



SANDTON HINDU SCHOOL CODE OF CONDUCT AND INFORMATION SHEET

The Sandton Hindu School (SHS) is a school focused on bringing to life the Hindu dharma through language (Gujarati), knowledge (Hinduism studies) and play (home-play and classroom activities).

The SHS is associated with the Shri Radheshyam Mandir which is based in the heart of Sandton, at Marlboro Gardens. The SHS operates on a Saturday afternoon from 1:45pm to 5pm, and operates on a three term basis. Due to the limited teaching time, it is **absolutely essential** for parents to be involved in their child's / children's education and reinforce weekly lessons during the course of the week. We require this commitment from our parent body and ask that you prioritize your child's attendance and participation at the SHS just as much as you would at their English school. We are NOT an aftercare service or facility, and our teachers require the same level of respect as you would afford teachers at their English schools.

To maximise the teaching time in class, it is equally important that students arrive at school 15 minutes prior to their class commencing. This gives students sufficient time to settle in and socialize before class commences. When arriving early or waiting for students, please do not disturb existing classes as teaching takes place on the school premises from 13h00 onwards. Parents are also requested to collect students promptly after class. Class times are as follows:

Class	Teacher	Time Slot
<u>Hinduism Classes</u>		
Grade 0	Urmilabhen	15:15 – 16:00
Grade 1	Urmilabhen	14:00 – 15:00
Grade 2	Chandrikabhen	14:00 – 15:00
Grade 3&4	Reenabhen	14:00 – 15:00
<u>Gujarati Classes</u>		
Grade 0	Dimplebhen/Nehabhen	13:45 – 15:00*
Grade 1	Nehabhen	15:15 – 17:00
Grade 2	Dimplebhen	15:15 – 17:00
Grade 3	Kejalbhen	15:15 – 17:00
Grade 4&5	Beenabhen	15:15 – 17:00

Substitute teacher : Leelabhen

***This class time may be shifted to 13:00 – 14:00 on the days that students participate in Sarswati Pooja and Mahashivratri celebrations.**

NON-ATTENDANCE AND LATE ATTENDANCE:

Please advise your class teacher if your child is unwell or is not able to attend class at least a day or two before class and on the Saturday morning **at the latest**. Please note that if your child is not able to attend for 2 consecutive weeks, we require parents to find times with the teacher to discuss work that has been missed and to catch-up with missed work. Our teachers are more than happy to meet with parents online and take them through lessons that have been missed.



Should students fail to attend at least **80%** of the classes for the year, they will not progress to the following grade. If your child is going to be late, please advise your teacher accordingly, so she can prepare for this event (as it can be disruptive). If your child is more than 10 minutes late for class on a continuous basis, parents will be called in to discuss this behaviour.

Kindly limit and refrain from taking your children out early from class unless this is unavoidable and has been pre-arranged with the teacher. It is also not possible to simply move your children between classes without having first discussed this with the teachers.

HOMEPLAY

Teachers will also request that homeplay be submitted via Whatsapp so as to ensure that class time is not taken up with correcting work. All homeplay must be submitted by parents timeously (at the very latest, the Friday before the class on Saturday). If homeplay is not submitted for 2 consecutive weeks, parents will be required to meet with teachers to understand the reasons for this and a plan will be put in place with the teachers to submit all homeplay going forward.

1. Home play will be sent out on a Saturday after class.
2. Photos and audio clips of Homeplay, i.e. written activities, reading, conversations etc. are to be sent to the teachers by Friday evening before the next Saturday class.
3. Children will be asked to repeat the audio sentences in class.
4. In order to assist our parents who don't speak Gujarati at home, our teachers will be sending weekly audio clips of conversations for daily practice at home.
5. These conversations will be made up of two or three questions and answers that can be related to their daily routines or to the themes taught in class.
6. Audio clips of the correct pronunciations of numbers, vowels, consonants, colours and even days of the week.
7. From Grade 0 to Grade 2, the conversations will be sent as an English phrase or sentence, with its translation written in in English and Gujarati.
8. For Grade 3 to Grade 5 the conversations and/or sentence will be sent in English and translated to Gujarati in Gujarati script.

WHATSAPP GROUPS:

In order to ensure prompt communication, all parents will be included on the class whatsapp group and are encouraged to join the broader SHS Communication whatsapp group on which more general information about the school (ie affecting all grades) will be shared on a regular basis.

SPOKEN LANGUAGE:

Due to the limited teaching time in class, it is important that we (as parents and families) reinforce the lessons being taught by speaking to our children in Gujarati (regardless of how imperfect it may be!). We encourage parents to incorporate Gujarati vocabulary in daily conversation. Our children learn from what we **do, so please do speak the language.**



HINDUISM:

The SHS is affiliated with the Shri Radheshyam Mandir and as such is involved with and invited to many cultural events throughout the year: eg. Shivratri, Holi, Hanuman Chalisa, Gita Week, Ganesh Chaturthi to name but a few. We also have the added benefit of being on the same premises as a mandir, and we hope that parents will take advantage of these opportunities and participate in as many activities as possible and visit the mandir with your children on a weekly basis. Your participation will encourage your children to embrace our beautiful culture and leave impressions with them that will stay with them for a lifetime.

ELECTRONIC DEVICES:

Cell phones and any other electronic devices are not allowed in the classroom and if found by teachers, will be confiscated by teachers for the duration of the lesson. Parents are to please ensure that children are aware of this and that such devices are not allowed at school.

SCHOOL FEES:

School fees are payable by no later than 28 February of each year. Please contact any member of the Exco team should you need to make arrangements around the payment of school fees. Should you wish to remove your child from the SHS, a term's notice is required. School fees are to be paid via EFT only with your child's name as the reference into the following bank account:

Sandton Hindu Samaj- Gujarati School

First National Bank

Account Name:62654681347

Branch code: 250955

Reference : Fee & Child Name

Proof of payment of fees must be sent to : sandtongujuratischool@gmail.com

STATIONERY:

Please ensure that your child is sent to class with the requisite stationery. Teachers will advise via the class Whatsapp group what specific stationery may be required for each class and students will not be required to carry all stationery at all times. Please label all stationery, books, bags and lunchboxes and please send your child/ren with the correct stationery to school as this will ensure that your children attain the full benefit of each class.

Below are the stationery requirements for the various grades:



	Gujarati	Hinduism
Gr 0	1 x 50 page Flip File 1 x Staedtler jumbo pencil 1 x eraser 1 x sharpener 1 x 12 set of pencil colours/ crayons 1 x pair of scissors 1 x glue stick 1 x blue whiteboard marker 1 x red whiteboard marker 1 x A4 white board 1 x cloth (for white board) 1 x set of play dough (4 colours)	1 x 12 set of pencil colours/ crayons 1 x pair of scissors 1 x glue stick 1 x ruler 1 x pencil
Gr 1	1 x 50 page Flip File 1 x pencil 1 x eraser 1 x sharpener 1 x 12 set of pencil colours/ crayons 1 x pair of scissors 1 x glue stick 1 x blue whiteboard marker 1 x red whiteboard marker 1 x A4 white board 1 x cloth (for white board) 1 x set of play dough (4 colours) A4 Bright Paper Pad (Butterfly or any other)	Pencil case with writing utensils, sharpener, ruler etc.
Gr 2	1 x 50 page Flip File 1 x Staedtler jumbo pencil 1 x eraser 1 x sharpener 1 x 12 set of pencil colours/ crayons 1 x pair of scissors 1 x glue stick 1 x blue whiteboard marker 1 x red whiteboard marker 1 x A4 white board 1 x cloth (for white board)	Pencil case with writing utensils, sharpener, ruler etc.

	1 x set of play dough (4 colours) A4 Bright Paper Pad (Butterfly or any other)	
Gr 3	A4 72 page book and pencil case with writing utensils, sharpener, ruler etc.	A5 32 page book and pencil case with writing utensils, sharpener, ruler etc.
Gr 4	A4 72 page book and pencil case with writing utensils, sharpener, ruler etc.	A4 72 page book and pencil case with writing utensils, sharpener, ruler etc.
Gr 5	A4 72 page book and pencil case with writing utensils, sharpener, ruler etc.	A4 72 page book and pencil case with writing utensils, sharpener, ruler etc.

BULLYING:

The School has zero tolerance for bullying and all incidents of bullying will be taken seriously by the teachers and Exco committee. Affected parents will be required to attend a meeting with the teacher and if necessary, an exco member will join in if requested to do so by the teacher.

DISRUPTIVE BEHAVIOUR IN CLASS/ LEARNING DIFFICULTIES:

In order to make the most of the limited time available with students, disruptive behaviour in the classroom must be addressed quickly and at the outset. Parents please advise teachers at the start of Term 1 or as soon as you are aware of any learning difficulties that may affect your child, of if there has been an incident that has occurred which may affect your child's behaviour in class. This open approach allows for a better understanding of what your child may be experiencing and also allows our teachers to provide the required attention that may be needed.





SNACKS:

We encourage parents to send healthy snacks and water to school to keep students sustained. Please do not send any fizzy drinks or juices to class. Students will always be allowed to drink water in the classrooms but will be only allowed to enjoy their snacks during allocated break times.

DRESS CODE:

All students will be required to purchase the school t-shirt which will be worn on occasion as directed. On occasion, students will also be required to wear traditional Indian attire. For normal teaching days, we encourage you to send students in comfortable clothing that is weather appropriate. Please also send children in shoes which are both comfortable for playing and easy to remove for trips to the mandir. Children should at all times be dressed in clothing which is appropriate for visiting the mandir.

PARENT-TEACHER FEEDBACK SESSIONS

These formal sessions will take place online and teachers will send out the details on the class Whatsapp group. These sessions are typically no longer than 10 – 15 minutes and teachers will provide feedback on your child's progress as well as raise areas of concerns and achievements.

The parent-teacher feedback sessions will take place during the following weeks:

Term 1: the week of 6 – 11 April 2026

Term 2: the week of 3rd – 8th August 2026; and

Term 3: the week of 23rd – 28th of November 2026.

COMMUNICATION:

As a first port of call, please discuss all issues with your class teacher. Should you not be satisfied with the response /outcome, please do not hesitate to contact any of the Exco members. We encourage and welcome open dialogue and discussion as well as constructive conversations.

SHS EXECUTIVE (EXCO) COMMITTEE:

The school is supported by parent members that form part of EXCO. These parents provide their time on a voluntary basis to ensure the smooth running of the school, including but not limited to: communication, marketing, event planning, fund raising, school fee collection, budgets, maintenance related issues and curriculum support amongst others.

We are continually seeking volunteers to assist with various portfolios and to assist at school events. We encourage new parents to join the team and provide your ideas and inputs in ensuring the continuity of a successful school.



SCHOOL CALENDAR

Please find below the important term dates for each term as well as dates to diarize for the year ahead:

	Sandton Hindu School	Holidays in the term	No of teaching days
Term 1	17 Jan - 11 April	04 April	12 days
Term 2	9 May – 8 August	27 June	13 days
Term 3	5 September – 5 December	19 September and 7 November	14 days

Term	Event	Date
Term 1	Registration and Orientation Day	17 January
	Sarswati Pooja (TBC with Kiritbhai Guruji)	24 January
	Kids Shivratri (TBC with Kiritbhai Guruji)	14 February
	Kids Holi	28 February
	Movie Night	21 March
	Hanuman Chalisa participation (tentative)*	12/ 19 th April
Term 2	School Picnic (Venue TBC)	16 May
	School AGM	6 June
	Yoga Day@ school	20 June
	Gita Recital participation (tentative)*	19 July
	School concert rehearsal	25 July
	School Concert	1 August
Term 3	Ganesh Chaturthi participation (tentative)*	26 September
	Kids Navratri	17 October
	Rangoli	1 November
	Graduation	5 December

*These events are not hosted nor co-ordinated by the School but we do participate in them. We have therefore shown these dates as indicative. More information about these events will be shared once information is available.



SCHOOL POOJAS

Below are the lists of items needed for each pooja. PLEASE allow your children to perform the pooja themselves. Teachers and student volunteers will be on hand to assist the younger children and parents are requested to NOT sit next to their children during these prayers. Prayers will take place in the Hall and children are required to wear Indian attire / their school t-shirt and long pants on that day.

Saraswati Pooja List

1 Crate/box/ bajat with a red tablecloth	Panchamrut (ghee, milk, sourmilk, honey, and sugar/saakar)	Agarbati
1 Sopari (beetle nut)	Saraswati Mata Murti	Aarti tray
Matches	Ganpati Murti	Kapoor (camphor)
3 bowls	3 small towels	Diya with cotton wick and ghee
3 spoons	Water (for puja)	Rice
3 plates (tharis)	Some fruit / prasad (to share)	Kanku
2 small plates to place Murti in	Loose flowers for puja	1 coin

Maha Shivratri Pooja List

Shivalinga / Shiv murti	1 Crate/box/ bajat with a red tablecloth	Matches
1 bowl/ plate to place murti in	Panchamrut (ghee, milk, sour-milk, honey, and sugar/saakar)	Aarti tray
Chandan powder for tilak (dot)	3 fruits	Kapoor (camphor)
Rice (50g)	1 bowl	Prasad (to share)
500ml milk	1 spoon	1 towel
Loose flowers for pooja	1 tray (to put all goods)	Diya with cotton wick and ghee
Black Sesame Seeds	1 loto for water	

RETURN SLIP

We require all parents and students to acknowledge their commitment to this code of conduct and sign the below form. Please return this page to your class teacher by no later than 1 February 2026.

Signed by on this _____ day of _____ 2026

Parent 1 (name and signature) _____

Parent 2 (name and signature) _____

Child 1(name) _____

Child 2 (name) _____

