

SAGEWOOD SCHOOL

Educating the Whole Child

Parents Policy and Procedure Booklet

To ensure the smooth and efficient running of our school, your co-operation with regard to the following matters would be greatly appreciated.

OUR FOCUS

Our focus is on affordable quality education for the 21st Century which caters for the holistic development of the 3-6 year old child, in a stimulating child-centred, nurturing and harmonious environment. Our curriculum is CAPPS based and Reggio Emilia inspired incorporating the principles of

- Children as active participants in learning
- The significance of the learning environment
- Making learning visible
- The teacher, parent, child as collaborators in the process of learning

Children learn through play. We provide many challenging experiences where children can explore, make discoveries, formulate concepts and develop creativity, independent thinking and problem solving skills as well as learn to socialize with one another. There is a balance between concrete hands on experiences and the use of technology.

Each child is able to develop at his/her own pace and in so doing acquire a positive self-image.

Pre-Primary school is an extension of the home and not a substitute for it. Therefore parental involvement in all school activities and at functions is vital so as to enable your child to reach his/her full potential.

TIMES

The Pre-Primary School commences at 7:30 where children are engaged in supervised outdoor play, for the Red and Yellow Grade '0' groups computers start at 7:45am once a week and the Purple group has library at 7:45am once a week. It is important that children are at school by 7:30am so as not to miss out on learning experiences. For parents needing to drop children off earlier, Trust is available from 7am. For parents using this service we request that you please sign your child in. Parents are requested to hand their children over to an authorized adult, and not to drop children off in the car park, and allow them to wander into the school on their own. **Your child's safety is our concern.** Also please inform staff members when you fetch your child from school and ensure that he/she says goodbye to his/her teacher. Please also inform the class teacher in writing if there is any change in lift scheme arrangements. Pre-Primary school ends at 13h00. It is important that parents fill in an aftercare application form for all children who use the aftercare on a permanent basis. Should you require the aftercare service it is important to notify the school or your child's teacher. Parents are to please sign their children out of aftercare. The signing out lists are on the table outside the principal's office. Children using transport are to be brought into school by their driver and handed over to an adult. Please ensure that you make your driver aware of this. Should children leave school during the course of the morning then an exit form must be completed by your teacher and handed to the security at the boom. This is in the interest of our children's safety.

The Sagewood Foundation t/a Sagewood School, Registration Number: 1991/003134/08

P.O. Box 3613 • Halfway House • 1685
Tel: 082 325 4713 • Fax: (011) 219 7102

Sagewood Avenue • off Liebenberg Road • Noordwyk • Midrand
E-mail: info@sagewood.co.za • Website: www.sagewood.co.za

Directors: C Edmondson, A. Kale, L.E.J. Lapan, K.C. Motshabi, J.J. Patel*

* Executive



Registered with the Independent Schools
Association of Southern Africa

Please note:

The admin office closes at 15h30. The school telephone numbers are as follows

Preprimary secretary	-	Chantal	082 325 4713
Preprimary Principal	-	Jeanette	082 325 6845
Accounts	-	Judy	082 324 6963
Preprimary aftercare (till 5:15pm)	-	Monica	082 605 6307
School email address	-	preprimary@sagewood.co.za	

CHANGES

Please keep your child's teacher informed of any changes or happenings, which have taken place at home. E.g. the arrival of a new sibling, Dad or Mom away from home due to a business trip, or any family trauma, as any of these changes may affect your child's behaviour at school and he/she will be handled more sensitively. The teachers or myself are always available should you have a concern, so please do not hesitate to speak to us. We will also inform you if we feel some aspect of your child's development needs attention. Please phone in or email to inform the school should your child be absent from school.

COMMUNICATION

Each child is issued with a message book to be used as a form of communication between home and school. Each child is also given a plastic folder in which message books are to be kept and for notices sent home. Please ensure that the plastic folder and message book is returned to school every day and that it is referred to daily. Should these be mislaid then the onus is on the parent to replace them.

Each teacher has a computer in their classrooms for parent teacher contact but the computer access will only be available between 1 and 2pm for teachers to respond to your emails. For **important** lift scheme notification please contact Chantal, the school secretary.

The D6 communicator is also a form of communication. We request all parents to download the programme onto their computers. All information pertaining to operations of the school will be obtainable from the D6 communicator. The school blog is also available as a source of information on happenings at school and articles of interest at <http://sagewoodschool.blogspot.com>. The school also has a Facebook page which can be visited at <https://www.facebook.com/pages/Sagewood-School>. The school values open and transparent communication. Please feel free to chat to your child's teacher with regards to any concerns you have. The deputy principal or the principal are also available should you wish to raise any suggestions / concerns you may have.

NEWSLETTERS & REPLY SLIPS

One Main newsletter informing you of all the events / activities taking place for the term is sent out at the beginning of each term. Please read all notices emailed or sent home via your child and return the reply slips timeously. The cost for outings and shows is included in the fees. However, the permission slip allowing your child to attend all outings and shows must be signed and returned to school. Learners will not be allowed to attend an outing unless the consent form has been signed and returned to school. Apart from the first terms newsletter all termly newsletters will be put onto the D6 communicator and emailed to parents, so it is important that you keep the school informed of your email address; also please keep the school informed of changes in both home and work telephone numbers or changes of address. Should you require a hard copy please inform Chantal.



MEDICATION & SICK CHILDREN

Children who are sick should stay at home – no medication will be administered at school. Children with infectious diseases (e.g. Ring worm, impetigo, lice etc) will only be allowed back to school, once they have a clearance certificate from the family doctor or clinic.

HEARING AND VISION SCREENING

All children will have hearing and vision tests conducted by qualified professionals during the year. The hearing tests will be on Wednesday 17 February and the eye tests will be on Wednesday 24 February. The Grade O's only will also have a school readiness screening – to take place in the 2nd term. Parents will be advised of all results.

PROGRESS REPORTS

Written progress reports will be given to you in June and December. If, after reading your child's report, you require more clarity feel free to make an appointment with your child's teacher to discuss the report further. You can book a time with the secretary.

INTERVIEWS

Parent teacher interviews are held in March and September. A fifteen-minute interview will be held with each parent on either Monday, 7 March or Tuesday, 8 March in the first term and in the 3rd term either Monday, 12 or Tuesday, 13 September, between 13h15 and 17h00. Interviews are scheduled for you to speak to the teacher about how your child has settled in at school and to discuss his/her progress. It is crucial that parents attend both these progress interviews as valuable information and recommendations on your child's development are shared.

CLOTHING

Please send a clearly marked bag or suitcase to school with your child every day. It is also necessary to have a change of clothing inside your child's suitcase in case of a mishap.

All clothing and any other item pertaining to your child must be clearly marked with your child's name.

The school cannot take responsibility for clothing or any items which are not marked. Children should wear washable play clothes, and comfortable clothing which will enable them to use the large outdoor apparatus unrestricted. Children are learning independence and are eager to dress and undress themselves; therefore we request that you dress children in self help clothing which they can manage themselves or with little adult assistance. As the seasons change (spring/autumn etc) children must please be dressed in layers so as to ensure their comfort and well being throughout the day.

Please don't send your child to school in clothing with pictures of superhero's, WWE wrestlers or Ben 10 as this leads to dangerous play.

On Tuesday's the Preprimary children have active education, children are to wear shorts and takkies to enable them to move on apparatus freely.

On Thursday's the Preprimary children have Swimming (1st and 4th term) children are to come to school wearing their swimming costume under their clothes, in a separate bag please send a swimming towel, swimming cap, underwear and flip flops to walk down to the pool in. Please ensure you put sunblock on your child in the morning.



SUN HATS

It is school policy that children wear a hat when they play outdoors. **No hat no outdoor play.** Please apply sun protection lotion or cream to the sensitive areas of your child's skin before he/she comes to school in the mornings. Children are to wear shoes to school every day as they require them when they go for walks. Children are to wear a floppy brimmed sun hat to school when they come to school in the mornings and to wear it when they go home each day. We request that the hat has elastic so that it does not come off when children play on the outdoor equipment.

SCHOOL T-SHIRT / OUTINGS

A Sagewood t-shirt needs to be bought from the uniform shop on Sagewood premises; this is to be worn on school outings. This aids in the easy identification of learners and will help to ensure their safety. Please ensure the t-shirt is labelled. The uniform shop is open Monday's to Friday's from 7am to 9am and the first Saturday of each month from 11am to 12pm. You can contact Junior Mushonga at the uniform shop on 073 662 6046.

MORNING SNACK

The school provides a mid-morning snack at approximately 10h15. **Lunch is not provided by the school** so parents are requested to please send a pre-packed lunch to school every day which will be eaten at 12h10. Please send only healthy items in your child's lunch box incorporating a balanced diet e.g. a protein (yogurt, meat, cheese, eggs, chicken), a carbohydrate (bread, potato, pasta) and fruit, vegetables or salads etc. Lunch can be heated in the microwave should you require this for your child. Children who stay for aftercare are asked to bring a fruit juice and a sandwich which is eaten during the afternoon at approximately 15h00. Please would you send a plastic bottle containing water with your child every day. It is very hot and we encourage children to drink water during the course of the day. Water helps to aid in children's concentration and general health.

THEMES

A thematic approach to learning is implemented in the pre-school. A different theme will be covered each week and will last from Monday to Friday.

It would be most appreciated if you would talk to your child about the weekly theme and also encourage him/her to bring an item from home relating to the weekly theme. This helps children to develop confidence in speaking to the group and take responsibility for their learning; thus preparing them for homework when they enter formal schooling. These items will be given to the group teacher for safe-keeping on the classroom theme table and returned home on a Friday.



ITEMS TO BE SENT TO SCHOOL

Parents are requested to please send the following items to school with their child:

Mondays	Anti-waste, flowers and items for theme tables
Wednesdays	Charity money

Please note that no toys are to be brought to school, except when sent for the theme table.

ANTI-WASTE

Anti-waste materials form the basis of our creative activities, so they are always most welcome e.g. egg boxes, the inside of toilet rolls, paper and card off cuts, gift wrap, computer paper, wool, material, small boxes e.g. toothpaste or cheese boxes, milk bottle tops, corks, sawdust, newspapers, magazines, buttons, feathers etc.

MEDIA CENTRE VISITS

Children will visit the school library on a weekly basis. It is important that the book taken home is taken care of, and returned each week on the day that your child has library. A fine of the replacement value will be charged for a lost or damaged book. Children are also not allowed to take out a new book if the previous one is not returned. The library days are as follows:

Day	Group
Tuesday	Purple Group
Wednesday	Green Group
Wednesday	Yellow Group
Friday	Blue Group
Friday	Red Group

EXTRA-MURAL ACTIVITIES

Extra-mural activities will take place outside of normal Pre-Primary School hours and a separate fee will be charged. Parents are to pay the persons providing these lessons directly. These fees are payable in advance at the beginning of each term. The Extra-mural teachers will collect children at 13h00 from their classrooms. Parents are requested to collect children immediately after the Extra-mural Activity unless children are in aftercare, in which case, the aftercare teacher will take responsibility for them. The following activities are offered:

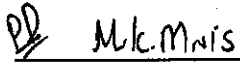
Monday	Monkeynastix (1:00), Dance Mouse (1:00)
Tuesday	Computers (1:00 & 1:30), Ballet Gr. 000 & 00 (1:00), UCMAS (1:00)
Wednesday	Soccer (1:00 & 1:30), Dance Mouse (1:00), Ballet Gr 0 (1:00), Golf (1:30)
Thursday	Kidi-Sportz (1:00)
Friday	Drama (1:00)



BIRTHDAYS

When it is your child's birthday, please arrange with the teacher a few days in advance so that she can make the arrangements for the "Birthday Ring". Parents are encouraged to attend their child's birthday ring, as this is a very important occasion for a child and it also gives the parent an opportunity to observe their child in the group situation. We ask parents to provide a birthday cake or cupcakes and candles for the occasion. **No sweets or extras please.**

We thank you in anticipation for your co-operation and support and look forward to working together in the best interests of our children.



J. Richardson (Mrs)
Principal – Preprimary School

REPLY SLIP

I, _____ parent / guardian of _____ in the _____ group have received and read the Parents Policy and Procedure Booklet for 2016, and agree to comply with everything within to ensure the efficient and effective operations of the Preprimary school.

SIGNATURE OF PARENT/GUARDIAN

DATE

