

17 January 2018

Dear Parent,



WELCOME TO HANGBERG PRE-PRIMARY SCHOOL

Congratulations on your child being accepted to attend our beautiful school!

Our teachers are: Mrs June Arn (Curriculum Head), Ms Bianca Van Gee (Grade R), Ms Sharon Varcarcel (Grade R) and Ms Lanthea Pockpas (Grade 0).

Our assistants are: Ms Monique Meyer (Grade R), Ms Sheila Erickson (Grade R), Ms Jadey Plaatjies (Grade R) and Ms Christine Gesoond (Grade 0).

Below is the fee schedule for 2018. Note that **FEES ARE DUE AT THE START OF THE MONTH!**

Fees can be paid between 07:15 to 08:00 at the school office or by EFT to

Hangberg Pre-Primary School, ABSA, Branch 632005, Account 4089315957.

PAY DATE	Amount	NOTES	PAY DATE	Amount	NOTES
17-Jan-18	500.00	Schools opens Wed 17. Jan. Meeting: Mon 22 Jan 6pm	17-Jul-18	500.00	School opens Tue 17 Jul. Meeting: Mon 23 Jul 6pm
01-Feb-18	500.00		01-Aug-18	500.00	
01-Mar-18	500.00	School closes Wed 28 Mar. Holiday Club 29 Mar-04 Apr	03-Sep-18	500.00	School Closes Fri 28 Sep. Holiday Club 01-05 Oct
10-Apr-18	500.00	School opens Tue 10 Apr. Meeting: Mon 16 Apr 6pm	09-Oct-18	500.00	School opens Tue 09 Oct. Meeting Mon 15 Oct 6pm
01-May-18	500.00		01-Nov-18	500.00	
01-Jun-18	500.00	School closes Fri 22 Jun. Holiday Club 25 Jun-29 Jun	01-Dec-17		Graduation Tue 11th 6pm School Closes Wed 12 Dec. Holiday Club 13-14 Dec

DATES TO DIARISE:

1st Term : We 17 January to We 28 March

2nd Term: Tu 10 April to Fr 22 June

3rd Term : Tu 17 July to Fr 28 September

4th Term : Tu 9 October to We 12 December

PUBLIC HOLIDAYS:

We 21 March (Human Rights Day)

Fr 27 April (Freedom Day)

Mo 30 April (School Holiday)

Tu 01 May (Workers Day)

Th 09 August (National Women's Day)

Fr 10 August (School Holiday)

Mo 24 September (Heritage Day)

SCHOOL HOLIDAY PROGRAMMES

FROM 09h00-13h00 (FREE OF CHARGE)

1st Term: Th 29 March to We 04 April

2nd Term: Mo 25 June to Fr 29 June

3rd Term: Mo 01 October to Th 05 October

4th Term: Th 13 Dec to Fr 14 December

COLLECTION AND DROP OFF OF CHILDREN:

SCHOOL HOURS: Mon-Thu 07:30 to 14:15,
Friday 07:30 to 12:00.

AFTERCARE HOURS: Mon-Thu 14: 15 to 12:00
to 17:30, Friday 12:00 to 17:30.

Children are to be dropped off at the middle gate on Sentinel's property in the morning where **they will be greeted and then walk on their own to their class.**

Collection of children in the afternoon will be at the main gate on Sentinel's property, where your children will wait with their teachers.

NO Parents are allowed to come onto the school premises after 08:00 in the morning. No vehicles are permitted on the school property at any time.

LATE COLLECTION: Please note, any child not collected on time will be charged R10 per 5 minutes late and your child will not be allowed into the school the next morning if the penalty is not paid. This applies for both school and aftercare collections.

SAYING HELLO AND GOODBYE: Please hug and kiss your child when saying hello and goodbye! It is SO important for them to feel loved☺

COMMUNICATION:

Please do not hesitate to contact us should you need to. We are here for you and your child.

MESSAGE BOOKS: Your child will receive a message book. This book is used for us to communicate with you and vice-versa. All notices etc. will be placed in the book. Please check your child's book each day. The book belongs to the school and must be returned should your child leave the school.

CHANGE OF CONTACT DETAILS: Please inform us if your contact details change. We need to have a working cell no in order to communicate with you.

GRADE 1 APPLICATIONS:

Grade 1 applications for 2019 open on 5 Feb 2018 and close on 28 March 2018. If

you want your child to get a place in Grade 1 please make sure you apply to all the schools early. **This is your responsibility as a parent** to make sure your child is registered, not ours!

TRACK SUITS and T-SHIRTS: Branded school clothing is available on order. Track suits: R180. Short sleeved bright yellow T-shirts: R50.00. Long sleeved T-shirts: R60.

BACK PACKS: Children are to use the yellow back packs for school only.

MEALS: Breakfast & Lunch are included. Your child must please bring a fruit to share each day. Please advise us of any food allergies your child may have.

ATTENDANCE/ILLNESS:

It is very important for your child to be at school every day of the week. Should your child be ill, please let us know via WhatsApp. If your child is ill for more than 2 days, a Dr's certificate is required.

BEDTIME: Please make sure your child goes to bed early and does not watch too much TV. Also be aware of what he/she is watching on TV.

BRIBING: Please do not bribe your children to come to school!

SHARING: Please encourage your children to share. This is a necessary life skill.

DISCIPLINE AT THE SCHOOL AND AT HOME:

Positive incentive systems are in place to encourage children to function at their expected level of performance with our **DO NO HARM POLICY.**

Parents and teachers will work together towards the child's behavior and modify it as and where necessary.

Parents and teachers will aspire to set a positive example to the young children in respect of developing attitudes and values towards self-management and conflict resolution appropriate to children of this young age.

Firm boundaries of discipline and expectation will be in place in a manner appropriate to children of a young age.

INJURY:

The school staff will, to the best of their ability, ensure the safety and well-being of all children in their care at all times. The necessary first aid will be administered to a child in the event of minor injuries (every day scrapes and scratches). Parents will be informed immediately of any injury of a more serious nature (broken bones, stitches etc) by the Principal, Administrator or teacher.

ILLNESS AND MEDICATION

A child who is ill must be kept at home. If a child becomes unwell at school during the day, the parents will be contacted in order for the child to be collected and treated accordingly. This is the parents' responsibility.

NO medication will be administered to children at school unless the child has a life threatening condition.

NO MEDICATION IS TO BE PLACED IN THE CHILD'S BAG FOR SELF MEDICATION.

TOYS: Do not allow your child to bring toys to school and if you see he/she has bought a toy from school to home, return it and discourage them from doing it again.

RECYCLING: Encourage your child to bring a bag of recycling to school on a Friday morning.

WATER CRISIS: As you know Cape Town is in a drought. Be very careful about water usage at home. We would also like each child to bring a 2lt bottle of recycled water to school each Friday, if possible.

STATIONERY LIST:

If you wish you can help support the school's stationery needs by bringing any of the following items during the first 3 months of the year:

- X1 box of tissues
- X4 white toilet rolls
- X1 packet of A4 plastic sleeves
- X1 ream of A4 white paper
- X2 jumbo pritts/glue sticks
- X1 pad bright coloured paper
- X1 pack Thick wax crayons
- X1 Packet of wipes

FUNDRAISER IN APRIL:

We are hoping to have a high tea in April/May sometime, we will keep you updated.

FUNDRAISING and VOLUNTEER TEAM:

We would like to ask parents to come forward to help with fundraisers during the year so we can form a team of volunteers. This would entail termly meetings around ways to raise funds, organizing fund raiser events at the school (helping set up and tidy up) and being a support to the school. Please reply below.

THANK YOU!

The Hangberg Pre-Primary Team!

PRINCIPAL:

Mrs Tania Gray 082 491 5626

FEES/PRINCIPAL SUPPORT:

Mrs Karen Temlett 082 4174871

Mr Ivan Van Wyk 072 1843 420

GROUNDSMAN:

Ricardo Moses

COOK/CLEANER:

Ms Hombisa Nguqu

SCHOOL CONTACT NUMBER 021 791 0590

FUNDRAISER VOLUNTEER TEAM

PLEASE RETURN TO YOUR TEACHER BY FRIDAY 19TH JAN

I,(Parent's name and surname)

Cell no:.....

Would like to be part of the fundraising team and would like to offer my services in the following area:

- Co-ordinating events (set up and tidy up)
- Cooking or baking for occasions
- Suggesting various fundraisers
- Helping to sew or make items that may be needed
- Word works volunteers
- Relief for teacher assistants training days
- Other*

*Description of other:

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Signature :

Date :