



**Bizweni Pre-Primary  
Information Guide  
2025**

Dear Parent /Guardian,

A very warm welcome to Bizweni Pre-Primary School!

To assist our new Bizweni families with preparing for school, we have put together a brief guide containing some important information:

## **1. COMMUNICATION:**

Our main channel of communication is via our class WhatsApp groups. All important messages and communication from the school and teacher will be sent home via these groups. Please notify us if you have started in the class and you are not on this group. For all other queries please see the contact details below:

- Administrative inquiries: Marilee Barnard [admin@bizweniprimaryschool.co.za](mailto:admin@bizweniprimaryschool.co.za),
- Finance: Nicole Huijnen [accounts@bizweniprimaryschool.co.za](mailto:accounts@bizweniprimaryschool.co.za)
- Principal: Nicole Liddle [principal@bizweniprimaryschool.co.za](mailto:principal@bizweniprimaryschool.co.za)
- School Landline: 021 851 2048
- School Cellphone: 079 837 4870

Newsletters are sent out during the term to keep parents informed. Please follow us on Facebook and Instagram as well to keep up with exciting events and view photos of what your children get up to at school.

## **2. Clothing and what to pack for school:**

1. Children should please come dressed in comfortable clothing - dressed to play! The children are encouraged to purchase the school t-shirt as they wear these to attend outings and for special sports days and events.
2. Please pack an extra-set of clothing as accidents happen! Often children spill on themselves or decide to jump in muddy puddles! To ensure that your child is always comfortable and dry, we recommend that you send a spare set of clothing to school every day.
3. A healthy snack (We do not allow sweets, chips, fizzy cooldrinks and sugary biscuits during the school day. The children do receive a special dessert once a week.)
  - Please do not send any nuts/ peanut butter to school as we do have learners who are severely allergic to nuts.
4. Water or juice in a non-spill bottle.
5. Please ensure that ALL items sent to school are labelled (clothing, lunchboxes, bags, bottles).
6. Nappies, wet wipes and bum cream for our younger learners (4-6 nappies a day should be sufficient).
7. Bottles and dummies for those who need these in the 2-3 year old class.
8. Comfort items for our younger/new learners who may still feel unsure of their new environment. They are welcome to bring these items along until they feel settled and confident at school.

### **3. Meals**

1. Breakfast (08:30), lunch(12:00) and an afternoon snack(14:30) are provided by the school. We try and keep the menu as child-friendly, fresh and healthy as possible.
2. A copy of the week's menu is on display outside at the entrance to the school.
3. **Please notify the school of any serious food allergies so that we are able to take these into account. Please also send a copy of your allergy action plan.**
4. Please send a water bottle to school.

### **4. Aftercare:**

1. 2-4 year old children have a nap time from 13:00 – 14:15.
2. 4-5 year old children have free-play while the rest of the children nap.
3. Each 2-4 year old child will have their own mattress, duvet and mattress cover which are cleaned on a regular basis. These items are supplied by the school.

### **5. EXTRA-MURALS**

#### **Internal (included in school fees):**

Our teachers offer sports (basic ball skills based on seasonal sports) once a week for all the Grade RR boys and girls. This is in addition to the normal movement lesson included in our weekly timetables.

We also offer creative dance for the Grade RR girls which is included in the school fees.

#### **External (not included in school fees)**

1. Monkeynastix
2. Playball
3. Stimuzone

### **6. STATIONERY**

We charge an annual stationary fee of R500 which is used to purchase the stationary and art materials needed for the year.

### **7. ABSENTEE LETTERS**

When your child has been absent from school please notify the school via email or WhatsApp.

### **8. ILLNESS**

Please do not send your child to school if he/she is feeling unwell. Should a learner present with symptoms during the school day, the office administrator will notify their parents.

## 9. MEDICATION

Should you need us to administer any form of medication, we will need written consent and a detailed instruction from the parent/guardian before any medication will be administered. **Medication is not allowed to be sent to school in a learner`s bag, but should be handed directly to a teacher.**

## 10. MONEY

We make use of the TapTuck App for all events. Please download this app and familiarize yourself with it as it is a more convenient and safer payment method. We try and limit the amount of cash on the school premises as far as possible. Please feel free to contact admin should you encounter any problems.

## 11. MYSCHOOL CARD

We urge all Bizweni parents to join our exciting method of fundraising which runs throughout the year. MySchool cards are available at our Admin Office. One can also download the MySchool App to register or alternatively visit [www.myschool.co.za](http://www.myschool.co.za) and apply online.

## 12. NOTICES

During the term important notices are sent home with the learners. Please return all reply slips and information promptly.

## 13. MARKING OF ITEMS

**We ask that you mark all clothes, lunchboxes and bottles clearly.** When marked items are found, it is easier for us to return it to the owner. **Items that are left at school for more than one month will be donated to charity.**

## 14. SCHOOL HOURS

We have supervision available from 07:00, however, our daily program only starts at 08:00. Please ensure that learners are dropped off by 08:00 so that they do not miss out on a delicious and nutritional breakfast to start the day.

Half-Day:	07:00 – 12:30
Aftercare:	12:30 – 17:30

## 15. Holiday Program:

We are open during school holidays, except during the December school holidays. Our staff do work on a rotation basis during the holiday period, so keep in mind that your child`s teacher may not be at school every day of the holidays. However, the children are familiar with the other teachers and assistants and are usually quite happy to continue the holiday program with them. This allows us to give our teachers a well-

deserved break so that they are able to give their best during the remainder of the year.

**16. Safety:**

We have two gates at the entrance as an extra-safety precaution. Please make sure to close these gates properly as you enter and exit the premises to make sure we keep our little ones safe.

**17. IMPORTANT DATES (We are open during the school holidays, except the December school holidays):**

Term 1: 15<sup>th</sup> January – 28<sup>th</sup> March 2025

Term 2: 8<sup>th</sup> April – 27<sup>th</sup> June 2025

Term 3: 22<sup>nd</sup> July – 3<sup>rd</sup> October

Term 4: 13<sup>th</sup> October – 10<sup>th</sup> December