



COMMUNICATION WITH EDUCATORS

Mrs van Deventer (Head of grade) - mrsmvandeventer@npps.co.za

Ms Francis – mssfrancis@npps.co.za

Ms Tutshana – msstutshana@npps.co.za

Dear Parents / Guardians

We are excited for the year ahead and we are looking forward to getting to know you as the parents/guardians of the learners whom you have entrusted in our care. Our aim is to teach and develop the whole learner to become capable and self-sufficient.

Physical Education / Sport / Ball Skills

- Physical Education is a compulsory part of the school curriculum and carries an assessment mark.
- Ensure that your child comes to school with the correct kit for PHED.
For Swimming, every learner must have a cap in his/her house colours, school costume and towel.
For field related – PHED, navy shorts and white PHED school shirt (with badge, no plain white t-shirts will be permitted).
- If your child cannot participate in PHED for any valid reason, you are required to send a letter of explanation.
- Kindly ensure that your child brings his/her sports kit on the allocated days.
- A dedicated commitment to teams will improve your child's skills and abilities.
- Your child's participation in PHED and sport is strongly encouraged as this creates character and an overall, general good attitude.
- 1st and 4th Term – learners to bring both swimming and field PHED uniforms for assessment purposes.
- The Grade 1 and 2 learners will participate in compulsory extra-curricular activities twice a week. Learners are to come to school dressed in their full school uniform and are to change into their PE kits and takkies or swimming attire after school.
- If a child comes to school in their sport kit then the parent will be asked to bring their school uniform to school.

Homework

- Homework consolidates what was taught in class and enables the learner to evaluate what was taught.
- Homework is issued on Monday, Tuesday and Thursday without fail. Wednesday there will be no homework, this is family evening.



- At home, prepare a place where your child can do his/her homework peacefully, preferably far away from the TV and other games or distractions.
- Children have different ways of learning, so try and establish the style that suits your child and then attempt to cater for such.
- Check your child's homework daily. Even if he/she has done this at After-Care, do not sign until you are satisfied with its completion.
- Look in the homework book to confirm what your child has for homework. Don't just take his/her word for it.
- Assist your child but do not do the homework for him/her.
- Ensure that **you** sign the homework book and do not allow your child to do so.
- If a learner has a valid reason for not completing homework, please write a detailed note in his/her homework book to prevent the child receiving punishment.
- Homework not completed or done, will be done during second break, on the afternoon that it was due.
- All Grades should read and learn their bonds and spelling daily. Get involved as a parent and make it fun!
- Learners are to leave their pencils cases at school and should have stationery for homework at home.
- Please ensure homework books are kept neat and clean at all times.
- Please ensure that learners always use sharp pencils when doing homework.

Absenteeism

- If you know your child is going to be absent, please give your child a note, on a **SEPARATE SHEET OF PAPER** (not in his/her homework notebook), explaining why he/she needs to be absent.
- If your child has been absent, then please send a note on a **SEPARATE SHEET OF PAPER** when he/she returns to school. This is then placed on the learner's file.
- Should a child during the day develop a cough, a mask will be supplied for the learner.

Expectation of learners

- Your child is a role model to the learners in the grades below him/her and is expected to behave accordingly.
- Consistent hard work is expected of him/her and a high standard of work is required.
- Every learner is an ambassador of NPPS and they are to uphold the school's name, both in- and out of school.
- All learners must look presentable at all times and abide by the School's Code of Conduct.



Uniforms should be clearly marked with the learner's name.

- Hair should always be neat and be in-line with the School's Code of Conduct. School shirts must have the school badge sewn or ironed on.
- Name badges, the first of which is issued free of charge, must also be worn daily and if lost, must be replaced at the prevailing cost.

Uniform and Neatness

- Encourage your child to set out his/her uniform the night before. This will help you notice a tear or missing button.
- Please make sure uniforms are clean on a daily basis.
- Please make sure your child has the correct uniform.
- Wearing a full tracksuit is only permitted for sport events. The tracksuit top may be worn with boys' grey pants and girls' culottes and/or navy blue long pants.
- Ensure that your child's PHED / Sport clothes are always neat and tidy. The white golf shirt with a navy collar must be worn for matches, sport practices and PHED. A plain pair of navy shorts must be worn. Only the school's swimming costume may be worn.
- A PHED kitbag is strongly encouraged.
- Ensure your child's uniform and shoes are clean.
- House T-shirts are to be worn for all and only Inter-House activities.
- A learner's uniform is part of his/her identity with the school and must be neat, both on and off the school property.

Be organized

- Give your child chores to do, e.g. putting lunchboxes in the basin, putting his/her PHED clothes in his/her bag, shining his/her shoes, etc.
- Try not to drop your child off late at school. School starts at 7h30. Attempt to drop your child off by 07h20 the latest. If relevant, discuss these times with your child's transport as well, to avoid confusion.
- From Monday to Thursday, school closes at 12h40 for the Beehive and grade 1s and 2s and 14:05 for Grades 3's to 7's. Co-curricular activities end at 14:00 for grades 1 and 2 and 15:30 for grades 3 – 7. On a Friday, school closes at 12h30 for all learners. No co-curricular activities take place on Fridays unless otherwise stated. Please collect your child promptly.
- During a sports free week grade 1 and 2 learners are required to be fetched at 12:40. No After-Care is available for those learners, who do not normally go to After-Care.
- Follow a set routine with dinner, bath and sleep times. This will also help them follow a routine at school.
- After bath time and supper there should be no screen time allowed.
- Go through the School's Code of Conduct with your child and familiarize yourself with its contents.



- Go through his/her bag regularly to sure all school letters etc. and old lunches are removed.
- Suggested bedtimes: Grade R – 3 (19h30), Grade 4 – 5 (20h00) and Grade 6 – 7 (20h30).

Build self-confidence

- Don't ever compare child with another. Enjoy each child's uniqueness.
- Encourage any little improvement your child may make and don't hammer on the negatives.
- Often tell your child how proud you are, of him/her and that you know they will never hurt/disappoint you deliberately.

Values

- Teach your child good basic manners like awaiting his/her time to speak, greeting people properly and the use of "please" and "thank you".
- Be consistent when applying discipline. It will teach children that their deeds have consequences. This prevents bullying.
- Northern Park Primary has a reputation for being litter-free and every learner is expected to maintain this standard.
- Instill a healthy respect for books and all other belongings. They must also look after their personal possessions.
- Teach them respect for parents, grandparents, domestic workers, etc. so that they can apply this value to their teachers, fellow learners and cleaners at school.

Food

- Give your child a nutritious breakfast, as this has an impact on his/her concentration levels later in the day.
- Ensure that your child has something to eat during break. Asking peers for food is not allowed.
- Pack nutritious food (fresh fruit/vegetables, etc.) –no sweets, biscuits, chips and fizzy cool drinks will be allowed from Monday to Thursday. Fridays are set aside for treats and limit these to one, or maximum, two treats per Friday.
- Pack extra lunch for when your child remains at the After-Care or plays sport.
- Establish your child's likes and dislikes, as far as food is concerned, otherwise food often ends up in the garbage bin.
- Don't reward children with food.
- Encourage the drinking of water and ensure that your child brings a juice/water bottle to school on a daily basis.
- Water Wednesday for Grade 1 to 3 learners. Grade 1 to 3 learners are allowed to bring water only, on a Wednesday.
- It is advised that you do not send tuck shop money daily, perhaps limit spending to once or twice a week.
- If your child has a food related allergy please inform the teacher about it.



Birthdays

- Some learners enjoy bringing eats to celebrate their birthday with their peers.
- If you do send eats, please ensure that they are cupcakes, muffins or party packs. Please **DO NOT** send large sponge type cakes or round cream cakes, as these are far too difficult to manage.
- Unfortunately, cool drinks are not allowed as they are messy and take up too much academic time to set out.
- Should you send invitations to parties, do not do this at school, unless the whole class is invited.

Safety first

- Teach your child general hygiene like washing his/her hands after using the toilet and before eating.
- Your child must know emergency numbers and addresses.
- Teach your child how to cross the street safely and where possible, at a pedestrian crossing.
- Warn your child against the dangers of interacting with strangers. The school has had a number of learners fall prey to this, with learners being traumatized by the experience.
- Be alert when your child suddenly has mood swings, sleeps a lot, becomes very aggressive or shows no interest in school. There could be a serious underlying problem he/she is dealing with.
- No learner should be dropped off on the opposite side of Allan Hirst Drive, but rather on the school side.
- Whilst it is every parent's prerogative to discipline his/her child in the manner that they see fit, parents are cautioned against physical discipline as the constitutional court has ruled corporal punishment by parents' illegal in South Africa.
- Should a child arrive at school with marks on his/her body, it is the responsibility of the school to report this to the relevant authorities. The school has a social worker in its employ and the matter will be handed over to her for immediate attention.
- If your child has epilepsy or asthma please let the educator know so that we are aware of this.

Get involved

- You are strongly encouraged to get involved in all aspects of your child's school life, by supporting activities at school and attending meetings. Teachers will be requesting the assistance of parents from time-to-time.
- Encourage your child to take part in after-school activities. It teaches him/her team-building skills and also enhances his/her gross-motor abilities.

Communication

- Please follow the correct channels of communication. If you need to meet with the Principal or member of management, please contact the school to arrange an appointment.



- If you need to meet with your child's teacher, please write a message in your child's homework note book and his/her teacher will communicate back to you.
- If an issue needs to be dealt with further, this should be discussed with the Principal.
- If the school needs to meet with you, it will try to be flexible regarding the time of the meeting.
- Please phone the office (033 342 3222) if you cannot make the meeting and re-schedule another time.
- Parents are encouraged to download and register on the D6 app for regular communication for the school.
- Please note that teachers are not permitted to hand out their personal cell phone numbers to parents and guardians and there will be no more whatsapp groups.

Stationery

- Please supply your child with all the required stationery for the year. Ensure that it is all labelled correctly and that all labels are visible.
- Learners may not borrow stationery from one another. This causes things to go missing or become finished quickly.
- Any extra stationery must be labelled clearly. It can then be handed to the teacher to keep stored in his/her cupboard for safekeeping.
- If there are still some items outstanding, please ensure that your child brings these to school as soon as possible.
- Ensure that your child has both, a homework bag and a library bag (library bags are solely for the storage of library books, it is in the parents' best interest to ensure that this occurs as parents are responsible for the replacement of library books should they get damaged).
- The school has supplied coloured plastic book covers for each learner, as well as all exercise books.

Cell phones

- Learners are discouraged from bringing cellphones to school.
- If learners bring a cellphone to school, it must be marked with their name.
- Cellphones must be switched off before entering the school grounds and may only be switched on again, after exiting the school property.
- Under no circumstance whatsoever, are children allowed to use their phones while on the school property.
- Cellphones being used or played with, while on the school property, will be confiscated.
- Cell phones confiscated will be recorded in the cell phone confiscation book. The learner will receive his/her cell phone back on the second Friday, after which it was confiscated. Alternatively, a parent will be able to collect the cell phone any time after confiscation.

Money



- Restrict the amount of cash money that you give your child.
- **Do not** give your child school fees to pay in cash. The finance office no longer accepts large cash payments.
- The school has a credit card machine for such payments.
- School fees and other large amounts must be paid for, either by direct deposit or an EFT, into the school's bank account:

Account Holder: Northern Park Primary School
Account Number: 1130 582 779
Name of Bank: NEDBANK
Branch: TAJ Centre
Branch Code: 198 765
Reference: Child's surname, name and account code

- Learners with a R50 note or greater, **will not** be allowed to purchase from the Tuck-shop.
- Grade 1 to 3 learners are not permitted to buy from the senior Primary Tuck-shop.

Rainy days

- Please get a compact raincoat/umbrella for your child to wear in case of unexpected rain.
- If sport is cancelled due to rain, your child will be looked after by his/her sports coach, in the teacher's classroom.
- If your child is not collected by 14: 15, he/she will be looked after at the After-Care facility for a nominal fee.

Enrichment Classes

- TUTOR is a private, external organization that provides a professional service to learners. They send mentors to the school to go through work with a child. They have assisted many of our learners to improve their English and/or Mathematics. They do charge for their services, which is obviously, for your account.
- The DOE workbooks will be sent home for homework and extension. You are welcome to engage in the intervention and extension with the use of these books.

Medication

- Should a child be taking concentration medication, this will be sent to school for the educator to administer. Each classroom has a medication safe, which is locked at all times. Parents will sign a consent form for educators to administer medication and each child signs when medication is administered. Please ensure that concentration medication is purchased before the previous tablets are finished. It is imperative that your child does not have any lapse in time when he/she is not taking his/her prescribed medication.



NORTHERN PARK PRIMARY SCHOOL

Persevere with *Hope*

A: 25 Allan Hirst Drive, Chase Valley, Pietermaritzburg, 3201

T: 033 342 3222 | **E:** northernparkps@npps.co.za

W: npps.co.za

ours faithfully,

Mrs M. van Deventer
Head of Grade

Mrs M. Stoute
Deputy Principal

Mr. Neelan Pillay
Headmaster

