



Stone House

EXPLORE. INSPIRE. CONNECT

Foundation Phase

**Parent Handbook
and
School Policy**

2024

Contact Details

Address Navar Farm, Elliot Eastern Cape 5460
Telephone 083 376 4350
E-mail stonehouseschool@gmail.com

Leadership

Chairlady of the Board- Sinovuyo Limba- 0673310431 Head of Finance- Dennis Ngcibi
0842578990 Parent Representative—Karli Van Heerden 0824159264

Head Debbie Cloete stonehouseschool@gmail.com 083 376 4350

Staff

Gr 000 and Gr 00 Tumi Ndenze

Gr R -Janine Maree Gr R Diploma

Gr 1 and 2 - Debbie Cloete assisted by Babalwa Balata

Gr 3-6 Karli Van Heerden

Bank Details Stone House Gr 000- Gr 2

Bank	FNB Elliot
Account Number	62352643540
Branch Code	210620
Ref for any payments	Family Code

Term Dates 2024

Please see calendar on stonehouseschool.co.za under CALENDAR

Code of Conduct

We have a Code of Conduct so that we can enjoy a safe, happy and balanced education.

The Fine 9!

I will value my peers as unique and special.

I will be kind to everyone as well as to Mother Earth.

I will be responsible and bring all my learning equipment each day.

I will listen carefully, with interest and take turns.

I will encourage my peers to achieve their amazing goals.

I will not do anything that may hurt others.

I will respect school property, use good manners, and show courtesy to my teachers, assistants, and visitors.

I will take pride in what I wear to school and public.

I will be free to be me!

General Information

Alphabetical Order

1 ABSENCE FROM SCHOOL

Please send a message to the school phone if your child is ill and is not present at school. If a child is absent for periods of more than 3 days, a doctor's certificate or a letter to the Head is required.

2 ASSESSMENTS

Two formal reports are given at in June (mid-year) and end of the year. Parent Interviews are held in the first term and in September/October. Parents of children that are having difficulties and may not be continuing to the next Grade will have a formal meeting with the teacher and the Head, as well as receive the recommendations in writing. There is a Parent Information Evening in January and usually a Celebration of Me Day/Book Bonanza (Exhibition of work) in September.

3 BIRTHDAYS

Your child's birthday can be celebrated at school. Parents may supply cake/cookies/treats for all the children in the class. Please chat about the arrangements with your child's teacher a few days before the event. *It is customary to donate a story book to the school's library to mark this happy occasion!*

4 BREAKUP DAY

School will finish at 12.00 for all Grades. Please note that it is a COMPULSORY SCHOOL DAY, except at the end of the year.

5 LOST PROPERTY

Please remember to mark all items of clothing clearly.

Grade 1 and 2 children will have a locker room in the “kitchen”. Any unmarked clothes will be left in a crate. Gr 3 will have their bags with them in their classroom.

6 LUNCHES

Please pack a healthy lunch for school each day. We suggest a fruit juice, water, fruit and a brown/whole-wheat sandwich. For the older grades please make sure you pack sufficient lunch. **NO FOOD IS SUPPLIED AT THE SCHOOL. NO PIES, VETKOEKS, “greasy food” OR FIZZY COOLDRINKS ARE ALLOWED.** Stone House is a **NO SWEET ZONE**. Cooldrink or water to come in clearly marked bottles and chips to be put in plastic containers to assist with litter. Please supply own teaspoon for yoghurt. We are unable to heat up food.

7 MEDICAL INFORMATION FORM

Please make sure that this is completed and updated when necessary.

8 NOTICES AND REPLY SLIPS

Most of the communication is via our website or WhatsApp.

9 OPEN-DOOR POLICY

If you have any concerns, no matter how insignificant, please communicate these with the school. Kindly make an appointment with your child’s teacher to discuss your concern.

We welcome your interest and involvement in our school. Please feel free to discuss any problems or ideas with us. We invite you to become involved in your child’s education and we appreciate your assistance in providing lifts to and from our outings, when necessary.

10 PERSONAL TOYS / GAMES AT SCHOOL

Children are not permitted to bring their own toys and games to school unless specifically asked to do so by the class teacher.

11 PHYSICAL EDUCATION

Children today live very differently to previous generations. They can communicate with people and places around the world in an instant - with a press of a button! They spend hours watching TV or playing computer games. The physical development of the child is completely neglected in this type of lifestyle. How do the pupils develop their gross motor or fine motor skills? Or be self-confident in their appearance? Also where do they learn to work as a team? Or tolerate differences? Or learn to play sports that one day they could make a living from? We will endeavor as the school grows to offer as much variety as is possible.

12 SCHOOL DAY

Teacher on Duty	07:30
School Starts:	07.50
School Ends:	Gr 1 - 6 closes at 14H00

13 STATIONERY- personal use

This is ordered by the school with ABM Office suppliers in Makanda and paid for by YOU the parent—you will be given a PAY BY date and a date for collection.

14- Teaching and Equipment Fee

This is a fee paid each year at the end of September—this is used towards we need to TEACH your child. Items such as textbooks, workbooks, paint, paper, iPad apps, gifts, Entrepreneur days, baking, printing, Cambridge books, Time 2 Read workbooks etc

15 UNIFORM

General information for Grades 1 - 3

- White/black/navy/grey trainers must always be clean and laced .
- On occasions when pupils are permitted to come to school wearing civvies they should be appropriately dressed.
- The School Uniform should be appropriately worn at all times, especially when in the public eye.
- Hair should be neat. NO mohawks, patterns in the hair, a simple “step hairstyle, short around head and SLIGHTLY longer on top is acceptable”. Girls may wear braids, black only—beads, white, navy, black or clear are acceptable. Please take note that a hat or cap that is compulsory can be worn with the desired hairstyle. Any concerns please contact MRS B who will gladly advise you.
- Navy blue CAPS, CANVAS SCHOOL HATS(also khaki) and wide brimmed cricket hats are encouraged—2024 will see a NO HAT NO PLAY rule on the playground.

Uniform

- White golf shirt (In Winter a white polo neck may be worn) Please no long sleeved vests showing under short sleeved shirts. Children will be encouraged to keep jersey on.
- Blue Quantec/boxer sport shorts
- Girls may wear navy skorts or skirts
- White trainers and short white socks are preferable. If a dark takkie—short grey socks please.
- Wide brimmed canvas school hat (as used in cricket), or a cap or peak in Navy are suggested for sun protection NO HAT NO PLAY
- Tracksuit pants—tops are optional. Please contact Anneke for tracksuit pants available at school.
- Navy blue jersey or fleece
- Navy blue or white polo neck
- Navy windbreaker/raincoat, on rainy days
- Navy blue scarf and/or beanie (in Winter)

Please assist us by adhering to the above recommendations. Any uniform queries are to be discussed with Mrs Cloete

A. School Rules

The Fine 9 have been devised to uphold our Code of Conduct. They encompass the following:

- The development of a sense of pride and belonging.
- The development of self-discipline, which includes being responsible and accountable for ones' actions
- The understanding of the necessity for punctuality and good timekeeping.
- The development of good manners.
- The protection of each individual child
- The development of an awareness of the needs of others.

It is not possible, or even desirable, to make a rule for every situation and in some situations the school might need to make a decision as to what behaviour or dress is appropriate. We urge parents and pupils to support the school in this, but if there is dissatisfaction it can be voiced as described later.

B. Disciplinary Procedure

The following step-by-step strategy is used to maintain our Code of Conduct.

STEP 1: VERBAL WARNING

Minor offences are dealt with by the teacher. The problem is discussed with the pupil or group involved, and there will be a verbal warning or reprimand.

STEP 2: WRITTEN WARNING

This could be in a homework diary or in an exercise book

STEP 3: LETTER OF APOLOGY or SPECIAL REPORT

If the above has no effect, one of the following may be used

- Letter of Apology
- Special Report

STEP 4: DISCIPLINARY HEARING AND SUSPENSION

This occurs only in extremely serious situations as defined below. A formal Disciplinary Hearing is convened, and might result in one of the following:

- Exclusion from certain school privileges or functions.
- Internal suspension.

- External suspension (after second disciplinary hearing).
- Expulsion.

Examples of Minor offences

- Talking, eating, interrupting or excessive restlessness in class.
- Unruliness in school grounds.
- Littering.

Examples of Serious offences

- Dishonesty, copying of work, cheating or stealing.
- Bullying, victimisation or violent behaviour.
- Swearing or verbal abuse.
- Arrogance, backchat or bad language.
- Abuse of property.
- Inappropriate use of the Internet.

Examples of extremely serious offences

- Vandalism.
- Anti-social or violent behaviour.
- Bunking.
- Use or possession of prohibited substances or material

C. Channels of Communication

An established channel of communication helps to resolve problems, and helps to avoid potential problems.

PRINCIPLES FOR HANDLING OF COMPLAINTS

- The school is open to the concerns of parents and pupils.
- Complaints are received in a positive manner, and resolution is sought.
- Pupils will not receive adverse treatment if they or their parents have raised a complaint.
- Clear and confidential records are kept in pupils' files.

CONTACT BETWEEN PARENTS AND TEACHERS

- A parent's first channel of communication is normally the class teacher, but if the situation demands it, they should make an appointment to see the Head immediately
- Wherever possible, all meetings should be by appointment through Mrs Van Der Merwe
- Regular opportunities are provided for parents to discuss their children's academic progress with the staff. Parents are, however, encouraged to contact a teacher at any other time if there is any further aspect of their children's education they wish to discuss.
- Parents are urged to voice concerns with the staff, rather than share dissatisfaction with other parents. All parental input is valued.

THE TEACHER'S ROLE

- If the matter raised by parents is outside the teacher's area of responsibility, or cannot be resolved, the parents will immediately be referred to the Head.
- If a teacher requests a meeting with a parent, this will be done in writing and a copy of the letter given to the Secretary.

RECORD KEEPING

- A detailed report of any meeting with parents is kept in the pupil's file. All records are factual and confidential, and do not contain prejudicial opinions on pupils or their home situations.

COMPLAINTS PROCEDURE

- All complaints received by the school are treated with respect and professionalism. In particular, complaints received from parents do not rebound adversely on their children, and similarly issues raised by pupils do not rebound negatively on them or any other pupils in the school.
- Confidentiality is dealt with on an individual basis. While it may be possible in some cases to deal with a problem without naming individuals, it may not be in the best interests of the child to do so.

Children's Concerns

The principles which apply to parental complaints are also applicable to concerns raised by pupils.

Children are encouraged to communicate problems, complaints or concerns to any staff member, including the Head, with whom they feel comfortable. Complaints that might appear trivial are handled seriously as pupils may raise minor issues, in order to test the system, before they are confident enough to raise something painful, such as bullying.

Children will be given the following guidelines:

How do I make a complaint?

- By talking or writing (if that is easier) to any staff member
- By yourself, in a group, or through your parents

Does it matter what the issue is?

- No, by discussing it, you might come up with some positive ideas

What will happen next?

- If possible, the staff member will deal with the problem in person. If not he or she will go to someone who might be able to help

Do others have to know?

- If you find the matter hurtful or embarrassing, tell the teacher, but remember that in order to help you, it will probably be necessary for the teacher to talk to others. This will be done as discreetly as possible.

Will my problem be solved?



- We will do our best. Sometimes a problem cannot be solved in the way you would like, but we will make sure that we do something that is as fair and helpful as possible to all concerned.