



Somerset College

**Pre-Preparatory School
Parent Handbook
2016**



2016 Pre-Preparatory School Calendar		
	Starts	Ends
Term 1	Wednesday 13 January	Thursday 17 March
Term 2	Tuesday 5 April	Thursday 23 June
Term 3	Tuesday 19 July	Thursday 22 September
Term 4	Tuesday 11 October	Tuesday 6 December

The School Day		
	Starts	Ends
Grade 000	08:30	12:00
Grade 00	08:30	12:30
Grade R	08:00	12:30

CONTACT DETAILS

Physical Address: Bredell Road, Somerset West 7130
Telephone: 021 842 0053
Fax: 021 842 0052
Web site: www.somersetcollege.co.za
E-mail Address: prep@somcol.co.za

Headmaster	Mr Craig Verdal-Austin	cva@somcol.co.za
Head of Pre-Preparatory	Ms Adri Hofmeyr	a.hofmeyr@somcol.co.za
PA to the Head	Mrs Lorna Amm	l.amm@somcol.co.za
Receptionist	Mrs Dianne Whyman	prep@somcol.co.za
Admissions Officer	Mrs Judith Varie	j.varie@somcol.co.za
Account Enquiries	Mrs Lizelle Nel	lizelle.nel@somcol.co.za

Somerset College bank account details for school fees:

Bank: Nedbank, Somerset West
Branch: 106012
Account: 1060102919 (current account)

Important note:

Please reference your deposit slip with the student's surname and initials, and fax the deposit slip to Mrs Lizelle Nel on 021 842 3542. Her telephone number is 021 842 8014.

PRE-PREPARATORY STAFF

Grade 000

Mrs Lynne Rothman	l.rothman@somcol.co.za
Mrs Julie le Roux	j.leroux@somcol.co.za
Ms Eunice Selai (Assistant)	
Ms Sekelwa Wake (Assistant)	

Grade 00

Mrs Tracy Gebers	t.gebers@somcol.co.za
Mrs Tracy Pedersen	t.pedersen@somcol.co.za
Ms Anslin Botha (Assistant)	
Mrs Asiphe Haba (Assistant)	

Grade R

Mrs Jane Burke	j.burke@somcol.co.za
Mrs Janet Webber	j.webber@somcol.co.za
Ms Adri Hofmeyr	a.hofmeyr@somcol.co.za
Ms Mandy Qhata (Assistant)	
Ms Lily Mautse (Assistant)	
Mrs Christine Sapsford (Assistant)	

Aftercare

Mrs Laetitia Labuschagne	l.labuschagne@somcol.co.za
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Chaplain

Mr Patrick Cordery	p.cordery@somcol.co.za
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Librarian

Mrs Dianne de Villiers	d.devilliers@somcol.co.za
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Music

Mrs Eileen Putterill	e.putterill@somcol.co.za
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Physical Development

Ms Danette Smith	d.smith@somcol.co.za
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Student Development Unit

Ms Valerie Kirchner	v.kirchner@somcol.co.za
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Occupational Therapy

Mrs Mary Stander	m.stander@somcol.co.za
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FREQUENTLY ASKED QUESTIONS

ABSENCE FROM SCHOOL

Please inform the school secretary and the class teacher if your child is ill and will not be present at school. If your child will be absent for more than two days, we require a letter to the headmaster to this effect.

AFTERCARE

Please ensure that you sign your children out when you fetch them. Failure to do so will result in you being charged for the full afternoon. Aftercare for Grade 00 and Grade R finishes at 17:00. We encourage you, whenever possible, to fetch your child at the end of his or her school day. Aftercare is not a substitute for mom at home and the little ones are tired at the end of the day. There will be aftercare facilities for Grade 000 children in their classrooms until 13:30. It is important to be punctual when fetching your child from Aftercare. The school has adopted a policy that if the parent arrives late three times to fetch their child, they will no longer be allowed use of this facility.

BAKER-BAKER DAY

Friday is Baker-Baker day for Grade 00 and Grade R. Parents take it in turns to send cakes or, if you prefer, some more healthy treats to school. Using money from a float, the children purchase the goodies from the baker person. During this time, we learn the values of the different coins and enjoy the shopping experience.

BIRTHDAYS

We can celebrate your child's birthday at school. Parents may supply birthday treats for all the children in the class, but please limit the amount of sugar. Please chat to your child's teacher about the arrangements a few days before the event. ***Donating a story book to the Pre-Preparatory library to mark this happy occasion is customary!***

Birthday invitations should not be handed out at school.

BREAKUP DAY

The three Pre-Preparatory grades end all four terms one day earlier than the other grades, that is, the day prior to the dates given in the School Calendar. The last day of term is a full day and ends at the normal time. Aftercare will be available.

CLASS PARENT

One parent from each class is elected by the PA and asked to become the Class Mom or Dad, primarily to help with communication between the school and other parents.

2016 PA Representatives

Grade 000	Yvette Muller & Donna Lamers
Grade 00	Lucy Gatinho & Melanie Beck
Grade R	Amanda Fanton, Chatherine Swart & Shelley van Schoor

EQUIPMENT

Should puzzle pieces or other bits of the school's equipment come home in your child's bag or pocket, kindly return them. At this stage, it is not viewed as stealing, but if you condone the action by not returning the items, a real problem could develop.

Extramural ACTIVITIES

The following are **private** extramural activities available to children in **Grade 00** and **Grade R**. Kindly contact the relevant instructor:

Golf Buddies

Pieter Coetzee

083 694 4998

golfbuddiesadmin@gmail.com

Ballet

Julie Symmonds 082 978 2399 turningsteps@adept.co.za

Karate

Jerome Petersen 083 462 9089 jerome@karate-jutsu.co.za

Drama

Kelly Westraad 072 142 1584 kwd@somcol.co.za

Arts and crafts

Marietjie van Graan 083 387 3313 mvg@somcol.co.za

Curious Cubs

Tracey-Anne May 082 262 7788

Dance Mouse

Liezel Otto 071 480 8132 stellenbosch@dancemouse.co.za

STUDENT DEVELOPMENT UNIT

The Student Development Unit at Somerset College Preparatory School aims to provide support and assistance to any learner who may experience difficulties. These difficulties may be academic, social or emotional.

The support team consists of an educational psychologist, a speech therapist, an occupational therapist and a remedial therapist. These specialists, together with, Val Kirchner, the Head of the Student Development Unit, teachers and the Head of Preparatory, form a team offering support to the child. The progress of children at the school is closely monitored and support is offered where deemed necessary.

School readiness is central to the successful transition from pre-school to Grade 1. Consequently, the Student Development team may require the parents of a Grade R child to have the school readiness of their child assessed. This assessment will be for the parent's account. All Grade R children undergo a visual and auditory perceptual screening in the second and third term. All children will be expected to undergo a full eye- and hearing assessment in order for their transition from Grade R to Grade 1 will be approved by the school. The results of these assessments must be handed in to the Head of the Pre-Preparatory by the 30 October of the child's Grade R year.

LIBRARY

The Grade 00 and Grade R children visit the library once a week. They listen to a story and then each child may choose two of the selected books, **provided** he or she has a library book bag.

Lost library books: Parents will be asked to pay toward the replacement of lost library books.

LOST PROPERTY

The Grade 00 and Grade R lost property is kept in a box outside the Pre-Preparatory kitchen and displayed weekly. Unclaimed items will be donated to charity at the end of each term. Grade 000 items are kept in their classrooms.

LUNCHES

Please pack a healthy lunch for school each day. We suggest a brown or whole-wheat sandwich, water and a fruit.

Please do not include sweets or chocolate bars.

MESSAGES, NEWSLETTERS and MAIL

All communication, newsletters, weekly programmes, letters and other notices will be put on the School Communicator and displayed outside your child's classroom.

MUSIC

At Somerset College Preparatory class music starts at the age of three years. At Pre-Preparatory level, we introduce the children to a music enrichment programme for young learners.

OPEN-DOOR POLICY

If you have any concerns, no matter how insignificant, please communicate these with the school. **Kindly make an**

appointment with your child's teacher to discuss your concerns.

OUTINGS

The Grade Rs usually go on at least one outing per term or host a visitor in lieu of the outing. These outings are part of the school's outdoor education programme. The school bus is used for these outings and each child is strapped in with a seat belt. Grade 000 and Grade 00 only host visitors.

PARENT INVOLVEMENT

There is a *Class Information Evening* in January and there are three opportunities to meet individually with teachers: in March, June and November. We welcome your interest and involvement in our school. Please feel free to discuss any problems or ideas with us. We invite you to become involved in our different parent committees.

PERSONAL TOYS, GAMES and CELL PHONES

Children are not permitted to bring their own toys and games to school unless specifically asked to do so by the class teacher. Cell phones, iPods, etc., are **not** permitted in the Pre-Preparatory.

PHYSICAL DEVELOPMENT

Outdoor play: use of large apparatus, wheeled toys, water and sand play

Ball skills: co-ordination of hands, feet and eyes.

Kinetics: agility, balance, suppleness, posture, etc.

Swimming: water confidence and basic skills

SECURITY AND SAFETY

The safety of our children is of primary concern and thus it is vital that we know where our children are during the course of the school day. No student will be allowed to leave the campus during the school day without a permission slip. The procedure is as follows:

- Scheduled appointments:

The parent must e-mail prep@somcol.co.za at least 24 hours before a scheduled appointment to request permission. The e-mail must include the nature of the appointment and the time the pupil will be collected from school. In the event of an emergency or last minute appointment, an e-mail must be sent to the Head of the Preparatory c.verdal-austin@somcol.co.za.

At least 15 minutes before collection, the pupil concerned must report to Reception to collect a Permission slip. The Permission slip must be handed to the security guard at the boom, only then will the pupil be allowed to leave the campus.

- A child feels ill and needs to go home

The class teacher will phone the parent to collect their child. Please collect a Permission Slip from Reception before leaving the campus. The Permission slip must be handed to the guard at the boom, only then will the pupil be allowed to leave the campus. Parents who arrive at the boom without a Permission slip will be sent back to Reception. The onus rests with the parents to ensure that this system is followed correctly.

- The collection of children

It is the responsibility of parents to notify their child's class teacher when their child will be picked up by anyone other than themselves. This can be done via e-mail or by the parent introducing the person to the class teacher. Children will not be allowed to leave the premises with anyone other than their parents without the necessary consent given by parents. If either of these options are not available please phone Reception to give the necessary consent for your child to be collected.

The stacking doors in the Pre-Preparatory foyer will be locked at 08:10 in the morning and unlocked again at 12:15 in the afternoon. Parents and children arriving after 08:10 in the mornings will need to make use of the new

entrance gate next to the Aftercare. This gate can be reached via the Junior Preparatory playground.

SICK CHILDREN

Sick children are miserable and do not gain anything from being at school, so they are far better off at home. This is for your child's benefit as well as for those around him/her.

- It is important to keep children at home if they are infectious.
- Children on **antibiotics** must be kept at home for at least 48 hours after which they may return as long as they do not have a fever.
- Please do not send children to school who have had a **temperature** the night before, **even if they beg to come to school**. They might feel fine at first but often the fever returns later in the day.
- This applies to **vomiting and diarrhoea** as well.
- If children have a nose with **thick mucus** and/or a cough with lots of **phlegm**, they should not be at school.
- Children with **nits** or **lice** may not come to school. If this occurs, please inform your child's class teacher as soon as possible. The chemist will recommend special shampoo but all signs of nits must be removed.
- **Ringworm** must be treated with an anti-fungal ointment and be covered if the child is at school.
- **Impetigo** must be treated with antibiotics by a doctor and be covered. It is highly contagious.
- **Conjunctivitis** (pink eye) is also very contagious and the eyes must have been treated, have no discharge and may not be pink when the child returns to school.
- **Chickenpox** is contagious until all the spots have dried up and no new spots have occurred for two days. This usually takes about two weeks. We allow children to return once the scabs have fallen off so that the child does not have any open sores or bleeding where scabs are picked.
- Please check unexplained **rashes** with your doctor before sending your child to school. Some may be allergic reactions, but others are contagious.
- A spare **asthma pump** must be kept at school in a clearly marked bag, with full instructions for use if need be. Please hand it to the class teacher at the beginning of the term.
- Remember to keep the school informed of any **allergies** or food intolerance your child may have.

Medication may not be kept in your child's bag and to be administered by the child. When it is necessary for the teacher to administer medication to your child a permission form must be completed, signed and then be handed in, together with the medication to the teacher.

STARTING TIME

Classrooms will be unlocked at **07:30** when teachers are ready to receive children. The aftercare classroom is used as a waiting area where you can read to your child if you are early. Please do not leave your child unattended. Kindly respect the teachers' private time before 07:30—inevitably they have come in to take care of administrative tasks—and please do not request them to receive your child before then. The teachers will take responsibility for children at 7:30.

STATIONERY

To ensure **cost effectiveness** and **uniformity**, the Pre-Preparatory teachers purchase in bulk all the stationery your child will need for the year. The cost will be added to your school account.

SUPPLIES

At the beginning of the year, kindly deliver two boxes of facial tissues to your child's teacher. Grade 000 parents will be given a list of supplies on Orientation Day.

UNIFORM AND CLOTHING REQUIREMENTS

There are no prescribed uniforms for Pre-Preparatory children. However, when the Grade R children go on an outing, they must wear the Somerset College outing t-shirt* for easy identification. Please purchase one for your child at the beginning of the year.

- ✓ Children are to wear suitable play clothing that they can manage themselves.
- ✓ All clothing must be marked (name tags or laundry marker).
- ✓ Each child is to have a blue school apron* to protect clothes during art activities.
- ✓ The blue wide-rimmed school hats*, **not caps**, are compulsory wear for outdoor activities. These stay in the children's lockers and we will ensure they are worn during outdoor activities.
- ✓ Each child must also have a **complete** change of old clothes, clearly marked, in a blue school cloth bag* in their bag at all times.
- ✓ During the wet winter months, each child should have a pair of Wellington boots for outdoor play.
- ✓ Appropriate sport shoes on the days that the children go to Ball Skills and Kinetics.

* ***Can be obtained from the school uniform shop.***

POLICIES

Reading Policy

We do **not** teach formal reading in the Pre-Preparatory grades. Formal reading skills will be taught in Grade 1. We prepare the child for this by developing pre-reading skills. This starts with listening skills, which are essential for formal reading. We use the *Jolly Phonics* programme that teaches the children character and sound recognition of the alphabet.

Tips on reading to your child:

- Repetition makes books predictable, and young readers love knowing what will happen.
- Pick a story with repeated phrases or a poem you and your child like. For example, read:
Wolf Voice: Little pig, little pig, let me come in.
Little Pig: Not by the hair on my chinny-chin-chin.
Wolf Voice: Then I'll huff and I'll puff, and I'll blow your house in!

After the wolf has blown down the first pig's house, your child will soon join in with the refrain.

- Read slowly and, with a smile or a nod, let your children know you appreciate their participation.
- As children grow more familiar with the story, pause and give them the chance to "fill in the blanks".
- Encourage your children to pretend to read, especially books that contain repetition and rhyme. Most children who enjoy reading will eventually memorize all or part of a book and imitate your reading.
- When youngsters anticipate what is coming next in a story or poem, they have a sense of mastery over books. When children feel empowered, they have courage to try.
- Pretending to read is an important step in the process of learning to read.
- Visit your library often. Let your children pick out their own books.
- Make book time a special time, just for you and your little one.
- Let your child see you reading.
- Stop for a while if your child loses interest or gets upset. Reading should always be enjoyable.

Writing Policy

Although Pre-Preparatory children are not perceptually ready for formal writing lessons, if your child is interested in learning to write his or her name, please remember the following:

- ✓ **Use title case.** In other words, only the initial letter of your child's name must be a capital letter. The rest of the letters must be in lower case.
- ✓ **Use the phonetic pronunciation of the letters.** Say the sound that the letter makes in words and not its alphabetical name, e.g., "a" is *ah* and not *ay*.
- ✓ **Please make sure that the correct pencil grip is used.** Thumb and pointing finger pinch the pencil or crayon just behind the sharpened area, the middle finger is used to rest the thumb on and the other two fingers are tucked up under the hand.

WASTE MATERIALS

In the Pre-Preparatory grades, we make extensive use of waste materials. We would appreciate it if you collected such waste material.

Some examples are:

Beads	Florist's wire	Pegs	Tiles
Bottle tops	Foam chips	Pipe cleaners	Tin foil
Boxes	Foil containers	Plastic tubing	Tissue/crepe paper
Bubble wrap	Fur (fake)	Polystyrene	Toothpicks
Buttons	Ice-cream sticks	Ribbon	Wallpaper samples
Cardboard tubes	Ice-cream containers	Rope	Wine sleeves
Computer paper	Lace	Sawdust	Wood shavings
Confetti	Leather	Sequins	Wood off-cuts
Containers/cups	Magazines	Shells	Wool
Corks	Margarine tubs	Spatulas	Wrapping paper
Curlers	Material scraps	Spools	X-ray plates
Dead matches	Newspaper	Straw	
Doilies	Old cards	String	
Feathers	Paper plates		
Felt	Paper off-cuts		

