



# HILLCREST PRIMARY SCHOOL GENERAL CIRCULAR



*(these are the additional policies or changes to existing policies that have been updated during 2011)*



## NOTIFICATION OF EXTENSION OF SCHOOL DAY: 2012

*The National Department of Education is to launch the new Curriculum and Assessment Policy Statements (CAPS) in the Foundation Phase in 2012 in an endeavour to improve literacy and numeracy performances in South African. Instructional time has been increased resulting in an extended day. Although 2013 is the official implementation date in the SP phase, Hillcrest Primary has taken the opportunity to increase teaching time throughout the school. Please make the necessary arrangements with your aftercare and /or private and public transportation if applicable.*

*The Senior Primary will also change from the 6 day cycle back to a 5 day cycle.*

### SCHOOL TIMES – 2012

#### Monday – Thursday

Grade R	07:30 – 12:15
Grade 1 & 2	07:25 – 12:45 – extra Murals will be from 13:05 - 14:05
Grade 3 – 7	07:25 – 14:10 – extra Murals will be from 14:20 - 15:20

#### Friday:

Grade R	07:30 – 12:15
Grade 1 / 2 & 3	07:25 – 12:15
Grade 4 - 7	07:25 – 12:50

### SCHOOL CALENDAR 2012

#### TERM 1:

11 JAN – 23 MARCH

#### TERM 2:

10 APRIL – 22 JUNE

#### TERM 3:

16 JULY – 28 SEPT

#### TERM 4:

08 OCT – 07 DEC

### PUBLIC AND SCHOOL HOLIDAYS

1 January	New Year's Day	1 May	Workers Day
2 January	Public holiday	16 June	Youth Day
21 March	Human Rights Day	9 August	Women's Day
6 April	Good Friday	10 August	School holiday
9 April	Family Day	24 September	Heritage Day
27 April	Freedom Day	16 December	Day of Reconciliation
30 April	School holiday	17 December	Public holiday

**NB:** Some diaries have printed that school starts the 4<sup>th</sup> term on the 09.10.2012. To date the Department of Education school calendar states we start on the 08.10.2012. We will notify parents of any changes to the school terms timeously as they occur.

**COMMONAGE ROAD AND EMOYENI DRIVE: "ONE WAY" AT PEAK TIMES**

*Please adhere to the rules of the road and the times that Emoyeni Drive becomes a one way. These times are in place to assist with traffic flow and road safety. We are not allowed to put up signage for legal reasons. There are speed humps and markings on the road to assist you. Emoyeni Drive becomes a one way road during the following times: 06:45 – 07:30, 12:00 – 13:00, 14:00 – 14:30 and 15:00 – 15:30 (when children are collected from afternoon sports and there is congestion with parents driving up the road and children crossing the road). Commonage Road remains a two-way street at all times. Please do not drive up onto the pavement in front of the school to drive up Emoyeni Drive during the one-way peak traffic times or any other time. Where applicable, please always accompany your child if they have to cross the road to get to and from school at the Pedestrian Crossing. Where there is a Pointsman on duty (opposite Remedial gate). Please do not block any of the driveways leading into the school. Access should be available at all times.*

**SENIOR PRIMARY DROP-AND-GO ZONE, 06:15 – 07:30: (Emoyeni Drive)**

*This runs from the "BIG TREE" through to the Remedial Unit Gate. NO PARKING AND REVERSING into oncoming traffic is allowed in this area. The zone can be entered at any point, for short parallel stoppage whilst children alight, so please do not block the staff car park entrance. Engines to remain running. Thank you for your co-operation.*

**JUNIOR PRIMARY DROP OFF ZONE / PARKING AREA: (Emoyeni Drive)**

*Please do not at any stage block the driveway gate leading into the Junior Primary parking area. Staff need to be able to access this gate at all times. Please note that if you use the lay-bye area to park, when you leave (drive off) you must be aware that there may be staff turning into the driveway gate, therefore directly crossing your path. We appeal to all to drive slowly and carefully in this area.*

**LSEN AND SENIOR PRIMARY DROP AND GO ZONE: (Hospital Road Lay-by)**

*This runs from the drive way gate that leads onto the main sports field up towards Grade R. The zone runs the same as the SP drop and go zone.*

**NEW GRADE R PARKING AREA: (Hospital Road)**

*For Grade R parents who park when dropping and fetching their children, there is a new parking area which is situated behind the Tennis Courts. Entrance is from the access point closest to Grade R and exit is the exit point on the opposite side (furthest away). This area is exclusively for grade R parents.*

### **DEVELOPMENT AND EDUCATIONAL TRUST FUND:**

*Founded in 2009, every family is encouraged to contribute to the Trust monthly, annually or with a once-off donation. Funds to be used for special projects. Bank details are included on the School fee notice letter included in this pack.*

### **D6 COMMUNICATOR:**

*The School Communicator keeps you up-to-date with what is happening at the school by popping up on your computer or cell phone. It updates automatically, and brings you all the latest news and calendar events. It also contains a photo gallery, contact list and a range of useful links and documents.*

*There are two ways to install the Communicator: You can download the installer from the School Communicator website: [www.school-communicator.com/downloads](http://www.school-communicator.com/downloads) or you can request an installation CD from the school ([admin@hillcrestprimary.co.za](mailto:admin@hillcrestprimary.co.za)), and it will be sent home with your child. Please include your child's name and class in your request. Go to the following address on your cell phone and select your school from the dropdown list. You will be able to view the content that appears on the School Communicator at that time. <http://schoolcommunicator.mobi>*

*For more information on the Communicator, visit our website ([www.hcps.co.za](http://www.hcps.co.za)). The links will be on the Home Page.*

### **FUND RAISING COMMITTEE**

*There was need at HPS for a PARENT-DRIVEN and co-ordinated fundraising team to compliment and develop the existing programme largely run by educators and support staff. We started in 2011 with the aim to create a smart model whereby significant targets are achieved through sub-committees being responsible for specific fund-raisers during the year. We plan one big event per term and smaller drives throughout the year. The majority of parents work and therefore volunteers and help is in short supply. However, if the work load is spread we can achieve great results. If any parent has ideas, previous experience, or just a willingness to help out we would certainly appreciate your help.*

*Contact Peter van Vuuren 083 644 4777 or Kerry Elliott 082 710 5495*

### **PARENTS' INVOLVEMENT COMMITTEE (PIC TEAM)**

*This dedicated team of people provides a supportive role at school events and functions, fundraising initiatives, catering, collating and covering of books, regular lice checks, eco committee, sewing, etc. Parents and family members can easily select a portfolio they can offer assistance with, and more importantly, have easy access to information, with regards to what is happening within the school, from a "wants and needs" perspective. In 2012 evening meetings will also be held to accommodate working parents and to encourage them to be involved. Willing grandparents, aunts and uncles who have some skills or time available will be most welcome. Meetings are held on the first Thursday of every month at 7.30am in the Junior Primary staffroom.*

*Contact Dorene 083 785 6931*

### **CLASS MOMS' RESPONSIBILITIES:**

*At the first parents' evening your child/ren's teacher/s will ask for class mum volunteers, so we have included a brief overview here so you are aware of what the role entails.*

#### **Quote from a Parent:**

*"Class Mom or Liaison Mom is not half as daunting as it may seem! The role can be as simple, or as complicated as you want to make it! Teachers are generally only too grateful to have a volunteer, so very seldom does the task become onerous. More often than not, the role can be quite rewarding, as it builds relationships, friendships and gives wonderful insight and behind the scenes perspective of what goes into running a classroom and school such as ours."*

*Below are some guidelines relating to what goes into this very necessary role.*

#### **BASIC FUNCTIONS**

*Arrange to draw up a list of contact details for your respective class.*

*Attend the 'Mothers' Committee Meeting' once a month.*

*Liaise with parents with regards to who is available to offer their time, and or skills, on Family Fun Day and other major fundraising initiatives.*

*Class supervision – occasional, when Educators are on training courses etc*

#### **OPTIONAL EXTRAS**

*Class get-togethers for mothers*

*Liaise with parents for Teachers birthdays and farewells*

*Assist families in need*

### **HPS SUPPORT GROUP: MUMS-WHO-CARE**

*A small group of parents meet weekly (Tuesdays 07:20- 08:00 at the Junior Primary Staffroom) to pray for any HPS family in trouble. These Mums are also willing to provide a listening ear at the end of a telephone, or a meal and emotional comfort in a time of crisis. A discretionary school fund has been set up for this purpose. Please do not hesitate to use this support system in time of need, and inform the committee of any HPS family needing short-term assistance. If you would like to join the group, or wish to make contact with them, please phone the school (031 765 1214 Ext. 9) so we can pass on your contact details to the mums. I trust that individuals requiring assistance, or referring others for assistance, will do so with circumspection.*

### **PEDICULOSIS (HEAD LICE):**

*A routine hair inspection will be carried out once a term (quarterly), in an attempt to eliminate the possibility of an outbreak of nits (eggs) and / or lice (adult insect). Owing to the fact that lice are extremely contagious Government Health Regulations state that no child or member of staff may attend school or any gathering until he / she is completely free of nits and lice. A learner who is found to have nits or lice will be removed from the classroom. This will be handled as sensitively as possible. Parents will be contacted and asked to collect the child from school. Pupils will only be permitted to return to school on the presentation of a CLEARANCE CERTIFICATE from a clinic or chemist. Parents must accompany children to the office (JP/SP) on their return to school where office staff will check your child's hair before final permission to return to the classroom is granted. Contrary to popular belief, lice are not found on dirty hair and are in fact, found more often on clean hair. Please reassure your child that if he/she is found to have nits or lice it is nothing to be ashamed about, and should be compared to having any other contagious disease, e.g. pink eye (conjunctivitis).*

#### **Treatment:**

*Your pharmacy will be able to prescribe a suitable treatment which will kill lice, however these treatments do not get rid of nits. These have to be scraped off each strand of hair with your nails or a metal sacker comb.*

*All pillow cases, sheets, mattresses (all items which may have come into contact with your child's head) must be disinfected, then washed in very hot water and left in the sun to dry. Hairbrushes, hair bands, bath towels etc will also need to be disinfected. We trust that this information will be of assistance to you in understanding and dealing with the problem, should it arise.*