



# *Hoërskool F.H. Odendaal*

## *Our Passion is Contagious*

BAVIAANSPOORTWEG / ROAD 200  
DERDEPOORT  
PRETORIA  
0186

POSBUS / POBOX15141  
LYNN EAST  
PRETORIA  
0039

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**December 2023**

### **GRADE 11 – INFORMATION SHEET**

Welcome to all Grade 11 parents/guardians. This is an important year for you and your child. To avoid any uncertainties, we have compiled this information sheet for you.

#### **1. NSC Registration and Identity Document**

Learners are already provisionally registered for the Grade 12 examination during their Grade 11 year. It is therefore of the utmost importance that your child – as soon as he/she turns 16 – applies for an identity document/card (ID). Learners may not write the grade 12 examination if they are not in possession of an official ID document, so please ensure that your child gets his/her ID this year already.

When the learner receives the registration form, he/she must fill in the correct information **WITHOUT A SINGLE MISTAKE!** Please ensure that your child registers for the correct subjects. Please check and double-check! Once you are satisfied with your child's form, both parent and child must sign **IN BLACK INK.**

#### **2. Registration process**

- Registration of all learners will take place in the school hall on Tuesday 16 January 2024 from 10:00 until 12:00 (Gate 4).
- A parent/guardian must be present during registration to sign the relevant documents.
- Learners will receive a school diary, a timetable and textbooks on the day.

TEL: (012) 800 1141 FAKS / FAX: (012) 800 1148 E-POS / EMAIL: [admin@fhodendaal.co.za](mailto:admin@fhodendaal.co.za).  
WEB: [www.fhodendaal.co.za](http://www.fhodendaal.co.za) HOOF / PRINCIPAL: MNR/MR J.D. BRUMMER  
Adjunkhoofde / Deputy Principals: Me/Ms L Perreira, Me/Mrs I Boonzaier,  
Mnr/Mr D. Groenewald, Mnr/Mr P.J. Pretorius

## TEXTBOOK COLLECTION FOR 2024 VIA DRIVE –THRU

- All the parents who paid their registration fee can collect their textbooks on the date indicated.
- If the registration fee is not paid, please do not go through the drive-through because the textbooks will not be available at the collecting point.
- Please stick to the time indicated for each grade. These textbooks will be at the collecting 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.

	DATE	TIME	GATE
Grade 12	16/01	08:00-10:00	4
Grade 11	16/01	10:00-12:00	4
Grade 10	16/01	12:00-14:00	4
Grade 9	16/01	10:00-12:00	1
Grade 8	16/01	08:00-10:00	1

### 3. 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](mailto:finance@fhodendaal.co.za).

- **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 7<sup>th</sup> of February and ending the 7<sup>th</sup> of November 2024.

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

- **Once Off – R 15 200** (Discount of R800)

School fees may be paid in full by the 28<sup>th</sup> 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).

- **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 <sup>st</sup> Instalment before/on 31.01.2024	R 1 290
2 <sup>nd</sup> Instalment before/on 28.02.2024	R 1 290
3 <sup>rd</sup> Instalment before/on 31.03.2024	R 1 290

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4 <sup>th</sup> Instalment before/on 30.04.2024	R 1 290
5 <sup>th</sup> Instalment before/on 31.05.2024	R 1 290
6 <sup>th</sup> Instalment before/on 30.06.2024	R 1 290
7 <sup>th</sup> Instalment before/on 31.07.2024	R 1 290
8 <sup>th</sup> Instalment before/on 31.08.2024	R 1 290
9 <sup>th</sup> Instalment before/on 30.09.2024	R 1 290
10 <sup>th</sup> Instalment before/on 31.10.2024	R 1 290
11 <sup>th</sup> Instalment before/on 30.11.2024	R 1 290
12 <sup>th</sup> 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](mailto: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, the authorities will cancel it.

#### 4. Outstanding textbooks

The learners receive textbooks when they register. If a learner loses or damages a textbook, he/she must immediately pay **R350** at the finance office in order to get a replacement. Outstanding textbooks from 2023 will result in **no** textbooks issued in 2024.

#### 5. Academics and pass requirements

To qualify for a National Senior Certificate, the learner must achieve the following:

- Home language: 40% minimum
- Pass any other TWO subjects with: 40% minimum
- Pass any other THREE subjects with: 30% minimum

We insist that your child submits all portfolio tasks that he/she receives during the year. In most subjects, the portfolio tasks count 25% of the term mark. Written tests count 75%. If a subject has a practical component (PAT), the mark distribution is as follows:

- Exam 50%
- PAT 25%
- Portfolio tasks 25%

If your child is absent on the day of a test/exam, a **doctor's letter** MUST be submitted. Your child will then get an opportunity to write the test/question paper during detention. No letter = 0 marks. **Please phone the school, inform the Grade Head if your child is ill, and will be missing a test.**

#### 6. Academic Intervention

Academic Intervention is extra classes that are given to learners who are struggling to reach their academic goals. These classes are a privilege and will be given to learners for extra enrichment in order to perform better academically. Please take note that if your child is absent more than 5 days without a doctors letter, or is late more than 5 times, he/she will not qualify to attend these classes.

#### 7. Subject Changes

The National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement states that a learner is only allowed to change TWO subjects during his/her Grade 10 and 11 phase.

Please note that:

- If a learner changed two subjects in Grade 10, he/she will not be allowed to change any subjects in Grade 11 or 12.
- If a learner changed one subject in Grade 10, he/she will only be allowed to change one subject in Grade 11. No subjects will be changed in Grade 12.
- If no subjects were changed in Grade 10, he/she will be allowed to change two subjects in Grade 11. No subjects will be changed in Grade 12.
- Subject changes **will take place from 26 January – 1 February. PLEASE SEE MISS HEALY DURING BREAK to change your subject.**

## 8. Absenteeism

Learners must keep absenteeism to the minimum. They miss a lot of schoolwork when they are not at school. Parents must send a hand-written letter or a doctor's letter as soon as the child returns to school and the learner must hand in the letter at the Grade Head. According to the Schools Act, learners may be absent from school no more than 10 days per annum, or else they must re-register. **If a learner is absent, please email the Grade Head before 7:00 in the morning to inform the teachers. Email address is: [kathleen@fhodendaal.co.za](mailto:kathleen@fhodendaal.co.za)**

Please arrange all doctor/dentist appointments, pupil/driver's licenses or any other appointments for after school.

## 9. Parent evenings

**PLEASE NOTE THAT THE FIRST COMPULSORY PARENTS EVENING WILL BE ON 24 JANUARY 2024. It will start at 18:00. Please arrive at 17:30.**

Parent evenings are scheduled throughout the year in order to give you the opportunity to communicate with your child's educators in person. At the same time, the reports are usually issued. Should you experience any problems regarding your child's academic progress, you are welcome to consult the subject teacher and/or Grade Head.

## 10. Latecomers

We would like to urge all parents to support us in this regard. Please select a transport company that you can trust to get your child to school **on time** every day. Those learners who are frequently late for school, miss out on a lot of academic time **as they miss the first academic period of the day.**

**No learner (does not matter what the reason) will be allowed to be late more than 5 times in a calendar year.**

## **11. Cell phones**

**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).



## **12. School uniform and appearance**

Your child must still obey all the school rules until he/she writes the last subject at the end of the year. The new track suit can be worn on Fridays.

## **13. Student Council**

The school leaders for the following year are already chosen during the third term of Grade 11. The process starts in July, when the Grade 11 learners nominate each other. In August the senior learners and the educators vote for ± 20 boys and 20 girls. A week later the new leaders are announced and during the first weekend in September the leadership camp takes place. It is a huge honour to be chosen as a leader of the school. The learners must constantly show a positive attitude and exemplary behaviour, perform well academically and have no demerits, in order to be nominated.

## **14. Grade 12-pullover**

The learners should already order (and pay for) their white Grade 12 pullover during this year. This is usually done in the fourth term, although the learners only receive their pullovers at the beginning of their Grade 12 year. The grade head will still send a letter to the parents to explain the cost and procedure.

## **15. Traditional school**

The school respects the cultural aspect of traditional school but cannot allow a learner to miss any important work and examinations.

Learners will not be allowed to attend initiation school during their Grade 12 year, please ensure your son/daughter attends before then. You as a parent must also write a letter in which you give your child permission to attend the traditional school.

## **16. Value-driven school**

Hoërskool F.H. Odendaal is 'n value-driven school. Each grade has been assigned a specific value for 2023. Every term the school will focus on a different value. The value for Grade 10 for next year is *PERSEVERANCE* and the general values (per term) are as follows:

Term 1 – Unity

Term 2 – Balance

Term 3 – Bravery

Term 4 – Optimism

We ask all parents for their co-operation and support, by implementing the same values at home.

## **17. Detention**

Should a learner transgress a school rule, he/she receives demerits (negative points). When the demerit total reaches -30, the learner must sit compulsory detention as punishment. Detention takes place on Monday-, Wednesday- and Friday afternoons directly after school, and lasts 1 hour. The Grade Head or Grade Assistant will supervise the learners during that hour.

Learners repeatedly transgressing a school rule will not be tolerated. The Grade Head will phone you and invite you to the school for a meeting. We will give you the opportunity to **attend your child's classes with him/her** to determine the cause of the problem. Through collaborative effort we will improve your child's behaviour to ensure a positive academic outcome.

## **18. Fundraising activities**

Two fundraising excursions are arranged by the school annually. They usually take place at the end of March and September. These excursions are to Bela-Bela and Gold Reef City. Our school encourages all learners to take part in at least one of the excursions. It is usually a lot of fun! Please note: If your child has more than -200 debit points, he/she will not be allowed to attend the excursions.

## **19. Social media**

### **Contact details:**

Facebook: <https://www.facebook.com/Streefhoog>

School Website: [www.fhodendaal.co.za](http://www.fhodendaal.co.za)

Instagram: hs\_fh\_odendaal

## **20. Other useful information**

If you have any queries regarding your child's Grade 11 year, please feel free to call the school, his/her Grade Head, or the Academic Deputy Principal.

TEL: (012) 800 1141 FAKS / FAX: (012) 800 1148 E-POS / EMAIL: [admin@fhodendaal.co.za](mailto:admin@fhodendaal.co.za).

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Good luck with this important stage of your child's school career.  
Congratulations to you and your child on the excellent performance.

### ***G-suite for Education***

***The following document is to explain how to access Google Classroom.***

Please take note that Google Classroom is used for enrichment only. Past exam papers are also loaded there for your child to prepare for tests and exams.



Google has various educational “apps” 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 timetable 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 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.  
(See the class codes attached)

We would like to thank *Eduplusconsult* and *Opennetworks* for their advice, support and training during this endeavour. Together the sky is the limit.

**CLASS CODES for 2024:**

*Grade 11 learners must only join 7 (seven) classes - one for each of their subjects.*

**GRADE 11**

Subject	Class code
Accounting	uqlij22
Afrikaans Eerste Addisionele Taal	6w5izrt
Afrikaans Huis Taal	6czsr7p
Business Studies	63a47f5
Computer Application Technology	vmcrfop
Consumer Studies	qsxx3ze
Dramatic Arts	mjbz4rb
Engeneering Graphics and Design	mkgsfju
English First Additional Language	rkcwn3l
English Home Language	blayiyd
Geography	3fslbr3
History	kq2daos
Life Orientation	tpd7iy5
Life Science	5xcf5ve
Mathematics	yidtdah
Mathematics Literacy	cemh4g6
Physical Science	qyfbgh5
Tourism	rzzh6ie
Visual Arts	z3lc455

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Mr J.D. Brummer  
PRINCIPAL

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Ms K. Healy  
GRADE HEAD  
kathleen@fhodendaal.co.za

TEL: (012) 800 1141 FAKS / FAX: (012) 800 1148 E-POS / EMAIL: [admin@fhodendaal.co.za](mailto:admin@fhodendaal.co.za)  
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