1. Please send a healthy snack to school e.g. bread with a healthy filling, biscuits and cheese, popcorn, fruit and yoghurt. PLEASE NO CAKES, SWEETS, FIZZY DRINKS. We have fruit and yoghurt at 10am and a small lunchbox snack at 2. A school snack is given at 3pm.

2. Please label all items of clothing, shoes, lunchboxes and juice bottles as there are many that look the same.

3. Each class has a tub with lost property in if you are looking for lost items.

4. The basic daily routine and list of themes are up in the classroom for you to see. Notices are also put up near the snack table.

5. Breakfast ends at 8:15. No breakfast will be given after this time.

6. Please do NOT feed your child their breakfast, they must learn to become independent and to feed themselves. Eating with a spoon and with a knife and fork are important life skills and also form an important part of fine motor development!

7. Please use the DROP AND GO system. Say goodbye with a big kiss. The children need to be responsible and unpack their own bags in the mornings and afternoons. We will help them if they are struggling.

8. We have a star chart to reward good behaviour with a prize at the end. I also have a good star certificate for extra special reasons e.g. when they are extra kind, helpful, good etc. We also send happy notes home. Undesirable behaviour is punished with time out. We will also write notes home if needed regarding undesirable behaviour.

9. Our lessons start at 8:45. Please try to be on time so that they don’t miss out on the valuable input.

10. We start with morning ring, then do the creative activity for the day together with work stations. At 10am we have tea then it is play time and some extra murals happen at this time. At 11am we do the second, more academic session. Then movement or story time before lunch.

11. Please take time to look at the work on display and to talk to your children about what they are doing in class.

12. Message books are not written in every day. We paste notices in and let you know when there is an issue or injury. Also as part of our reward system.

13. I will put a note on the board once a week to tell you what you can practice with your child at home.

14. When helping your child to practice writing their name, please use only lower case letters with a capital only for the first letter.

15. We teach the letters of the alphabet phonetically i.e. the sounds not the letter names (Letterland)

16. Please encourage the correct pencil grip (crocodile fingers)

17. We make your child feel special on their birthdays by making a crown and birthday card. They may also bring cake or cupcakes to share with their friends.
19. Please monitor what your children are watching on TV and not to allow too much TV
20. Please send them to bed early so they are ready for school the next day.
21. Please try to talk only once so that the children don’t only listen when you raise your voice

General
1. Please ensure that gates are closed when you arrive or leave, help us keep our children safe.
2. PLEASE SIGN YOUR CHILD OUT!
3. Please ensure your child has a hat at school.
4. We will be closed for the Education Department school holidays on the 15th June and the 25th September.
6. If you have any concerns please feel free to contact the office, we appreciate your feedback as we like to improve where possible.
8. Please buy a tag if you don’t already have one as there is not always someone in the office.
9. Please ensure that school fees are paid by the 3rd of the month.
10. A structured curriculum is followed.
11. Please don’t allow your child to bring toys from home to play with at school.
12. Your child will receive 2 reports this year. One in June and one in December.
13. There is an Occupational therapist, a Speech therapist and a Physio-therapist who work at our school.
14. Please send toys, puzzles and books that are still in good condition to school, we will put them to good use.