



Dear Parents

We welcome you to St Martin's Pre-Primary School and bring certain points to your attention ....

### PARENT CONTRACT

As a member of the Independent Schools' Association of Southern Africa (ISASA) and in the light of the Consumer Protection Act, St Martin's has a Parent Contract. This serves to protect the interests of both parents and School. To this end, the enrolment and registration process is only deemed finalised once this document has been signed and returned.

### SCHOOL HOURS

School hours are:

Younger/Middle Groups	8.00 a.m. to 12.15 p.m.
Grade R	8.00 a.m. to 12.30 p.m.

We would appreciate greatly your co-operation in keeping them.

### *Arrival Routine*

**The School Gate opens officially at 7.30 a.m. and closes at 8.00 a.m. SHARP.**

Parents must leave their child **in the care of a teacher** on arrival at School - at the gate or in his/her classroom. **CHILDREN MAY NOT BE DROPPED IN THE ROAD AND ARE NOT ALLOWED TO WALK DOWN TO THE SCHOOL GATE UNATTENDED.**

Please encourage your child to walk in to the School and carry his/her own school bag, to enhance the development of independence and self-management.

However, certain children may need to be admitted prior to this time, if BOTH of their parents work. Permission for such an earlier arrival is to be sought from the Principal. **SUCH PERMISSION IS REQUIRED ON AN ANNUAL BASIS.** A charge is levied for this supervision. The Domestic Staff receives arrivals earlier than 7.15 a.m.

The Teacher-on-Duty receives children between 7.15 a.m. and 7.25 a.m.

In both cases, children shall be "buzzed" through the Church and School Gates and shall congregate in the Big Room until they are taken into their own Home Base areas by their Class Teachers at 7.30 a.m.

**The School Gate is closed between 7.25 a.m. and 7.30 a.m. to facilitate this dispersal and no other children shall be admitted at this time.**

Please do not linger in the mornings, as this tends to unsettle the children. Also, a quick and efficient early morning routine cuts down on the "morning melee" of too many bodies in the locker areas! Please also avoid chatting to other parents in this area, in the interests of a quiet and peaceful start.

When waiting on the Church Patio for the gate to open in the mornings, please <b>DO NOT</b> allow children to run about wildly and noisily. This request from the Church is echoed by the School who also need a calm, peaceable start to the school day in the interests of quality learning.
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### *Home Time Routine*

The School Gate opens at 12.15 p.m. for the Younger (Yellow and Purple Groups) and Middle Groups (Blue and Green Groups) and at 12.30 p.m. for the Grade R (Red and Orange Groups).

Please make every effort to collect your child on time, as children may become anxious if they feel they have been left behind.

It is recommended that parents with children in Grade R and siblings in the other classes, collect their younger children at approximately 12.25 p.m. Siblings will be able to rest quietly, with some of their classmates, in their Home Bases until this time.

Should you choose to come before 12.25 p.m., please wait on the Church Patio, not on the Cycle Track or in the areas outside the classrooms. This will prevent noise and distractions for the Grade R classes who are busy until 12.30 p.m.

In the interests of safety and supervision, pupils and siblings are not permitted to play on the outdoor equipment at arrival or home times.

### **ABSENTEES**

Please notify the School by 9.00 a.m. on the days that your child is absent, giving reasons. Although, pre-primary schooling is not compulsory, children benefit from consistent attendance in terms of their emotional, intellectual and social development.

### **MEDICAL INSPECTIONS**

We are fortunate to have the services of a Doctor and Dentist who see each child once per year. If treatment is required, you shall be referred to your own Doctor or Dentist.

Similarly, all of the children shall have an Audiology Screening during the year.

The children in Grade R are also examined by an Optometrist.

### **ILLNESS AND MEDICATION**

If a child becomes ill during the school morning, parents will be called to collect him/her, especially if the child has a temperature.

If a child is found to have a contagious/infectious disease, e.g. chickenpox, lice or measles, the School Office must be notified **directly**. Sharing on the Class WhatsApp group will not suffice.

The child may only return to School with a Medical Clearance Certificate.

Please note that, in accordance with Education Department regulations, we are not permitted to administer any medication, with the exception of those required in life-threatening situations. However, if your child goes to After-Care and is taking a medically prescribed course of antibiotics, the After-Care teacher may give the mid-day dose, provided that a Medical Indemnity Form is signed.

### **LIFT CLUBS**

Please ensure that the School is notified of lift club arrangements, via the Notebook. Please help us by keeping lift club arrangements as **simple and unchanging** as possible.

The School must be informed in writing of changes to lift club arrangements.

- The other adults in the club **must be** informed of changes or additional charges, i.e. illness or friends to play. **THIS IS NOT THE RESPONSIBILITY OF THE SCHOOL.**
- Be prompt in fetching your group.
- Limit the size of your lift club - for physical safety and the emotional welfare of your children!

### **SCHOOL FEES**

School fees are determined annually.

You may make arrangements to pay fees monthly (from January to October) or by term. In each instance, they are payable within the first two weeks of each month/term. Please complete the Fees' Payment Liability Form according to your choice.

**Fees must be paid in full by the end of October.**

One FULL term's notice of withdrawal is required, in writing, in lieu of which a full term's fees are payable. In the event of withdrawal during the year, the Acceptance Deposit is forfeited.

It should be noted that if a child leaves St Martin's at the end of their Grade 000 or Grade 00 year (to go to Grade R at another local school), their following siblings shall not be given automatic enrolment. Said child/ren shall be placed on the Waiting List in order of age on application, as is the normal custom with all children whose parents make application to the School.

Should payment for the whole year's school fees be received by mid-February, a discount of 5% will apply.

As St Martin's Pre-Primary is an independent school and pre-primary education is non-compulsory, parents are liable for fees without exception. Therefore, school fees must be paid timeously, i.e. **within two weeks of the start of the term or month**. In the event of school fees being more than sixty days in arrears, your child will be asked to leave the School.

Fees are receipted by the School Secretary and payments reflected on your termly fee statement.

### **INSURANCE**

Each pupil shall pay a compulsory insurance levy. The School Insurance Scheme is provided by

Alexander Forbes and Marsh Insurance. Details will be circulated at the beginning of the school year.

### **AFTER-CARE**

St Martin's offers both After-Care and Holiday-Care facilities, under the capable leadership of a qualified teacher and a teacher's assistant. Please speak to the Principal or the School Secretary if you would like to enrol your child.

During the term there are two possible After-Care sessions; from 12.30 p.m. - 2.30 p.m. and from 12.30 p.m. - 5.00 p.m. Casual Attendance is also allowed, as is Extra-Mural After-Care for those children waiting for the start of an extra-mural activity or delayed pick-up.

(Please note: Full Day After-Care Fees will be charged in the event that Half Day pupils are collected after 3.00 p.m.)

Children are required to bring their own lunch; parents are asked to provide similar food to that suggested for Snacktime. (An After-Care lunchbox will be debited to your account.) A mid-afternoon snack will be served.

Early-Bird, Casual and Extra-Mural After-Care Fees are debited on a termly basis.

Holiday-Care will be available during the school holidays from 7.30 a.m. - 12.30 p.m. or from 7.30 a.m. - 5.00 p.m.

Holiday-Care is open to pupils of the School. Their siblings, up to the age of 9 years, may be considered in the event of availability of spaces.

It should be noted that the Holiday-Care facility will be closed for the first week of the July school holidays and from mid-December to early-January each year.

### **PARENTS' ASSOCIATION**

Parents become members of the St Martin's Pre-Primary School Parents' Association when their children enter the School and are invited to attend all meetings and functions.

Volunteers are invited to serve on the Parents' Association Committee. The primary purpose of the Parents' Association Committee is to raise funds for special projects and the purchase of additional equipment.

In turn, the Executive of the Parents' Association Committee serves on the Governing Body of the School.

You are invited to peruse the Governing Body and PA Committee Meeting Minutes on the Noticeboard in the Purple Room.

It should be noted that, although, parents are urged to become involved actively in the life of the School emotionally and in terms of time and fundraising, they are under no duress or pressure to give beyond that with which they feel comfortable or able.

However, please do get a MySchool card, and identify us as your beneficiary. Then a percentage of your spend comes to the School with no extra expense or effort on your part - money for jam!

### **NEWSLETTERS**

The School sends home regular Newsletters informing you of "what's on the go".

In many instances, these are accompanied by Reply Slips to establish anticipated attendance and numbers at School and Parents' Association functions.

**Please ensure that these Reply Slips are completed and returned to the School timeously, even in the case of nil returns.**

Our Secretary appeals (urges, begs, cries out!!) to you for assistance in this regard, chasing up late returns is frustrating!

But if you also need a readily accessible e-copy, go to the webpage at

[www.stmartinspreprimary.co.za](http://www.stmartinspreprimary.co.za). You can even complete Reply Slips via our email address at [admin@stmartinspreprimary.co.za](mailto:admin@stmartinspreprimary.co.za).

We are also on Facebook.

The "Did You Know Board", situated on the Church Patio, will also keep you abreast of school news and other interesting matters.

### **SMS 'PHONE AROUND**

From time to time the School may send you a SMS notice or reminder. The cell 'phone number is

060 5717553. If you reply to this number, DO NOT FORGET TO GIVE YOUR NAME, SO WE KNOW WHO THE MESSAGE IS FROM!

And remember to tell us if your number/contact details change, as we need these to be current in

case of emergency.

## SECURITY

Please note that the Church and School Gates are kept locked during the mornings. Parents visiting the School should use the intercoms to gain admission. The Secretary shall answer the intercoms and/or come to the gate. **IT IS ESSENTIAL THAT YOU CLOSE THE GATE FIRMLY ONCE YOU HAVE BEEN "BUZZED IN", IN THE INTERESTS OF THE CHILDREN'S SAFETY.**

No child will be allowed to go home with anyone other than his/her parents unless the School is notified via the School Notebook. Emergency arrangements may be made telephonically. E-MAIL NOTIFICATION (in either case) IS NOT PERMITTED, AS THE SCHOOL EMAIL IS NOT ACCESSED ALL DAY.

When dropping or collecting your child, please remove valuables from your car and bring them into School. Also check that your car is locked. A number of remote jammings have occurred. However, a tower of surveillance cameras has been installed and we trust that this will prove an adequate deterrent.

## REQUIREMENTS

1. **A hard-cover notebook**, which is used for messages to and from home. Please initial all notes, Newsletters, etc. sent home from School. The Notebook shall be provided by the School and debited to your account.
2. **A standard lunch box**. This shall be provided by the School and debited to your account. A second lunch box shall be provided for children in the After-Care Programme.
3. **A school bag**. This shall be provided by the School and debited to your account.
4. **Self-help clothing**. Each child should be able to dress himself/herself independently. Please avoid clothing with back fastenings, dungarees or the like.
5. **A pair of shoes** (with velcro fastenings), sandals or slip-slops with an elasticised ankle strap. Shoes must be worn to School every day, in the interest of independence and self-management. Lace-up shoes are **only** permissible if your child can tie his/her own laces or the shoes **must** be threaded with elastic to allow the child to put them on himself/herself.

SLIP-SLOPS WITHOUT BACKS ARE NOT ALLOWED. GUM-BOOTS MAY ONLY BE WORN ON RAINY DAYS.

6. **School clothing**. You will be debited for a School T-Shirt, Sweat-Shirt and School Hat.
7. **A pair of panties/underpants**, in case of accidents. CHILDREN SHOULD, HOWEVER, BE TOILET-TRAINED.
8. **A jersey or top with long sleeves**.
9. **Your child's hair shall be neat and tidy**. For boys, their hairstyle shall be of an appropriate length.
10. All garments and shoes must be **clearly marked** with your child's name. The Lost Property Box is situated in the Locker Area in the Orange Room.

## TOYS

Please do not allow your child to bring toys to School as this causes arguments and heartache! Special toys may be shown to the teacher before Early Morning Ring Time but must be taken home immediately, by parents or the lift-club.

## MORNING SNACK

Your child shall bring his own food to School - please follow the guidelines for a healthy, small snack. Snacktime is just that - a little energy boost and the chance to enjoy some social engagement. Do not send too much food. Water will be served at Snacktime. Sweets, chips, popcorn, chewing gum, sweet biscuits and cakes are not allowed.

The School also has a number of other "water breaks" included in the Routine, when the teachers ensure that all of the children have a cup of water.

## OPEN DAYS

There are "Open Mornings" during the second and fourth terms, when parents can visit the School to see what we are doing. A special Grandparents' Day is set aside in the third term, as is a Helpers' Day (for your domestic staff) in the fourth term. These days are announced in the Newsletters.

## THEMES

An umbrella theme is selected each term and this is explored in various ways in the School Programme; through lessons, creative activities, stories, etc., with displays mounted every two weeks.

Parents are encouraged to help with the collection of materials, the loan of appropriate

books and pamphlets, or with a little expertise ....

### **GRADE R OUTINGS**

The Environmental Themes are extended through Grade R visits to places of interest in and around Durban. Parents are invited to assist with supervision and transport. Notification of outings shall be posted in the first Newsletter of each term. Each Grade R child is required to wear closed shoes and a School T-Shirt/School Sweat-Shirt and a School Hat on outings. He/she shall also bring a disposable "snack in a bag" and a bottle of water. (No yoghurt or junk food please!!)

### **BIRTHDAYS**

Parents and grandparents are invited to attend their child's special Birthday Ring. This may or may not be on the child's actual Birthday. It will, however, be on the closest day convenient for the School. Your child's teacher shall contact you to arrange a date and time.

Cupcakes/savoury snacks and chips may be provided as a special treat for your child's group. (1 x cupcake/snack per child and two packets of chips are the usual provisions!)

The Office is prepared to distribute party invitations via the Notebooks. Please send them to School timeously, as they will be put into the books on *Wednesdays only*. They must be of a size to be folded and clipped into the Notebooks. Regrettably, we are unable to send out Birthday thank you notes.

### **LIBRARY**

The children take home puzzles and books in alternate weeks. Puzzles/Books are returned to the School on **TUESDAYS** and issued on **WEDNESDAYS**. Please help your child to remember to bring his/her Library Bag on Tuesdays. (And the Art Bag too!)

### **CHARITY-DAY**

A few cents brought to School on **FRIDAYS** helps us support local charities. Each year the PA Committee chooses a cause for us to support and 10% of all fundraising monies, as well as the charity collection, is donated to the identified charity.

### **MONDAY: ANTI-WASTE DAY**

As most of our handwork activities depend on the use of anti-waste materials, we would appreciate if you could save the following articles for us.

Please bring them on **MONDAY MORNINGS**.

"Produce" boxes, match boxes, paper, silver/gold paper, cardboard off-cuts, milk bottle tops, corks, small yoghurt cups, polystyrene trays, apple box packing, egg boxes, washed egg shells, dried tea leaves, Purity bottles, plastic ice cream containers with lids (both 5 lt and 2 lt), Christmas cards, odd pieces of material, wool, buttons, cotton reels, cigarette boxes (large and small), etc.

Anything else that you think may be useful .... Should you know of a factory with interesting off-cuts/waste items, please let us know. Particularly, we would welcome help in sourcing and collecting pine wood off-cuts for use at the woodwork bench.

### **RE-CYCLING**

The School has re-cycling bins for glass, paper, tins, Tetra-pack, plastic and used printer cartridges. Where appropriate, items should be thoroughly rinsed before placing them in the bins. Re-cycling also takes place on **MONDAYS**.

Please sort cardboard boxes/cartons into the coloured anti-waste boxes before filling up the "Paper" wheelie-bin, as we use them for box construction activities.

### **CREATIVE OPPORTUNITIES**

The School Programme offers your child many opportunities to develop aesthetically through artwork, musical experiences and creative problem-solving; you can enhance this growth and progress through the provision of fine muscle activities. Please allow your child to cut, stick, paint and draw at home ....

Please note, the clothing your child wears to School must allow for this creative process - we explore different paint and art techniques and encourage spontaneous and uninhibited participation. Please take this into account when dressing your child!

Creative activities will go home in your child's Art Bag on **THURSDAYS**. Please return the empty bag to the School on **TUESDAYS**, with the Library Bag.

## POINTS TO PONDER ....

The St Martin's staff are dedicated to the education and care of your child and we always go that "little bit further".

So, please hand out bouquets as well as brickbats and avoid negative gossip. Constructive criticism is always welcomed in our School but sometimes parents forget to say the "thank you's" too, e.g. for Mother's and Father's Day gifts - they would not happen without the thought, planning, organisation and motivation of your child by the staff! We are only human and also like to feel appreciated ....

- You can communicate via [admin@stmartinspreprimary.co.za](mailto:admin@stmartinspreprimary.co.za) or place an anonymous note in the Communication Box under the Patio Noticeboard.
- Prayer requests may be submitted in the Prayers' Box in the Office.
- Don't forget to visit our webpage at [www.stmartinspreprimary.co.za](http://www.stmartinspreprimary.co.za)
- Find us on Facebook.
- GB & PA Committee Minutes for perusal on the Noticeboard in the Big/Blue Room.
- Member of:



Please speak to any of the staff if you require further clarification.