

1. **Mainstream: Grade One: First Day of school: 11 January 2012 – Welcome to the TOP APPLE School...**
  - Class lists showing your child's name and class will be displayed on the corridors, main administration block and classroom doors. There will be staff members on duty to assist you to find your child's name and their classroom.
  - Please proceed to the classroom with the following;
    - All stationery requirements to be brought to school on the first day of school.
    - This includes the chair bag, book bag and pencil bag.
    - All individual stationery items must please be clearly labelled with the pupil's name. Please put the crayons, pastels, pencil crayons, pencils etc back into their original packaging after labelling and not into the pencil bags. We will sort these items at school. NO space cases are permitted; pupils are requested to have the correct material pencil bag.
  - We would like each pupil to bring an empty, 2 litre ice cream container to school, clearly labelled with his/her name.
  - At the end of the school day, pupils will be taken by their class teachers to the Big Apple on the wall next to Classroom 1 from where they may be collected.
2. **School uniform:**
  - P.E. lessons begin in the first week and you will be informed of the P.E. day by your child's educator via the homework diary.
  - Green School caps/hats are compulsory for break time and extra mural activities. Please ensure that these are at school daily.
  - Pupils come to school dressed in their P.E. kit with their school sandals or shoes and socks on their P.E. day.
  - They may wear their swimming costumes underneath their P.E. kit, but please remember to send underwear for them to change into.
  - All items of clothing, including swimming costumes, caps and towels need to be labelled.
3. **Homework:**
  - Pupils will have homework every day (Monday – Thursday), please sign the homework diary daily. Homework books and readers must be returned to school daily so that they can be exchanged for the next day's homework.
  - Please assist your child with his/her homework and teach them to take care of their reading books, by ensuring that they have clean hands and do not eat while doing homework. Unfortunately, if books are damaged in any way, we will need to ask parents to replace these books (min. R80 per book).
  - Preferably, please make appointments with class teachers via the homework diary. If you need to make a "confidential" appointment please phone the office to leave a message for the teacher to contact you.
  - Short messages may be written in the diary. We request that long letters be written on separate paper and sent to the teacher in an envelope. Please keep in mind that teachers may not be able to respond to a longer letter / request on the same day, due to teaching and extra mural commitments, but they will respond as quickly as possible.
  - If you have written a message to the teacher, please make your child aware of it, as it will be your child's responsibility to give it to the teacher.
4. **Newsletters:**
  - These are sent out regularly and will contain information to keep you up to date with what is happening at Hillcrest Primary. If there is a reply slip to complete, please do so timeously and return it in the homework diary.
  - Line of contact: If you have concerns regarding your child, please contact their teacher. If their teacher is unable to assist, they will refer you to the correct staff member.
5. **Absentee Letters:**
  - Parents are asked to write an absentee letter if your child has been unable to attend school. Please do not send your child to school if he/she is ill. Unfortunately medication may not be given by the teacher. On the other hand, please do not keep your child at home unnecessarily – new work is covered each day and it is important that the pupils are at school.
6. **Arrival at school:**
  - For the first 2 weeks of school, parents are welcome to walk their child/ren to the classrooms. If your child/ren would like to walk on their own, please encourage them.
  - At the beginning of the third week, we would like parents to walk their child/ren to the gate and let them walk to their classrooms on their own. We encourage independence and this is one of the first steps.
  - Pupils wait outside their classrooms until their teacher arrives. There are teachers and grade 7 pupils on duty in the morning from 7.10.
  - Our school day begins promptly at 7.25. Pupils need to be at school by 7.20 so that they have the opportunity to prepare for the day and socialise with their peers.
  - Please note that before school is not a good time to have an impromptu meeting with the teacher regarding your child's progress or health, as there is not opportunity for privacy at this time of the morning, and the teachers need to start settling their class in for the morning.
8. **Collection from school:**
  - The school gate is opened at 12.45 for the collection of pupils after school.
  - Parents may wait in the garden area near the Big Apple for their children. Please do not wait outside the classrooms.

- There is a teacher on duty at this time so should you be a little late, the children will be supervised.
  - Pupils dismissed from Extra Mural Activities (14.05) will be collected from the Big Apple until 14.20. Thereafter they will be taken to the Senior Primary waiting area.
9. **Extra-Mural Activities:**
- These take place after school from 13.05 to 14.05.
  - In the first term, Grade One pupils only begin extra-mural activities at the end of February. An extra mural list with days and times will be sent home prior to the start of the programme. Pupils are encouraged to choose a minimum of one activity per term. It is important for the children to be aware of the activity that he/she is attending on the particular day.
  - The activities change each term and new selections and commitments need to be made at the beginning of each term. Once activities have been selected, we encourage the pupils to attend practices throughout the term. Some activities have limited spaces available thus it is necessary to complete reply forms timeously.
  - Parents are asked not to attend the extra mural activities as this is 'teaching' time. However, if there is a sports match, parents will be notified and are encouraged to support the team.
  - P.E. kit must be worn for extra-mural activities and this includes their school hat/cap. Unfortunately, Pupils will not be allowed to participate if they do not have hats.
  - All pupils must wear shoes and socks/sandals when leaving school.
  - Please note that there are no extra mural activities in the first and last week of each term.
10. **Treat Days:**
- Every Friday, the Junior Primary has a 'Treat Day'. Each child in the class has an opportunity during the year to provide "treats" for their peers. The pupils pay a set amount for treat day, details of which are included in the budget and fundraising letters. Parents will be notified at the beginning of each term when it is their turn.
11. **Tuck shop:**
- Food from the tuck shop is ordered through the class teacher. Grade One pupils may not go to the Tuck Shop during their break as they need to play. Please send tuck orders in an envelope with the correct amount of money, the order and child's name clearly written on the outside of the envelope. We request that healthy food be ordered, therefore no sweets, chocolates etc
  - If children are participating in extra mural activities, they will need an extra lunch for the second break at 12.20, which can be sent to school, or bought from the Tuck Shop at second break.
13. **Money:**
- Please send all money to school in a sealed envelope, clearly marked with the pupil's name, the amount of money and what it is for. Please enclose this in the homework diary and teach your child to take the responsibility of presenting this to the teacher on arrival at school.
14. **Grade Excursions:**
- Pupils are usually taken on 2 excursions each year, linked to the theme they have been studying.
  - You will be notified of these excursions during the year and asked to provide disposable lunch/snacks.
  - Transport is provided by a reputable bus company and venues are carefully selected. Our aim is always to return to school timeously, however, this may be influenced by traffic, weather conditions etc.
  - The cost of these day excursions are included in your school fees.
15. **Media Centre:**
- Pupils visit the Media Centre once a week.
  - Please teach your children to take great care with all library books - clean hands, books kept in a safe place away from younger siblings, pets and crayons!
  - Books may be kept for two weeks.
  - Unfortunately, parents will be asked to pay for the replacement of any books that are lost or damaged.

*Thank you for taking the time to read this handout. We hope it will help you and your children adjust and settle in at Hillcrest Primary School.*