

## *ECD School Information Booklet 2024*

Dear ECD 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. The ECD Information Booklet is available on the PEPPS Schools' website and Google Classroom. Please also join the PEPPS ECD Facebook page.

Your child's class teacher will also be happy to answer any further queries you may have.

Kind regards

*Mrs Neandri Greyvenstein (Mrs G)*

ECD HEAD

**Vision:** Creating Tomorrow's Leaders

**Mission:** PEPPS develops independent, critical and creative thinkers through progressive, holistic education.

### **Our School Song**

## *"We Are the Future"*

I am blessed  
To learn and grow  
To work and strive  
To make my future bright

We are the future  
We are tomorrow  
We will strive for excellence

We are the promise  
We are the chosen  
We will work in excellence  
At PEPPS our dreams come true

**(Official School Song composed and written by Katlego Mpepele)**

## 1. Communication between the School and Teacher

- 1.1 ECD pupils** use a *Message Book*. This comes home daily and should be returned to school each day. Please check for any notes/letters from the 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 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, via the school secretary or directly to the teacher's school email address.

- 1.2 Please note** that it is school policy **not** to give out teachers' personal phone numbers and **not** to have class WhatsApp groups.
- 1.3** 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 **Google Classroom**. 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 mum goes away for some time, etc.

## 2. General Information

**All ECD classrooms are situated on Plot 2.**

### 2.1 School Times

School **starts** promptly at 07h25 each morning for all pupils in the school.

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

### 2.2 After School

Sprouts and Saplings end their daily programme with a short rest or nap. Parents are not allowed to pick them up in this time period. This rest is essential for their development.

We encourage you to arrange prompt collection of your child **FROM PLOT 2** at these times. They **must** be collected, by an adult, **from their classrooms** at these times. They may **NOT** go with older primary or College siblings.

**Pickup times are as follows:**

**Monday – Thursday: 13h00 (latest time 13h30)**

**Friday: 12h30 (latest time 13h00)**

**If your child participates in clubs on Tuesday to Thursday: 14h30 (latest time 15h00)**

We cannot stress enough the importance of punctuality in picking up your child. Not only does tardiness inconvenience our dedicated ECD staff but it also impacts your child's emotional wellbeing. No child should feel neglected as they wait for their parents after all their friends have left.

To ensure that this issue is addressed effectively, we have strict procedures regarding late pickups:

**1<sup>st</sup> late pickup:**

**An sms reminder about the times you need to pick up your child.**

**2<sup>nd</sup> late pickup:**

**A phone call followed by an email of concern and notification that the next late pickup will be charged.**

**3<sup>rd</sup> and subsequent late pickups:**

**R 100.00 per 15 minutes late will be charged to your fee account. This amount will need to be settled together with your child's fees. It is your responsibility to claim it back, where necessary, from the transport your child uses.**

We understand that unforeseen circumstances may arise occasionally, and we encourage you to communicate with us if you anticipate being late for pickup.

We already accommodate late pickups with a 30-minute grace period.

If it is **still** difficult to arrange for pickup on time, please **enrol your child in the aftercare programme**. You are welcome to contact Busi Makwarela at 073 895 2082 for further information regarding aftercare. This is privately run and additional costs apply.

**2.3 PEPPS 6-Day Cycle/Timetable/Integrated Day**

There is a **6-day cycle** at PEPPS rather than a weekly one and this applies from ECD to Grade 12. This means lessons are now timetabled according to the number of the school day, i.e., days 1-6, rather than the day of the week. It is important therefore that you keep track of which school day it is on the school calendar.

**Stimuzone and Monkeynastix** are both fantastic external programmes which have been running very successfully for the last few years and which will continue in 2024. These programmes are included in the school fees and run as part of the ECD curriculum during school hours. Please see the separate brochures for further details and benefits of these programmes.

**2.4 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.

- |   |   |
|---|---|
| 1 | <b>Not yet achieved</b><br>Pupil does not have the skills or cannot grasp the concept and needs help completing the activity. |
| 2 | <b>Partially achieved</b>   |

Pupil is still developing the skills or struggling to grasp the concept and needs some help completing the activity.

- 3            **Achieved**  
Pupil has the skills and grasps the concept to complete the activity with little to no effort.
- 4            **Achieved beyond expectations**  
Pupil reasons and does **more** than what is expected of him/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.

## 2.5 Afternoon Clubs

The ECD School has Clubs on Tuesday, Wednesday and Thursday between 13h30-14h30 (only for Grade R). This means that pupils will have a short half-hour break where they can have lunch/snack and playtime. Pupils will then move to their specific club. Please note that these activities are not compulsory unless otherwise requested by your teacher.

Activities are varied and your child may **choose no more than two clubs** to attend for a term. Your child may choose a different club at the beginning of each term or stay with the same club for the year. Please note that pupils cannot swap clubs in the middle of the term.

Clubs will include soccer, cricket, tennis, creativity, public speaking, music and drama, gardening and science, movement, cooking, construction, drawing, puppet making and cultural clubs. The Clubs are presented by the ECD teachers and included in the school fees.

**More detail on the clubs and the days they will be held will be announced at the beginning of each term.**

We also have **outside service providers** who will come to the school and offer the following activities, **cooking, ballet, karate and science.**

**Please note** that our outside service providers **charge a fee** and these activities are not part of the PEPPS programme or included in the school fees. They use our venue, but the contract is between parents and the service provider.

## 2.6 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 10h00 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, 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, milk 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.)

The Internet is also full of ideas for easy, healthy lunch box fillers.

**NB ECD pupils are not allowed to buy from the school tuck shop, so please do not send money to school for this.**

## 2.7 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 or doughnuts to school. NO other cool drinks, birthday packets, sweets or cakes are allowed to be sent to school.

## 2.8 Stationery

ECD parents do not need to purchase stationery for school. Your children are provided with everything needed at school. The school stationery issued MUST stay at school and may not be taken home.

You will be notified of any other items, e.g., tissues, that will need to be provided by you.

## 2.9 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 the book bag (see below), a lunch box, shoes and 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 School. We do not have space for them. Please do not waste your money on a caddie; they are only suitable from Grade 4 upwards.**

## 2.10 Fabric Book Bag

Each new child at PEPPS receives a fabric book bag at the start of the year. Pupils moving up within PEPPS continue to use the book bag from the previous year. These bags are sturdy, and if looked after, should last at least two years.

ECD pupils will not use these bags daily but will use them to bring home their *Learning Story* books and other things from time to time.

## 2.11 Money

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

## 2.12 Uniform

The uniform shop is on Plot 1. 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.

**Sprouts (3-4 years) and Saplings (4-5 years)** 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.

All ECD pupils will receive a Monkeynastix t-shirt which they can wear with their blue shorts on the Day they have Monkeynastix.

### Shoes

Pupils are not obligated to wear shoes during the summer; they can come to school bare feet since this is much more beneficial to their development. They can wear proper sandals if desired. During winter, it is very cold and every ECD pupil is required to wear white or black takkies with their tracksuit.

## 3. External Developmental 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

### 4.1 Homework

Even though we have a no homework policy, please ensure that your child has the following items at home to 'play' with as needed: a ball, a pencil, water paint, crayons, colouring pencils, a pair of scissors, a glue stick, skipping rope, play dough, puzzles, a hula hoop and old magazines.

**Teachers** will notify you of extra work that should be done when and if necessary.

### 4.2 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 – 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.

#### 4.3 Reading

New research shows that children require a minimum of 1000 hours of '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.

#### 4.4 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.

#### 4.5 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.

#### 4.6 Bullying in Our ECD Community

At PEPPS ECD, we are committed to creating a safe and nurturing environment for your child to learn and grow. We understand the importance of addressing bullying and ensuring that all children feel respected, valued, and protected from harm during their time with us. It is crucial for us to emphasize the distinction between bullying and accidental incidents, as this understanding plays a key role in fostering a positive atmosphere.

Bullying, in our context, refers to intentional and repeated acts of aggression, such as hurtful words, exclusion, or physical aggression. We have clearly defined what constitutes bullying in our policy and have implemented a robust reporting system for children, parents, and staff to promptly report any concerns. It is equally important for us all to recognize that accidental incidents, which may occur in the course of normal childhood interactions, are distinct from bullying and will be addressed appropriately.

When a bullying incident is reported, we act swiftly and decisively, employing appropriate consequences for the individuals involved. Our aim is not only to address the immediate issue but also to provide support and guidance to both the victims and those engaged in bullying behavior.

We believe that education and prevention are vital in creating a respectful and inclusive environment. We offer programs and activities that promote positive social interactions and conflict resolution skills. We encourage open communication with parents and value your involvement in supporting our anti-bullying efforts at home.

Our dedicated staff members receive ongoing training to ensure they are well-equipped to handle and prevent bullying effectively. We continuously monitor and evaluate the effectiveness of our anti-bullying measures to make improvements based on feedback and results.

We are here to partner with you in nurturing your child's well-being and development, and together, we can provide a secure and enriching experience for your child.

If you have any questions or concerns, please do not hesitate to reach out to our staff or administration. Your input and support are highly valued in maintaining a positive learning environment for all children.

**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 Google Classroom and our Facebook page. We try our best to work hand in hand with you to help your child.**

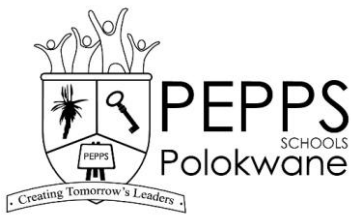
*Welcome to the PEPPS ECD School Family!*

#### **Contact Details**

PEPPS Polokwane Preparatory School  
P O Box 405, POLOKWANE, 0700  
Myngenoegen Plot 1  
Tel: 015 101 1388  
Website: [www.pepps.co.za](http://www.pepps.co.za)

Executive Head:	Mrs Amanda Korff ( <a href="mailto:korffa@pepps.co.za">korffa@pepps.co.za</a> )
ECD School Head:	Mrs Neandri Greyvenstein (Mrs. G) ( <a href="mailto:greyvensteinn@pepps.co.za">greyvensteinn@pepps.co.za</a> )
Business Manager:	Mrs Lea-Anne Cole ( <a href="mailto:admin@pepps.co.za">admin@pepps.co.za</a> )
Admin Office:	Mrs Lienkie Jacobs ( <a href="mailto:infoplk@pepps.co.za">infoplk@pepps.co.za</a> )
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Absentee notes:	Ms Jeridah Mogale ( <a href="mailto:absentplk@pepps.co.za">absentplk@pepps.co.za</a> )
Finance:	Ms Johanna Nkoana ( <a href="mailto:nkoanaj@pepps.co.za">nkoanaj@pepps.co.za</a> )
FECHS:	Mr Martin Afonso ( <a href="mailto:afonsom@pepps.co.za">afonsom@pepps.co.za</a> )





Stage 4/5 Teacher: Ms Elizabeth Letsoalo ([letsoloe@pepps.co.za](mailto:letsoloe@pepps.co.za))  
Stage 5 Teacher: Ms Elvy Nkhawana ([nkhawanae@pepps.co.za](mailto:nkhawanae@pepps.co.za))  
Grade RA Teacher: Mrs Elzani Keyser ([keysere@pepps.co.za](mailto:keysere@pepps.co.za))  
Grade RB Teacher: Mrs. Sunette van Staden ([vanstadens@pepps.co.za](mailto:vanstadens@pepps.co.za))  
Grade RC Teacher: Ms Morongwa Masoga ([masogam@pepps.co.za](mailto:masogam@pepps.co.za))  
Grade RD Teacher: Ms Lala Jansen van Vuuren ([jansenvanvuuren@pepps.co.za](mailto:jansenvanvuuren@pepps.co.za))

**Banking Details**

PEPPS Polokwane Schools  
Nedbank Pietersburg, Branch Code 14 11 48  
Cheque Account No 1411 406 419

## *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 failure to comply with the pickup schedule may result in my child being placed in the aftercare. I agree to be liable for and promptly settle any charges incurred due to my late pickup.

I understand that this agreement remains in force until my child leaves PEPPS Polokwane.

Signed:

Father/Guardian/Caregiver: \_\_\_\_\_  
Name Signature

Mother/Guardian/Caregiver: \_\_\_\_\_  
Name Signature

Date: \_\_\_\_\_

