



**TuksSport High School**

**2024  
Information  
Booklet**



# THE TUKSSPORT HIGH SCHOOL

Welcome to TuksSport High School's Residential Programme. We pride ourselves on offering a structured and orderly environment which will allow you, the learner athlete, to focus on developing the champion within you.

Our residential programme is one of the many things that sets our school and sports programmes apart from other schools. We veer off the beaten track to accommodate the rigorous training schedules as well as the academic demands of the school, by relying on your self-discipline and internal motivation to excel.

Provision is made for, amongst other things, access to early morning and late afternoon training sessions, energy controlled meals as determined by a sports nutritionist, and supervised study sessions.

There are no bells or alarms to wake you up for early training sessions – being on time for training and for school is part of the intrinsic discipline we expect of our learners. The same discipline is required when it comes to food choices. Disciplined athletes choose healthy, nutritious food and have the discipline and strength of character to say no to food and snacks that may impact on their performance.

Discipline is not a multiple choice option – we expect you to have the same discipline in the study session and in the classroom than you have on the sports field, the track or the pool.

We encourage independence and self-reliance in our learners and encourage them to make the most of the freedom offered in this programme – freedom comes with responsibility and the rewards will be plentiful.

TuksSport High

## ... is about winning

We are competitive in our thinking, our doing and our being. Winning is part of who we are.

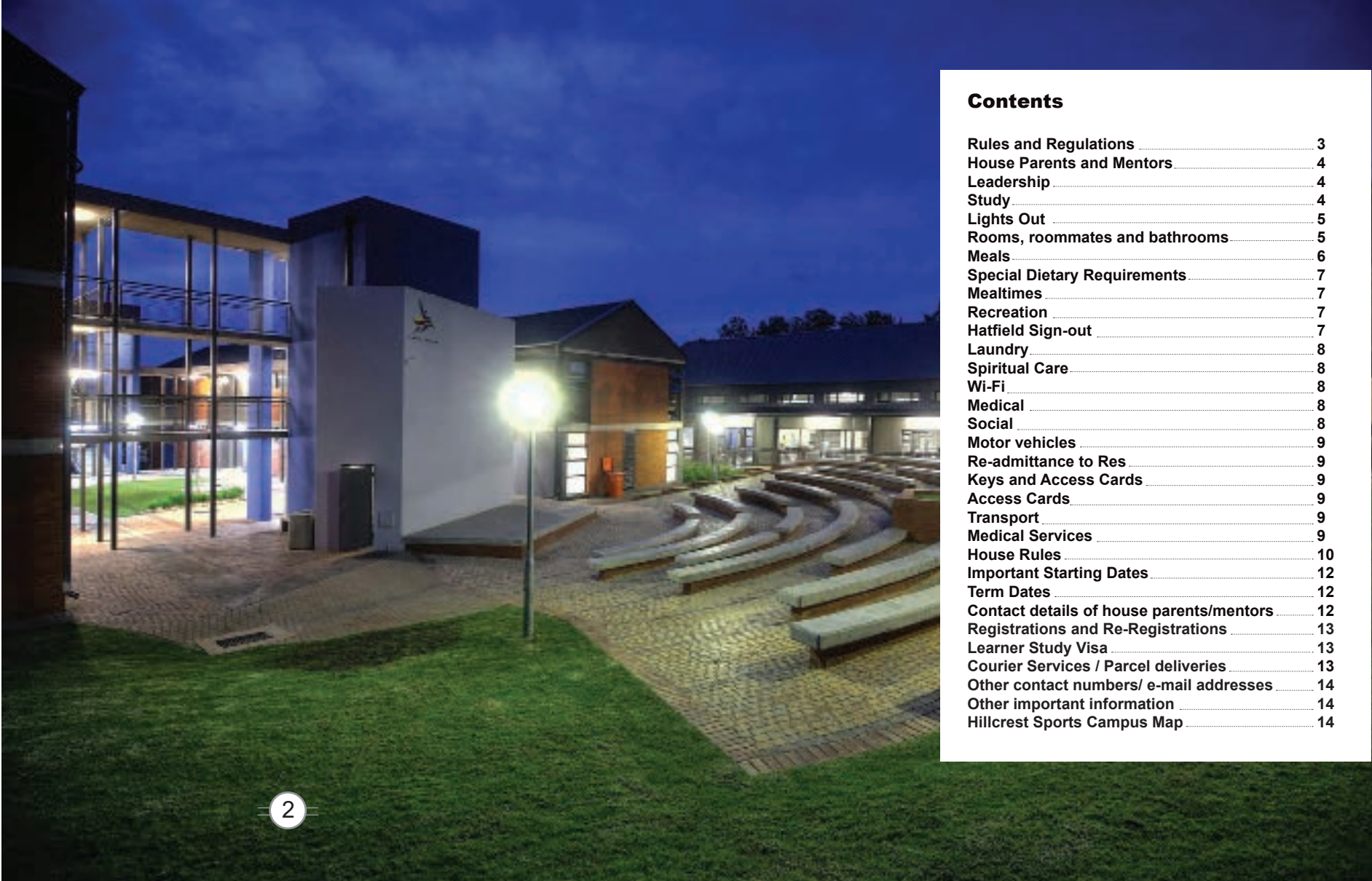
## ... is value driven

Integrity, honesty and transparency underpin all we do and stand for. We appreciate talent but respect, commitment, determination and courage. We admire confidence, yet we encourage humility.

We hope you will make the most of every opportunity given to you in this remarkable system, and that you will be triumphant in all you do. You are in good hands

*H. E. de Villiers*

H. E. de Villiers



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### Principal

TuksSport High School's Residential Programme is a programme that has been designed with talented young athletes in mind.

Boarding, or staying in Res, as we call it at TuksSport High, is quite different from staying at home. The Res provides a home from home to a community of 200 fellow-learners from different provinces, different cultures, different backgrounds and who speak different languages.

The golden thread that binds our learners together is their shared passion for sport. At TuksSport High, learners find companionship and understanding amongst their fellow boarders. They share stories about tough training sessions and tough coaches, about injuries and tight muscles, about highlights and low points, exam and competition stress and anxiety.

It is in the Res where they develop and understanding and tolerance for the differences that exist between them, and an appreciation for each other's talents and strengths. Their mutual passion for sport is what gets them out of bed at the crack of dawn for an early morning training session – every morning!



### Rules and Regulations

To ensure the smooth running of the residence, a precise set of rules is followed. These rules and regulations not only govern the high standard of personal conduct we expect of our learners, but also protect the rights of each and every boy and girl who stays in res. It is essential that all learners know what these rules are, and parents and learners are requested to read the section on rules and regulations carefully.

We aim to provide a home from home for the learners of TuksSport High, a place of safety where personal growth and development can take place. We rely on our learners to treat all staff members and fellow learners with respect, to be compliant with the rules, to be disciplined in following them and to accept responsibility for their actions. Refer to House Rules on page 10.



## House Parents, Teacher Assistants & Mentors

The house parents, Mr and Mrs Van der Merwe, and their team of teacher assistants and mentors take the place of the parents while the learners are at school. They have the responsibility of caring for each child as if they were their own. They are strict when they have to be and make sure the learners follow the rules and regulations of the Res. They also listen, encourage and comfort those that need to be comforted or encouraged.

The teacher assistants look after learners at school and at the residence while mentors assist in the day to day running of the residence. They do various duties ranging from overseeing meals and study time, and doing room inspections. They act as the first point of contact for learners and will be the first to know about illnesses, injuries and incidents of emotional turmoil.

Good communication between parents, house parents, teacher assistants and mentors is crucial to the success of the programme. Parents are encouraged to share all information that will enable us to look after their child with more understanding, and to support the school by following the sign-in and sign-out procedures as well as applying for permission to leave the Res no later than Thursdays. Sign out for weekends needs to be done with the teacher assistants. Please refer to the back of the booklet for the contact details.

Contact time for house parents, teacher assistants and mentors:

18:00 - 06:00

Contact time for school: 06:00 - 18:00



## Leadership

The majority of the school prefects stay in Res, and as such their prefect duties extend to the Res as well.

Teacher Interns appointed to the various floors will be responsible for the wellbeing of the learners. They will supervise study sessions and meal times, but will also act as mentors to the learner athletes in their charge. The Interns play a prominent role in helping new learners adjust to the school and residence, and parents should feel free to contact them at any time.

## Study

There is one formal prep session per day which takes place from 19:30 – 21:00. Learners are expected to make the most of every session by arriving on time and with all the books they might need to complete their homework or to study.

The majority of the school prefects stay in Res, and as such their prefect duties extend to the Res as well.

All learners must bring their diaries to the study hall, and must engage with their school work for the duration of the session. They may not read or sleep during this session, unless it's from a prescribed literature book.

Effective study can only take place in an atmosphere of silence. Learners may not walk around during this time. Should a learner require assistance from an Intern during study time, they have to ask permission from the Intern on duty.



## Lights Out

Learners have to be in their rooms at 21:15, and their lights and phones must be switched off by 21:30 (weekdays) and 22:00 (weekends)

All exit doors will be locked through a centralised system at 22:00 (lock-down) and will be opened again at 05:00.

## Rooms, roommates and bathrooms

The different residences have different room configurations. While most rooms sleep two learners, some rooms make provision for up to four beds. Learners request their own roommates in October of the previous year. Although these requests are considered, the House Parents have the final say as they take into consideration the learners' personalities, sports codes and training programmes. Learners who wish to change rooms during the year, have to write a letter of motivation to the house parents for their consideration.

A bedroom is a very personal space, and we want learners to personalise their rooms by bringing their own bedding (sheets, pillows, duvets, etc.) towels, as well as a study lamp (for Huis Karee and Locker 4) and a dustbin. Learners should bring along at least two sets of bed linen and rotate (and wash) them once a week.

They are also allowed to bring a small bar fridge, a mug and a kettle, as well as rusks and snacks for those long nights of study! Please note that learners are not allowed to prepare any food in their rooms as all three meals are provided for, and as such no microwave ovens will be allowed either. Fan / panel heaters are allowed in the rooms, but no bar heaters will be allowed, as they present a fire risk.

Learners should bring along a chain and a lock to secure their cupboards, and must at all times lock their rooms and cupboards upon leaving the room. We will not be held responsible for the loss of any items (including money and cell phones).

Magneto Lights are very handy during load shedding and we ask learners to bring their own (marked).

We encourage learners to keep their rooms tidy, as the state of one's room generally reflects one's self-discipline and pride. A team of cleaners will sweep and wash the floors on a rotational basis, but learners are responsible for keeping their rooms and bathrooms clean and tidy.

An unhygienic lifestyle not only encourages the spread of germs, it is also disrespectful to others who live on the same floor. Learners will be placed on bathroom duty should the mentor, prefect or house parent find the rooms or bathrooms in an undesirable state.





## Meals

To accommodate the different training times of the various sports codes, learners are not expected to line up to have their meals at the same time, except at lunch time, as this meal is served during school time.

What is expected, though, is good dining room etiquette – also called good manners. TuksSport High might be a sport school, but no sweaty kit may be worn at meal times. Learners should be fully dressed (no pajamas, slippers, or swimming costumes are allowed) and may not enter the dining area without shoes. Caps and beanies are not allowed in the dining area either.

Although meal times are ideal times to socialise, learners must at all times behave in an orderly manner and follow the 25-minute in-and-out rule. They may not play loud music, shout at one another across the table, talk or watch videos / movies on their cell phones. Learners must sit using their individual booking codes issued by the kitchen/ Ms van der Merwe in the dining hall, when having meals.

We expect our learners to display good table manners at all times – just like they would at home. They should be respectful and courteous to the canteen staff at all times.

All meals are served in the multi-purpose school hall which doubles up as a study hall in the evenings. One of the challenges new boarders have to meet is the booking of meals. We follow a strict ***no book - no meal*** policy, and learners who do not book for their meals, will not be able to move past the turnstile into the serving area. The fingerprint scanner installed at the entrance to the serving area makes the booking process easy, and learners can make up to a week's bookings in advance. Learners can also download the the Ezi Booking system and make bookings from their phones.

The dining area is separate from the serving area, and learners have to collect their trays from the serving area. Trays have to be placed on the tray trolley after meals, and learners must ensure that all their crockery and cutlery is returned. Removing cutlery (knives, forks and spoons) or crockery (plates, bowls or mugs) from the dining area is considered a serious offence, and learners will be disciplined should they make themselves guilty of this transgression.

Learners who have been booked off from school, and who are too sick to come to the dining hall, should inform the school office in the morning, so that arrangements can be made for the food to be taken to his / her room.

Learners are expected to keep their tables tidy, and clean up after themselves if they spill any food or drink. The dining hall is more than just a place to eat, it is a communal area where learners spend time with each other. The dining area is also within plain sight of visitors and passers-by, and it is therefore important that they show respect by keeping this area neat and tidy.

Eating outside in the picnic area is a matric privilege, and no other learners may eat outside. No eating may take place unless the hall is being used for other events, such as exams.



## Special Dietary Requirements

The menus are designed to meet the required calorific / energy needs of young sports people, and the catering staff do a wonderful job of preparing nutritious and tasty meals. Unfortunately, personal preferences cannot be considered in the preparation of meals.

Special dietary requirements will only be considered for religious reasons, and in case of food allergies. Such requirements need to be communicated to the school in writing. The appropriate back-up documentation, such as a doctor's letter or a letter from a Religious Leader must be submitted with this request. All requests must be sent to Ms Stephanie Hibbert on [stephanie.hibbert@hpc.co.za](mailto:stephanie.hibbert@hpc.co.za).

Learners that have been placed on special diets, have to collect and sign for their dietary plans from the nutritionist.

### Mealtimes are as follows:

Breakfast:	07h30 – 08h45
Lunch:	12h00 – 12h50 (during the week)
Mid-afternoon snack:	15h30 (to be collected after school)
Supper:	18h00 – 19h00

### Procedures to book meals

Meals have to be booked a minimum of 24 hours in advance. Meals can be booked for a maximum of 7 days in advance. Should a learner be away from the TSHS for a couple of days, he/she must make the necessary arrangements with regards to meals on their return *prior to departure*.

## Recreation

Each floor has common room that equipped with a TV and several DSTV channels. While we want learners to feel at home and make this their own 'space', they have to keep the TV area neat and tidy.

### Hatfield Sign-out

Hatfield shopping centre is the closest shopping centre to the school. Learners will be able to do most of their stationery and toiletry shopping at shops like Clicks, CNA and Pick n Pay. They will also be able to withdraw money at any one of the various bank branches in the centre.

For their own safety, learners must always walk in pairs or groups. Sign out slips will be issued by the teacher assistant who will have to be shown by the gate to the security upon exit. There are online delivery options given through to the students.







## Laundry

Dirty Laundry should be kept in a laundry bag in the rooms until handed in for washing. Learners should bring their own laundry bags.

Dirty laundry should be submitted to the Laundry Room according to the schedule made available by the Interns.

All clothing should be marked clearly to avoid items being misplaced or claimed by someone else.

No laundry (clean or dirty) should be left unattended at any stage. Laundry can be handed in at the laundry room between 18:45 – 19:15 from Monday to Friday.

## Spiritual Care

Although it is not compulsory, learners are encouraged to attend church services on Sundays. Transport is arranged to a nearby interdenominational church, but learners can attend any service of their choice, provided that transport to and from that specific church is provided by the church.

Learners may arrange their own private transport, but it must be approved by the house parents. There are several churches within close vicinity of the campus, such as Doxa Deo, Brooklyn Methodist Church, Arcadia Christian Church, NG Kerk and others.

TSHS is not a spiritual hostel and healing or ancestral rituals cannot be done on site. In case where a learner is experiencing a spiritual incident, the learner will be sent home to have their spiritual leaders assist with the problem.

We have two churches also visiting the learners who want to attend services on campus

## Wi-Fi

The learners have access to Wi-Fi in the residences at no additional cost. In our experience free Wi-Fi has a detrimental effect on the sleeping and study patterns of our learners, and they are therefore expected to switch their phones off at lights-out time.

## Medical

As injuries and emergencies do not keep office hours it is imperative that parents make all information that might be relevant to the health of their son / daughter known to the house parents, including allergies, prescribed medication as well as the details of the Medical Aid that the learner is a member of. Please note that the School and/or House Parents cannot supply or distribute any medication.

Learners have been known to share medication – always with the best of intentions but not realising that they could actually be harming the person they are trying to help. We've also experienced that learners often stop taking their antibiotics once they feel better, not understanding the importance of completing the course. Parents should inform the House Parents if their son / daughter is on antibiotics or chronic medication.

The protocols for after-hours / emergency medical situations are well-defined, and the mentors know which hospitals and doctors to take the learners to. To avoid a delay in treatment offered by the hospitals, it is important that the Medical Aid information is available and up to date.

Parents can send scripts or order OTC medication online from Arrie Nel Pharmacies at [waterfkloof@arrienel.co.za](mailto:waterfkloof@arrienel.co.za). The pharmacy delivers directly to the school.

It is compulsory for learners to come to Res with their own basic medication.

## Social

The Interns and Prefets are responsible for arranging social events like braais and movie nights, but the highlight of the year must be the end-of-year theme dinner where everyone dresses up! The learners are all encouraged to attend the socials. Should learners not be able to attend the social, they have to report to the mentor on duty so the mentors are aware of their whereabouts.





## Motor Vehicles

As the school grounds are situated in an encamped area on the Sports Campus of the University of Pretoria, there is no parking space for vehicles other than that of the teachers and mentors. Boarders may therefore not keep vehicles on the grounds.

## Re-admittance to Res

Yearly re-admission to the Residence should not be taken for granted. The principal and house parents will take each learner's conduct record and his / her compliance to the rules and regulations of the school into consideration at the end of each year.

## Keys and Access Cards

Each learner will be issued with a room key upon arrival at the residence, and it is the learner's responsibility to lock their rooms and keep their keys in a safe place – preferably on their person. A non-refundable key-fee of R100 is payable upon moving into the room. Should the learner lose the key during the year, a new key will be cut for him / her at a cost of R50.

All room keys can be collected from the Welcome Gazebo on the following arrival dates:  
08 January and 15 January: 09:00 to 16:00

**On the above-mentioned dates, learners can collect their room keys from the Interns at the Gazebo. All arrivals that fall in between the dates and times mentioned above should be pre-arranged with the House Parents to ensure an easy flow. Learners may not arrive outside the above days and hours without prior arrangement.**



## Access Cards

Access to the school and the residences require the use of an UP Access cards. New learners, or learners that have lost their cards, should see Mrs Reid-Ross, School Secretary, in order to have their card processed. This is to be done **before school reopens on Wednesday, 17 January**. An amount of R50 is payable should a learner have lost his / her card. The access cards have a unique UP student number and learners should keep their cards with them at all times.

Access cards are a form of personal identification (name and sport) and of utmost importance for security purposes. They allows learners access to the:

- school
- residences and rooms
- meals (for boarders)
- gym facilities

### Please take note:

- Access cards may not be used / worn by anyone other than the learner to whom it was issued.
- Lost cards should be reported to the School Secretary immediately and will be replaced at a cost of R120.00
- Learners who lose their access cards, and/or lend them to other learners, place the whole system at risk.

## Transport

The hpc provides a transport service to out-of-town learners who need to go for medical or dental check-ups or to the airport. Please consult with Ms Steph Hibbert in the Admin Office regarding the transport costs. No transport will be billed on the Apex Account if there is no credit available. The learner will therefore be required to pay cash / card at the Reception Office at the HPC for this transport service. All requests for transport must be arranged through the School. Learners (or parents) are requested to send an email **at least 24 hours in advance** to the Office Administrator, Ms Steph Hibbert on [stephanie.hibbert@hpc.co.za](mailto:stephanie.hibbert@hpc.co.za) requesting the transport to be arranged.

Requests should include the following information:

1. Name of passenger
2. Contact No for the passenger
3. Date of pick-up / drop off
4. Time of pick-up-drop off
5. Where to be picked-up / dropped off
6. **NB** - Flight / Bus details – if applicable (flight number, departure/ arrival time, from/to where)
7. Transport requested outside of 06h00 – 19h00 will be charged at a higher rate.

Any transport required at the end or start of the new term should be requested from the Admin Office (Ms Steph Hibbert) at least 2 weeks before the close or opening of the school or university.

## Medical Services

All medical services and medication levies that are not covered by the learners' medical aid, are payable to the service provider.

### Transport & Medical cost (Jan – Dec 2024)

### Medical Expenses – additional transport & non-medical aid expenses:

- Additional Medical Expenses 2024 must be paid for in cash. Please consult with SEMLI (012 484 1700) should you wish to make use of their services.
- Transport costs will be made available early in the new year, and this can be requested from the Admin Office at the School ([stephanie.hibbert@hpc.co.za](mailto:stephanie.hibbert@hpc.co.za)).

# House Rules

By signing the House Rules, you commit yourself to following the rules in the Information Booklet and the summary on this page. It is your responsibility to read and familiarize yourself with the rules.

Respect
I will respect all authority structures within the HPC TSHS – including prefects, mentors, House Parents, kitchen staff, cleaning staff, etc.
I will not walk around with speakers, playing music. I understand that if I do, my speakers will be confiscated for 24 hours. I need to notify my parents and sign the 'confiscation slip'. Should this offense repeat itself, my speakers will be confiscated for 48 hours. If this offense is repeated for the third time, it will be confiscated for the term.
My room
I will daily make my bed and keep my room neat and tidy.
I will keep my laundry in a laundry bag or basket.
I will keep my cupboard tidy.
I will not hang my washing out of my window.
I respect the rule that no females are allowed in male rooms/floors/laundry rooms and no males are allowed in female rooms/floors/laundry rooms.
I understand that I am not allowed to stick anything on the walls or cupboard doors.
I will respect others and I will restrict my music volume to my own room.
I will have my room key and access card with me at all times. I am responsible to replace it if it is lost. I will lock my room and cupboard at all times and keeps the keys with me.
I understand that non-residents are not allowed in the TSHS Residences – family members can consult the House Parents or mentors.
I understand that my room can be inspected at any time by the mentors and/or the House Parents.
Meals and dining hall
I will book my meals in the dining hall 24 hours in advance.
I will be properly dressed when entering the dining hall and I will not wear slippers or sleepwear.
I understand that I will have all my meals sitting in the dining hall. It is the privilege of the Gr.12 learners to sit outside and have their meals under the trees.
I will not wear any hat or earpieces in the dining hall and I will converse with my friends in an orderly manner and I will not make a noise.

I will take my plates, glasses and eating utensils to the designated area and clean the tables of any papers, cans, peels etc. before leaving the dining hall.
I understand that I will be responsible for dining hall cleaning duties. On my assigned day, I will assist in clearing and wiping tables, mopping the floors etc.
I will not take my food from the dining hall to my room unless I am sick and have permission from the mentor on duty.
I will not take any cutlery or crockery into the Residence.
I will not order food from Mr. Delivery / Uber Eats during the week. I will only make use of this service over weekends – until 19:00
Study times and study hall
I will not talk/walk around or do anything that can disrupt the other learners in the hall. Study times are Mondays-Thursdays from 19:30 – 21:00. I understand that I should leave the study hall neat and tidy.
I understand that should I need extra time to prepare for tests or exams, I will ask the mentor on duty in advance. No extra lights will be granted on Sunday evenings.
Lights out
Mondays – Thursdays I will be in my room at 21:15, preparing for lights out at 21:30. Fridays – Saturdays I will be in my room at 21:45, preparing for lights out at 22:00. I will keep my door unlocked until the mentor/prefect has done his/hers 'lights out rounds'.
I understand that the TV's must be switched off at 21:15 in the evenings.
General Behaviour
I understand that physical contact between boys and girls are not allowed – physical contact is an act or reaction, such as an expression of feelings (including close friendship, love, or sexual attraction), between people. Examples of physical intimacy include being inside someone's personal space, holding hands, hugging, and kissing, caressing and sexual activity.
I understand that I am responsible to keep the Res neat and tidy and will assist on Sundays to clean the Residence. This includes sweeping, mopping, emptying out dustbins, picking up papers, etc.
I will not fight, bully and/or intimidate other learners – physically or emotionally, including cyber bullying.
I will be honest in all my doings and always speak the truth.
I will not have any pornographic material of any nature / form in my possession, produce or distribute it.
I will not use or store any alcohol, illegal substances or nicotine onto the Hillcrest Sports Campus premises.
I understand that stealing is forbidden.
I understand that, should I break anything in the residence, I will be responsible for the payments.



I am not allowed to be transported by fellow students or non-HPC / TSHS staff members.
Should I use my cell phone during study time, it will be confiscated for 24 hours. I need to notify my parents and sign the 'cell phone confiscation slip'. Should this offense repeat itself, my cell phone will be confiscated for 48 hours.
I will not borrow/use another learner's bicycle.
I understand that running inside the Residence is prohibited.
I understand that I am not allowed to scream inside or outside the Residence, out of respect for my fellow students.
I understand that I am not allowed to use the intercom in the Residence to make announcements.
I understand that I am not allowed in fellow residents' rooms or on the floors or wings if I'm not staying there.
I understand that eating in the lounges is prohibited.
I understand that vandalism is forbidden.
<b>Procedures</b>
I will remind my parents to send an email/text message to the House Mother by the Thursday before the weekend, should I wish to go home for the weekend. I will sign out before I leave the premises and I will sign back in with the mentor on duty. I will be back at 18:00 on Sunday evenings. I will not make last minute arrangements to go out on weekends. <b>Please note that last minute requests will be declined.</b>
I understand that the 'Dome' is out of bounds and I will not go there.
I can go to Hatfield on Saturdays (09:00 – 12:00 and 13:15 – 17:00) but I have to have permission from the Admin Office (Wednesday) or mentors (weekends) and sign out. The perimeters where I am allowed to go are as follows: Burnett Street heading west, Hilda Street heading north and Park Street heading east.
I understand that I have to sign out with the mentors on duty, should I wish to go to the HPC over weekends. I should also sign out with the mentors if I go to training and when I leave the premises to compete.
I understand that Sundays are set aside to rest and/or go to church.
I understand that I have to be responsible in my time management and cannot go out to social events during the week.
I understand that I will sit detention for every 5 demerits I accumulate. My parents will be notified. Detention will be Friday evenings from 19:30 – 21:30.

I will attend floor meetings and I will respect the ground rules for floor meetings.
I understand that I can only go and swim at the HPC over weekends under supervision of the mentors.
<b>Laundry</b>
<p>I will respect the times on the laundry roster and I will stick to my time slot.</p> <p>I will not overload my bag and will make sure my clothes are marked.</p> <p>I will hand in my laundry on specified days and times.</p>
<p>If I'm a sponsored athlete, I will get a laundry bag from the mentor. I will not overload the bag. I will fill in the laundry sheet. I will hand in my laundry on specified days and times.</p>



Dates for 2024

Date	Time	Event
From 4 January	08:00 – 13:00	Uniform can be purchased at the school
15 January		TSHS learner accommodation opens
15 January	08:30	School office opens
15 January	17:30	Meet & Greet for parents at TSHS
17 January	09:00	School reopens for 2024
19-21 January		Compulsory stay-in weekend for TSHS learners staying in accommodation.
20 January	All day	TSHS new learner Orientation Programme

School Term Dates 2024

Term	School Opens	School Closes
Term 1	(15) 17 January	20 March
Term 2	03 April	14 June
Term 3	09 July	20 September
Term 4	01 October	11 (13) December

TSHS Residence (012) 484 1780/90

Contact details of House Parents:

House Father	Jacques van der Merwe E-Mail: jacques.vandermerwe@hpc.co.za Cell No: 076 027 1977
House Mother	Sanette van der Merwe Sanette.vandermerwe@hpc.co.za Cell No: 083 738 3451

Mentors (New teacher assistants will be appointed in 2024)

Title	Accommodation	Floor	Name	Surname
Teacher assistant	TSHS Huis Karee	Ground Floor		
Teacher assistant	TSHS Huis Karee	Top Floor		
Teacher assistant	TSHS Locker 4	Ground floor		
Teacher assistant	TSHS Locker 4	Middle Floor		
Mentor	TSHS Locker 4	Top Floor	Shawn	Maluleka
Mentor	TSHS New Res Girls	First Floor	Lesego	Phiri
Teacher assistant	TSHS New Res Boys	Second Floor		
Mentor	TSHS New Res Boys	Third Floor	Lungelo	Tsabedze
Teacher assistant	TSHS New Res Boys	Third Floor		



## Registrations and Re-Registrations

### Contracts & Other contract related documents

Various documents are required to be completed and signed by the parents and learners at the start of the new academic & sporting year. The following documents will be sent out to everyone for their information, completion and signature. Please ensure that this is completed, signed and given back to the SchoolOffice at the beginning of the year.

Local / Foreign Student Academy Agreement – to be signed by parents & learner every year and handed back on arrival.

Annexure A - Student Code of Conduct & General Rules

Annexure B - Student Disciplinary Code & General Regulation

Annexure C- Disclaimer, Indemnity & Undertaking

Annexure D - House rules - Scholars

Consent for photograph

Note : The Consumer Protection Act no 68 of 2008 took effect on the 31st of March 2011. Certain amendments have been made to our contracts in order to comply with the Act. Our contracts will in future be completed on an annual basis.

### Learner Study Visa

All foreign learners are required to apply for a learner's study visa. A letter specifying proof of admission and residence may be obtained from the School Administrator, Ms Hybrie Vermaas (hybrie.vermaas@hpc.co.za), to confirm that the athlete has been admitted to a specific sporting code. This letter needs to be renewed every year

### Courier Services / Parcel deliveries

All courier / speed services parcels should be posted by making use of one of the following options:

Counter to counter:	Door to door:
P O Box 29773	Hillcrest Sports Campus
Sunnyside	1310 South Street
0132	Hatfield, 0028

These parcels should clearly be marked as follows:

School Office

Attention: Stephanie Hibbert / Regina Malope

Contact No: 012 484 1790/80

## Important Contact Numbers and E-Mail Addresses

TuksSport High School: Tel No: 012 484 1780

<b>Principal</b>	<b>Mrs Hettie de Villiers</b> Tel No: 012 484 1780 Email address: hettie.devilliers@hpc.co.za
<b>School Secretary</b>	<b>Mrs Di Reid-Ross</b> Tel No: 012 4841786 Email address: di.reid-ross@hpc.co.za / tshs.admin@hpc.co.za
<b>School Administrator</b>	<b>Ms Hybrie Vermaas</b> <b>Tel No: 012 484 1783</b> <b>Email address: hybrie.vermaas@hpc.co.za</b>
<b>School Receptionist</b>	<b>Ms Regina Malope</b> Tel No: 012 484 1780 Email address: regina.malope@hpc.co.za
<b>Office Administrator: Residences &amp; Sport</b>	<b>Ms Stephanie Hibbert</b> Tel No: 012 484 1790 Email: stephanie.hibbert@hpc.co.za
<b>Finances</b>	<b>Mrs Maritza van Heerden</b> Tel No: 012 484 1789 Fax No: 086 636 4000 Email: maritza.vanheerden@hpc.co.za

Other Departments: Tel No: 012 484 1700

Department	Departmental Head & Email Address
Transport (HPC)	Brett Fischer: brett.fischer@hpc.co.za Joseph Makgopela: transport@hpc.co.za
Finances	Gary Albertyn: gary.albertyn@hpc.co.za Maritza van Heerden: maritza.vanheerden@hpc.co.za
Restaurant (HPC)	Nomkita Mangisa: nomkita.mangisa@hpc.co.za
Sport Exercise Medicine and Lifestyle Institute (SEMLI)	012 484 1700
Gym (HPC)	Jerry Madonsela: jerry.madonsela@hpc.co.za
UP Security Services	012 420 2310 / 2760 / 083 654 0476
Reception (HPC)	012 484 1700, reception@hpc.co.za
Hotel Manager & Guest Services (HPC)	Julie O'Donaghue: Julie.o'donaghue@hpc.co.za Khutso Thobejane: khutso.thobejane@hpc.co.za

Other Important Information

TuksSport High School

Physical Address:  
Hillcrest Sports Campus  
1310 South Street  
Hatfield  
PRETORIA

Postal Address:  
P O Box 29773  
Sunnyside  
PRETORIA  
0132

Telephone Number:  
012 484 1780

TSHS Email Address:  
tshs.admin@hpc.co.za

UP Security Services:  
012 420 2310 / 2760 /  
083 654 0476

Website:  
www.hpc.co.za

GPS Coordinates:  
S25 44.982 E28 14.800

Website:  
www.up.ac.za/tukssport-high-school

Emergency Numbers:  
Police:  
10111 / 012 362 7180

Ambulance & Fire Dept:  
10177

Hospitals:  
Pretoria Academic  
012 354 1000

Muelmed Mediclinic  
012 440 0600

Groenkloof Life  
011 219 9000

Hatmed:  
012 362 7180

