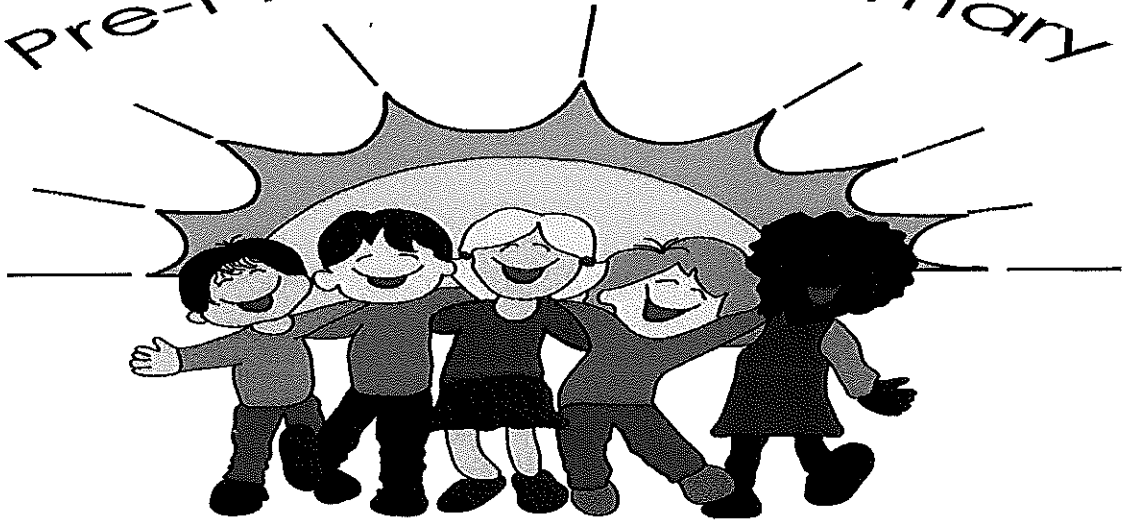


MCPP, MLPP, MRPP  
Pre-Primêr Pre-Primary



GELUKKIGE KLEUTERS GERAT VIR MÔRE!  
HAPPY TODDLERS GEARED FOR TOMORROW!

**MIDSTREAM PRE-PRIMARY SCHOOL  
MIDLANDS PRE-PRIMARY SCHOOL  
MIDSTREAM RIDGE PRE-PRIMARY SCHOOL**

**GENERAL POLICY AND RULES**

**2019**

Drafted by: Anke de Wet

Legal Assistance: De Wet Oosthuizen Incorporated Legal Professionals



## GENERAL POLICY

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### 1. PURPOSE

The purpose of this policy and rules is to ensure a learning environment without unnecessary disturbances and/or obstacles.

### 2. POLICY STATEMENT OF THE SCHOOL

- 2.1. In accordance with results from contemporary brain research, the staff and Management of this school accept that all children younger than seven years of age are particularly dependent on stimulation in order to grow and develop dendrites for the sake of increasing intellectual ability to maximum capacity.
- 2.2. Aforementioned stimulation has to be planned with the specific intention of providing for continuous and spontaneous movement to activate each muscle in every child's body towards maximal achievement of bodily skills. Therefore, all formal sport coaching during this life phase is contra-productive and hampers the natural flow of the child's becoming.
- 2.3. In the same way, the stimulation has to be planned intentionally in order to provide for continuous and spontaneous activities which can establish skills for pre-reading, -writing and -calculation which in turn not only prevent future learning problems but also ensure a smooth transition from pre-primary to primary education. For this reason, any effort to prematurely teach children to read, write and calculate is seriously detrimental to the children's later academic achievement.
- 2.4. Such stimulation has to take place in an environment where maximum peace and quiet prevail so that all disturbances and obstacles can be excluded. Consequently, any disruptive activity like untimely discussions by parents with staff and visits by outsiders have to be limited to the absolute minimum. Any disruption of the classroom activities is a threat to the children's experience of security and an obstacle in the flow of learning. Therefore, disruption has to be prevented by allowing parents and others access to the school grounds only under controlled circumstances.
- 2.5. Every effort to import activities of an unnatural nature into the programme of this school or plans which aim at changing spontaneous play into formally structured activities, will be met with severe resistance because it unquestionably leads to future learning problems in the primary school and early burnout in the high school.
- 2.6. The earliest possible age for a child to start Gr 1 or any other formal education, is the year in which he/she turns seven.

### 3. SCHOOL PROGRAMME AND ROUTINE

- 3.1. Routine is of the utmost importance, especially in the junior classes, as security is to be found in the rhythm of each day. Parents should stick to the routine, especially the gate times, as it helps your child to settle and adapt quickly.

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- 3.2. We commence with Breakfast at 8h00 and the school gate closes at 8h10, by which time parents must have already left the school grounds. Children who arrive late for school shall be escorted to class by an assistant. Parents are requested not to take their children to their classes themselves as educators then have to interrupt the programme to greet such a parent.
- 3.3. Should parents have no other choice but to drop off children during the school programme, arrangements have to be made with the school in advance.
- 3.4. Parents are urged not to disrupt classes or the rest of the school programme in any way. Therefore, parents will not be allowed to remain in the classes during breakfast or any other part of the school programme.

### 4. SAFETY, SECURITY AND GATE TIMES

- 4.1. Parents must take note of the following times being gate times and school hours:

<b>7h00</b>	<b>Gates open.</b>
<b>8h10</b>	<b>Gates close.</b> <b>All parents should have left the school grounds at this time.</b>
<b>12h00</b>	<b>Gates open for Junior group and other learners going home early.</b>
<b>13h10</b>	<b>Gates close.</b> <b>The children sleep and rest.</b>
<b>14h00</b>	<b>Gates open.</b>
<b>15h00</b>	<b>Gates close.</b> <b>15h00 to 15h15 – Time for a sandwich.</b>
<b>15h15</b>	<b>Gates open.</b>
<b>18h00</b>	<b>Gates close.</b>

- 4.2. **Collection of another parent's child:**

- 4.2.1. No parent or another person may collect a learner that is not their own child from school except with the express written consent of such a child's parent/guardian, irrespective of the circumstances.
- 4.2.2. Should a learner be collected from school by another parent or person with the express written consent of such a learner's parent or guardian, such a parent or person shall adhere to the prescribed procedure for signing out a learner.

- 4.3. **Collection of your child by another adult person:**

- 4.3.1. Should you like to make a standing arrangement with the school for the collection of your child or children from school by another adult person, you have to e-mail the school to make an arrangement by making use of the following e-mail addresses:  
[reception@mrpp.co.za](mailto:reception@mrpp.co.za) OR [reception@mcpp.co.za](mailto:reception@mcpp.co.za) OR [reception@mlpp.co.za](mailto:reception@mlpp.co.za).



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- 4.3.2. It is expected that parents ensure that the person collecting their child or children from school is aware of and will adhere to the prescribed signing out procedure.
- 4.3.3. It is also the responsibility of the parent to notify the school in writing when arrangements with regards to the collection of his/her child or children from school change.
  
- 4.4. The gates close between 13h10 and 14h00 to give the learners a chance to rest. Parents shall only be allowed to enter upon the school premises during this time if they have made prior arrangements with the school, subject to the school policy with regards to extramural activities.
  
- 4.5. The after-school programme strictly closes at 18h00. If a child is collected late, a penalty of R50 shall be imposed on the parent for every 10 minutes that a child is not collected in time.
  
- 4.6. No parent or another person may open the gate for any other person. Any visitors or unregistered persons shall be received by reception and assisted.
  
- 4.7. Parents should ensure that they keep the gate between the reception area and the playground closed at all times so that children do not enter the reception area.
  
- 4.8. Parents and/or other persons should ensure that their child/children do not place their fingers on the fingerprint scanner at the gate and that they also do not climb on the gate.

## 5. EXTRAMURAL ACTIVITIES AND THERAPEUTIC POLICY

- 5.1. Extramural activities shall only be permitted from 14h00 in the afternoon after the school curriculum has been completed. Parents will not be allowed to collect their children before 14h00 but can collect them between 12h00 and 13:10 at the latest. Grade R learners are allowed to participate in the Primary School's various sport and may be collected at 13:00. The coach in question will return the learners to school at 14:00.
  
- 5.2. Parents must refrain from scheduling extramural activities in the mornings resulting in learners only arriving for school at 9h00 or 10h00. This practice is not acceptable, as it does not only deprive such learners of learning opportunities but also disrupts the school programme.
  
- 5.3. Only the coaches of the five extramural activities endorsed by the school will be allowed to collect and return learners to and from school: Playball, JL Tennis, Kindermusik, Ballet, Centurion Swimming School (only grade R learners).
  
- 5.4. Parents must give written consent where learners are to participate in other extramural activities and/or therapy and also with regards to the person or persons who will be allowed to interact with learners and/or collect them from school.



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- 5.5. The school accommodates therapy during the morning programme with prior arrangements having been made by parents with the school.
- 5.6. Learners taken to therapy or other extramural activities have to be signed out from school and also signed back into school upon their return.
- 5.7. Should a therapist collect a learner from class for therapy, such a therapist must return the learner back to class personally.
- 5.8. Therapists who wish to discuss a learner with an educator must make an appointment with such an educator in advance to avoid an interruption in the school programme.

### 6. LEARNER DISCIPLINE

- 6.1. Parents are the primary caregivers of their child and the school has the responsibility to build on the foundation laid at home. Please refer to the School's Toddler Code of Conduct.
- 6.2. It is very important to teach children respect for their friends, teachers, assistants and our apparatus. We expect you, as the parent and primary caregiver of your child, to re-enforce these principles at home. If the teacher experiences disciplinary problems with a child, she will take it up with the parents as the school would like to assist the parents to address and resolve the child's behaviour.
- 6.3. If a teacher experiences disciplinary issues with a child, she will take it up with the parents of the child. The school aims to work with the parents to solve disciplinary issues.
- 6.4. The school follows a policy of no corporal punishment. Educators will remove a child who has wronged from the situation for a number of minutes equal to the child's age in years. This is the only method of disciplining in the schools and if the method does not have the desired effect on the child, the parents will be notified.
- 6.5. Discipline is an important aspect for the school and therefore the school has comprehensive policies on Child Intervention, Abuse, Neglect and Healthy sexual development. We request that you study these policies thoroughly and familiarize yourself with the content. If you have any questions, feel free to contact the Principal.

### 7. MENU AND SNACKS

- 7.1. Unfortunately, our kitchen cannot accommodate any religious or allergy specifications.
- 7.2. If your child may not eat certain products, you are more than welcome to get a copy of the menu from the office. On days when food is served that your child may not eat, you have to inform the teacher about it and must send a meal from home in a clearly marked container.



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7.3. There is no discount to be had for meals you sent.

### 8. SCHOOL UNIFORM

- 8.1. Please dress your child in comfortable, old, washable clothes because messy play forms part of your child's experience in the programme. Clothes with action- or TV characters like Spiderman, Superman and the like may not be worn to school.
- 8.2. Children must wear a shirt under a sweater/ jersey which can be removed in warm weather.
- 8.3. No high heels, platform shoes or wheelies are allowed, because it inhibits foot development.
- 8.4. Little girls thoroughly enjoy climbing and clambering but are hindered by dresses which are either too long or too short. Therefore, girls must wear shorts of a kind underneath their dresses. That will give them the freedom to climb- and-clamber as they wish and also prevent a skin rash because of the salt and Dettol in the sandpit.
- 8.5. On Friday's learners have to wear the school T-shirt and during winter the school's tracksuit should be worn. It is also compulsory during outings and special events like In-house visits.
- 8.6. All clothes and shoes have to be clearly marked.

### 9. CURRICULUM POLICY

- 9.1. The school follows a Perceptual Development programme that supports the South African Curriculum Statements. These Statements are the revised version of Curriculum 2005. According to this, the method of teaching is based on outcomes-based instruction. The basic principles of outcomes-based instruction are applied at the school.
- 9.2. Learners should not only collect knowledge (as with memorizing facts) but they should also understand what they are learning. Together with this, they should obtain the necessary skills, cultivate the correct attitude and build a value system that belongs with such knowledge.
- 9.3. Learners have to be actively involved in the learning process and expand their creativity.
- 9.4. Learners are given the opportunity to work at their own pace in different ways whilst still keeping them within a set timeframe.
- 9.5. We emphasise the core presumptions of outcomes-based instruction:
  - 9.5.1. All learners can study successfully.



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9.5.2. Success cultivates success.

9.6. You will continuously receive information regarding the educational programme at school because we believe that parents should be involved in the educational process.

### 10. PROGRESS REPORTS

10.1. Progress reports are provided by educators at least twice a year.

10.2. Grade R classes undergo a perceptual development screening assessment during February/March to ascertain the additional intervention required per individual learner. Please be assured that no preparation is necessary for this assessment and that the screening is conducted during a normal class situation in groups of six (6).

### 11. ENQUIRIES OR GRIEVANCES

11.1. The directors, operations manager, principal and school staff are committed to promote the school's interests at all times and to try to ensure the development of the school by providing quality education to all learners in the school. This commitment equally applies in respect of the organisation and conducting of all school activities. Therefore, parents and/or visitors are requested to support the directors in this endeavour.

11.2. Parents are encouraged to take up any complaints, queries or concerns with regards to the school or school activities as follows:

11.2.1.1. by discussing it with the applicable educator first; and

11.2.1.2. only, should the educator not be in a position to address the issue or should the parent not be satisfied with the feedback from the Educator, the parent must then take the issue up with the Principal and/or Operations Manager in writing, where after the Principal / Operations Manager will investigate the matter as and when she deems it fit to do so and thereafter report back to the parent. If the parent/s is not satisfied the matter will be referred to the Directors.

11.3. Parents can contact the offices for an appointment with the Principal, the Operations Manager and/or Directors with regards to urgent matters. Such appointment shall then be scheduled at a time that suits both parties.

11.4. Parents are urged to discuss any queries, complaints and/or problems with the school and not with other parents and/or the media or elsewhere.

11.5. Parents are urged not to respond critically or negatively to the staff of the school in the presence of learners, but to rather take any issues with regards to staff members up with the Principal/ Operations Manager / the Directors.




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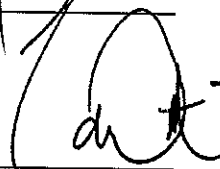
- 11.6. Parents are further urged not to undermine the authority of educators in the presence of learners.
- 11.7. Complaints and or problems will only be heard from parents with regards to their own child/children. No parent will be allowed to take a matter up with the school on behalf of another parent.
- 11.8. If at any time, you feel that your child has been treated unfairly, kindly contact the Principal/Operations Manager to hear both points of view before reacting, being critical in an open forum or in the presence of your child.
- 11.9. Do not criticise or undermine an educator or the school in the presence of your child. This often instils a false sense of protection, and your child could be negatively affected by this practice. The authority of the educator may not be undermined, and care must be taken to address issues through the correct channels.
- 11.10. Parents may not discipline children other than their own when on the school terrain. Parents are urged to report issues and incidents through the correct channels.

## 12. REVIEW

This General Policy shall be reviewed from time to time as and when deemed necessary by the Principal, Operations Manager and or the Directors of the School.

ACCEPTED BY THE BOARD OF DIRECTORS ON 14/11/2019

  
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PRINCIPAL

  
\_\_\_\_\_  
OPERATIONS MANAGER

  
\_\_\_\_\_  
DIRECTORS