

BRACKENFELL PRIMARY SCHOOL PRE-PRIMARY

SCHOOL RULES FOR GRADE R LEARNERS

1. Learners will attend school in the school's brackie clothes.
2. Learners must always keep the school building and grounds clean and tidy.
3. Learners are not allowed to run in the corridors.
4. No dangerous games, bullying or throwing of objects are allowed.
5. Learners may never get into cars with strangers.
6. Learners must be at school on time.
7. Our learners never use indecent language.
8. The learners of this school are always considerate, obedient and disciplined.

ADMISSION POLICY AND REQUIREMENTS

1. The child's identity document must be furnished.
2. Preference is given to applicants from the traditional service area of the school.
3. The following guidelines are applicable for admission to the Grade R classes:
 - Learners must turn six in the year they attend Grade R. However only if there is space available may learners who turn five before 30 June be allowed.
 - **Language Policy:** We will only accommodate learners with English or Afrikaans as their Home language. The principal and school committee will decide on accepting and accommodating immigrants.
4. Applicants, as well as their parents/guardians, must agree to respect the school rules, any domestic rules of the school as well as the pre-primary teachers' educational task.
5. Parents/guardians undertake to accept their financial responsibilities towards the school. Payments are made before the 7th of each month.

6. The traditions and ethics of the school must be respected and promoted by the learners and parents/guardians.
7. The loyalty of the learners and their parents/guardians is essential. The school must be the pride of the learners and parent body. Only under these circumstances will the school achieve its unique purpose. Loyalty must thus be the responsibility of every individual concerned.
8. The parents/pupils must promote the traditions and ethos of the school.
9. The learners will be placed in classes according to their home language.
10. The Governing Body may revise the admission requirements at their discretion.
11. Parents/guardians accept the Governing Body as the only legal representative or spokesperson for the parents of enrolled learners at the school and undertake to abide by the admission requirements determined by the Governing Body.
12. Please inform us immediately if you change residence during the year.
13. Should you wish to take your child out of this school for any reason, we require a

written notice of intention one month in advance.

DOMESTIC RULES

1. SCHOOL RULES:

Learners must be encouraged to obey all the rules of the school and to always respect the property of others.

2. DRESS CODE:

Grade R learners come to school in the prescribed Brackie clothing of the school. During summer they come barefoot and during winter they must wear the white takkies. **No slip slops or sandals will be allowed.** Also supply your child with an extra set of clothing in case of an emergency.

3. NEATNESS:

We are proud of our learners. They are the reflection of our school and must therefore be neat on their person and appearance.

Parents are requested to comply with the following rules about their children's hair.

Boys: Normal style – hair may not hang over the ears, be no longer than the hairline at the back and the fringe may not touch the eyebrows. No "steps" are allowed.

Girls: Long hair must be plaited or tied back. Short hair or fringe must be kept out of the eyes.

4. MARKING OF CLOTHES:

All clothes and other personal items (cool drink bottles, lunch boxes, etc.) should be clearly marked with their names and surnames.

5. REFRESHMENTS:

Each child should bring something to eat and drink during the morning. Food should be packed in a plastic container and cool drink in a plastic bottle. Everything must be packed in a small suitcase with the child's name clearly written on the lid.

The Department has made the following recommendations:

- Only brown/whole wheat bread;
- Not more than two thin slices of bread;
- The slices should be cut into four to make it easy to handle;
- One sweet surprise per day is allowed; On Fridays the children are allowed to buy packets with sweets and chips from our tuck-shop.

6. TOYS:

Please do not allow learners to bring toys to school, as it causes problems. **The teachers take no responsibility for toys that are damaged or lost at school.**

7. STATIONERY AND ACCESSORIES:

The stationery is shared by all the children and therefore do not have to be marked. No pencil bags are required.

8. ABSENCE OF LEARNERS:

Ill learners should be kept at home. Please let us know if your child is absent. We should know where the learner is and what the nature of the illness is.

9. VISITATION AND CALLS:

It is very important that parents should not contact teachers during school hours. Leave a message with the secretary.
All visitors to the school must first report to the office.

Teachers may not be interrupted during class time.

10. RAINY DAYS:

During inclement weather the learners may not play outside, but will be required to keep themselves occupied in an orderly manner in the classroom, with the teacher's consent.

11. SAFETY:

Learners must inform the teachers of any injuries, dangers or irregularities.

GENERAL INFORMATION

1. TIME-TABLE:

The learners have to attend classes for five hours a day from 07:40 to 13:15 and must be brought to school and fetched promptly. No child will be allowed to go home before 13:15, unless in an emergency. The teachers will be in attendance from 07:15 to receive the learners. **No learners will be accommodated before 07:15.** Please make other arrangements.

An adult should accompany learners. The pre-primary learners gain entry from Arauna Street.

For safety reasons they must be dropped and fetched at the gate, i.e. they must not be allowed to cross the road alone, even if an adult is supervising from the other side of the road.

Please arrange for somebody to collect them if you cannot be there and notify the teacher of the arrangement.

The teachers cannot attend to the children after 13:15 as they have other duties to perform.

2. ENTRANCE TO SCHOOL:

All pre-primary learners must enter through the gate in Arauna Street. **This gate will only be opened at 07:15 for learners.**

3. CURRICULUM:

The pre-primary learners receive informal tuition. Their daily program has been prescribed by the Department of Education and is aimed at preparing them for Gr 1.

We employ a system of themes. A themes mostly extends over a period of one week, but some are presented more intensively and are completed over a period of two weeks. Every Friday you will receive a newsletter in which you will receive some information about the following week's themes, as well as any matters of concern. You will also receive your child's file with the week's activities included. It must be returned on the Monday.

4. DAILY PROGRAMME:

Everyday we follow a well-structured program. We try to follow a routine as far as possible

therefore it is of the utmost importance that your child should be at school punctually at 07:40.

Our daily program consists of the following activities:

07:40 – 08:00	Selective play
08:00 – 08:30	Bible education
08:30 – 09:30	Mathematics focus time
09:30 – 10:00	Life skills or Music
10:00 – 10:30	Lunch time
10:30 – 10:40	Toilet routine
10:40 – 11:00	Structured outside play
11:00 – 12:00	Home Language focus time
12:00 – 12:40	Free play
12:40 – 13:00	Drop and read
13:00 – 13:15	Story and general discussion
	Parents fetch children

5. FEES:

Payments can only be done by the Financial office or via EFT. Any other money sent to school must please be sealed in an envelope with the child's name, class, amount and what it is meant for clearly stated there on. Please send the correct amount, as no change will be given.

6. TUCK-SHOP:

Refreshments are sold on a weekly basis on Fridays.

7. GROSS MOTOR SKILLS:

A special program is presented twice a week by specialists to develop gross motor skills. Provision has been made in your school fees to finance the program.

EXTRA-MURAL ACTIVITIES

SPORT POLICY: During sport time we focus on teaching the children knowledge about the sport as well as the necessary skills and techniques.

To protect the young children against unnecessary injuries, we do not participate in formal matches. The Grade R learners are therefore not allowed to participate with other age groups.

1. SPORT :

Summer: Cricket, athletics and tennis

Winter: Hockey, Rugby and Netball.

Tuition by Grade R teachers twice a week.

Sport takes place on a Monday and Thursday from 12:00 to 13:00

2. EXTRA-MURAL ACTIVITIES:

A qualified teacher on the premises offers tuition. Further details available at Grade R. Ballet, Rugger Kids, Cricky Cricket and Modern Dancing / Hip Hop.

CONSTITUTION OF THE BRACKENFELL PRIMARY SCHOOL PRE-PRIMARY

1. NAME:

Brackenfell Primary School Pre-Primary

2. GOVERNING BODY:

The Governing Body of the Brackenfell Primary School manages the Pre-Primary School in conjunction with a committee which is elected by the parent body.

DUTIES:

2.1 To ensure that the school is managed as prescribed by the Western Cape Education department, regulations and circulars issued from time to time.

- 2.2 To ensure that the Department's recommended tuition programme is followed.
- 2.3 To govern and manage all matters pertaining to the school in deliberation with the Headmaster.
- 2.4 To employ members of staff as per 2.3.
- 2.5 To collect funds, manage the school's assets efficiently and use it to the learners' advantage.
- 2.6 To amend the tuition fees from time to time.

3. FINANCIAL MATTERS:

The financial year is from 1 January to 31 December. The Headmaster or his delegated Committee Treasurer will receive all monies, issue receipts and deposits all funds into the Pre-Primary account of the Brackenfell Primary School. The Governing Body of the Primary School manages all financial matters.