

**PARKHURST PRIMARY SCHOOL  
PARENT INFORMATION BOOKLET**

**GRADE R – 7**

**“A good education begins at home. You cannot blame a school for not nurturing values in your child that you have not instilled.”**

- **Like you the parent, every teacher wants your child to do well at school.**
- **Help your child be self-disciplined and polite.**
- **Help foster a love for reading and learning in your child.**
- **Be a committed and involved parent.**
- **Be committed to the financial sustainability of the school.**
- **Support your child and the school.**
- **Instill values and morals.**
- **Be a good teacher in all that you do.**
- **Remember that learning does not stop when the bells rings at the end of the school day.**

**What should you teach children at home?**

- **Magic words like: Hello, please, thank you, I am sorry, you are welcome.....**
- **Teach them to be honest, on time, diligent, have sympathy and have a respect for young and old.**
- **Home is also where they are loved, given attention, learn to be clean, to be organised, where to throw litter, and how to take care of themselves and their belongings.**

## **PARENTS' INFORMATION PACK — PRINCIPAL'S MESSAGE**

Welcome to the Parkhurst family. I trust you and your child will have a happy and productive stay at our school. Please take time to read this booklet carefully and if you have any questions, get in touch with us at school.

Best wishes to you and the future of our beautiful country - Your Child.

These 'do's' will establish good communication between home and school and will ensure that your child's years with us are happy.

- DO communicate frequently with your child's teacher, the other staff and myself.
- DO read your notices - they are always important. They often give information about school activities and might request your assistance.
- DO expect your child to appear more tired than usual, initially; your child puts in solid hours of 'work' each day and can be tired after a productive day!
- DO allow your child to chat about his / her day at school in his own time. A child pumped for information will soon learn to give 'part' answers, such as 'I played' or 'Nothing'.
- DO be positive with your child's creativity and allow him / her to develop in his own time. Children who are forced to be creative and produce beyond their ability can lose their spark and creativity forever. Everything your child does at school has value.
- DO bring any grievances, complaints, anxieties or questions to us. We are a straightforward, happy school and open to positive criticism and suggestions. We believe in tackling all problems directly with those concerned.
- DO inform us of any changes in your child's behaviour (weariness, fears, etc.) or if there are any changes in home circumstances, which might be unsettling. It is important that we handle these matters carefully and together. The better the communication between home and school, the happier the child will be.
- DO attend meetings and try to participate in School activities. Parental involvement contributes to the success of the school.
- DO get to know all the staff members as we all play a vital role in the development of your child.
- Lastly DO enjoy your time with us as we share something very special - YOUR CHILD.

Mr. S.D. Maharaj

Principal



Great Oaks from Little Acorns Will Grow

PRIMARY SCHOOL

## **GENERAL SCHOOL MATTERS**

1. **KNOWING YOUR CHILD'S CLASS TEACHER:** It is vitally important that you know who your child's class teacher is. Communication via this teacher will assist in resolving issues quickly. If you call the office, the secretary can assist you much better if you know which class your child is in.
2. **DISCIPLINE:** We wish to emphasise a positive and consistent approach and encourage learners to take responsibility for their part in the smooth running of the school. We encourage families to set appropriate limits on behaviour at home which will be reinforced by the limits set at school. The reality is that we have to have some way of addressing inappropriate work habits or behaviour or social interactions; therefore the need for disciplinary measures at school. We are very firm with the learners to ensure that effective learning and teaching takes place. Reinforce good behaviour at all times. When a child is disciplined by the school, do not make excuses on behalf of the child, but rather identify the root of the issue and address it. Support us in fair and firm discipline.
3. **HOMEWORK:** Assist your child where possible, but do not do the work for them. Remember to check homework and tasks first before the signing the diary. When a child does not have homework, encourage the child to read or do some type of educational work, e.g. doing puzzles, practice writing etc. The GDE blue workbooks can also be used for homework and revision.
4. **COMMUNICATION/HOMEWORK BOOK:** These serve as a communication channel between the school and the parents. Read it on a daily basis to see if there is something that needs action from you. If you do use the book to give the teacher a message, make sure that your child brings it to the attention of the teacher. Issues that are emergencies must be communicated by calling the school. Do not rely on the homework book for urgent issues.
5. **LEARNING FOR TESTS:** This school has a continuous assessment (CASS) system, which means that all formal assessment tasks done throughout the year, count towards the promotion mark for the end of the year. Assist your child to learn for tests. Learning should take place at least 3 days before a test, not the night before. The scopes of tests are given timeously. When an assessment activity is brought to you by the child, discuss their performance with him/her and then sign the assessment. ALL LEARNERS ARE SUPPLIED WITH TERM ASSESSMENT PLANS AND DATES.
6. **THE IMPORTANCE OF READING:** The importance of reading English (and other language) literature must be emphasized. Reading builds on the language skills. Learners who read often, are the ones who perform better. Encourage them to read books, magazines and newspapers. Encourage your child to join and use a library.
7. **LUNCH AND EATING HABITS:** Please pack a nutritious lunch for your child. Good eating habits assist the child to learn and live better. The learner must have breakfast to ensure a good start to the day. The eating of sugary and unhealthy foods must be discouraged at all times. Fresh fruit, vegetables and enough water would assist your child to grow up healthily.
- 8a. **BEHAVIOUR ON TRANSPORT:** Ensure that your child is well behaved on all modes of transport. Bad behaviour is not only a poor reflection on the school, but also a danger as the driver is distracted from driving safely.
- 8b. **TRANSPORTING YOUR CHILD TO SCHOOL:** When choosing transport for your child, please check:
  - Is the motor vehicle roadworthy?
  - Is there insurance coverage?
  - Does the driver have a Professional Driver's Permit? (PrDP)
  - Does the driver only take as many passengers as legally allowed?
  - Do they provide a reliable service – keep to time etc.?
  - Where drivers belong to a Transport Association, they have their own rules which apply to their members. This means you may have recourse if they are not providing the required service.

**9. BEHAVIOUR IN THE NEIGHBOURHOOD:** The school is in a residential suburb and the residents and their property deserve the learner's respect at all times. They should not write on walls, break plants, litter, make excessive noise, etc. at any time. We appeal to parents to show consideration for those whose properties adjoin our school by not hooting or playing loud music or parking on their property or verges. Our staff have been instructed to ask for the name and details of any parent doing so and infractions will be followed up.

**10. UNIFORM:** Please ensure that your child is neatly and cleanly dressed in their uniform and civvies. Ensure that the child is properly dressed for the weather. When civvies are allowed, please ensure that the child is dressed appropriately. At the change of seasons, a period of overlap is generally given when either uniform may be worn. Please ensure that your child's uniform is kept in good order, laundered frequently and shoes are polished, and that items he/she has outgrown or are no longer in good condition are replaced. When leaving the school grounds, either full school or sport uniform must be worn. This applies at any time when school uniform is worn outside the school grounds. Sports uniform needs to allow sufficient space for easy movement. Incorrect items are liable to be confiscated. See the uniform policy of the school.

**11. ABSENTEEISM:** When your child is absent from school, please phone, email or send a message on ClassDojo to the office to inform the school about the absence. Please submit a note on the child's return to assist us with managing their absence. Absence from school might negatively affect the education of your child. Work will not be set to make up the shortfall nor extra time/help given when the child returns to school.

**12. SICK CHILDREN:** If your child is sick, please do not send the child to school as we do not have the facilities or staff to enable us to look after ill children at school, nor do we wish infections to be spread. The school is not allowed to and will not give the child any medication, unless written permission is granted by you. If your child becomes ill, you will be contacted by the office to fetch him/her. If you are not able to do so, please make arrangements for someone else to do so. You will need to sign him/her out in person at the office.

**13. MONEY:** The school is a cashless environment, except for the tuckshop or special events. Fees must be paid by debit order, EFT or card payment. The school will not be held responsible for money that is stolen or lost by the learner. Ensure that you get a receipt for money paid at school. Requests for money will only be via an official letter.

**14. APPOINTMENTS WITH SCHOOL STAFF:** The principal and all educators will only be seen with an appointment. Only under emergencies can you approach the office in the school day, without an appointment to see a staff member. Valuable class time is lost if you visit during the school day. All appointments must be for after school. Under no circumstances may a parent interrupt a teacher who is teaching, whether a class or individual learner, no matter how short or urgent the message.

**15. LEARNERS LEAVING SCHOOL EARLY:** No learner will be allowed to leave school during school hours, unless he/she is signed out by the parent at the office. Notes and telephone calls for the child to leave early on their own will not be accepted.

**16. LEARNERS ARRIVING/LEAVING LATE:** It is a GDE requirement that we monitor lateness, which disrupts the school day and has a negative impact on your child and the rest of the class. When a learner arrives late he/she disrupts the learning process. Emergency situations are taken into account. Learners who arrive late on a regular basis will be addressed via the Code of Conduct. Learners are late for school if they arrive after 7:30. Learners who arrive late must report to the guard or office before proceeding to class. The learner will be given a Late Slip which must be taken to the class teacher. **Parents may not accompany learners to the classroom.** Please ensure that your child is picked up on time, as we do not have the personnel to take care of children after school hours. As they are unsupervised, they are in danger of being injured etc. If you need, please enrol your child into the private aftercare programme. Children who are waiting for transport must do so in the designated waiting areas.

**17. STATIONERY:** The school sells the compulsory book pack for all Grades. Please see the stationery fees section on our website. The Grade R - 3 and LSEN class stationery is kept by the class teacher and is issued as and

when required. Grade 4 — 7 stationery is issued to the learners. Ensure items that are not being used currently are kept safely. The dictionary supplied must be kept for current and future use.

**18. EXTRA MURALS:** It is compulsory for all Gr. 1— 7 + LSEN learners unless excused by a doctor. Timetables are provided per term, which indicates extra-mural and fixture days. It differs by season. Parents must provide transport for learners after activities. Please do not stop your child from being in the school teams as the school relies on learner support to take part in inter-house and inter-school activities.

**19. TEXT/LIBRARY BOOKS:** Are issued to learners on loan as and when required. Please ensure that they are kept safe and returned when requested. Lost, stolen and damaged books will be charged for. Textbooks must be covered in clear plastic cover and the name label must be pasted on the outside of the plastic cover, NOT ON THE TEXTBOOK COVER ITSELF.

**20. ISSUING OF REPORTS:** At the end of each term or the beginning of the new term the report will be issued to parents at a report meeting. You are required to attend the meeting to discuss the performance of the child and to assist where needed.

**21. ACCESS TO SCHOOL:** All parents and visitors are required to use the main entrance gate on 15<sup>th</sup> street, record their details on the security guard's register and then go to reception. They may not go directly to a classroom or the fields etc.

**22. BIRTHDAYS:** Birthday Civvies: To celebrate a child's birthday, the school will allow a child to wear civvies on their birthday. If the birthday falls on a non-school day or weekend then they can wear civvies on their next school day. If the birthday falls on holiday, the child is allowed to wear civvies on the first day when they return to school. If their birthday falls on a paid civvies day, the child will be allowed to wear free civvies for the day. The free birthday civvies is a privilege and not a right and if necessary the privilege can be taken away for poor discipline etc.

Cake/goodies: Party packs per child with sealed items are acceptable. No open cakes or cakes that need to be sliced. No drinks or juices that need to be shared. No energy type drinks. If you need learner numbers per class, please call the school and we will give you the required info. We celebrate between 9.00 – 11.00, so please ensure that the items are sent to school before 09.00. Please inform the teacher via the office or ClassDojo and ensure the office knows you have sent items, so we can help your child celebrate their special day.

**23. BULLYING:** Bullying is not tolerated. If you suspect your child might be a victim or perpetrator, please contact the school without delay.

**24. CELL PHONES AND OTHER MOBILE ELECTRONIC DEVICES:** Learners are not allowed to bring these to school. A parent who feels that his or her child needs to have such a device at school needs to write a **letter of motivation** to the Principal. These are kept on file for the year. They are only to be used for the reason stated in the letter and must be handed to the office before school starts. Misuse may result in removal of the permission to use the device and/or confiscation, or further disciplinary measures. The school takes no responsibility for the safekeeping of any valuables.

**25. COMMUNICATION WITH PARENTS:** This is done via telephone calls, email, ClassDojo, our website and SMS. Families must have at least one cellphone number registered on the SMS system, which the school will use to send emergency alerts regarding sports cancellations, reminders about meetings etc. Please update your information when there is a change.

**26. LITTER:** Each learner, class grade is responsible for keeping the school and surrounds free of litter. Please encourage your child to deposit litter in the bins provided. Cleaning staff will not clean up after your child.

**27. LOST PROPERTY:** We encourage each child to take responsibility for his/her possessions. If every item of clothing and equipment is clearly labelled in an easily visible place, an item that is found will be returned to the learner. Initials or first names are not sufficient. Items that are unmarked are kept for a short time and then given



to our 2<sup>nd</sup> hand clothing storeroom. Please check from time to time that labels are still legible. Lost property must be given to the office. If your child inadvertently brings home someone else's property, please hand it in at the office.

**28. PHONE CALLS:** To school: Call us, when necessary, but it is more effective to send an email or a ClassDojo message with your child when information needs to be sent to school. From school: Learners are not allowed to use the school phones to make any calls.

**29. REPLY SLIPS:** When these are sent out with school letters, fee statements, etc. please return them to school as soon as required. This ensures that you have received the communication.

**30a. SCHOOL HOURS:** As published at the start of the year or term. We do not encourage parents to drop off young children early. Should you need to get to work early, please make arrangements to drop your child with someone who will bring him/her to school at the required time.

**30b. LEARNERS ON THE SCHOOL PREMISES AFTER DISMISSAL TIME:** Teachers are on duty for 30 minutes after dismissal time. You have half an hour after dismissal time to fetch your child as the school gates are locked an hour after dismissal. Please make arrangements for your child to go home before the school premises is locked.

**31. TRAUMA/PROBLEMS AT HOME:** Please advise the school should some problem occur in the family. Details given will be treated confidentially.

**32. SCHOOL GOVERNING BODY:** The School Governing Body is an elected body of parents and staff recognised by the Gauteng Department of Education. The SGB's responsibilities include selection of permanent staff members, maintenance of the school, budgeting and the levying of compulsory school fees. The role of the SGB is to make sure that the school is run in the best interests of all the stakeholders, while the principal and academic staff handle academic matters. It comprises five elected parents, two educators, the principal and a non-teaching staff member. The body is elected for a three-year period and meets on a regular basis. Members work in various sub-committees including finance, safety and security, human resources and maintenance. The SGB members are elected for a 3 year term. You can offer your services to the SGB as a co-opted member if you feel you can help the school in any way.

**33. MY SCHOOL SUPPORTERS CARD:** My School is a programme that allows you and your family, schools and businesses to mutually benefit in addition to raising funds for the school. All you need do is present your My School card every time you shop at participating stores. Apply for a card at [myschool.co.za](http://myschool.co.za). Ensure you choose Parkhurst Primary School Johannesburg as your beneficiary.

**34. PARENTS MEETINGS:** An information session is held within the first month of the 1st term. Parents' meetings are also held per term to discuss your child's progress. Parents are notified in advance of these sessions. Individual appointments can be made through the secretary with your child's class teacher to discuss progress and problems at any time in the year. The teachers, in turn, will contact you if they need to see you about your child.

**35. PARENT PARTICIPATION:** You participate in your child's education with us by your unconditional love for your child, providing for his/her emotional needs, being a good example and providing a home environment that is accepting and that encourages personal growth. The community spirit of PPS is, in large measure, nurtured by the active parent body. Parents are encouraged to respond to school communications (newsletters, appeals, invitations), participate in the school's social events, in the support of learners' sporting activities, in the School Governing Body and in providing support to educators. Many opportunities arise throughout the year for such participation and your involvement in the school is welcome and appreciated. Please inform us first of any complaints or concerns you have.

**36. HAIR AND NAILS:** The hair policy focuses on safety, our values of tidiness, respect for oneself and others, and pride in our school. The policy does not distinguish according to gender and/or sex. This policy is the same for

boys and girls. Where necessary, clarification of the policy will be addressed by a designated committee of the SGB. Hair should be:

- Easy to manage and suitable for being at school.
- Out of the face so that the child can see properly when working and playing sport.
- Hair must be left in its natural colour and extensions if used must be of the natural colour of the hair.
- No decorative shave patterns are allowed.
- Hair accessories must be simple: Hair ties, clips, Alice bands, headbands, and ribbons must be white.
- If it touches the collar or hangs over the eyes, it must be tied back.
- In addition, hair should be clean, neat, tidy, and considerate of others. Since these qualities are subjective, parents and guardians should use their discretion as to what this means.
- No bleaches, dyes or highlights.
- No fashion hairstyles, such 'mohicans', steps or a tattoo style.

**Nails:** must be short and clean. No nail polish/colour is allowed.

**37a. COMPLAINTS AND ISSUES:** The school has the interest of the child at heart, and we will always ensure that we focus on that need when we address you as a parent. Be aware that we operate as a collective and need to cater for the wellbeing of all children at school. The school has procedures and policies in place to ensure that you and your child are dealt with professionally, respectfully and with due care, and we ask that the same courtesy be afforded to all school staff.

If you are aggrieved by any issue at school, please follow the channels of communication to deal with these issues. Firstly, refrain from undermining the teacher or school in the presence of the child. The dis-respect or dislike it may cause in the child towards the teacher and school is not easy to overcome.

The steps to deal with issues are to make contact with the teacher via a call to school. Remember that the teacher will not be able to take your call, but will return your call. If this does not resolve your issues, please then follow up via the DH, then the Deputy Principal and as a last resort the Principal. Be aware that when you do face an issue you may be very upset; and may write and or say things in a manner that may be aggressive or dis-respectful, so rather deal with the situation after you have thought about it carefully and have heard all sides to the issue.

**37b. PARENTAL INTERACTION WITH OTHER PARENTS AND LEARNERS:** Over the recent past we have had a few incidents where parents have taken it upon themselves to discipline, reprimand and in severe cases assault other learners due to issues between their own and other learners. Parents are reminded that where your child or you as the parent encounters an issue with other parents or learners, you must report such to the school so that we can intervene, investigate and resolve.

Please do not discipline, reprimand or assault any parent, learner or staff member. These matters escalate beyond our control which may result in criminal charges being laid at the police. Please refrain from physical and or verbal interaction which may be construed as assault or abuse.

When learners are involved in incidents at school we do not allow the parents to intervene with each other, nor do we provide contact details of the affected parties.

We seek to create a safe and happy environment for the entire school community, but this can only be achieved with co-operation from all parties.

Please support us, especially as we do not want our learners to believe that issues can be resolved with verbal and/or physical abuse. Their interaction with their peers and others is based upon what they see in us.

If the incident is after school hours, please contact us the next school day.

Thank you for your support and understanding.

### **38. THE RIGHTS AND RESPONSIBILITIES OF PARENTS WITH REGARDS TO LEARNERS**

Parents must make sure that:

- Their children go to school every day and that learners are punctual.
- They collect academic reports and attend meetings with regards to the child and school.
- The rights and responsibilities of their children to learn are upheld.
- Their children follow the rules and codes of the school.
- Their children are healthy, clean and neat.
- They tell school authorities about any problem concerning their children or other children/people in the school.
- They don't use abusive language or behave in an abusive way.
- They don't undermine the school by discussing staff of the school in a derogatory manner with learners and other parties.
- They discuss reports, homework and assignments with children.
- They supply their children with the basic resources needed for schoolwork and homework.
- They become involved in the school's activities.
- They pay school fees determined by the school governing body.
- They provide the school with their children's original birth certificates, previous reports and residency permits (if they are not South African citizens) if the school requests this information.
- They have the right to participate in the life of the school as provision is made for the democratic governance of schools (SGBs)

### **39. PARENT PLEDGE**

As a parent of PPS I pledge:

- To be a full partner in the education and well-being of my child.
- To respect the stakeholders and partners in my child's education.
- To abide by all rules of the school.
- To ensure that I inculcate in my child manners, respect, self-discipline, pride for education and school, and a passion to succeed.
- To support the school financially.
- To treat all learners, staff and parents with respect and dignity.

### **40. RIGHTS AND DUTIES OF LEARNERS**

#### **RIGHTS**

- To be educated and to develop mentally and physically.
- To be guided and taken care of by adults.
- To be treated equally, with dignity as a human being.
- To have access to information.
- To make a meaningful input to society.
- To a safe environment conducive to learning.
- To develop at one's own pace.
- To aim for the highest possible standards.
- To be treated as an individual.
- To be taught by qualified educators.
- To be educated in and permitted to speak the language of their choice.
- To religious and cultural practice of their choice.



## DUTIES

- To listen, learn and be prepared to be educated.
- To respect and support adults.
- To treat others with dignity, respect and be vigilant in protecting other's rights.
- To allow and assist others to communicate.
- To learn with and teach others.
- To work with others in sustaining a safe environment for all.
- To recognize and respect the different levels of ability and understanding.
- To strive to access all necessary information and to work diligently.
- To treat others with respect on the basis of their individuality.
- To be prepared to be educated, to participate and listen attentively.
- To develop a willingness to accept the language choices of others. Willingness to accept, promote and protect other religious choice.

## 41. LEARNER PLEDGE

As a learner of PPS I pledge to:

- Respect my parents, educators, non-teaching staff and volunteers and I promise my full co-operation in ensuring that they can fulfil their tasks as partners in my education.
- Respect my peers, the school environment and all school material and facilities.
- Follow all school rules and abide by instructions of the staff and learners in leadership positions.
- Always wear the correct school uniform and I will be clean and tidy for school.
- Manage my own safety and of those around me.
- Participate fully in class and non-class activities and will not disrupt these activities nor will I encourage others to disrupt these activities.
- Complete class, homework and assessment tasks with honesty, with pride and within the required times.
- Respect my own possessions and that of others.
- Report wrong doing as I know that it harms the school and my learning.
- Be self-disciplined and not infringe upon the rights of others to teaching and learning.
- Play in a safe manner, area and with age appropriate friends.
- Accept suitable disciplinary action if I transgress the rules of the school.

Great Oaks from Little Acorns Will Grow  
PRIMARY SCHOOL

## Grade 1 Parent's Guide

### How can you help your child achieve in Grade 1?

#### Ensure that your child knows what to expect!

Everybody needs to know what to expect when starting something new. Talk to your child and find out what he expects and what he is worried about. Answer his questions and explain that school is a place where he'll meet new people, get to make lots of friends and learn to read, write and calculate.

Tell him that you will help him with his reading and writing in Grade 1 and that you will help him learn many new words. Explain that he should listen carefully in class and do the work he is given to the best of his ability. Suggest that learning is exciting and fun.

Explain that the two most important things he must do is to learn how to read and how to do sums, and that these skills are very important because they open doors to the world of learning.

#### Snapshot of the Language Syllabus

##### What must your child know and be able to do by the end of Grade 1?

**Listening and speaking:** In Grade 1, your child will learn to listen carefully and to ask questions. She will also sound the alphabet and learn how to build and pronounce words. She will enjoy stories her teacher reads to her.

**Reading:** Being able to read will open your child to more of the real world and more of the world of the imagination. By the end of Grade 1 she should have learnt to recognize and sound all the letters of the alphabet, including simple words and sentences.

**Writing:** In Grade 1 your child will learn how to use a pencil, paintbrush and crayon. By the end of Grade 1 she will be able write all the letters of the alphabet, including simple words, sentences and stories.

##### What can you do to help your child develop language skills?

*Here are some tips to assist your child:*

- Set aside the time in which to talk about school.
- Encourage eye contact to help him concentrate on what is being said.
- Keep alive your child's natural curiosity by answering questions fully.
- Develop a love for reading by regularly visiting the library and helping choose books your child will enjoy.
- Read your child a story every night before bed.
- Develop a love for storytelling. Tell family stories and encourage him to tell stories about his own experiences. Ask questions about the stories.
- Ask him questions. Find out how he feels and what he thinks.
- Give books as presents.
- Make your child conscious of the alphabet. ("Is this a 'b' or a 'd'?").
- Help your child to read words ("What is the name on this label?").
- Increase your child's vocabulary by 5 to 10 words every day.

#### Snapshot of the Mathematics syllabus

##### What must your child know and be able to do by the end of Grade 1?

**Numbers:** Your child's ability to work with numbers will help him forge a natural link with the outside world. In Grade 1 your child will learn how to recognise, describe, record, compare and order, as well as solve word problems with answers up to 20.

**Patterns:** Patterns are everywhere: Your heartbeat, breathing, music, seashells, sand dunes and breaking waves. Numbers also form patterns, as in 2, 4, 6, 8, 10 ... Your child must be able to recognize, describe and copy patterns, where possible. He will also work with shapes to create his own patterns.

**Space and Shape:** You child will learn about three-dimensional objects (spheres, balls, boxes, prisms) and two-dimensional shapes (circles, triangles and squares). Of importance also is the relationship between objects ("Is the triangle above or below the circle?").

**Measurement:** Your child will use informal units of measurement to determine the mass of an object (e.g. a balance scale), length (e.g. string, hand spans) and volume (e.g. bottles, containers). He will use words like 'more', 'less', 'empty' or 'full' to describe what he observes.

**Time:** Your child will learn to distinguish times of the day (morning, evening) and to use a calendar to determine the days of the week and months of the year.

### **General**

Please talk to your child's teacher about how to build your child's reading, writing and maths skills at home. By supporting your school you can do a lot to ensure your school is a happy place in which to teach and learn.

### **What you can do to assist your child with mathematics?**

If your child can learn to enjoy and not fear mathematics then the world of patterns, numbers, shapes will open up for him.

Therefore, think and talk about mathematics with your child:

- If the newspaper costs R 15 on Saturday and R 5 on Monday, how much more do we pay on Saturday?
- Which bucket holds more water?
- How much time before we take the cake out of the oven?
- What shape should we make this cookie?
- When shopping, point out how items are arranged on shelves, how they vary in shape, size and cost.
- Play number games with your child (e.g. dominoes, snakes and ladders).
- In addition to the date, weeks and months, use the calendar for counting and number patterns.
- In addition, you can also help your child and your teacher by:
- Ensuring your child arrives at school on time.
- Ensuring your child obtains exercise books and any other relevant books in the first week of school.
- Checking that your child has read, written and practiced mathematics every day.
- ensure that your child has adequate exercise and sleep
- Check your child's exercise books regularly.
- Appreciating the importance of homework; it should not exceed 60 minutes a day.

## Grade 4 Parent's Guide

### GRADE 3 TO 4: WHY IS IT A ROUGH TRANSITION?

Your children's workload will increase, and they will need to spend more hours at school. Your child will also be doing 6 subjects (English, Afrikaans, Mathematics, Natural Science and Technology, Social Science (Geography and History) and Life Skills (Personal and Social Wellbeing, PE and Creative Art) vs the 4 subjects in Grade 3.

Also, they have the added pressure of having to cope with different subject teachers and have to follow a far stricter and varied timetable. You may see a noticeable difference in the learner's academic performance due to the transition, and as a parent you must provide the necessary support with the school to aid the child.

The transition from one school grade to another can be difficult and challenging, especially for learners moving from Grade 3 to 4. And as many parents and teachers will tell you, the jump from the Foundation Phase of early education to the Intermediate Phase (Grades 4-6) can be scary and tough.

In Grade 4 your child's workload increases substantially, and children must be able to do work on their own and think on their own. It encourages critical thinking — learners must discover things by themselves. This is often where the problem lies, because if you've always been giving your child a hand, this is the time to let go — but that could be difficult for them, and make you feel guilty. Apart from the academic challenge, the start of Grade 4 can also be an emotional time for young children. As they grow older, they become more aware of their differences and abilities; and this may affect a child's self-esteem

Clinical psychologist Cristine Scolari says parents should acknowledge their child's feelings. "Say to your child, 'I know you think this work is tricky but let's try and understand it.'" She adds that you should be careful not to put too much pressure on your child, "but not having any expectations of the child won't help either". Parents should keep an eye out to spot an unhappy child.

#### **So how do you help your child navigate this new learning curve?**

Moms and dads must have a clear grasp of what happens at the start of Grade 4 — this will allow them to give young children the right level of support.

Here is a list of some of the difficult challenges, with practical tips to ease the process:

**CHALLENGE:** Parents should start letting go and not do their children's homework for them. Allow them to be independent.

**TIP:** Monitor your child's homework but don't do their homework for them. Instead, show the child how to do the work. For example, if your child has three sums to complete for mathematics, do one sum for them as an example and let them do the rest.

**CHALLENGE:** New teachers are a reality when your child enters the intermediate phase. This can be frustrating, especially for shy children.

**TIP:** Try to facilitate relationships between your child and their teachers. Do not undermine the teachers or the school in the presence of the children. Rather contact the teacher/school to address issues you have. Any disrespect shown by a parent towards the teacher or school will be very difficult to undo at school.

**CHALLENGE:** A much heavier suitcase, as exercise and textbooks double at the start of Grade 4. This also means more work!

**TIP:** If your child is struggling with the extra workload, provide the necessary support at home as this will help them cope. Make sure they follow the timetable as to what books are required and to take to school those which are required for the day.

**CHALLENGE:** Longer formal school days, as learners generally have about three hours added to their formal class time from Grade 4.

**TIP:** Concentration levels are generally low for children who've just moved to Grade 4, as the longer school day saps their energy. Therefore, ensure your child goes to bed early to rest their mind. Pack snacks such as crackers and nuts, and sandwiches with peanut butter or cheese to stretch their attention span.

**CHALLENGE:** Motivating the child to keep up with the new, faster pace in the classroom.

**TIP:** Parents should pick up where the teacher has left off in the classroom. Find out what lessons your child is working on in class and encourage them to read and write for you at home. If they've pulled their weight reward them — this will make them feel special.

The teachers and management of this school have the child's best interests at heart and we must work as a team with you to ensure that the transition between Grade 3 and 4 is managed effectively to ensure that the child succeeds.

Good luck to all grade 4 learners, teachers and parents.





## LETTER FROM THE GRADE R TEACHER

Dear **Grade R** Parents

Welcome to **Grade R**

Grade R prepares your child formal learning. In Grade R, learners actively participate in physical, social, creative and intellectual experiences. This allows them to build and have a solid foundation that sets the path on which they will carry throughout the schooling career. The Grade R classroom is a stimulating environment that follows the CAPS curriculum, and is a space where we make use of many different types of activities that allow each and every child to reach their full potential.

### Our Daily Schedule:

07:45 -	08:15	Administration and Morning Ring
08:15 -	09:45	Oral Discussion on the Theme of the Week and a Teacher-guided Activity
09:45 -	10:15	Toilet Routine and Snack
10:15 -	11:15	Outside play
11:15 -	11:30	Toilet Routine
11:30 -	12:00	Teacher Guide Activity
12:00 -	12:30	Story Time
12:30 -	14:00	Rest time and Departure

### Communication Books

This book is a communication tool between you and the teacher. **The book must be signed every day and kept neat and clean.** It will be used to convey newsletters and important messages pertaining to your child.

The book bag is to be used for this book and schoolbooks only. Use the communication book to note down any money that is sent to school.

### Important Reminders

1. Please dress your child in the official Grade R school uniform.
2. Always send a full change of clothes to school with a plastic bag. Accidents can and DO happen.
3. Please ensure that all your child's clothes and personal items are marked clearly with his or her name.
4. A healthy lunch must be packed and sent to school every day. Please do not pack chips, sweets or cool drinks.
5. Friday is our treat day!

Education is the three-way process. Let us all play a role in educating today's children into becoming tomorrow's adults.

Regards

Grade R Teacher

## LETTER FROM THE GRADE 1 TEACHER

### **Dear Grade 1 Parent**

Welcome to Grade 1. Grade 1 is the first year of formal schooling for your child, which is the basis of their entire school career. Effective and loving support will help your child build a love for school and learning.

### **Communication Book**

In order to facilitate communication between the educator/school and parents we will be making regular use of the school communication/homework book. For urgent matters, call the school.

The communication/homework book is very important and must be kept clean and tidy. It must be signed and sent to school every day.

Please take note of the following important points. By adhering to these, you are enabling a better learning experience for your child:

1. Please dress your child in the proper school uniform.
2. Sport's kit may be worn only on sport and or PE days.
3. Please make sure that all your child's items e.g. uniform, bag, jersey, lunch boxes, etc. are clearly marked with their name and surname.
4. A healthy lunch must be packed and sent to school every day. Please do not pack sweets, chips, chocolates or cool drinks into your child's lunch box on any day other than Friday.
5. Ensure that your child has a bottle of water.

### **Homework**

The homework roster is pasted into the homework book which must be checked and signed every day. This tells you what needs to be done.

The importance of homework is for your child to show you what they have learnt for the day, as well as to share their school day with you. It is also a reinforcement of what has been taught in the classroom. Homework should be done in a conducive environment. Please provide a well-lit area, which is quiet and has a table and chair.

**HOMework SHOULD BE DONE BY YOUR CHILD. DO NOT DO IT FOR THEM.**

Education is a three-way process; let us all play our role in educating our children.

Many Thanks

Grade 1 Teachers

## LETTER FROM THE GRADE 2 – 7 TEACHER

Dear Parent

This letter is to ensure that your child receives as much help at home as he/she requires.

Homework is an extremely important part of their learning experience and should be made enjoyable for both you and your child.

These are a few things that could help you to create a pleasant environment at home:

Set out a time EVERYDAY to do homework. It could range from 30min-60min. Even if you are busy, make sure you are close to your child so that you may assist or guide them. A part of their homework time MUST be for reading and oral mathematics. They should read loudly and clearly and must ask you if they come across a word they do not understand. Oral mathematics could be practicing timetables and counting in different numbers. You could also test their spelling orally.

Make sure there are no distractions. Switch off the TV, radio, games etc for that time. Let them know that they will be rewarded for good work (you can give small rewards like allowing them to watch a little TV after their homework has been done or allowing some play time before bed) Make sure they are sitting properly at a table so that they are focused.

Let them read their instructions aloud and ask them if they understand what must be done. Try to let them complete their work on their own with you serving only as a guide. This will teach them to work independently. If there is something you do not understand, ask them to explain it to you. They will be excited to teach you what they have learnt and will be teaching themselves as well. Once they have completed, check their work and explain to them if they have done something wrong. If they still do not understand it, tell them to ask their teacher the next day.

PLEASE insist on neat handwriting. If they have written untidily, make them re-write their work. (This is the rule in class as well) ALSO, keep a check on their personal hygiene and neatness as well. Ensure that nails are trimmed; hair and uniform are clean and neat etc. They will enforce these values themselves eventually.

Check their homework/communication books EVERYDAY to make sure they are recording their homework. It will also help alert you to any notes, merits or demerits they may have received. ALWAYS ensure that anything which requires your details or signature has been completed AND signed. The diary is an important part of communication between you and the teacher.

Keep track of the assessment plans and test dates and insist on checking and signing all formal assessments once they have been marked. Show them that you are taking their work seriously by congratulating them on a good effort and questioning a bad one. Support and assist your child to achieve better results in the next one.

Your child needs your help and support just as much as he/she needs ours. We must work as a team. Show them that you care about how well they're doing and always motivate them to achieve better. Without your support and concern they cannot push themselves further. Your children are the future, help them to achieve all their goals and live their dreams. Your time, support, effort and co-operation are very much appreciated.

Thank you

Your child's teacher

## **GOLDEN RULES**

**Greet all adults.**

**Walk when you move around the school.**

**Keep quiet.**

**Keep your hands, feet and unkind words to yourself!**

**We try our best and work hard.**

**We don't waste anyone's time.**

**We are friendly, kind and helpful.**

**We don't hurt people or their feelings.**

**We respect property.**

**We don't waste or damage things!**

**We listen to people.**

**We don't interrupt!**

**We are polite and have good manners.**

**We are never rude!**

**We are honest.**

**We never tell lies!**

**We wear our uniform with pride.**

**We don't look untidy!**

**We keep ourselves safe.**

**We don't do dangerous things.**

## SCHOOL UNIFORM AND LEARNER APPEARANCE POLICY

### 1. PURPOSE OF WEARING A SCHOOL UNIFORM

1.1 The wearing of uniforms has definite advantages.

- a) Uniform clothing plays an important role in maintaining and instilling discipline in learners, and discipline at school.
- b) It prevents children from poor households developing an inferior complex because they are not as well-dressed as children from richer families.
- c) It promotes unity and pride which in turn leads to better achievements by the learners.
- d) School uniforms are very durable and can be cheaper than ordinary clothing.
- e) The uniform allows learners to participate in school activities with comfort, safety and decorum.

1.2 In addition, a school uniform is also useful in:

- a) Assisting school officials in the early recognition of persons not authorised to enter a school.
- b) Helping parents and learners resist peer pressure that leads children to make unnecessary demands for particular and often expensive clothing.
- c) Decreasing theft, particularly of designer clothing, jewellery, and expensive footwear.
- d) Minimising gang violence and activity.
- e) Helping learners concentrate on their schoolwork.
- f) Showing sensitivity to age and gender.

### 2 PERSONAL APPEARANCE

- a) Parents are reminded that the Learners' uniform and the Learners' appearance reflects to others, the type of parent you are, the type of learner your child is and the calibre of school we are.
- b) To instil pride and discipline in the learner and in the school, we insist on learners being properly attired for school.
- c) We urge you to make sure that your child is cleanly and neatly attired every day; therefore, please follow these guidelines/rules to ensure that your child's appearance reflects the standard of our school.
- d) Where rules are not followed, the learner will be disciplined as per the school's Learner Code of Conduct. The attire/rules listed below is compulsory for learners attending this school.

### 3 SCHOOL UNIFORM LIST

3.1 The school has appointed official uniform shops: All school branded uniform must be purchased from them. The unbranded items such as slacks, black belts and school shoes may be purchased from any supplier, but must be school uniform items and not general wear.

#### Girls

- School Dress/tunic (SCHOOL SUPPLIER) or long grey school slacks (Any supplier).
- For slacks only: White short (summer)/long (winter) sleeved shirt or new golf shirt. (SCHOOL SUPPLIER)
- Black school shoes (Any supplier)
- Short white socks (for skirt) or long grey socks (for slacks). (SCHOOL SUPPLIER)
- For winter Grey wool stockings. (Any supplier)
- Maroon jersey (SCHOOL SUPPLIER)
- Black belt if wearing slacks (Any supplier)
- School tie (Not compulsory) (SCHOOL SUPPLIER)



- School Tracksuit (SCHOOL SUPPLIER)
- School beanie (SCHOOL SUPPLIER)
- School scarf (SCHOOL SUPPLIER)
- School summer hat (SCHOOL SUPPLIER)
- School Dri-mac (SCHOOL SUPPLIER)
- School Blazer (Not compulsory) (SCHOOL SUPPLIER)
- School sport's kit (SCHOOL SUPPLIER)
- Grade R: The above or the Grade R kit: for summer only – Grade R Golf shirt and green shorts. No separate sport's kit required. Winter – School tracksuit. (SCHOOL SUPPLIER)

#### Boys

- Grey school shorts or long grey school slacks (Any supplier)
- White short (summer)/long (winter) sleeved shirt or new golf shirt. (SCHOOL SUPPLIER)
- Black school shoes (any supplier)
- Long grey socks (SCHOOL SUPPLIER)
- Maroon jersey (SCHOOL SUPPLIER)
- Black belt (Any supplier)
- School tie (Not compulsory) (SCHOOL SUPPLIER)
- School Tracksuit (SCHOOL SUPPLIER)
- School beanie (SCHOOL SUPPLIER)
- School scarf (SCHOOL SUPPLIER)
- School summer hat (SCHOOL SUPPLIER)
- School Dri-mac (SCHOOL SUPPLIER)
- School Blazer (Not compulsory) (SCHOOL SUPPLIER)
- School sport's kit (SCHOOL SUPPLIER)
- Grade R: The above or the Grade R kit: for summer only – Grade R Golf shirt and green shorts. No separate sport's kit required. Winter – School tracksuit. (SCHOOL SUPPLIER)

#### SPORTS PRACTICES/PHYSICAL EDUCATION/LIFE ORIENTATION LESSONS

- Bottle green shorts (SCHOOL SUPPLIER)
- School golf shirt (SCHOOL SUPPLIER)

#### **4 HAIRSTYLES**

The hair policy focuses on hygiene, safety, our values of tidiness, respect for oneself and others, and pride in our school. The policy does not distinguish according to gender and/or sex. This policy is the same for boys and girls. Where necessary, clarification of the policy will be addressed by a designated committee of the SGB. Hair should be:

- a) Hair should be washed regularly and neat at all times.
- b) Hair must be free of lice, ringworm, and nits. It is the duty of parents to be aware of this problem and to examine their child's hair regularly to prevent contamination.
- c) If nits (eggs) and lice are found, on a learner's head, the learner will be sent home immediately to avoid spreading the lice. They may only return to school after prescribed treatment has been carried out successfully and all traces of nits and lice are removed.
- d) Hair must be easy to manage and suitable for being at school.
- e) Hair must be out of the face so that the child can see properly when working and playing sport.

- f) Hair must be left in its natural colour and extensions if used must be of the natural colour of the hair.
- g) No decorative shave patterns are allowed.
- h) Hair accessories must be simple: Hair ties, clips, Alice bands, headbands, and ribbons must be white.
- i) If it touches the collar or hangs over the eyes, it must be tied back.
- j) In addition, hair should be clean, neat, tidy, and considerate of others. Since these qualities are subjective, parents and guardians should use their discretion as to what this means.
- k) No bleaches, dyes or highlights.
- l) No fashion hairstyles, such 'mohicans', steps or a tattoo style.

## 5 JEWELLERY

- a) No jewellery other than wrist watches and medic alert bracelets may be worn to school
- b) Boys may not wear earrings
- c) Girl's earrings must stud type only (Gold/imitation gold/silver – no colours) or SMALL sleepers.

## 6 UNIFORM AND APPEARANCE RULES

- a) Refusal to wear the approved school uniform may be treated as a disciplinary matter in terms of the Learner Code of Conduct.
- b) Learners attending school incorrectly dressed are expected to produce a letter of explanation from their parents, and this situation must be corrected within 3 school days.
- c) When a learner arrives at school, is on the school premises or departs from school, the learner must be dressed properly. If the child has changed into the sports kit, then the child can exit the school dressed in such manner, but may not wear part sport items and part normal uniform. He or she must either remain in full sports kit or change into full uniform.
- d) Dirty clothing, broken zips, torn clothing, or missing buttons will result in demerits.
- e) Unauthorised items will be confiscated and returned at the end of the term. Learners are responsible to collect confiscated items.
- f) Finger nails must be short and clean. No nail polish/colour is allowed.
- g) Shoes must be polished
- h) School bags must be clean and tidy
- i) If a t-shirt/vests/long sleeve top is worn under the school shirt, it must not be visible above any portion of the shirt
- j) T-shirts/vests/long sleeve tops/girl's under garments which are worn under the shirt, may not be branded and may not be visible through the shirt. Only white under garments are allowed.
- k) Summer hats are not to be worn in class
- l) Underwear items e.g. boxer shorts must not be visible
- m) Pants must be worn properly and not hang below the hip line
- n) Proper hygiene is very important
- o) Towels/blankets may not be worn over the uniform.
- p) No makeup
- q) Shirts must be tucked in.
- r) Dri-mac and tracksuit jackets must be zipped up at all times. If it is warm, then rather remove the dri-mac or tracksuit jacket.
- s) Civvies items worn on non-civvies days will be confiscated and returned at the end of the term.
- t) Jerseys may not be worn around the waist or shoulder.
- u) Jackets may not be worn off the shoulder.
- v) No rubber bands, scrunchies, bands etc. around arms.
- w) No writing or drawn insignia on blazers, shoes and bags is allowed.
- x) Shoe laces must be tied properly and not left untied. No fancy adornments or tippex may be on the shoes.
- y) Religious artefacts and symbols may be worn in a manner that does not harm the learner or others, or causes hindrance to teaching, learning and physical activities. If these items are visible and are not part of the school uniform, the parent of the learner must apply to deviate from the school uniform policy. (See Deviation Form)

- z) Civvies days clothing must be appropriate in terms of age and the fact that the school is a learning environment.
- aa) Items of clothing may not contribute to disruption of decorum and discipline or with the rights of others.
- bb) Learners are not allowed to wear items that display gang or political party insignia or anything that is vulgar in nature.
- cc) The standard rule for sport fixtures/practices/physical education lessons/outdoor physical activities is that if the child is not dressed as required, the child will not be allowed to participate.

## **7 CIVVIES DAY ATTIRE**

- a) Civvies days are held at various times during the year. For example, if we have a special day such as Valentine's Day learners pay a 'small fine' for this privilege. This is optional and the 'fine' is only for learners who wish to wear civvies for the occasion. During civvies days learners are still expected to come to school neatly and correctly dressed at all times.
- b) One can appreciate that dressing in civvies gives learners the opportunity to choose what they would like to wear, but it is still important that grooming for any person's own self-respect and the good name of the school is still taken into account. The following will not be condoned on civvies days: see-through clothing, excessively tight clothing, etc.
- c) No offensive or distasteful slogans, graphics and images may be worn or displayed on clothing. It is still a normal school day and ALL learners who choose to wear civvies must be dressed appropriately for school. This means that their clothes should be modest and conservatively styled.

## **8 SCHOOL OUTINGS**

- a) Learners are expected to wear full school uniform on school outings unless the school allows civvies clothing.
- b) If learners do not arrive in the correct uniform, they will not be allowed to participate in the outing.

## **9 MARKING OF UNIFORM AND LOST PROPERTY**

- a) All articles of clothing must be clearly marked with the owner's name. It is very important that parents make sure that every item of clothing is clearly marked. ALL items of clothing must be PERMANENTLY and LEGIBLY marked using first name and surname.
- b) If items are handed in to lost property and are unmarked, they are kept for two weeks and then placed in the charity pile.
- c) Lost property items that have a legible name on are returned to learners via their teachers.
- d) The school cannot be held responsible for any clothing which goes missing.

**CURRICULUM AND ASSESSMENT POLICY STATEMENTS (CAPS)  
PROGRESSION AND PROMOTION GUIDELINES**

In order for your child to progress, they must achieve as listed below:

**FOUNDATION PHASE (GRADE R)**

- Home Language: Adequate Achievement (Level 4)
- Mathematics: Moderate Achievement (Level 3)

**FOUNDATION PHASE (GRADES 1— 3)**

- Home Language: Adequate Achievement (Level 4)
- First Additional Language: Moderate Achievement (Level 3)
- Mathematics: Moderate Achievement (Level 3)

**INTERMEDIATE PHASE (GRADES 4 — 6)**

- Home Language: Adequate Achievement (Level 4)
- First Additional Language: Moderate Achievement (Level 3)
- Mathematics: Moderate Achievement (Level 3)
- Any other two (2) of the remaining approved subjects: Moderate Achievement (Level 3)

**SENIOR PHASE (GRADES 7 — 9)**

- Home Language: Adequate Achievement (Level 4)
- First Additional Language: Moderate Achievement (Level 3)
- Mathematics: Moderate Achievement (Level 3)
- Any other three (3) of the remaining approved subjects: Moderate Achievement (Level 3)
- Any other two (2) of the remaining approved subjects: Elementary Achievement (Level 2)

<b>ACHIEVEMENT KEY</b>		
<b>ACHIEVEMENT LEVEL</b>	<b>ACHIEVEMENT DESCRIPTION</b>	<b>MARKS %</b>
7	OUTSTANDING ACHIEVEMENT	80 - 100
6	MERITORIOUS ACHIEVEMENT	70 -79
5	SUBSTANTIAL ACHIEVEMENT	60 -69
4	ADEQUATE ACHIEVEMENT	50 - 59
3	MODERATE ACHIEVEMENT	40 - 49
2	ELEMENTARY ACHIEVEMENT	30 - 39
1	NOT ACHIEVED	0 - 29