



Stone House

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# Pre-Primary Handbook

2024



## Contact Details

Address Navar Farm, Elliot, Eastern Cape  
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(4 years)

Gr 1 and 2 Debbie Cloete assisted by Babalwa Balata

Gr 3 -6 Karli van Heerden and HOD Pre Primary

## Bank Details

Bank FNB Elliot  
Account Number 62352643540  
Branch Code 210620  
Ref for fees, equipment, fund raising etc- Family Code

## Term Dates 2024

Please see calendar on [stonehouseschool.co.za](http://stonehouseschool.co.za) under CALENDAR

# General Information

*Alphabetical Order*

## 1 ABSENCE FROM SCHOOL

Please inform the teacher 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 is required

## 2 ASSESSMENTS

### Grade 000/00

Parent Interviews are held in the first term and in September/October. A formal report of the child's progress is issued in June and December. At Stone House documentation forms an integral part of the learning experience and therefore will be used as concrete evidence to show progress during the year.

### Grade R/Preparation for Grade One

**Parent Interviews are held in the first term and in September/October. Mrs Van Heerden has completed Level 1-3 of the School Readiness course at the Mind Moves Institute and therefore is certified to conduct the Learning Readiness Screening in March as well as the Aptitude Test for School Beginners (ASB) that is conducted in October, to determine if a child is cognitively ready to leap from the *world of real things* to the *world of symbols* (abc, 123).**

**An important aspect of our preschool is to train *first time listening!* Being able to STOP on command requires training. A child who does not respond to STOP is not ready for the formal schooling place. They may be able to write their name, speak 5 languages and know their times tables, but if they cannot stop when instructed to do so they ARE NOT READY FOR SCHOOL!**

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. Pre School children usually finish a day or two before the rest of the school at the end of the year.

**5 CLOTHING**

Please ensure that your child wears old clothing, **easy to take on and off**, especially when going to the bathroom. We require sneakers or sandals to be worn rather than boots, boots hamper physical activities. On very cold days boots can be worn. **Please MARK your child's clothing.**

**Girls that do wear dresses must please wear tights underneath. Most schools discourage dresses as they are impractical during sport lessons and on playground equipment.**

**NO HAT NO PLAY** rule applies to all children when they are outside. Caps, school hats- wide brimmed cricket style hats rather than large straw hats are more practical—on hot days the children complain that the “straw” type hat gets itchy—we do not have spare hats and do not encourage the sharing hats to stop an outbreak of lice.

Please direct queries to Mrs Van Heerden

**6 GRADE R END OF YEAR CELEBRATION.**

We do not do an official graduation. The Grade R's participate in a very special Celebration to mark the end of their preschool years. A date will be given to you well in advance.

**7 GRADE R VACCINE**

Children must have their booster once they turn 6. A copy or proof of this injection must be given before a child will be able to start GRADE 1.

**8 GROSS MOTOR**

It is of utmost importance for Pre-primary children to play outside as much as possible, skipping, running, climbing, sliding. Through gross motor activities the muscles learn to work together so that a child can complete daily activities.

**9 LOST PROPERTY**

**Please remember to mark all items of clothing clearly.**

**10 LUNCHES**

Please pack a healthy lunch for school each day. We suggest a fruit juice, water, fruit and a brown/whole-wheat sandwich. **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.

**11 MEDICAL INFORMATION FORM**

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

**12 NOTICES AND WHATSAPP ETTIQUETTE**

Most of the communication is via our website or WhatsApp. Please be aware of your profile picture as other parents and staff can view it. It should be appropriate. Always reply directly to the teacher and not on the group unless required to do so.

**13 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.

**14 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.

**15 SCHOOL DAY**

Teacher on Duty 07:30

School Starts: 08:00 for Gr 000 and Gr 00----- Gr R at 07:50

School ends at 12.00 for Grade 000 and 12.30 for Grade 00 and 13:00 for Grade R; children will be supervised by a playground assistant until 14H30. It is advisable for Grade 000 and Grade 00 to be collected by 1:00 so that the day is not too long for them.

## **COMPULSORY REQUIREMENTS FOR ENTRY TO GRADE 1.**

1. OT assessment
2. Eye Test
3. GP or Pediatrician report confirming that your child is physically in good health for the demands of formal schooling is advisable in ensuring that your child has a good start to his/her formal schooling.

This is discussed in more detail at both the Gr 00 and Gr R Parent Evenings at the beginning of each year.

## B. 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 with the class teacher on the SCHOOL PHONE
- 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 please do so via email or on the SCHOOL PHONE

### 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. 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.