

FP

Information

Booklet



# General FP Info

The Foundation Phase consists of the Grade 0 – 3. The main focus of the teaching and learning in the Foundation Phase is to provide each child with a solid base of basic understanding of phonics and spelling, initial language concepts, writing (including handwriting), mathematics concepts and reading for understanding. These are the skills needed to move into the next phase where along with continued teaching and learning there is a growing expectation of independent work and formal learning.

The development of a solid base (foundation) to learning starts before your child even reaches pre-school, through exploration, play, trial and error, talking, being read to...actually every experience your child has had and will have. School is the start of focussing those experiences to build and develop specific skills related to learning and development in specific areas. This starts though the concrete, play-based learning in Grade 0, moving onto some paper-based activities; starting abstract learning and more formal schooling in Grade 1, which is built on and extended through Grade 2 and Grade 3 working towards greater independent (but supported) learning in preparation for Grade 4.

At PPS we follow the CAPs curriculum and as a school we provide class teaching, however, due to our smaller class sizes, our specialised teaching approaches and a focus on supporting each child individually – working to close their gaps; building on their strengths and adapting our teaching approaches to incorporate all learning styles we are able to address the remedial needs of each child in our classes. This is incorporated in our school day though additional classroom support, the intimate care for each child, the holistic approach to learning (including working closely with each child's therapists) and the individual adaptations of our teaching and understanding of each child's needs. It is this that sets us aside from mainstream schooling and makes us a remedial school.

We have 4 main subjects in the FP – English (home language), Afrikaans (first additional language), Mathematics and Life Skills. In

addition to these subjects, Teacher Karabo teaches Sepedi to the Grade 1-3 children and Coding and Robotics started as a teaching subject this year.

## **FP STAFF**

Nayna Joshi – Grade 1J Teacher [njoshi@pretoriaprep.co.za](mailto:njoshi@pretoriaprep.co.za)

Kirsten Thompson – Grade 1T teacher and Head of Department (HOD) of the Foundation Phase [kirsten@pretoriaprep.co.za](mailto:kirsten@pretoriaprep.co.za)

Lisa Conradie – Grade 2C Teacher [lconradie@pretoriaprep.co.za](mailto:lconradie@pretoriaprep.co.za)

Karabo Madiri – Grade 3M Teacher [kmadiri@pretoriaprep.co.za](mailto:kmadiri@pretoriaprep.co.za)

Tessa Harmse – Head of Therapy and the Assessment

Tessa works as a case manager for each child at PPS.

[assessment@pretoriaprep.co.za](mailto:assessment@pretoriaprep.co.za)

## **ASSESSMENTS**

Assessments are continuous and formal assessments are written throughout the term. The children are not required to study for formal assessments. Diagnostic tests like spelling tests, bonds or timetables (depending on the grade) are written. These are used to inform the teachers planning and remedial intervention. Diagnostic tests do not count towards their marks achieved on their reports.

## **BEHAVIOUR MANAGEMENT**

Each teacher manages their class behaviour system. We focus on positive behaviour management looking to teach and encourage a positive approach to our teachers/therapists, peers and wider school community. There are times, however, where behaviours may have consequences. Class-based or playground based behaviours are dealt with by the teacher and a child is given a warning or possibly timeout if required. Should a pattern of behaviour develop or the interventions of the class teacher do not

seem to be aiding a change in behaviour, you will be notified via email. The HOD will be cc'ed in the email.

Where further steps in managing the behaviour are necessary a child may be put on weekly report (smiley face chart). A chart is then completed noting their behaviour over a day or a week – again the focus is on encouraging the positive periods over the negative. The weekly report is implemented by the HOD and you will be informed of this step. No child is put on weekly report without the parents being aware of the issues being addressed. The child takes their report to the HOD at the end of everyday where hopefully each improvement can be commented on and encouragement given for continued improvement.

The next step should it be required is for the deputy principal to become involved and a formal meeting held with you the parents. This is a rare occurrence within the Foundation Phase.

Parents are informed from the beginning of the process. We give allowance for “bad days” and “thoughtless moments” and look to start each day with a clean slate. It is only through continued or escalated behaviours that a process is taken to the HOD.

No incident involving more than one child is acted upon without a fair enquiry into what happened and if necessary an investigation by the HOD.

## **PROCESS OF COMMUNICATION**

Should you have a query or concern we ask that you please make contact with your child's class teacher first. You are welcome to cc the HOD in an email, but it will be the teacher that will reply and provide more information. If further information or intervention is required, then please contact the HOD. In the event that a query cannot be answered or a satisfactory resolution be met then the deputy principal (Gail Murray [deputy@pretoriaprep.co.za](mailto:deputy@pretoriaprep.co.za)) would be contacted and lastly the Principal (Sherrill Wagenaar [principal@pretoriaprep.co.za](mailto:principal@pretoriaprep.co.za)).

## **SPECIALIST DOCTOR APPOINTMENTS**

Please let the class teacher, office and/or Tessa Harmse know when your child has an appointment with their doctor. Please give us prior notice of the appointment as the team working with your child will prepare a report. Permission for us to send this report is gained from you, when your child joins PPS and at the beginning of every school year thereafter.

If you are on a waiting list for a cancellation appointment please let the school know so we can prepare the report in advance as these appointments are normally offered at short notice.

Please feel free to contact Tessa Harmse at [assessment@pretoriaprep.co.za](mailto:assessment@pretoriaprep.co.za) should you need to discuss the outcomes of any specialist appointments. She can liaise with the necessary team members or, if necessary, a team meeting can be arranged.

## **MEDICATION**

No over the counter medication can be sent to school for us to administer. The office has a very specific list of medication we are able to administer, with your signed permission.

Chronic medication may be given with signed permission. There is a medication register which the parents and class teacher need to sign. All administered chronic medication is recorded on a daily basis and it is noted in your child's diary that medication has been given.

Chronic medication needs to be sent to school in the original packaging with the pharmacy label, in your child's name and a copy of the script. The signed permission on the medication register, kept by the class teacher, must be completed every time new medication is sent to school.

# The FP Day

School starts at 07:30, where at the bell the children line up for morning assembly. On a Monday we have a whole school assembly and Tuesday – Friday a meet, greet and notices assembly. From there we move to our classes for registration, with lessons starting at 07:45.

On a Tuesday (Grade 0-2) and Wednesday (Grade 3) follow a 10-minute reflex intergration programme. This programme is taught by the OT's on the grade's given morning practised in class during the week.

It is important that your child is at school and has had time to put down their bags prior to the 07:30 bell. This allows them time to greet their friends on the playground and line up with no morning anxiety of "being late".

The school ending times are as follows:

Grades 0-2 at 13:15

Grade 3 13:45 (except for Friday where the whole school ends at 13:15)

For Grades 0-2 Integrated Day is run from 13:15 – 13:45 for children who can only be collected at 13:45 or take part in the extramural programme. Integrated day includes a range of craft, sport and remedial activities.

The extramurals take place Monday – Thursday from 14:00-15:00.

# Grade 1J

- Please ensure all clothes and stationery is clearly marked.
- Please use the black bantex suitcase and a separate PE bag.
- Please send a spare set of underwear in case of accidents. We can get new, clean underwear from the office (this is charged to the school account and must not be returned to school). Spare shirts, shorts or skorts will be arranged from the 2<sup>nd</sup> hand clothing and we ask that they are please returned to school once washed.
- The school diary will be sent home daily with messages and important information. Please make sure you check it daily, sign it and also you can write any messages/info you need to convey to me in the diary. Please fill in info page and sign school rules.
- We follow an individualised homework and reading programme, addressing the learning needs and remediation for each child.
- Swimming will take place in term 1 & 4 on a Wednesday. Please ensure your child brings in the appropriate swimming clothes and towel on these days. (navy blue, green or black swimming costume). It is your choice if you wish for them to wear goggles or a swimming cap.
- PE is done on Tuesday and Wednesday. Please send in your child's PE clothes (white shorts, blue PPS shirt, white socks and takkies).
- PE clothes may be needed on other days should your child take part in physical activities during integrated day. There is only supervision at the front of the school at home time. Please be on time to collect your child.
- Extramurals start at 14:00 – 15:00. If you child is staying for an extramural they will need to join an integrated day activity (13:15-13:45).
- **Please advise the school telephonically if you are delayed for any reason.**

- School lunches need to be healthy lunches. No sweets, chips or fizzy drinks are allowed. No shellfish or shellfish flavoured food, please.
- On Friday your child may bring a small treat to school, along with their healthy lunch or they can buy a Friday treat for R10.
- Please give us early notice when your child has an appointment with a specialist so that the team working with your child has sufficient time to compile a report to send to the doctor. Should you be given a short notice / cancellation appointment please let us know straight away.
- Toys are not allowed at school.
- If your child is going home with someone other than a parent or regular lift, please put a note in the diary, email the teacher and let the front office know.
- If you need to collect your child during the school morning, you are required to sign them out with Ike and they will be brought to the front gate to meet you.
- We use Letterland as well as other phonic programmes to learn the sounds of the alphabet. It is very important to use the letter sound and not the name as this will aid their reading, spelling and writing. We will have letters of the week and sometimes you will be required to send in items of things that begin with that letter. Please check diary for info.
- When it is your child's birthday they may come to school in their civvies and you are welcome to send in a treat for the class. No fizzy drinks are allowed.
- Please send a letter to school or complete the relevant page in your child's diary, if your child was absent, explaining the reason. We require this for our registers. If your child is absent for more than 2 consecutive days, please provide a doctor's note.
- No electronic devices or smart watches may come to school.





# Grade IT

- Please check and sign your child's homework diary every day
- Even if your child does homework at aftercare or with an aupair it remains your responsibility to check it has been completed and to sign the diary.
- We use Letterland as well as other phonic programmes to learn the sounds of the alphabet. It is very important to use the letter sound and not the name as this will aid their reading, spelling and writing.
- You will seldom be asked to send in cash – when you are, please send in a labelled envelope. We cannot be responsible for lost money. When asked to EFT a payment, please send the proof of payment with the reply slip or email it to Susan in the office ([accounts@pretoriaprep.co.za](mailto:accounts@pretoriaprep.co.za)). Please let us know in the diary.
- Please use the black Bantex suitcase and a sports bag. A PPS sports bag can be bought from the office should you wish.
- Swimming will take place in term 1 & 4 on a Wednesday. Please ensure your child brings in the appropriate swimming clothes and towel on these days. (navy blue, green or black swimming costume). It is your choice if you wish for them to wear goggles or a swimming cap.
- Please pack PE and swimming
- PE takes place on a Wednesday in terms 2 & 3 – please pack PE clothes (white shorts, blue PPS Shirt, white socks and takkies). School tracksuit pants can be worn for PE on cold days.
- PE clothes may be needed on other days should your child take part in physical activities during integrated day.
- If you need to collect your child during the school morning, you are required to sign them out with Ike and they will be brought to the front gate to meet you.
- If your child is going home with someone other than a parent or regular lift, please put a note in the diary (this is not necessary for organised lift clubs or if your child's grandparents or a driver collects them regularly).

- There is only supervision at the front of the school at home time. Please be on time to collect your child.
- Extramurals start at 14:00 – 15:00. If your child is staying for an extramural they will need to join an integrated day activity (13:15-13:45).
- **Please advise the school telephonically if you are delayed for any reason.**
- Please send a letter to school or complete the relevant page in your child's diary, if your child was absent, explaining the reason. We require this for our registers. **If your child is absent for more than 2 consecutive days, please provide a doctor's note.**
- Homework has to be done every day. If there is a reason why homework has not been completed, please write to the teacher giving an explanation.
- Homework is to be done by your child (drawings included) with adult supervision and help where necessary. If they were unable to understand/complete the task please write to the teacher. Please do not do it for them.
- We follow an individualised homework and reading programme, addressing the learning needs and remediation for each child.
  - Please check the diary and complete the activities written in the diary
- Diaries, homework books and therapy books must please come to school in the blue homework folder provided.
- The children take home library books every Thursday, which can be read and enjoyed during the week. Please keep these books safe in their library folders and return on the following Thursday. A new book can only be issued when the current book is returned.
- Please give us early notice when your child has an appointment with a specialist so that the team working with your child has sufficient time to compile a report to send to the doctor. Should you be given a short notice / cancellation appointment please let us know straight away.
- Please only send healthy lunches to school. No sweets, chocolates, chips or sweet biscuits.
- Please ensure your child has enough lunch at school, especially if they are staying for extramurals.

- On Friday your child may bring a small treat to school, along with their healthy lunch or they may buy a Friday Treat for R10.
  - No toys may come to school please.
  - No electronic devices or smart watches may come to school please.
  - When it is your child's birthday, they may come to school wearing civvies. Should you wish to send in a treat, cupcakes or drop off pizza, (plain flavours/halaal) please check the correct number of children with the teacher. Please, no fizzy drinks. If you send in a party pack, they will go home with the children. If your child has a birthday in the holiday, they can still celebrate it, before or afterwards, at school.
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- **Please do not send any form of shellfish or shellfish flavoured food to school in your child's lunch. I am very highly allergic and react severely to the smell/presence of shellfish. Thank you! - Kirsten**



# Grade 2

I look forward to a happy and productive year with your children. I trust that they will gain confidence in their abilities and improve their skills in the various learning areas. I aim to have happy children who trust me and know what is expected of them. We like to encourage increased independence in our learners as well as a sense of responsibility for their belongings and work. I will be teaching according to the needs of the children in my class. There may be differences in the methods but we cover the same concepts as per the CAPS document.

## 1. Communication

Please feel free to email or write a note in your child's diary if you would like to ask a question or discuss a matter regarding your child

Email: [lconradie@pretoriaprep.co.za](mailto:lconradie@pretoriaprep.co.za)

## 2. Homework

Homework is given daily from Monday to Thursday. Please always check the homework diaries and books daily and sign at the bottom of the page. Please let me know if there are any problems with homework. The activities are given for revision and should be within the children's ability levels.

Spelling tests will be done on Fridays. Please encourage your child to do their homework as they would during school. Handwriting and presentation of work is important.

### 3. Swimming and PE

Swimming is on a Tuesday. Please send their swimming costumes and towels in a separate bag. Learners will change before swimming and they will change back into their school uniform after swimming.

PE is on a Thursday. The children must bring their PE clothing to change at school. It is the navy PPS t-shirt, white shorts, white socks and takkies.

### 4. Library

Library is on a Thursday. The learners are required to bring their library books back to school every Thursday, in their library book bags.

### 5. Lunch

Please provide a healthy snack for your child to eat at both breaks. Sweets are only allowed on a Friday at second break as a special treat. Please do not send any shellfish as one of our teachers is highly allergic to it. Please don't send glass bottles.

### 6. Afrikaans

Please revise any Afrikaans homework given at home. It is being assessed. We continue Sepedi with Teacher Karabo as an additional language but this will not be assessed.

### 7. Reading

Reading must be done on a daily basis unless stated otherwise. Please sign the reading record daily.

## 8. Spelling

Revise spelling words regularly. We will provide a list of the words weekly. They will be practiced in class and a spelling test will be written every Friday.

## 10. Illness

A doctor's certificate is needed if your child is absent for two or more days in a row. The work will be caught up when your child gets back to school. Catch up work will not be sent home.

## 11. Birthdays

Learners may come to school in civvies for their birthday. If you wish to send party packs, cupcakes etc, please check the number of the children in the class first.

## 12. Doctor's Appointments

Please inform the teacher in advance of a doctor's appointment so that a referral letter can be sent before the appointment. All of the team members, working with your child, will complete the letter. This is more easily achieved with an advance warning.

Good luck with Grade 2!

Lisa Conradie



# Grade 3

Please read the information carefully. You are welcome to contact us at any time at the following emails:

**Gr 3M Karabo (Class Teacher) –**

[kmadiri@pretoriaprep.co.za](mailto:kmadiri@pretoriaprep.co.za)

**Kirsten (HOD) –** [kirsten@pretoriaprep.co.za](mailto:kirsten@pretoriaprep.co.za)



## READING

1. Each child reads at his or her own pace.
2. An adult should listen to the child's reading every day from Monday to Thursday. Please check that words are read correctly. Incorrect words should be corrected and if a child pauses too long, the correct word can be provided.
3. Please encourage reading with expression and adhering to punctuation.
4. Reading cards must be signed every day after reading is completed.
5. The reading card will also be used as communication and guidelines to reading specific to the child.
6. If a child was unable to read all the stipulated pages, please indicate which pages were read.
7. We encourage parents to read a wide variety of books to their children. This sets a good example and encourages reading.
8. You can make use of magazines, newspapers, advertisements, comic books, etc.
9. Reading homework will be from the provided story book, daily (Monday – Thursday) unless otherwise stipulated.

## MATHS

1. Bonds (simple plus and minus to 20 sums) and times tables (as introduced) should be practiced daily.
2. In Grade 3 we learn the following times tables: 2,3,4,5,10 and 11. Depending on the children, we might introduce the 6x table as well towards the end of the year.
3. We cover all concepts from the CAPS curriculum throughout the year.
4. Homework will always be revision of work done in class.

## SPELLING

1. A new spelling sound or sounds are introduced on a Monday.
2. Homework will include practising spelling. Please practise the words in fun ways as well, following ideas sent to you by the teacher.
3. We will write spelling tests on Fridays.

## HANDWRITING

1. This year we will introduce cursive writing.
2. During term 1 the focus will be on print writing and introduction of cursive writing patterns. Thereafter, lower case and capital letters in cursive will be introduced.
3. The aim is to write in cursive only during the last term of the year.
4. When your child works at home, please encourage correct pencil grip, sitting upright with feet flat on the floor.

## AFRIKAANS

1. Afrikaans is done as a first additional language.
2. Where possible, please expose your child to television stories, songs and story books in Afrikaans. This will help develop their vocabulary.
3. This year the children will have some Afrikaans homework weekly. Please take time to practise the concepts in homework.



## LIFE SKILLS

1. Children will be asked to bring materials from home from time to time such as pictures and information for projects.
2. PE, visual art, music and drama is part of life skills and also done on a weekly basis.
3. PE clothes must be worn to school on the day that it is PE, as the children cannot change at school.

## DISCIPLINE.

1. We work on a positive reward system.
2. Each child has a list of things that is required for every day including: all work completed, library book brought to school, appropriate behaviour with focus on following class and school rules, etc. At the end of the day when all items on the list has been completed they will receive a dot on their star chart
3. When a child has 10 dots he or she can choose a prize from the surprise box.

## HOMEWORK.

1. Diaries should be checked and signed every day as acknowledgement that you have checked your child's homework and saw any messages. You may also use the diary for communication with teachers and therapists.
2. Homework should be completed in a quiet area with suitable workspace.
3. If your child has difficulty with any part of the homework or was unable to complete it for any reason, please send the teacher a message via email or in the diary.
4. Homework packs will be sent home every Monday to be handed in on Friday. Children will be expected to complete the stipulated activity daily and refrain from going ahead or falling behind, as much as possible.

## VALUABLES.

1. No toys or valuables are allowed at school. Please also refer to information in the diary with regards to cell phones.
2. No electronic devices may come to school.

### PARTY INVITATIONS AND PARTIES AT SCHOOL.

1. If the whole class is invited to a party, we will gladly hand out the invitations.
2. If you prefer to only invite a few children, please contact their parents directly.
3. You are welcome to send party packs to school and your child may wear civvies on their birthday or the day it is celebrated at school.

### SNACK / LUNCH.

1. Please ensure that your child has a healthy packed lunch every day.
2. A good idea is to include fruits / vegetables, a sandwich or some form of protein.
3. Water in a plastic bottle must be packed as well.
4. Treats may be sent on a Friday or your child may buy a Friday Treat from school at R10.

### MEDICATION.

1. If your child needs to receive prescribed medication at school, the medication administration form must be completed.
2. All medication must be sent to school in the original packaging containing the prescription label from the pharmacy.
3. Teachers are not allowed to administer over the counter medications at school.

### DOCTORS APPOINTMENTS.

1. Please inform us timeously of any upcoming appointments with a doctor or specialist.
2. The teacher and therapists who work with your child will put together a letter to the doctor and send it though before the appointment.
3. Please also keep us updated with regards to medication changes throughout the year.

Please feel free to contact us with any queries. We are here to work closely with you in ensuring a wonderful Grade 3 year for your children! This is an exciting but also challenging year, but with a team effort it will be amazing.

## **INFORMATION FOR PARENTS - 2024**

### **FINANCIAL INFORMATION**

School fees are debited for 11 months of the year. All accounts must please be kept up to date. School fees are payable in advance i.e. the January school fees must be paid by 6 January, February school fees by 6 February, etc.

Statements are sent out at the end of the month. If you do not receive your statement please contact Susan Meyer by email at [accounts@pretoriaprep.co.za](mailto:accounts@pretoriaprep.co.za). Please note that it remains the responsibility of the parents / guardians to ensure that payment is made whether a statement is received or not.

Should you have any queries, please do not hesitate to contact Susan.

### **MEDICAL TAX REBATE**

PPS is registered as a remedial school with SARS. This means that, with the correct documentation, a medical tax rebate can be claimed. The documents required are the ITR-DD – Confirmation of Diagnosis of Disability, the tax certificate and comparative school fees from a private school closest to your house. It is well worth taking the trouble to get the documents and to submit the claim. Instead of receiving back (for the 2023/2024 tax year) R364 each per month for the first two people on the medical aid, and R310 per dependant thereafter, and often that is all one receives as a medical tax rebate, the calculation is done differently and it means one will receive approximately 30% of your medical aid expenses as a tax rebate for the year.

Please do not wait to submit your tax. SARS will require documents for verification. This takes approximately 30 working days to finalise.

You can start requesting the disability form and the tax certificate from March 2024. Please download the disability form off the SARS website, complete everything you can and submit this to your child's medical practitioner for completion. This form is valid for 10 years from the date of signature if completed as a disability that is moderate to severe, otherwise it needs to be completed annually. Please send an email to Susan Meyer at [accounts@pretoriaprep.co.za](mailto:accounts@pretoriaprep.co.za) for the tax certificate.

### **UNIFORMS**

If you know the size of the uniform that you require, or it is for a tog bag, cap, scarf or beanie, please send a note in the diary and the teacher will send a request to the office. The uniform will be taken to your child and added to your account. If that is the wrong size, we can exchange the uniform for a different size. Please try the uniform on before washing and marking it as we cannot exchange washed or marked uniform. Please ensure ALL uniform, including shoes and takkies, is labelled. We will check for names in lost property and return it to the owner.

If possible, please mark glasses, glasses' cases and watches as well. Sometimes a pair of glasses sits in the office for months and nobody seems to notice they are missing. Please also mark lunch boxes and water bottles.

### **D6**

Please make sure you have downloaded D6, look for Pretoria Preparatory School and please allow alerts. We use D6 to communicate with parents, it is important to have it on your phone.