



## INTERNAL RULES AND REGULATIONS FOR 2021

### 1. ADMISSIONS

- 1.1 A learner may start to attend the Pre-Primary School when he/she is 4 years old and can follow toilet routine independently. It is the year they turn 5.
- 1.2 Attendance is compulsory. Parents are encouraged not to keep learners out of school without a valid reason. When a learner is absent, the school must be informed. A doctor's certificate must be submitted on the learner's return.
- 1.3 Learners may attend the Pre-Primary School till the end of Grade R (the year they turn 6) where after they may progress to Grade 1, if they are ready for school.
- 1.4 All exceptions will be handled according to Departmental Regulations.

### 2. ATTENDANCE AND HEALTH

- 2.1 All immunizations must be up to date and clinic cards must accompany registration forms.
- 2.2 Allergies must be reported to the teacher.
- 2.3 All other health conditions must also be reported to the teacher.
- 2.4 The school will contact parents in case of emergency or when a learner gets sick during the course of the school day.
- 2.5 No medicines may be in a learner's bag. If your child needs medication, you as parent must personally hand it to the teacher with written instructions and sign it into the medicine book. **No** medicine may be given to a child to bring to school.
- 2.6 **Only** full day learners may bring medicine to school. Half day learners should take their medicine before and after school at home.
- 2.7 It stays the parent's responsibility to collect medicine from the staff when learners are going home.
- 2.8 No learner with a contagious disease or any contagious skin condition is allowed to attend school. In such a case the isolation regulations of the Department of Education must be adhered to i.e. 10 days.
- 2.9 Learners who are feverish or have a bad cold must rather stay at home. If a learner may not play outside he/she is too sick to come to school.
- 2.10 All wounds must be covered with a plaster.

### 3. DOCUMENTS, SCHOOL FEES AND FINANCES

- 3.1 Registration forms must be completed in full and all documents indicated on the form must be submitted.
- 3.2 The POPI Act consent form and all other school information forms must be read, completed, signed and returned ASAP.
- 3.3 School fees will be communicated after the budget is approved.
- 3.4 One month's written notice is required if a learner will no longer be attending the school.
- 3.5 Discount for annual payments is applicable.

- 3.6 All school fee payments for learners attending the Pre-Primary School must be made at the Primary School's office, but we recommend that you rather use card or electronic payment methods. There are card facilities available at the Primary School.
- 3.7 If money is sent to school with your child, please put it in a detailed marked envelope in their letter bags and **hand it to the class teacher**.
- 3.8 We do accept cash payments at the Pre-School, but recommend that you rather use card or electronic payments. There are card facilities available at the Primary School.
- 3.9 You received a letter that explains the KARRI APP payment system that the school implemented. Please read the letter and make sure you understand how it works. We believe it is more convenient and safer for us all.
- 3.10 A receipt will be issued for all payments made at school.
- 3.11 Financial queries regarding school fees should be made directly to the financial department at the office. The teachers only send the accounts home, but have no further information regarding your account.
- 3.12 Please make sure that your account is kept up to date to avoid any extra penalty fees.
- 3.13 Accounts in arrears will be handed over for collection.
- 3.14 All school accounts and money that may be outstanding must be settled by the end of November 2021.
- 3.15 Payments for Extra Mural activities have nothing to do with school fees. It must be paid in the accounts of the various activities.

#### **4. SCHOOL HOURS**

- 4.1 School hours for half day learners are from 07H30 to 13H15 and for full day learners from 07H30 to 17H00. Learners must be on time for school Monday through Friday.
- 4.2 Formal teaching takes place between 07H45 and 13H15.
- 4.3 Staff will be on duty from 07H00 until 17H15.
- 4.4 NO responsibility can be taken for learners who are left at the gate before 07H00.
- 4.5 Parents are requested to drop learners off at school no later than 07H30. The formal daily programme starts at 07H45 every day. Learners may not be late without a valid reason.
- 4.6 Learners may not be collected before 13H15 unless arrangements are made.
- 4.7 If a half day learner is not collected by 14H15 a fine will be payable, starting from 14H15: R50 if you come between 14H15 and 14H30; R100 if you come between 14H30 and 14H45; R150 if you come between 14H45 and 15H00 and an additional R50 for every 15 minutes thereafter.
- 4.8 Full day learners must be collected no later than 17H15. If a full day learner is not collected by 17H15 a fine will be payable, starting from 17H15: R50 if you come between 17H15 and 17H30; R100 if you come between 17H30 and 17H45; R150 if you come between 17H45 and 18H00 and an additional R100 for every 15 minutes thereafter.
- 4.9 There will be NO exceptions made on the fines and no prior warnings will be given.
- 4.10 Parents may make use of the full day care on an irregular basis at R80 per afternoon.

#### **5. ARRIVAL AND DEPARTURE**

- 5.1 Learners may not be dropped off in the parking area. The driver, family or parent bringing a learner to school must open the gate and let the learner in at the gate of the Pre-Primary School and make sure they are left safely inside the premises.
- 5.2 Learners will not be sent to a waiting car. They must be fetched inside the school grounds and accompanied to their transport. The Pre-Primary gate will be locked at 8H00 and the learners who come late must report at the office.

- 5.3 You will receive a form to complete which will inform us who the persons are that are allowed to come and fetch your child. You will receive a card for each person on that list. This card **MUST** be shown when a child is fetched or the child will **NOT** be released. If any unforeseen circumstances occur, you will have to contact the school, teacher or principal to make the necessary arrangements. Lost cards must be reported immediately and will then be replaced on request with costs involved. We implemented this rule for control and safety purposes.
- 5.4 There is a register available in classes and at the entrance which must be signed by the person who comes to fetch your child. It must be signed every day. **THIS IS COMPULSORY AND FOR THE SAFETY OF YOUR CHILD.**
- 5.5 No child may be taken from the premises without the person on duty being informed.
- 5.6 Children fetching your child must have a consent letter from the parent.
- 5.7 The school gate must be closed at all times. Make sure the gate is properly closed after you have entered or left the premises.
- 5.8 No child will be permitted to exit the gate without an adult or authorized person present. No exceptions!

## **6. HOLIDAYS**

- 6.1 The Pre-Primary School will be closed during school and public holidays.
- 6.2 The school terms and holidays are the same as those of the Primary School.
- 6.3 The school terms and holidays are determined by the Department of Basic Education.

## **7. FOOD**

- 7.1 The school does not provide food or refreshments. Learners must bring their own sandwiches, fruit and juice or what you prefer to give to them. Please limit food that needs to be warmed-up in a microwave as far as possible.
- 7.2 Learners must have the appropriate cutlery to eat their food at school.
- 7.3 NO fizzy drinks in cans or bottles are allowed.
- 7.4 **NO glass** bottles are allowed!
- 7.5 Learners must eat breakfast at home before school.
- 7.6 Full day learners must bring an extra marked lunchbox for the afternoon.
- 7.7 Sweets and cookies are not allowed except for full day learners as an afternoon snack at 15H00.
- 7.8 Only a big cake or enough cupcakes for the class are allowed on birthdays. **NO** party packs, drinks or other snacks are allowed. If you bring party packs with the cake, the party packs will unfortunately be given back to you. Please make arrangements with the teacher in advance if you are going to send a cake. No parents or any other adult are allowed at school during birthday parties.
- 7.9 When going on outings parents will be informed about food and juice as well as all other requirements, well in advance. Please mark everything you send with.

## **8. REQUIREMENTS**

- 8.1 Stationery we use at the Pre-Primary School is already included in the school fees. This includes crayons, coloured pencils, drawing papers, scissors, glue, etc.
- 8.2 **At the beginning of the year** each learner must bring:
- Four rolls of toilet paper
  - One box of tissues (180)
  - One pack of wet wipes
  - One bottle of Handy-Andy (750 ml)

- One bottle of JIK (750 ml)
- One bottle of liquid hand soap or bubble bath (750 ml)

### **THIS IS COMPULSORY FOR ALL LEARNERS**

- 8.3 These requirements might change according to what we need during the year. This will be communicated to you.
- 8.4 Full day children must have a mattress and 2 mattress covers. **No old, flat or odd size mattresses of the previous year are allowed.**
- 8.5 Mattresses R200 and covers R100 each can be bought at school. Total amount is R400.
- 8.6 Covers will be sent home every Friday to be washed and must be returned during the next week while the second cover is in use. We cannot allow learners to sleep on uncovered mattresses for hygienic reasons.
- 8.7 Please send a small marked blanket to school during Winter terms (Term 2 and Term 3).
- 8.8 Blankets will be sent home at the end of the term to be washed and must be returned **on the day when the schools re-open**. If for any reason we may find it necessary to be washed earlier, we will send it home where after it must be returned on the **Monday**.

### **9. CLOTHING**

- 9.1 Comfortable, self-help clothes must be worn by learners. No formal school uniform please.
- 9.2 A school golf-shirt must be bought by all learners. Grade R and Pre-Grade R learners must buy it at Kloppers, Awerbuchs or San-Dré Embroidery who are suppliers of Brandwag School uniform. This is compulsory for all Pre-Primary School learners. Learners must wear it on Fridays when it is our sport day and when we go on an excursion.
- 9.3 Fridays are our sport day at school. Learners must wear the school golf-shirt with any pants and sport shoes on these days.
- 9.4 All clothes must be clearly marked. The school cannot be held responsible for any lost items. If something is left behind, we will keep it and will give it to the learner the next day. Please make sure all clothing items are marked clearly.
- 9.5 Learners get dirty when playing; therefore it is impossible to send them home clean.
- 9.6 Do not send them to school in their best clothes. It might get torn on the apparatus or stained with paint.
- 9.7 Send an extra set of clothes to school in case an accident occurs. Keep this extra set of clothes in a plastic bag in their school bags. This rule is compulsory for Pre-Grade R learners.
- 9.8 No jewellery, watches or sunglasses are allowed. Learners get very upset when it breaks or gets lost, and it can cause unnecessary accidents if it gets stuck on the apparatus.
- 9.9 During summer barefoot is preferable. High heeled shoes are not suitable to wear while playing on the apparatus.
- 9.10 When wearing a skirt or dress, your child has to wear shorts/ski-pants underneath.
- 9.11 Hair extensions must be neat and tied away from their eyes.

### **10. SCHOOL FUNCTIONS, TRAININGS AND MEETINGS**

- 10.1 The school is part of the learner's living environment. It is therefore important that parents attend meetings, trainings and functions to stay informed about their progress.
- 10.2 Educational information, problems and recommendations will be discussed during parent meetings. Notices of these meetings will be given in advance.
- 10.3 Parents are welcome to see the teacher between 13H30 and 14H00 by appointment only. No parent may just come to school without an appointment or prior arrangement and disturb or burst into a teachers class while she is busy teaching! We have many learners in the class who

cannot be left unattended and teaching time is limited and valuable to all of us. Make an appointment after teaching time if you need to see the teacher. Contact the office at 051 - 4442276 to make an appointment. Parents who do not have an appointment will unfortunately be sent back to the office to make an appointment and will have to come at another time! We experience too many problems regarding this and need to be strict about it. Report at the office whenever you come to school and sign the visitors register.

- 10.4 Teachers and assistants may not be contacted during the daily programme and are not obliged to give their personal cell phone numbers to parents. We urge you to use the cell phone numbers responsibly if you have to.
- 10.5 You are welcome to contact the office and leave a message. Nobody will be called to the phone. Leave a message and the teacher will return your call.
- 10.6 On the contrary, our classes are always open in case of an emergency. The Pre-School principal does have an open door policy.

## **11. CORRESPONDENCE**

- 11.1 We are using a plastic *Letter bag* as a way of sending and receiving correspondence. Each learner will receive one that must be kept neat and in good condition for the duration of the year.
- 11.2 Newsletters will be sent out when necessary in the letter bag.
- 11.3 The letter bag contains a register that must be signed when you receive a letter. It will also contain a message book which can be used by you and the teacher as way of communication.
- 11.4 The letter bag must be sent back the next day. Ensure that you did sign the letter register and that the message book is inside.
- 11.5 If the letter bag or message book gets lost or damaged, you will have to replace it.
- 11.6 A portfolio with the learner's report and some of the work done during the term will be issued every term. Please sign the report, which is in the portfolio, and return the portfolio as is the day the school re-opens for the next day. Grade R learners also receive a Departmental Workbook and a second file with their worksheets that they have done during the term. All must be signed and sent back.
- 11.7 These rules are in your child's best interest and contribute to the smooth operation of the school. Cooperation between parents and teachers is vitally important to the education of your child.

## **12. GENERAL**

- 12.1 If you find anything that belongs to the school in your child's bag, please send it back to school immediately. It could be essential or irreplaceable equipment. Nobody will be blamed; they are too young to know it is wrong.
- 12.2 Learners may not bring their toys to school. It creates numerous problems. The school will not be responsible for any lost toys.
- 12.3 **Inform the school of any changes in address and contact numbers IMMEDIATELY.** Please make sure that your contact details are correct at the office in case of an emergency. Also write your contact details on your child's school bag or where they know it is should we need to contact you urgently!
- 12.4 No guests (friends and family) will be allowed at school. This rule applies for birthday parties too.
- 12.5 If you have any problems or queries concerning your child, please contact the teacher immediately. Please remember that no problem may be discussed with the assistants and they may not be mistreated by parents or learners at any time.

- 12.6 Do not send a school bag that is too big; the pigeon holes are too small. Bags still need to be big enough for your child's belongings. Bags must be clearly marked with the learner's name, surname and contact number of a parent on it. Also ensure that you take the correct school bag when collecting your child, because there are many bags that look alike.

*This is the world of a child and we will do our best to keep your child happy and safe. May this be an enriching and enjoyable journey for both parents and learners at Brandwag Pre-Primary School.*

Regards

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**Marieta Prins**  
**Pre-School Principal**  
**0822567856**