).

5. Required School Uniform for the Senior Phase

It is mandatory for every learner to have the prescribed school blazer and the prescribed schoolbag to preserve the textbooks, therefore no backpacks are allowed. Both the blazer and the schoolbag can be purchased from Totiusdal Handelshuis in Waverley (Tel. 012 332 0016). Totiusdal Handelshuis has a small shop on the school premises which will be open during Wednesdays from 14:00 to 14:30.

<u>GIRLS UNIFORM</u>
Shoes: Black flat heel shoes with strap or laces (must be tied correctly)
Socks: White, short, turn down, socks, long grey socks, alternatively navy blue stockings
Skirt: Special royal blue school skirt – no tight-fit skirts. Length 15cm above the floor when kneeling
Trousers: Special blue school trousers – no tight-fit trousers. The length of the trouser leg must reach the shoelace knot.
Shirt: Sky blue short-sleeve shirt (<u>When you wear a tie, the top button of your short sleeve shirt must be fastened.</u>)

Pullover and/or school jersey: School pullover/ jersey must be clean and neat when worn.
Tie: School tie (the top button of your shirt must be fastened)
Blazer: Blazer with school badge on pocket (COMPULSORY).
Cap: The school cap may be worn before school, during break and after school.
Jersey: School jersey
Tie: School tie (When you wear the tie, the top button of your blouse must be fastened)
Beanie: The school beanie may be worn before school, during break and after school.
Scarf: The official school scarf may be worn.

BOYS UNIFORM
Shoes: Black school shoes (must be tied correctly)
Socks: Grey school socks (long)
Trousers: Grey school trousers or pants – no tight fit trousers or pants. The length of the trouser leg must reach the shoelace knot.
Shirt: Sky blue short-sleeve shirt (if you wear a tie, the top button of your short-sleeve shirt must be fastened.
Pullover and/or school jersey: School pullover/ jersey must be clean and neat when worn.
Tie: School tie (the top button of your shirt must be fastened)
Blazer: Blazer with school badge on pocket (COMPULSORY) with a tie.
Belt: Black/brown leather only
Cap: The school cap may be worn before school, during break and after school.
Beanie: The school beanie may be worn before school, during break and after school.
Scarf: The official school scarf may be worn.

6. Sport

Special sportswear in school colors.

7. House Shirt

Learners are divided into one of four distinct houses: Respectus, Excellentia, Humilitas, or Reverentia. An exciting tradition we uphold is the "House Shirt Friday." On these special Fridays, learners have the opportunity to proudly wear their respective house shirts. These unique house shirts, each bearing the distinctive colours and emblem of their respective house, are available for purchase at Totiusdal Handelshuis. We strongly encourage learners to invest in these shirts as they not only foster a sense of belonging but also promote a strong sense of camaraderie and school spirit. It's a wonderful way for our learners to connect with

their housemates and contribute to the vibrant and inclusive atmosphere of our school community. In addition to the above, we are pleased to announce that starting in 2024, a new school sports tracksuit will be made available to all students.

8. School Layout

We strive to provide specialised, value-driven education to assist our junior learners in securely transitioning into high school, which is why our school is divided into two sections. The Senior Phase School (Grade 8 and 9) functions independently from the FET Phase School (Grade 10 - 12). Mrs L. Brummer is the Head of the Senior Phase School. The Senior Phase School has its own school times, uniform, allocated terrain and timetable.

8.1 Senior School Hours

Monday – Thursday: 07:25 – 14:00

Friday – 07:25 – 13:30

8.2 Senior School Test Cycle

The test cycle will take place over a period of two weeks during which learners write term tests daily. Test cycles will be applicable during Term One and Term Three and Exam Cycle during Term Two (June) and Term Four (November). The dates for the Test and Exam Cycles will be communicated timeously.

8.3 Senior School Lockers

Hoërskool F.H. Odendaal has an optional locker system in place. Books and textbooks can be stored in the locker and can be accessed before school, during breaks and after school in order to assist learners with the weight of their school bags. Lockers also lessen damage to school textbooks. Learners will be allowed to rent a locker from the school at R350 per year, payable at the Finance Office. Please take note that terms and conditions apply to locker rentals.

9. Illness at School

If a learner falls ill at school, he/she must report to the Grade Head immediately. If necessary, the Grade Head will contact the parent/guardian to collect the child from school. Upon the learner's first day of return, a doctor's letter must be submitted to the register teacher. We cannot allow ANY learner to contact their parents privately to come and collect them from school. Our school does not have a sickroom available on the premises.

10. Absenteeism

In order for learners to progress academically, they need to attend school daily. In the case of a learner falling ill or being absent, a doctor's note must be submitted to the register teacher on the first day of return. Written excuses must be submitted, even if parents contacted the school telephonically. **If a learner is absent for more than five days without a valid reason, the learner will not qualify for extra classes.** If a learner is absent for ten or more consecutive school days, the learner will be de-registered and will lose his/her position in the school.

ONLY a medical certificate will be accepted in the circumstance of a missed formal assessment or test. If no medical certificate is submitted, the learner will receive zero (0) for the assessment. The first period starts at 07:25 by which time learners must be in class as teaching starts immediately.

If a learner is late, he/she must report to reception, in order to obtain a permission letter to enter class. Learners will also receive 30 demerits and will have to attend detention. **If a learner is late for more than 5 days without a valid reason, the learner will not be allowed to enter the school premises.**

Any other issues regarding absenteeism, funerals or sensitive home circumstances should be brought to the attention of the Grade Head as soon as possible.

Should you need to discuss any concerns with the school, you can send an email to the following designated personnel:

Head of Senior School, Mrs Brummer: linda@fhodendaal.co.za

Grade 9 Head of Grade, Ms J Mokgapa: joey@fhodendaal.co.za

Grade 9 Head of Grade, Ms Z Helm: zabet@fhodendaal.co.za

11. Assessment

Every subject has portfolio assignments which need to be completed. It is of the utmost importance that learners complete these portfolio assignments to the best of their abilities, since the portfolio assignments will become their SBA-mark (School Based Assessment), which will represent 40% of their year mark and report marks. Compilation of marks: Test and exams 60% and SBA 40%

Tests will be written in Terms One and Three and Exams will be written in Terms Two and Four. A detailed Assessment Plan will be issued timeously during 2024.

12. Promotion Requirements

For your child to pass grade 9, he/she must achieve a minimum of the following marks:

- Home Language – 50%
- Additional Language – 40%
- Mathematics – 40%
- Any other three subjects – 40%
- Any other two subjects must have a minimum of 30%

13. Waiting Area

Learners who are not attending extra classes or sport practices or culture rehearsals are requested to leave the school premises directly after school. For the safety of our learners and as recommended by the Tshwane Traffic Department, learners are requested not to wait around on the traffic island separating the two lanes in Baviaanspoort Road – it is extremely dangerous. As previously mentioned our school takes the safety of our learners seriously.

The Senior Phase waiting area is located inside the school premises next to the Cell Phone Tower where learners can be safe and protected until parents or transport arrives.

14. Textbooks and Stationery

The school will provide all textbooks and it is the responsibility of all learners to have the necessary textbooks in class every day. Learners are required to cover all textbooks and exercise books with plastic and take good care of it, as they will have to return all textbooks at the end of the year during the November Examination. If a learner damages or loses a textbook, a replacement fee of R320 will be charged.

Parents/guardians will receive a stationery list, with the prescribed items that need to be purchased from any store of your choice. Please ensure that your child has the correct stationery from the first day of school in January, as learners struggle to complete the necessary work without it.

15. Value-driven School

Our school incorporates values in the curriculum to help our learners build strong moral characters. The main value per grade is as follows: Grade 12 - Excellence, Grade 11 - Perseverance, Grade 10 - Responsibility, Grade 9 - Respect and Grade 8 - Humility.

During the different terms, we will focus on additional values:

Term One – Unity, Term Two – Balance, Term Three - Bravery and Term Four – Optimism.

16. Parents Evening

On 24 January 2024 there will be a Parents Evening where important information for the year will be communicated.

During Terms Two, Three and Four, marks will be discussed by subject teachers during parents' evenings. All at-risk learners' parents will be invited for a consultation meeting with the Grade Head. Parents/guardians are urged to make an effort to attend the aforementioned meetings.

17. Subject Choices

Next year, your child will also have to choose the subjects that he/she will take from Grade 10 - 12. It is of vital importance that your child chooses the correct subjects, since this will have an impact on his/her tertiary studies.

The subject choice discussion will start on Tuesday 14 May and Wednesday 15 May 2024. The subjects will be chosen via Google Classroom and it is therefore important that you familiarise yourself with this platform if you have not yet done so.

It is the duty of learners and their parents/guardians to start gathering information about tertiary institutions and study fields in order for learners to make the correct subject choices. Certain subjects, such as Mathematics, Physical Science and Accounting have stringent admission requirements (obtaining 50% in the June Exams for Mathematics in Grade 9).

Please note that Mathematics 101 is in fact intervention that the school is doing throughout the year for Mathematics. The work covered in Mathematics 101 is essential for success in Mathematics 102. Many learners do not take Mathematics 101 seriously and therefore, perform poorly in Mathematics 102. **It is therefore required that a learner obtains a mark of 50% in Mathematics 102 and a mark of 60% in Mathematics 101, to be able to select Mathematics for grade 10.**

If you would like your child to write an aptitude test to serve as a guideline for subject choice, it must be written at your own cost and on your own time. Subject changes during grade 10 and 11 will be strictly limited by the Department of Education and any changes may incur financial implications for you. It is therefore of utmost importance for a child to choose the correct subjects from the start.

18. Communication Between Parents / Guardians and Educators

Communication usually occurs via:

- Circulars
- SMSs
- Parents evenings
- Contact sessions arranged by the Grade Head

- E-mail

Please ensure that your correct contact number(s) and e-mail address is available on the school's system in order for important information to be communicated to you. If contact details change kindly inform the school immediately.

Our school is also active on the following internet and social media platforms:

- Facebook: <https://www.facebook.com/Streefhoog>
- School website: www.fhodendaal.co.za
- Instagram: hs_fh_odendaal

19. Google Classroom

The COVID-19 pandemic has forced us to explore new ways of teaching and learning. Various Learning Management Systems (LMS) are available for use. Hoërskool FH Odendaal is proud to announce that we have embraced this opportunity by teaming up with G Suite for Education. Google has various educational applications that enhance the learning experience. Your child will have access to ALL of these apps. – in a safe and secure environment.

Each learner has his/her own adminnumber@odiesonline.co.za domain. This admin number is on their time table and school fee account. This domain will be used to share educational resources with you and your child. Each learner can access his/her own account by following these simple steps:

1. Access your Email/Gmail.
2. Login with a new account.
3. Use your admin number as follows: 000000@odiesonline.co.za
4. Use the following password (case sensitive): Odies123! (Please change your password)
5. Join all your classes using the following classroom codes:

SUBJECT	GOOGLE CLASSROOM CODE
AFRIKAANS EERSTE ADDISIONELE TAAL	x3zk65u
AFRIKAANS HUISTAAL	ein3fdx
ECONOMIC MANAGEMENT SCIENCES	zqene3j
ENGLISH FIRST ADDITIONAL LANGUAGE	5i3sne2
ENGLISH HOME LANGUAGE	coj664w
LIFE ORIENTATION	cs2oxsi
MATHEMATICS	snresfx
NATURAL SCIENCES	yvc3usy
SOCIAL SCIENCES	u7tifez
TECHNOLOGY	uzugiiw
VISUAL ARTS	tijycip
DRAMA	z2xgg5b
SUBJECT CHOICES	q3glbcx

20. Detention

Disciplinary detention: Should a learner break a school rule; he/she receives demerits (negative points). When the demerit total reaches -30, the learner must attend mandatory detention, where ***no excuses*** (e.g.

transport and finances) will or can be accepted. Detention takes place in the afternoons directly after school and lasts 1 hour. Learners will receive an SMS informing them of the date they will be required to attend a detention session. Our discipline and values are our legacy and any learner who cannot adhere to the rules will have to face the consequences. Parents'/Guardians' co-operation in this regard is crucial.

21. Sport and Culture

Hoërskool FH Odendaal offers a wide variety of sport and culture events throughout the year and we urge learners to get involved and become part of the school through participating in extramural activities. A balanced education is necessary for the optimal development of your child and to achieve balance, we encourage our learners to participate in the activities our school has to offer. Sport and culture activities are mentioned in the diary and will be brought to parents'/guardians' and learners' attention timeously.

The following athletics/sport meeting dates must therefore be brought to your attention:

19/01/2024 – Hoërskool F.H. Odendaal Interhouse

26/01/2024 – Home meeting

02/02/2024 – Home meeting

09/02/2024 – Home meeting

16/02/2024 – Team building

20/02/2024 – Interhigh (Pilditch)

22. Initiation School

The school receives several requests for learners to attend Initiation School during the year. The school supports this tradition, but requires a letter from the Chief of the Traditional Council stating the dates on which the Initiation School Proceedings will take place, accompanied by a permission letter written by a parent. Learners will not be allowed to attend Initiation School during their Grade 12 year, therefore you must please ensure your son/daughter attends in preceding years.

23. Fundraising Activities

The school hosts two annual fundraising excursions, usually taking place in March and October, including a trip to Gold Reef City. The cost of such an excursion is approximately R600 per learner, which includes bus fare as well as lunch and all rides. Our school encourages all learners to take part in at least one of these excursions since it is lots of fun for our learners and teachers alike and it fosters a sense of camaraderie and school spirit.

Please do not hesitate to contact the Grade Heads (Ms. J Mokgapa and Ms. Z Helm) or the Senior Phase Head (Mrs. L Brummer) with any uncertainties or enquiries. We are willing to assist in any manner required. Hoërskool FH Odendaal specifically, our Senior Phase Team, is looking forward to a long and successful relationship with all of our parents/guardians and learners.

Odie greetings,



Mr JD Brummer

PRINCIPAL




Mrs L Brummer

HEAD OF SENIOR PHASE



HOËRSKOOL F.H. ODENDAAL

LIST OF STATIONERY: GRADE 9 – 2024

<p>GENERAL STATIONERY</p> 	<p>1 x Proper, Strong School case/bag with reinforced dividers. Totiusdal Handelshuis are selling <u>SCHOOLBAGS</u> NO other bags will be allowed. 1 x Pritt 1 x Packet of colour pencils 1 x Set Highlighter pens 1 x Set of Colour pens 1 x Pair of scissors 4 x Blue pens 1 x Black pen 1 x HB-pencil 1 x Pencil sharpener 1 x Eraser 1 x 30cm Ruler *1 x Scientific calculator (Casio fx-82 ZA Plus) Covering paper and plastic to cover books</p>
<p>Afrikaans Eerste Addisionele Taal</p>	<p>Afrikaans/English Dictionary/Woordeboek HAT (bilingual) 1 x 192p Hard cover exercise book 1 x Portfolio file (plastic) 10 x Colour papers</p>
<p>English Home Language</p>	<p>South African School Dictionary (Oxford) 2 x 288p Hard cover exercise books with lines 1 x Portfolio file (plastic) 10 x Pages - Coloured paper (A4 – different colours)</p>
<p>Life Orientation</p>	<p>1 x 288p Hard cover exercise book with lines. 1 x Portfolio file (plastic) 1 x Exam pad with lines (punched)</p>
<p>Mathematics</p>	<p>2 x 192p Hard cover exercise book with lines 1 x 192p Hard cover Quad book with blocks</p>
<p>Creative Arts</p>	<p>2 x 72p Exercise books with lines (soft cover) 1 x Packet of Colour pencils (12 colours) 1 x B2 grey pencil 1 x Packet A4 Colour paper (mixed colours) 1 x Pritt (glue) 3 x Magazines 2 x Portfolio files (plastic) 1x Black shirt (movement appropriate) 1 x Black pants (movement appropriate)</p>
<p>Natural sciences (Life & Physical Sciences)</p>	<p>1 x 192p Hard cover exercise book with lines 1 x Portfolio file</p>
<p>Social Sciences (Geography & History)</p>	<p>2 x Blue portfolio file (plastic) 2 x 72p Soft cover exercise books with lines 1 x Exam pad with lines (punched)</p>
<p>Economic and Management Sciences (Accounting)</p>	<p>2 x 192p Exercise book with lines (soft cover) 2 x Portfolio files (plastic) 1 x Exam pad with lines (punched)</p>
<p>Technology</p>	<p>1 x Black portfolio file (plastic) 1 x 72p Soft Cover Exercise book with lines (A4)</p>

GOOGLE CLASSROOM

This document is to explain necessary step by step instructions of how to access Google Classroom.

Please contact L Grundlingh, via email, if any problems do arise.

lgrundlingh@odiesonline.co.za

WHAT APPS YOU NEED ON YOUR PHONE:

Please make sure that you have all these apps on your phone before you start with the process. These are all available in Playstore /App store.

1. Google CHROME – **it is very important that you ONLY work through chrome**
2. Gmail.
3. Google Classroom.

STEPS YOU NEED TO FOLLOW:

Please consult the videos for if you get stuck. They are available on the school's website, under "GOOGLE CLASSROOM".

STEP 1:

➔ Get your admin number on your existing timetable or school fee account, this is a 6-digit number.

(Each learner has their own number, this is only an example.)

Ex. 111071 (if you do not have this number, do not try the process any further)


Some information has been censored, as I used my personal phone/accounts to make this document. Please do not be confused when certain parts of a picture have been blurred out.

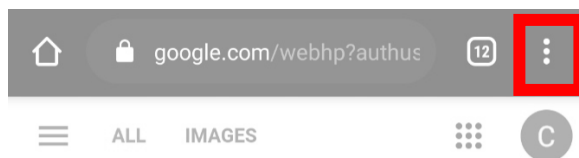
STEP 2: GOOGLE CHROME

➔ On your phone go to Google Chrome. Once you are in Google Chrome, you will either have an existing account or you are going to need to create a new account.

EXISTING ACCOUNT

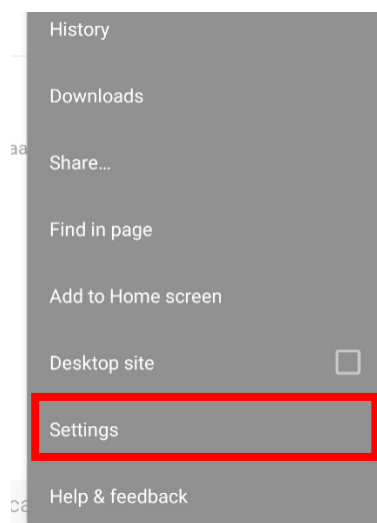
If you have an existing account, you are going to need to create an additional account on Chrome.

To do this you tap in the right hand corner on the symbol. 



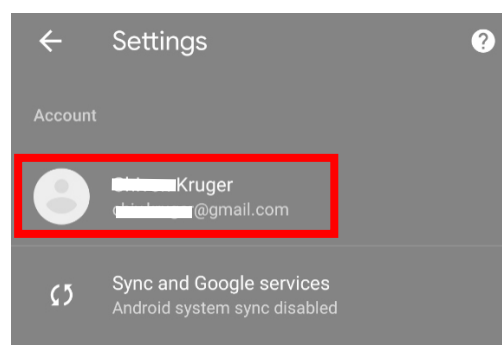
This will give you the following options (this may be different from device to device).

Please select **“SETTINGS”**.

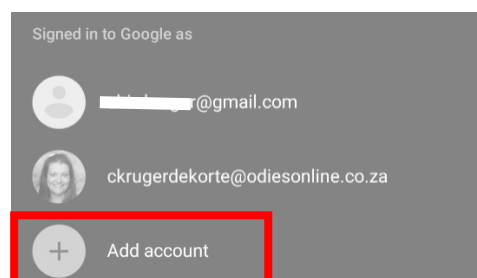


Once in settings you will see the following information:

Please select your **“EXISTING ACCOUNT”**.



This will now give you the option to select **“ADD ACCOUNT”**.



Once you select add account, your phone is going to request your password

(pattern, digits or fingerprint).

If you do not use a password, your phone is going to force you to create one.
This is because you are registering on a domain and password protections are compulsory.

You will be directed to the following screen:

Now you enter your **"ADMIN NUMBER"**,
followed by **@odiesonline.co.za**

Ex. 111071@odiesonline.co.za

Then you press **"NEXT"**.



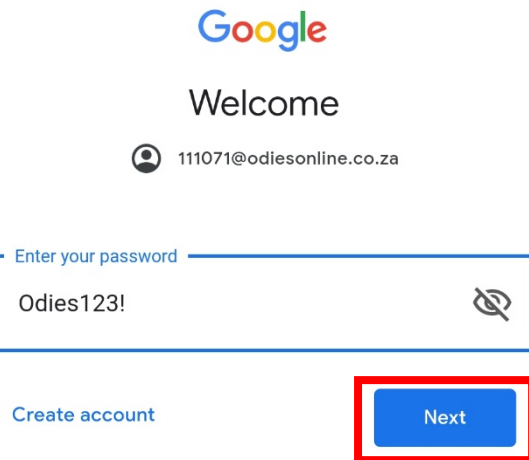
You will be directed to the following screen
and now you need to enter the password.

Odies123!

NB!! Capital O

***It is your responsibility to change your
password, once you have set up all the
necessary apps.***

Then you press **"NEXT"**.



This may take your phone some time to set up, so just wait patiently.

Some devices are immediately going to accept the new account and others will ask you to verify the account.
If you need to verify again, just follow the TWO previous steps again and you are set.

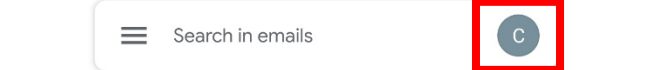
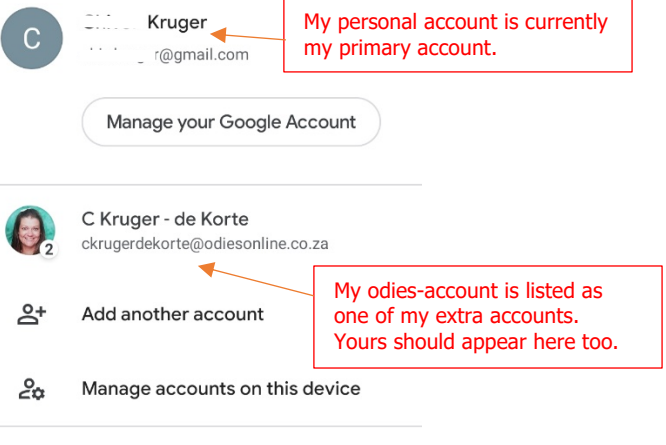
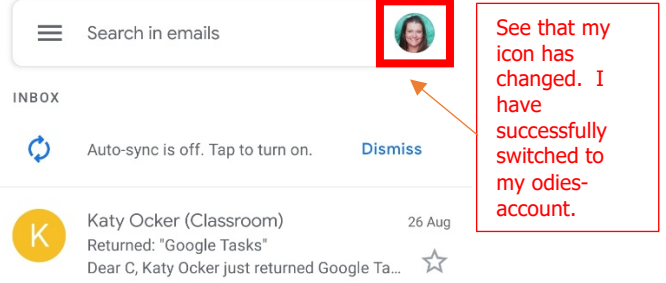
➔ If you do not have an existing account, you are going to follow the same steps. When you go to **"SETTINGS"** you will just have the option to immediately select **"ADD ACCOUNT"**

PLEASE NOTE: if your device is slow, this process takes a lot of patience. DO NOT RUSH THE PROCESS.

STEP 3: G-MAIL

➔ On your phone go to G-Mail. Once you are in G-Mail, your device will be synched with the primary account. You now need to also sync your device with the Odies-account.

If you registered a new account completely, you still need to follow the steps, as this is crucial for Google Classroom to work.

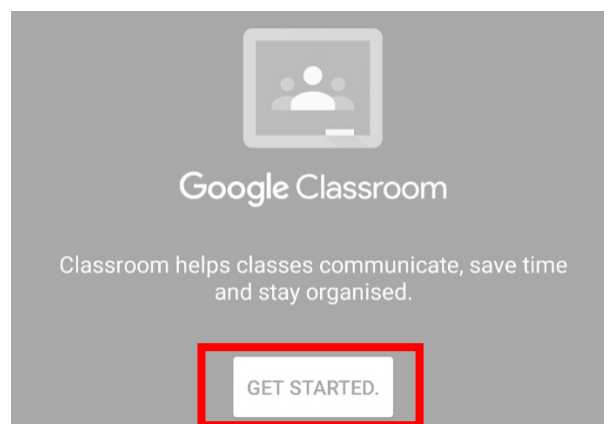
<p>In G-Mail, tap the circle in the top right hand corner.</p>	
<p>This will now allow you to see which account is currently synched. Your “odiesonline-account” should appear on the list now. If it does not, it means your phone has not yet accepted the account, so you have two options. Option 1 – restart your phone. Option 2 – choose add account, and then just follow the instructions. (Go back to STEP 2 and look at the last two steps if you get stuck.)</p> <p><i>I am giving both options because all devices do not work the same.</i></p>	
<p>Now you select your “odiesonline-account”, by just tapping on it.</p> <p>If this is the first time, it is going to take a while for G-Mail to sync, so just wait patiently.</p>	

➔ ***If you are experiencing any problems with this step, it means you need to contact L Grundlingh***

STEP 4: GOOGLE CLASSROOM

➔ On your phone go to Google Classroom. Once you are in Google Classroom, your device will be synched with the primary account. You now need to also sync your device with the Odies-account.

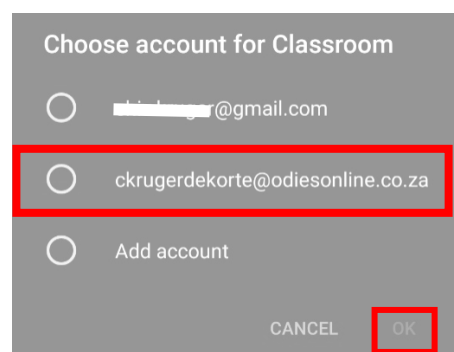
In Google Classroom select **"GET STARTED"**.



Now you will be given the option with which account you want to sign in with.

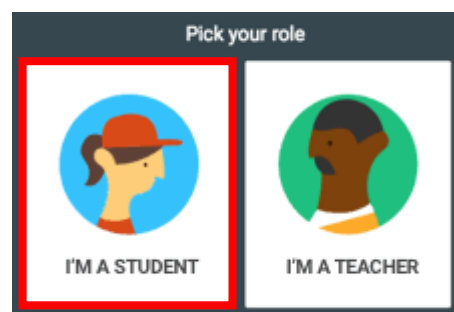
Choose your **"odies-account"**.

Press **"OK"**.

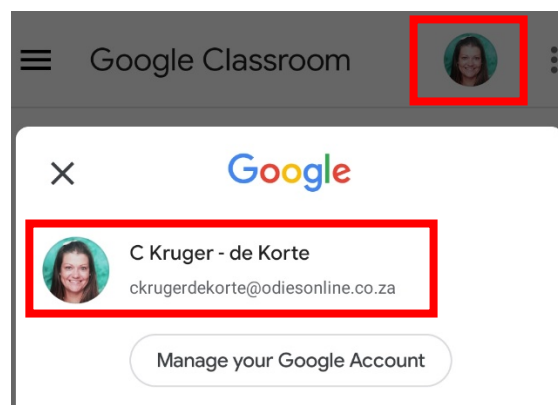


The following option might appear but if all your steps were successful, this step might not appear. Again it is different from device to device.

Please select **"STUDENT"**.



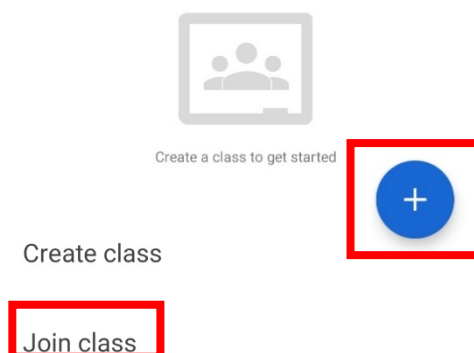
In CLASSROOM, you can double check that you are signed in with the correct account, by tapping the circle in the right hand corner. The first account that appears should be your **"odies-account"**. If it is not, please just switch to the **"odies-account"**.



Now you have to join your classes.

Many educators have already invited you, so you can just tap on the join option and the class will be listed.
To ADD subjects in your Classroom, join them by using the following steps:

In the bottom right-hand corner, you will see a plus symbol in a circle. Tap on the plus and select **“JOIN CLASS”**.

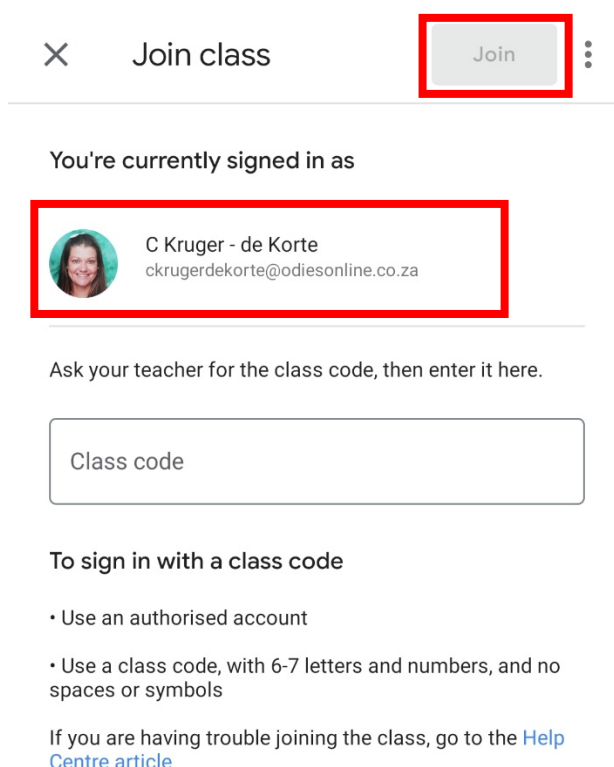


You will be directed to the following page:

Please make sure that you are using your **“odies-account”**, before you enter the codes.

If you are not using your **“odies-account”**, it will give a message that you do not have permission to join the class.

Once you have entered the code, **all in small letters**, you can just tap **“JOIN”** (at the top right) and the class will be on your list.



GRADE 9

Subject	Classcode
Afrikaans Eerste Addisionele Taal	x3zk65u
Afrikaans Huis Taal	ein3fdx
Economic Management Sciences	zqene3j
English First Additional Language	5i3sne2
English Home Language	coj664w
Life Orientation	cs2oxsi
Mathematics	snresfx
Natural Sciences	yvc3usy
Social Sciences	u7tifez
Technology	uzugiiw
Visual Arts	tijycip
Dramatic Arts	z2xgg5b

You are finally done. Now you can work through the resources for every subject.