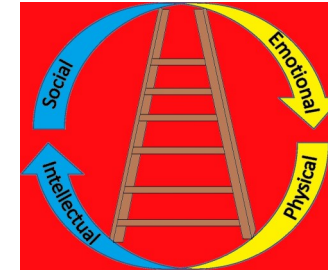


A young girl with blonde pigtails, wearing a black graduation cap and a blue dress with a backpack, stands in the center. She is surrounded by hand-drawn icons: a lightbulb in the top left, an hourglass in the bottom left, a money bag with a Euro symbol in the bottom right, and a line graph in the top right. Four large black curved arrows point from these icons towards the girl. The background is a solid grey color.



# Lifestyle Montessori

## PRE & PRIMARY SCHOOL



*2022*

## *Academic Prospectus*

## General Information

### Physical Address:

780 / 781 Naivasha Road  
Sunninghill

### Telephone Numbers:

School: 011 803 3247  
Cell: 082 330 4542  
Fax: 086 585 4837

### Postal Address:

P. O. Box 1744  
Sunninghill  
2157

### Website:

[www.lifestylemontessori.co.za](http://www.lifestylemontessori.co.za)

### E-mail:

[admin@lifestylemontessori.co.za](mailto:admin@lifestylemontessori.co.za)

### Fees Account

LIFESTYLE MONTESSORI SCHOOL

First National Bank

Cheque a/c. no. 620 605 54336

Branch Code 252245

Reference: Child's name



## Unity

*I dreamed I stood in a studio  
And watched two sculptors there,  
The clay they used was a young child's mind  
And they fashioned it with care.*

*One was a teacher;  
the tools she used were books and music and  
art;*

*One was a parent  
with a guiding hand and a gentle loving heart.*

*And when at last their work was done  
They were proud of what they had wrought  
For the things they had worked into the child  
Could never be sold or bought.*

*And each agreed she would have failed  
If she had worked alone  
For behind the parent stood the school,  
and behind the teacher stood the home.*

*by Cleo V. Swarat*



## 2022 EVENTS CALENDAR

### TERM 3

DATE	DAY	EVENT	TIME
6 September	Tuesday	School opens	08:00
9 September	Friday	Spring Day Celebrations	09:00
21 September	Wednesday	Intra Murals Commence	13:15
23 September	Friday	Heritage Day Celebrations	11:00
24 September	Saturday	Public Holiday - Heritage Day	
30 September	Friday	Assembly (Primary 2)	08:00
30 September	Friday	Baker's Day	
5 October	Wednesday	World Teacher's Day	
10 - 20 October	Monday - Friday	Parent Consultation Morning	07:10 - 07:50
14 October	Friday	Baker's Day	
15 October	Saturday	Swimming Gala <b>Open Day – Prospective Parents</b>	09:00
20 October	Thursday	Half Term begins	12:00
25 October	Tuesday	Return from Half Term	08:00
4 November	Friday	Assembly (Pre-School & Toddlers)	08:00
4 November	Friday	Baker's Day	
7 November	Monday	Exams Commence – 8-13yrs	08:00
18 November	Friday	Exams End	
18 November	Friday	Baker's Day	
2 December	Friday	Graduation Reports mailed to Parents End of year class parties  End of Term 3	08:15 11:00  11:00
5 – 7 Dec	Mon - Wed	Staff Development & Training	
11 January 2023	Wednesday	Term 1 – School Opens	08:00

## Meet our Staff



**Principal**  
Shylet Mahla



**Administrator**  
Sharitha Haridass



**HOD Primary**  
Shobana Singh



**HOD Foundation Phase**  
Douwlene van Zyl



**Directress Pre-School**  
Amy Bennet



**Directress Toddler**  
Barbara Fox



**Directress Toddler**  
Irene Hoshani



**Directress Primary 2**  
Suzette de Wet



**Asst. Directress Pre-School**  
Jabulile Dhlamini

# Our Proud History

## Est. 2004

The Lifestyle Montessori Pre and Primary school is a reflection of Maria Montessori's Philosophy that given the opportunity and concrete stimulation, children can develop with little assistance into confident, brilliant, outstanding individuals with a balanced social, emotional, academic and physical structure inherent in their meeting the challenges of life. The team of directresses share this love and realization of the immense need children have to learn new things. We realise daily that the internalisation of this need is the unique advantage Montessori Children are equipped with.

The use of concrete materials together with guidance feeds the child's need to develop because he wants to, not because he needs to. He thrives on the order and structure that he slowly internalises and the inherent discipline that eventually guides him to success is beautiful to experience. The very real progress at each individual's pace, contrary to the idea that it would lead to procrastination, increases the child's hunger to move forward comfortably and successfully.

Lifestyle Montessori has been established to give power to the children's need to progress not at the expense of others but through a guided inherent competition that exists within each of us. This is not so that competition supersedes all other development but such that it encourages development through respecting both your own achievements, the achievements of others and the realistic self-acceptance where there is space for self-improvement.

With love, understanding, Respect for each other, Respect for Yourself and Respect for the environment – the tenets of Grace & Courtesy - the amazing self-correcting Montessori Materials, the encouraging of the internalizing of self-discipline both for emotional and academic growth, a newly developing sport programme for physical satisfaction, the continuous rapid awakening and amazing abilities of children – it is no wonder that as directresses we experience little miracles of awakenings ourselves, reaffirming our love of our chosen pathways in life.

We live daily that which most look for, be it academic, social, emotional or physical. It is indeed a fulfilling rare experience to work within a system that is beneficial to all parties involved.

Our approach to this amazing experience is based on reality, a development in tandem with the real world out there. We together are able to assist individual children to live successfully through the steps of development in establishing their place in the world out there. For this we celebrate!

## 2022 EVENTS CALENDAR

### TERM 2

DATE	DAY	EVENT	TIME
4 May	Wednesday	School Opens for Term 2	08:00
6 May	Friday	Mother's Day Activities	08:15
11 May	Wednesday	Intramurals Commence	13:15
19 May	Thursday	Inter House Sports Day	08:30
15 June	Wednesday	Father's Day Activities	08:15
24 June	Friday	Break Up for Half term	12:00
24 June	Friday	Reports mailed to parents	
4 July	Monday	Return to school from Half Term	08:00
11 July	Monday	Special Person's Day – Pre School	08:30
18 July	Monday	Mandela Day Activities	
22 July	Friday	Assembly (Primary 1)	
29 July	Friday	Concert	18:00
5 August	Friday	School closes Second term	11:00
6 September	Tuesday	School Opens for Term 3	08:00



## 2022 EVENTS CALENDAR

### TERM 1

DATE	DAY	EVENT	TIME
12 January	Wednesday	School opens – Term 1	08:00
12 – 28 January		Extra Mural Demos	08:00 – 14:00
19 January	Wednesday	Parent / Teachers Welcome Evening (Parents / Guardians only)	18:00
21 January	Friday	Assembly	08:00
2 February	Wednesday	Intra Murals Commence	13:15
14 February	Monday	Valentine's Day Activities Primary: Entrepreneurs Day	10:30
18 February	Friday	Assembly – Primary 3	
18 February	Friday	Baker's Day – Pre School	
24 February	Thursday	Half Term Starts	12:00
1 March	Tuesday	Return from Half Term	08:00
7 – 22 March		Pre-School & Toddlers Observations (Parents / Guardians only)	08:00
11 March	Friday	Character Day	08:00
11 March	Friday	Assembly – Pre – School & Toddlers	08:00
12 March	Saturday	<b>Open Day – Prospective Parents</b>	<b>08:00 – 12:00</b>
21 March	Monday	Human Rights Day (Public Holiday)	
25 March	Friday	Sponsored Fun Walk & Entrepreneurs Day (Primary)	08:30
28 March - 8 April	Monday - Friday	Parents Consultations Mornings (Whole School) (Parents / Guardians only)	07:10-07:50
13 April	Wednesday	Easter Egg Hunt	10:00
13 April	Wednesday	End of Term 1	11:00
<b>4 May</b>	<b>Wednesday</b>	<b>School opens – Term 2</b>	<b>08:00</b>

## Mission Statement

### Our Mission

Lifestyle Montessori Pre and Primary School is an independent co-educational institution striving towards the holistic development of the child.

Our aim is to strive for excellence in the fields of academics, culture, sport and emotional well being through guiding the children in developing a love of learning.

The goal is for confident children with a high sense of self-worth, self-discipline, tolerance, compassion, spirit and respect to leave our establishment with the tools to successfully meet all future challenges.

### Our Aim

- To strive for excellence in a balance of academic and spiritual development of the child
- To strive for a harmonious and co-operative relationship with parents.
- To implement a participative management model
- To establish an involved parent body at the school.

### Our Values

To support the values of Lifestyle Montessori Pre and Primary School, we as members of the institution resolve to:

- Respect the rights and privileges of all.
- Respect the inner and outer environments
- Respect ourselves and show respect and tolerance in all our dealings with every individual.
- Accept individual responsibility to be fully involved in the promotion of all that is positive in our growth and development.
- Acknowledge that we are responsible for our actions.

## Admissions

### Admissions Policy

- Phone the administrator to make an appointment with the relevant group Director and Principal. You will be notified of space availability/waiting list.
- Do a short interview before being taken on a tour of the environment.
- Set up observation times at the Directresses' convenience such that the child can be assessed. An indemnity form together with contact details to be filled out.
- A second appointment will be scheduled for feedback and status of space availability; successful applicants will be given placing document.
- Application for Admission document, Enrolment Contract and all requirements as detailed in the APPLICATION DOCUMENT to be met prior to child attending Lifestyle Montessori.
- Documentation from previous school and all assessments done on child to be made available upon application for admission.
- **Non-payment of fees** by the 15<sup>th</sup> of the month in attendance will result in **suspension**.
- Non-adherence to the operational values and rules of the school despite, communication will result in expulsion.

## Safety & Health

### Infectious Diseases/Handicaps

The school is a small close-knit community. It is therefore advisable to inform the school of any illness be it infectious or otherwise upon application for admission. An informed decision can then be taken as to the best decision for the child and the school community. Please inform the school of the contraction of any infectious disease subsequent to admission.

Please note that the school is not equipped to deal with special needs of children. As such we will convey this to you in honest dialogue.

### Injury at School

The school staff will use their discretion and take the necessary steps to facilitate treatment of your child. You will be notified of the steps being taken. Costs incurred will be for your account. In the event of the child needing professional help; attempts will be made to notify you before the child is taken for such care. Failing this, decisions in the best interest of the child will be taken.

## 2022 ACADEMIC CALENDAR

<b>TERM 1</b>	
<b>Start:</b>	Wednesday 12 January
<b>Close:</b>	Wednesday 13 April
<b>Half Term:</b>	Close: Thursday 24 February (12:00) Return to school: Tuesday 1 March
<b>Public Holidays:</b>	Monday 21 March (Human Rights Day)
<b>TERM 2</b>	
<b>Start:</b>	Wednesday 4 May
<b>Close:</b>	Friday 5 August
<b>Half Term:</b>	Close: Friday 24 June Return to school: Monday 4 July
<b>Public Holidays:</b>	Thursday 16 June (Youth Day) Friday 17 June (School Holiday)
<b>TERM 3</b>	
<b>Start:</b>	Tuesday 6 September
<b>Close:</b>	Wednesday 7 December
<b>Half Term:</b>	Close: Thursday 20 October (12:00) Return to school: Tuesday 25 October



## A Day @ Lifestyle



## Covid-19 Operating Procedures



1. The school gates will be open from 07.15 to 07.45.
2. Every child and person dropping of a child **will have to** wear masks.
3. An adult **MUST** accompany every child to the school gate.
4. Each child's body temperature will be scanned and recorded. If there is a deviation from the normal temperature range the child **WILL** be sent back home.
5. If the child is in good health, the child's hands will be sanitised and he/she may proceed to their classroom. There will be **NO** playing on the jungle gyms.
6. If a child falls ill in school, the parent will be notified to fetch the child immediately. The child will be put into isolation until he/she is fetched.
7. **No** child will be permitted to be outside of the class, unless he/she requires the bathroom.
8. Every person picking up the children must come to the school gate personally, and **MUST** be wearing a mask. This includes Learner transport and Uber drivers.
9. All members of staff are vaccinated.

**Every classroom has a sanitising station with hand sanitiser. However all learners are required to have a small pocket sanitizer for emergency use, as well as a packet of wet wipes to wipe their books and stationery.**

# School Fees

## School Fees

A refundable **Deposit** equivalent to a month's school fees is to accompany the Admission for Application Form.

Movement between environments will necessitate an update to the deposit amount as well as a change in the school fee debit order.

School fees are only payable, to be affected no later than the 3<sup>rd</sup> of the month in advance.

Termly or Annual Payments must also be affected on the Debit Order Form. The Administrator will not accept any cash or cheque payments. Please consult the **fee schedule** as well as the **School Finance Letter**.

The School operates on a **ONE FULL TERM NOTICE PERIOD**. In the event of **less than a term** notice period given, the parent remains **liable for a full terms fees**. Payment will be required in advance in the event of departure from the school being earlier than the end of the term.

Fees	Toddler	Pre-Primary	Primary 1	Primary 2	Primary 3
Monthly Option	R3,623.00	R4,043.00	R4,757.00	R5,400.00	R5,845.00
Termly Option	R14,200.00	R15,849.00	R18,647.00	R21,168.00	R22,912.00
Annual Option	R41,300.00	R46,090.00	R54,230.00	R61,560.00	R66,633.00

## Cultural Levy

**R250 per child per term** is to be paid into the school account. This will be utilised for expenses during the year, including outings, craft goodies and special treats. A detailed reconciliation per child will be kept and will be forwarded to you when a new deposit is required.

## PTA Levy

A once-off PTA levy of R900 per family is levied for all new incumbents.

## Book Levy

A levy will be charged for all workbooks handed out to the children. This is payable in cash to the School Administrator.

## Registration Fee

Non-Refundable registration fee of R 500.00

# Intra & Extra-Mural Activities

## INTRA-MURALS

### 1. PHYSICAL EDUCATION

- An intra-mural programme is run to develop co-ordination and skills.
- This is done according to seasonal sports.
- A programme of the terms activities is sent home termly.



Objective of this programme is to engage social interaction and participation with other schools.

### 2. MUSIC

- A music instructor provides music lessons.
- Activities, song and music appreciation are taught at the different levels.

### 3. COMPUTERS

- An external computer company provides computer lessons.
- Programmes are taught at the different levels.
- A term report will be sent home.

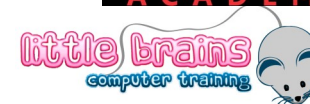
## EXTRA-MURALS

Extra-murals, although vetted by the school is also run independently of the school, merely on the school premises. Thus all communication and payment needs to be directly between the service provider and the consumer.

Please note that you as the parent need to give the Directress/Director permission, via a signed document, in order for the child to be released to the service provider for the extra-mural. The service provider is then responsible for the child until picked up by you.

The following activities are offered:

- Karate
- Monkeynastix
- Dance/Ballet
- Golf
- Playball
- Drama
- Little Brains Computers





## Aftercare Programme

Aftercare is run by the school, on the school premises. Learners will be provided with a fruit, juice and a sandwich. You are welcome to send extra snacks for aftercare.

Learners in Aftercare will be provided with a supervised homework period from 14:45 till 15:30. Parents are to ensure that homework not completed during this period is completed at home for the following academic day.

Please note that you, as the parent, need to let the Directress / Director know on which day / days your child will be attending aftercare.

Aftercare runs from directly after school until 17:30.



## School Calendar

### School Terms

The school operates on the Private School 3-Term Calendar. The school calendar includes the dates for all events scheduled for the year, as well as terms and holidays. These dates are subject to change and notice will be issued via email or via class WhatsApp groups.

The School hosts a variety of events throughout the year that are not only aimed at the development and education of your child but also to create a sense of community and belonging. Please endeavour to attend as many of these functions as you can.

### School Hours

School gate opens at 07:00am

- |                           |                |            |
|---------------------------|----------------|------------|
| 1. Ages 19 months – 3 yrs | 07:45 to 13:00 |            |
| 2. Ages 3yrs – 6 yrs      | 07:45 to 13:00 |            |
| 3. Ages 6 yrs – 12 yrs    | 07:45 to 14:00 |            |
| 4. INTRA-MURAL PROGRAMME  | 07:45 to 14:00 | Wednesdays |

There will be staff on duty from 07:00 to 15 minutes after closing time, supervising the children. Please ensure that the children are picked up promptly, as there will be no supervision thereafter.

Please follow the sign out procedure with the person on duty.

The office needs to be notified if someone is picking up your child other than the approved pick up person.

If you are delayed in picking up, please notify the office for arrangements to be made.

**CHILDREN NOT PICKED UP BY 15 MINUTES AFTER HOME TIME WILL BE SIGNED INTO AFTER-CARE FOR YOUR ACCOUNT.**

## Curriculum

Lifestyle Montessori is an educational institution that caters to the intellectual, emotional, social and physical needs of the child. It is an establishment that recognises the wider world and its needs and therefore ensures that our children are equipped to deal with the changes within our establishment and in other establishments.

Each environment operates with a progressive structured core-curriculum as its base. The age groups are loosely defined allowing for promotion of the child, irrespective of age; as and when the child is ready.

The Directress/Director to child ratio is 1:17. This is however determined by the individual Directress as per the needs of their children.

Our curriculum is aligned to the **CAPS Syllabus** delivered through Montessori methodology.

## Toddler Curriculum

### 19 MONTHS to 3 YEARS ENVIRONMENT

In our 19 months to 3 year environment we strive to create an atmosphere where each child feels secure, comfortable and loved. It is the child's home away from home. Each child is welcomed every morning by the Directresses with happy faces and warm greetings. It is our ultimate goal to assist the development of each child to become stronger emotionally, physically, socially and thereby nurture an independent member of society. This is achieved through a number of activities in our environment separated into learning areas; Sensorial, Practical Life, Cultural, Maths and Language. The children within our 19 months to 3 year environment gain a superior advantage, in that they are exposed to many social skills, i.e. taking turns, respect for others, working within groups and most importantly learning how to treat people and appropriate manners. A number of activities from the 3 – 6 year environment have been put into place within the 19 months – 3 year environment. This assists with the preparation for a move into the 3 – 6 year environment at a later stage. It is our duty as Directresses to ensure that each individual child is happy, content and clean, as we have high regard for hygiene within the environment.



This is achieved through a number of activities in our environment separated into learning areas; Sensorial, Practical Life, Cultural, Maths and Language. The children within our 19 months to 3 year environment gain a superior advantage, in that they are exposed to many social skills, i.e. taking turns, respect for others, working within groups and most importantly learning how to treat people and appropriate manners. A number of activities from the 3 – 6 year environment have been put into place within the 19 months – 3 year environment. This assists with the preparation for a move into the 3 – 6 year environment at a later stage. It is our duty as Directresses to ensure that each individual child is happy, content and clean, as we have high regard for hygiene within the environment.

## Lunches & Snacks

### LUNCHES AND SNACKS

- Please pack healthy lunches in clearly marked lunch boxes and leak free juice bottles. Provide a sturdy plastic container that is big enough to hold your child's food without it getting squashed. Consider buying a small non-breakable vacuum flask or vacutainer for keeping cold foods and drinks cold and hot foods and drinks hot.

- We encourage you to restrict "junk food" in packed lunches.

- Unlike adults, children have much smaller stomachs and therefore need smaller and more regular snacks. Children have a high-energy requirement because they are so active. But, like adults, children also like interesting and tasty food that looks good to eat. They may not appreciate sophisticated foods.

Lunch boxes have to satisfy the need of three to four meals a day – perhaps the breakfast that wasn't eaten, the mid-morning snack, lunch and the mid-afternoon snack – a whole menu in one box! By eating a variety of foods children (like adults) have the best chance of ensuring a balanced diet.



### Tuckshop

The school runs a Tuckshop every Friday. Available menu is advised weekly.

### Entrepreneurship

- Each environment is allocated a day to sell homemade goods, such as pancakes, cupcakes etc. The environments will be notified at the beginning of each term when it will be their turn to be entrepreneurs. The teacher will discuss ideas well before the time, in order to allow parents and learners the opportunity to prepare for the day. All money will be given towards the class budget, which is used to purchase fun games and equipment for the classroom.

# General Information

## CLOTHING

- Children do not wear uniforms, regular casual clothes for all levels
- Children to wear comfortable labelled clothing and shoes.
- A spare set of labelled clothing to be packed daily to allow for a change of clothes if necessary.
- Hats to be packed daily, especially in summer. **No hat, no play!**
- No costumes to be worn to school.
- Please check **lost property** regularly for belongings. Unclaimed items will be forwarded at month end to a deserving charity.

**Children to wear their Lifestyle Montessori golf shirts and caps every Friday.**

## TOYS, CELL PHONES AND JEWELLERY

These precious items will not have the security they require and are therefore not allowed at school. The destruction or loss of these items leads to much unhappiness and tears.

## MEDICATION

The school must be informed if the child is on any medication. Formal arrangements must be made if school staff is required to assist with administering of medication. Please inform the office and the child's Directress/Director of any allergy problems.

## ABSENTEEISM / ILLNESS

- Please inform the office by 07:30 of the child's impending absence.
- A letter is to accompany the child upon his/her return.
- A doctor's certificate is required for 3 or more consecutive days of absence. (Please be informed that this is in accordance with legislation regarding the number of days a child should be at school).
- Please do not send children to school if they have an infectious illness or are unable to cope for the day.
- The office will contact you should your child takes ill at school or gets injured.
- No child will be allowed to leave school early without a signed early leave form (available from the office or Directress).

Please let us know if you are out of town or of any special circumstance and we will keep a special eye on your child.

# Pre-School Curriculum

## 3 to 6 YEAR ENVIRONMENT

The 3 – 6 year environment comprises a group of children ranging between the ages of 3 and 6. The child spends preferably a three-year period developing and enhancing his academic, social and emotional growth at his/her own pace with the hands on guidance of the Directress/Director.

### THE PRACTICAL LIFE AREA:

Is aimed at providing the child with opportunities to develop the fine and gross motor co-ordination; it encourages the child to become independent, helps increase the level of concentration as well as satisfying a need for order.

### THE SENSORIAL AREA:

The sensorial equipment provides the child with sensory-motor activities designed for the five senses; isolating each sense thus providing an intense experience. The materials help develop the child's muscular co-ordination as well as provide the child with both direct and indirect experiences in the mathematics, reading and science areas.

### THE CULTURAL AREA:

The activities in the cultural area create the opportunity for the child to become grounded in his/her knowledge about the world around us.

### THE MATHS AREA:

In the math's area, the child works through a progression of tasks, which reaffirms his/her number concepts and the ability, to count out using single to four digit hierarchies. An understanding of the four basic operations is achieved and internalized whilst exploring the variety of options available on a concrete level.

### THE LANGUAGE AREA:

Language is used and encouraged as a means of communication in all areas of the environment, thereby developing strong communication skills. The alphabet is introduced using their phonic sounds. Working through a series of reading activities, the child is able to eloquently read words from three to four or more syllable words. The child is able to read phonic readers that enforce the rules of reading. The child is also introduced to some early grammar.

The philosophy "to follow the child" is found inherent in all aspects of the environment thereby providing a nurturing surrounding for the child to grow in a holistic manner.





# Primary Curriculum

## PRIMARY 1, 2 & 3 — 6 YEARS TO 13 YEARS ENVIRONMENT

The Primary years programme for student's age 6 - 13 focuses on the development of the whole child, not only in the classroom, but also in the wider world. It offers a framework that meets children's needs: academic, social, physical, emotional and cultural.

At the core of the Primary curriculum are five essential elements: knowledge, concepts, skills, attitudes and action. The aim of the curriculum is to incorporate these five elements in helping the child gain a holistic understanding of a body of knowledge in the following learning areas:



Afrikaans  
Arts and Culture  
Economic and Management Sciences  
English / Language  
Grace and Courtesy (Life Orientation)  
Mathematics  
Montessori Culturals (History & Geography)  
Natural Science (Biology and Science)  
Technology

## ASSESSMENTS

The children engage in assessments on a Friday using the knowledge gleaned from the concrete materials presented to them in the different learning areas.

The Primary write tests/exams at the end of the year.

The "older" children also participate in the Grade 7 ISASA Benchmark Assessments for Mathematics and English.

## HOMEWORK

3 – 6 year old children are required to do more reinforcement on learnt work. They will also bring home sight words and eventually, readers. Please check the 'take home' books to see daily requirements. Sign acknowledgement of receipt.

# Code of Conduct

*Parents undertake:*

- To send their children to school regularly, punctually and in good health.
- To supervise their children in homework, reading and other tasks.
- To sign diaries, acknowledge letters or Take home books and to return necessary items to school timeously.
- To respond promptly to requests, be it to attend observations, interviews or otherwise.
- To take an active supportive interest in their child's work.
- To please not walk into environments unannounced thereby disturbing the flow of the environment. Visits to the environment occur with the consent of the Director/ Directress, even impromptu visits.
- To inform the office timeously of the child's impending absence i.e. by not later than 07.30. To forward a letter of absence to the relevant Directress upon the child's return to school.
- To not compare children in the same environments thereby putting undue pressure on the child.
- To inform the office of the health status of the child.
- To complete an early leave request form from the Directress when the need arises.
- To support the school and its activities.
- To work constructively with the school and to refrain from any destructive behaviour with respect to the school, school rules or the Directresses/Director.
- To carefully read and understand the operational rules and ethos of the school and thus observe these to the letter.
- To sign out and collect children at designated points timeously.
- To, within reason, inform the office or the Directress/Director of any changes in circumstances that could possibly affect the child.

## DISCIPLINE PROCEDURE

- There will be dialogue between the Directress/Director and the person that transgresses to attempt to work through the problem.
- Other Directresses/Directors will be consulted for assistance and possible intervention.
- If the matter still cannot be resolved, the parent will be notified and a meeting set up.
- If needs be a member of the PTA will be co-opted to assist in resolution of the problem.
- Problem with parent – step 3 meeting will be set up directly with parent.
- Non-resolution of the problem despite dialogue will result in expulsion of the child or parent from the school.

## Reading

The School supplies readers. Readers lost or damaged whilst in the possession of a learner will be charged R200.

Daily reading to encourage and develop expression, fluency, audibility and posture is encouraged. Quality reading rather than quantity is encouraged and this is recorded on a reading list monitored at home by the parents. The Directress/Director monitor Leisure Reading within the Environments.

The child gains the skills and knowledge required to fit into the next phase of their programme, namely Secondary Schooling.



## Promotion



Once the Directress/Director of the relevant environments deems that the child is academically and emotionally ready to move to the next environment viz. from 19 months to 3 year environment to 3 – 6 year old environment or 3 – 6 year old environment to 6 – 13 year old environment, the following Procedure is followed:

- The child and his parents will be notified of the intention to allow the child visits to the prospective environment.
- The child's readiness to be assimilated into the prospective environment will be assessed.
- Once this is completed, feedback will be given to the parent regarding the status of the move. A "meeting" will be set up to forward this information.

The parent will be notified in writing such that the proper fee adjustments are made.

Movement of the child will depend solely upon his/her assessed readiness. No other factors will influence this decision.

## Communication

### Newsletters

Newsletters are sent out monthly and are emailed to all parents.

### Dairies

The diary serves as a means of communication between parent and Directress/Director. All correspondence, including feedback on progress is recorded in the diary. This needs to be checked and signed, daily.

### WhatsApp groups

Class WhatsApp groups are useful for quick communication between teachers and parents.

### Parent conferences

These are held at the end of the first and third terms. Parents can set up appointments throughout the year should they wish to further discuss their child's progress.

### Reports

Reports are sent out at the end of term two and three. These are sent to parents via email.

### Communication from parents

We request that you use the following route

Class Teacher → Head of Department → Principal

In this way the problems can be sorted out as close to the source as possible.

Teachers are not allowed cellphones during working hours, for urgent issues please phone the Administrator who will in turn convey the message to the Directresses