



Bizweni Pre-Primary Information Guide

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 are not on this group. For all other queries please see the contact details below:

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

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 and bucket hat as they wear these to attend outings and for special sports days and events. These are available to order online at www.helderbergschoolclothing.com
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) for those attending aftercare 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/juice 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 and 3-4 girls which is included in the school fees.

External (not included in school fees)

1. Monkeynastix
2. Playball
3. Stimuzone
4. Rugga Roots
5. Wicket Cricket

6. STATIONERY

We charge an annual stationary fee of R600 which is used to purchase the stationary and art materials needed for the year for the class.

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 call to 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 with written and signed instruction.**

10. 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 and apply online.

11. NOTICES

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

12. 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.**

13. 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 – 13:00
Aftercare:	13:00 – 17:30

14. 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.

15. 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. Please notify us if arrangements change and another family member or friend etc. will be collecting your child as we will not allow them to go home with anyone other than the allocated people on their registration form. If there are any changes, or if someone else will be collecting them on a specific day, please notify the office immediately. Thank you for your assistance in keeping your children safe!