



Pretoria Preparatory School

Intersen Information Booklet

Dear Parents/ Guardians,

Welcome to the Intersen Phase. We hope that it is going to be a pleasant experience for all. An Intersen information booklet has been prepared with valuable information.

FROM THE CLASS:

BASIC SCHOOL RULES

1. Follow instructions.
2. Keep hands, feet, objects and unkind words to yourself.
3. Look after all property.
4. Behave appropriately.
5. Take pride in yourself and your school.

APPROPRIATE BEHAVIOUR

Learners may be rewarded with praise, stars, positive notes or stickers. A learner may also get an opportunity to be the merit for his/ her class for one week or to wear civvies if he/ she has shown appropriate behaviour.

INAPPROPRIATE BEHAVIOUR

If a learner chooses to break a rule, the following steps will be taken:

- First time a rule is broken. Verbal Reminder.
- Second time a rule is broken: The tracking sheet is implemented.
- Third time a rule is broken: Time out – 5 minutes away from the group.
- Fourth time a rule is broken: Time out – 10 minutes away from the group. Offender to complete a behaviour journal.
- Fifth time a rule is broken – Break detention.
- Sixth time a rule is broken – Offender will be put on a Daily report for a week. (To report to the deputy principal every day).
- Severe disruption (e.g. fighting, open defiance, vulgar language). Sent to the Principal. Formal disciplinary action will be implemented if necessary.
- This is a daily system, you start new each day – if you abuse the system, you will have to skip a few steps.
- Each class teacher also has a demerit system. A certain number of demerits will mean that you have to stay after school on a Friday for detention.

HOMEWORK

Homework will be given daily. Please insist on seeing the homework diary every day. We request that the homework diary is signed daily, in order to check that everything is done. Homework consists of consolidation of what is done in class, reading, studying and on occasion research work. Please guide your child to manage their time effectively. Dictionaries are needed at home in order to help with homework for English and Afrikaans (Bilingual Dictionary). Please email your child's teacher if there is a problem with the homework.

Suggested homework times:

Grade 4: +- 30 – 45 minutes per day

Grade 5: +- 1 hour per day

Grade 6: 1½ - 2 hours maximum per day

Grade 7: 2 hours per day

READING

Reading needs to be done on a regular basis. If your child does not have a class reader, they can read their library book or any other book of their choice.

MATHS

Bonds and tables should be practised on a regular basis.

ASSESSMENTS

Assessments are done on a continuous basis with exams being written in the second and fourth term. In the first and third terms we have an assessment week in which the learners will do the majority of the assessments. Your child will know at least a week in advance of any formal testing that will be done. Please guide and supervise any studying that they need to do. A timetable of the formal assessments will be handed to the learners within the first two weeks of term. This will be pasted into their homework diaries and will also be available on the D6 and on the schools' website.

ANNUAL ACADEMIC ASSESSMENTS

Annual academic assessments are traditionally done every September. More information will be sent home closer to the time.

ABSENTEEISM

When your child is absent from school, we would appreciate a phone call to the school office to let us know the reason. We also need a written absentee note, either in the diary, a letter or via email. If your child is absent for more than 2 days, a doctor's certificate is needed. Friday's after school will be used to catch up any work or tests that have been missed that week. If a learner is absent for an exam, a doctor's certificate is required, and the exam will be written on the day that the learner returns to school.

SCHOOL SUBJECTS

The GDE CAPS curriculum is followed.

Grade 4 – 6 subjects:

English (Home Language)
Afrikaans (First Additional Language)
Mathematics
Social Sciences (Geography & History)
Natural Sciences and Technology
Life Skills (PSW, Visual Art & PE)

Grade 7 subjects:

English (Home Language)
Afrikaans (First Additional Language)
Mathematics
Social Sciences (Geography & History)
Natural Sciences
Technology
Life Orientation
PE
EMS (Economic Management Sciences)
Creative Arts (Visual Arts & Drama)

MEDICATION

If medication is taken at school, a permission slip needs to be completed each time new medication is sent to school. Medication brought to school must be in its original packaging with the details of the prescribing doctor, patients name and dosage with the time schedule. This must be given to the teacher for safekeeping. No “over the counter” medication may be sent to school.

HEALTHY LUNCHES

Please make sure that your child has a healthy lunch each day. No sweets, chips, fizzy cooldrinks or energy drinks are allowed. A small treat is acceptable on a Friday and may be eaten at second break.

PPS caps/ hats must be worn at breaks and during outside activities. No cap/ hat – no play. Please ensure that the cap/ hat is marked with your child’s name.

BIRTHDAYS

Should you wish to send a treat for your child’s birthday, please email your teacher to make further arrangements.

EXTRA-MURALS

A notice was sent home with information regarding extra-murals.

CAMPS

No camps will take place until further directives/ guidelines are given from the Department of Basic Education.

FROM THE THERAPISTS:

THERAPY AT PPS

- Based on the results of the intake assessments and the annual assessments thereafter, children receive Speech Therapy and Occupational Therapy (OT) as required.
- Therapy can be carried out individually or in groups, depending on the individual needs of the child.
- Therapy sessions are 30 minutes in duration and are scheduled during allocated therapy slots for each class. This means that no teaching time is missed when a child goes out to therapy.
- Allocation of children to therapists is based on a 2-year cycle, i.e. children will generally have the same Speech Therapist and OT for two consecutive years after which they will be allocated to a new therapist. This is not always the case, for example, if a child joins PPS halfway through the cycle.
- Annual assessments are carried out in Term 3. These assessments allow us to track progress from one year to the next, give guidelines for the planning of therapy aims and help indicate if and when therapy can be terminated. Please note that there is no therapy during the assessments.
- Feedback is given to parents at Parents' Evenings in Terms 1 and 3.
- Therapy reports are sent home in Terms 2 and 4.
- Case Conferences are held on a termly basis, where the class teacher, therapists and principal discuss each child's progress and needs individually.

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. 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 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.