



ECD School Information Booklet

Dear Parents/Guardians/Caregivers

A warm welcome to you and your child. We look forward to a long and happy relationship with you.

The following basic information applies specifically to the ECD School and is intended to answer frequently asked questions as far as possible. Please read this in conjunction with the main PEPPS Preparatory Information Booklet for more general and detailed points about our school. The Preparatory Information Booklet is available on the PEPPS Schools website and Google Classroom.

Your child's class teacher will also be happy to answer any further

queries you may have. Kind Regards

Ms Mokgadi Rabalao

ECD HEAD OF DEPARTMENT

1. Communication with the school and teacher

- **ECD pupils** use a *Message Book, SMS and Email*. Message book comes home daily and should be returned to school each day. Please check for any notes/letters from school and sign to acknowledge receiving them. You may also use this book to write notes to the teacher; we check the books each morning.

This book is used for small personal notes and any letters with tear-off slips. For general information, we use the Google Classroom App, see below.

Teachers are happy to meet with parents should there be a problem. If it involves a lengthy chat, however, please make an appointment so that teaching time is not disrupted. This can be arranged via the message book, by phone the office (015 495 0770), via the school secretary or directly to the teacher's school email address.

- **Please note** – It is school policy **not** to give out teachers' personal phone numbers and **not** to have class WhatsApp groups.
- You will be provided with your child's teacher's school email address in January, as well as details and instructions on how to download and use the **Google Classroom App**. This is a school communication system for phones, tablets or laptops. It is essential to use this app to stay up to date with both general school announcements as well as class information.

Please let the teacher know if home circumstances change, as this often affects your child's behaviour at school, e.g. if mom goes away for some time, etc.

2. General Information

➤ **School Times**

School **starts** promptly at 08h00 each morning for all pupils in the school.

ECD pupils go directly to their classrooms each day on arrival. Please note that there is no one to receive them before 07h00. The pupils may not be dropped off at the main gate or in the parking area.

The ECD pupils must be walked to the entrance of the School by an adult and handed over to a member of staff. You will be directed to the classrooms on the first day of school.

➤ **After School**

Stage 3 and Stage 4 end their daily programme at 13h00. They will then take a short rest or naptime until 14h00. Parents are not allowed to pick them up in this time period. This rest is essential for their development.

ECD ends at 14h00 from Monday to Thursday and at 12:30 on Fridays and we encourage you to arrange prompt collection of your child at these times. Pupils wait by the entrance gate until collected, but they may not play on any equipment, jungle gyms, swings, etc., for safety reasons.

NB Any ECD pupil who has not been collected 30 minutes after the daily finishing time, i.e. by 14h30 Monday to Thursday and by 13:00 on a Friday, will be charged of R100 hourly.

We **strongly discourage** you from leaving your child at school after these times. Not only will it be expensive for you, but it is also unfair to your child after a busy morning at school.

➤ **Adam**

This is our online assessment platform where pupils are assessed continuously during the term and more intensely at the end of each term. Parents can log in and see their children's progress as they develop. Although marks are allocated and adjusted into a percentage, we would like you to keep the following key in mind at all times.

0% - 30%	Not yet achieved Pupil doesn't have the skills or can't grasp the concept and needs help completing the activity.
31% - 50%	Partially achieved Pupil is still developing the skills or struggling to grasp the concept and needs some help completing the activity.
51% - 95%	Achieved Pupil has the skills and grasps the concept to complete the activity with little to no effort.
95% - 100%	Achieved beyond expectations

Pupil thinks, reasons and does **more** than what is expected of his/her effortlessly and individually.

It is extremely important for parents to realise that we aim for '**Achieved**', and not for '**Beyond what is expected**', as this is unrealistic and unfair towards your child. Please do not add unnecessary pressure to your child's development.

➤ **Break/Breakfast/School Lunch/Tuck Shop**

We have a **Healthy Eating Policy** in the ECD School. We aim to maximise concentration and learning in the short time that your child is with us each day. We want to avoid the negative effects caused by 'sugars' in whatever form. To this end, we ask that your child eats a nutritious breakfast before leaving home. Break is only at 09:40 and this is a long time to wait for the first 'fuel' of the day.

Please pack a nutritious lunch. No sugary foods should be brought to school, e.g. cakes, biscuits, muffins, sweets, chocolates. No chips, fast food or flavoured yoghurts. (Although they appear healthy, they are packed with sugar!)

Important – No food will be given at school; no breakfast and lunch or in-between snacks.

Drinks – Please, no cool drinks, fruit juices or flavoured water are to be brought to school. Your child should bring a water bottle daily. (Children get used to drinking water very quickly if encouraged to.)

We will post healthy lunchbox ideas on the **Google Classroom** App. The internet is also full of ideas for easy, healthy lunchbox fillers.

➤ **Birthdays**

Pupils are allowed to wear civvies on the day of their birthday. Parents can ask the teachers for the correct number of pupils in the class and send cupcakes and party bags to school.

➤ **Stationery**

ECD parents do not need to purchase stationery for school. Your children are **MUST** stay at school and may not be taken home. You will receive a short list of other items, e.g. tissues that will need to be provided by you.

➤ **Backpacks**

Your child will need a backpack to carry his/her things to and from school each day. The backpacks will be hung on hooks in each classroom. We allow you to purchase a backpack of your choice providing it is not smaller than approximately 45 x 35 cm. It needs to be big enough to carry a lunchbox, a jersey. We have found that a bag with two compartments works best.

Please make sure all belongings are clearly marked with your child's name and surname.

NB No wheelies or caddies are allowed in the ECD Centre. We do not have space for them. Please do not waste your money on a caddie; they are only suitable from Grade 4 upwards.

➤ **Money**

We discourage pupils from bringing money to school as there is no need.

➤ **Uniform**

The uniform shop is situated at the Polokwane Campus. Most uniform items are available there apart from shoes. Please see the PEPPS Uniform Policy on the website for more details. The uniform shop will also help you with what is required.

Stage 3 and Stage 4 can wear any plain (no pictures) red shirt, golf or t-shirt with navy blue shorts. This can be purchased anywhere since these are not available in the uniform shop. Pupils are also welcome to wear the formal school uniform, but it is not compulsory. During winter, pupils can wear any navy tracksuit with their red shirts but they are also welcome to wear the school uniform available in the uniform shop.

Grade R wears the school uniform, school golf shirt with logo and blue shorts in the summer and tracksuit during the winter.

Shoes

They can wear proper sandals if desired. During winter, it is too cold and every ECD pupil is required to wear **black tekkies** with their tracksuit.

3. External Development Support

We aim to develop the 'whole child' and not just the academic side. Child development is complex and no system develops in isolation; each is dependent on others to ensure 'normal' all-round development. Teachers are trained to notice when a child may be struggling in a certain area of development. Delays in some areas of development are common in children but if caught early, they are usually easily rectified with certain therapy.

To this end, we may refer children to a **speech therapist** or an **occupational therapist** or simply to have **eyes or ears tested**. This is common practice, particularly with Grade R pupils as this is the age where therapy is the most effective. We mention it here as we have found parents get extremely worried at the mention of a therapist and often refuse to take their child or leave it so long that the child does not get the help he/she needs, which negatively affects his/her progress at school.

We appeal to you from the start to work hand in hand with your child's teacher and to give your child the opportunity to be assessed by a therapist if the teacher is concerned and recommends this.

4. General Home Support

➤ **Homework**

Please ensure that your child has the following items at home to work with as needed:
pencil, pencil sharpener, crayons, colouring pencils, a pair of scissors, a glue stick

and old magazines.

Teachers will notify you of homework that should be done when and if necessary.

➤ **Language Development**

You are encouraged to speak to your child about anything and everything! This is particularly important in ECD but applies to all ages. Enrich your child's vocabulary. Speak about what is going to happen next/where you are going and what you may see or do. A simple example for Grade R – You are going to the shop to buy apples, bananas, bread and milk. Ask your child to try and remember the list.

Encourage your child to think and to question. Let him/her express his/her opinion about something and get him/her to explain why he/she thinks that way. Ask open-ended questions where your child has to elaborate instead of answering with a simple 'Yes' or 'No'. For example, instead of saying: That's a lovely picture. Ask: What did you draw? Who is in your picture? Why did you use those colours? etc.

Go on outings and get your child interested in the outside world. Remember that every opportunity is a learning opportunity. Read a book together; watch interesting TV programmes and discuss as you watch. The opportunities are endless if you become aware of this.

In ECD, a personal *Learning Story* will be sent home periodically so that you can discuss school activities with your child. Instructions will be given.

➤ **Reading**

New research shows that children require a minimum of 1000 hours 'lap time' sharing picture books with an adult before they are ready to read. The less time they have, the more they will struggle to read. If this is not already in your daily routine, do not wait – start your 'lap time' now! Before formal reading begins, let your child tell you the story from the pictures in a picture book – this is early reading. You can help your child develop a love of books and reading by taking an interest in books yourself and by **reading stories to your child**. We encourage you to join a library.

➤ **Bedtime, Television and Home Routine**

Please make sure that your child gets enough sleep. Bedtime should be no later than 8 o'clock.

TV watching should be limited and monitored so that your child only watches suitable programmes. No more than **an hour of screen time** per day. This includes all screens! (TV, laptop, phone, games...limit exposure to all these.) Too much screen time adversely affects development.

Help your child's *gross motor development* by encouraging outdoor play - running, skipping, ball play, swimming. Also help develop those *fine motor skills* with puzzle building, construction and creative activities

➤ **Discipline**

A child needs rules, boundaries and a set routine at home in order to feel secure. If your child is not used to this at home, it is difficult for him/her to conform to school rules and to respect authority at school.

Discipline problems **always** affect a child's academic progress. Establish a consistent

routine within

which your child can develop responsibility for certain tasks. We rely on you to do your part at home to ensure your child is able to take full advantage of all that the school has to offer.

Please take an interest in what your child is doing at school. Keep in touch with activities, come to meetings and be part of the bigger 'PEPPS family'. Better progress is always made with parental support.

We endeavour to help support you as parents. We know it is a tough job sometimes! Please look out for parent articles and links to websites on the Google Classroom App and our Facebook page. We try our best to work hand in hand with you to help your child.

**Welcome to the PEPPS ECD School
Family!**

Acceptance of ECD Practices and Procedures Form

We, _____, the
parents/guardians/caregivers of

_____ in Stage/Grade _____
have read, understood and agreed to the Practices and Procedures of PEPPS ECD as
outlined in this information booklet. We are committed to form a partnership with the
school and will ensure that our child abides by this code.

I permit photos of my child, taken while he/she is involved in school activities, to be used in
school marketing material.

I understand that this agreement remains in force until my child leaves PEPPS
Ga-Ledwaba.

Signed:

Father/Guardian/Caregiver: _____
Name Signature

Mother/Guardian/Caregiver: _____
Name Signature

Date: _____