

# Edenglen Primary School



2016

Information Brochure  
For Parents

### 1. SCHOOL ADDRESS:

**Physical:**  
Wagenaar Road  
Edenglen  
EDENVALE  
1609

**Postal:**  
PO Box 8333  
EDENGLLEN  
1613

### 2. PHONE NUMBERS:

011 609 5206  
011 609 5207  
011 609 5249

### FAX NUMBER:

011 609 7629

### 3. WEB SITE & EMAIL ADDRESSES:

[www.edenglenprimary.co.za](http://www.edenglenprimary.co.za)

[debtors@edenglenprimary.co.za](mailto:debtors@edenglenprimary.co.za)

[collections@edenglenprimary.co.za](mailto:collections@edenglenprimary.co.za)

[reception@edenglenprimary.co.za](mailto:reception@edenglenprimary.co.za)

[finance@edenglenprimary.co.za](mailto:finance@edenglenprimary.co.za)

[aldah@edenglenprimary.co.za](mailto:aldah@edenglenprimary.co.za)

– Debtors  
– Accounts  
– Applications  
– Bursar  
– Principal's Secretary

### 4. SCHOOL HOURS:

Grade 1 to Grade 7: Monday, Tuesday and Thursday – 07:45 to 14:00.

Grade 1 to Grade 7: Wednesday and Friday - 07:45 to 13:30.

Punctuality is very important. All gates are locked at 07:45. Pupils who arrive late must report to reception. Teachers will keep a record of latecomers and demerits will be issued. Parents will be contacted if a problem is noted. Parents living out of the feeder zone and whose children arrive late constantly will be informed to transfer their children to the school closest to their home. (SASA states that the school nearest the home by law has to enrol the child).

The most important part of any lesson is the introduction and instruction time at the beginning of the lesson. It is unfair and rude for latecomers to disrupt the teacher and the other children.

Because security is paramount, the gates are only opened at 13:50 on Monday, Tuesday and Thursday afternoons and at 13:20 on Wednesdays and Fridays.

Teachers are only on duty from 07:20 to 15:00 in the afternoon. If pupils attend extra murals, the teachers will only be on duty for 15 minutes after the closure of the activity. Outside of these hours, parents must take responsibility for their child/ren's safety. Any children who are left later than 15 minutes after an evening function will be left at the Sebenza Police Station.

### 5. SCHOOL FEES:

Details are available from the Bursar. (Also on the school website).

School Fees to be paid in **ADVANCE** ie beginning of January, beginning of February, etc, otherwise the account is considered to be in arrears.

School fees are reviewed each year by the Governing Body, and ratified at the AGM.

#### **DIRECT DEPOSITS:**

*Copies of the direct deposit payments must be given to the bursar in order to credit your account. Your account number, your child's name and class must be put on the deposit slip. Credit and Debit Card facilities available from the bursar's office.*

#### **SCHOOL FEE PAYMENT:**

*In the event of the non timeous payment of school fees, the school will be entitled to list that information with an appropriate credit information agency. The school employs a full time credit controller.*

## 6. WELCOME:

Dear Parents and Pupils

Welcome to Edenglen Primary School!

Congratulations! Your responsibility as parents has just been increased. You are now partners in an organisation which supports and educates your child/children. It is vitally important that you become active partners in this organisation. The cost of education rises every year and unfortunately you have to pay for a good education but, in return, you have the satisfaction of watching your 'investment' grow and mature. I once read on the back of an educator's t-shirt: "If you think education is expensive, try poverty" – very true words.

We regard our school as a large family in which every single member connected to the school is important. We try to create a friendly, happy atmosphere in our school, where pupils are loved and encouraged to develop intellectually, spiritually, morally, socially and physically. Our school Motto **KNOWLEDGE FOR LIFE** supports this attitude and encourages an environment in which self-esteem, independence, responsibility and tolerance can grow and thrive. This school has pupils from many different backgrounds; however, we stress that all people are of one race - , 'the Human Race'. Our school prayer (which is recorded in the homework diary) reinforces the ethos of our school.

This brochure will provide you with answers to many questions pertaining to our school. In order that we are all able to support "our children", it is imperative that strong ties are forged between the school and the home so that parents, teachers and pupils work together as a team. With dedicated teachers and supportive parents, every child begins to realise his/her potential.

Children remember what their parents do with them, more than what they do for them! Parents are urged to attend parents' evenings and other school functions. It is a fact that parents who show an interest in the school, and thus their children are achievers in one or another field.

It is my belief after many years experience (more than 20 of which have been as a Principal) that most children who display bad behavioural and emotional problems (which obviously lead to secondary learning problems) come from a divorced home. Sadly in many cases it is the mother who withholds access and in spiting the 'ex', severely damages her 'own' child. A very clever judge once declared, "No court can be expected to approve of the sacrifice of a child on the altar of a parent's selfish desires". If you are guilty of being 'spiteful' towards your ex, try to be more rational in the best interests of your child / children.

When dropping your children off in the mornings, please be courteous and considerate. Remember you set the tone for the day for your child and by displaying aggression, your child will learn to emulate you and will definitely start the day being tense and anxious. PLEASE do not park in front of driveways.

We hope that your family's association with Edenglen Primary School will be enriching and rewarding.

Please instil good manners, good behaviour and a sense of "I can" in your children.

**Disciplined children get the most out of education!** This is something that I am very strict about. Bullying and aggression will not be tolerated and will be dealt with in a severe manner. In today's climate, it is very important for parents to set parameters for their children and to be able to say 'no'. Instant gratification does not lead to a happy adult! It is also vital to support the teacher and not dispute the issuing of demerits. A demerit does not mean the teacher dislikes your child. Just like the teachers do not interfere with home discipline it is important that you allow your child the accept consequences and learn to be accountable for their behaviour.

Once you have liaised with the class teacher, you are welcome to contact me if not satisfied. Remember that just as your children thrive on praise, so too do my teachers!

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D RADEMAN (Mrs)

Principal

**7. STAFF:**

**SECRETARIAL**

Mrs Cathy Allen	Finance
Mrs Alda Horn	Principal's Secretary
Mrs Gail Norman	Credit Controller
Ms Megan Santiero	Finance
Mrs Gail Sartor	Receptionist

**EXECUTIVE STAFF**

Mrs D Rademan	Principal
Ms H Broodryk	Deputy Principal
Mr G vd Linde	Deputy Principal
Mrs I Mnisi	Head of Department – Support Material & Stock
Mrs J Coetzee	Head of Department – Foundation Phase
Ms E Kunene	Head of Department – Guidance
Vacant	Head of Department – Intersen Phase

**8. GOVERNING BODY:**

Meets once a term to discuss the governance and financial matters of the school whilst the School Management Team is in charge of management issues. The chairperson of the SGB is elected on an annual basis.

**9. PARENTS' ASSOCIATION:**

We welcome as many members as possible on the PA. The PA is a team that is responsible for the valuable task of fund raising. It is a body which ensures that the financial status of the school is enhanced so as to enable our pupils to be given the best possible advantages in education.

The PA plans and organises fund raising events and promotes interaction between parents and teachers. They MAY NOT however involve themselves in the general running of the school, education or staff matters.

The PA meets once a month or as needed to prepare for a function. Notification of the meetings is circulated via the School's Newsletter, on the website and on the school Communicator. This committee is presently run by Mrs Jacqui Strydom. Should you be able to assist, please contact her on 0823375731.

**10. APPOINTMENTS:**

Partnership in education implies **co-operation** and liaison between school and home. Should you wish to consult with the teacher, please write a note in your child's homework diary; if you wish to consult the principal, kindly contact her secretary to make an appointment.

Obviously, teachers MAY NOT be consulted during school teaching time. Please do not stand outside the class talking to the teacher in the morning when the bell has gone. Appointments must be made in advance as the teachers also have afternoon duties.

**Parents are urged to follow the correct channels when dealing with a problem that has arisen at school.**

Firstly: Approach the class or subject teacher via the school diary, or a telephonic appointment.  
Secondly: If not satisfied, make an appointment with the Head of Grade.  
Thereafter: the Deputy Principal or Principal.

When phoning the office to make an appointment, please give brief details.

This enables the Principal to obtain the relevant documents or information from the teacher, prior to the meeting, if necessary.

It is advisable to guard against writing confrontational messages to the teacher in the diary. This will give child licence to be disrespectful and uncooperative. "Attitude is more important than aptitude".

#### 11. **ADMISSION CRITERIA:**

- English is the medium of instruction.
- The child must be within the age limits for the grade.
- Proof of immunisation, the original ID documents, and the full Unabridged Birth Certificate must be produced.
- The children from the natural feeder area will have preference; thereafter, parents who work in the area. Learners outside the feeder area will only be admitted if there is space available.
- Parents ARE expected to pay school fees. School Fees are a statutory debt (eg tax / electricity bills).
- Applicants should be able to demonstrate a record of responsible fee payment, at their current schools.
- Children must arrive and depart at the stipulated time.  
There are no Teachers or Admin Staff on duty after 15:00, before 07:20 or 15 minutes after the last extra mural activity. Even though the gates are opened prior to 07:20, there is no teacher on duty and the school will not be held liable or responsible for any child prior to 07:20.
- Parents will be required to ensure that their children respect the rights and dignity of others.
- The regulatory school uniform will be worn at all times.

#### 12. **SCHOOL FEES:**

The school fees are payable monthly, in advance, unless there is prior **written** confirmation of an alternate agreement. School fees are **COMPULSORY**, and the Governing Body determines the amount on an annual basis. Parents with severe financial problems are encouraged to make an appointment with the Principal or the credit controller to discuss the matter in private so that suitable arrangements can be made. Subsidies are however available for those who genuinely cannot pay school fees. Documentary proof of salary & IRA 34, etc, will be required to support a request for a subsidy. **All requests for a subsidy must be completed and handed in at the office. Subsidies must be applied for before the end of February each year.** (This must be done on an annual basis). The onus is on the Parent to collect a subsidy form from the office in January each year.

Cheques should be made payable to – Edenglen Primary School. (Post dated cheques are not accepted). Should you pay directly into the school account, **please send a copy of your deposit slip** to the school for our records, otherwise you will not be credited on the school computer system. The school's Banking details are:

ACCOUNT NAME	Edenglen Primary School
BANK	First National Bank
BRANCH	Greenstone
BRANCH CODE	201 510
ACCOUNT NUMBER	6209 2777 683
FAX PROOF OF PAYMENT:	011 609 7629 - Attention: Mrs G Neilson
REFERENCE NUMBER:	This is the number which appears on your statement.

NB: If you do not remember your reference number then on the deposit slip next to reference number please print your **child's** surname, name and grade, or phone the office for the correct reference number.

School Fees for 2016 have not been finalised. Parents will be notified under separate cover.

#### 13. **SCHOOL UNIFORMS & CIVVIES DAY:**

Please refer to the homework diary which will be issued upon confirmation of enrolment. Periodically we have civvies days and a small fee is charged for this. Each class has a week on duty to clean the school – if they do this duty well, they may wear civvies on the following Monday (at no cost) as a reward. Civvies worn must be appropriate, ie, no skimpy shorts or skirts or bare midriff. Shoes must be low heeled. No make-up is permitted.

We have a second hand 'shop; which is open on specific days. Refer to Paragraph 18 for times.

#### 14. **OFFICIAL STOCKISTS:**

**15. SECOND HAND SCHOOL UNIFORMS:**

Parents are requested to kindly donate any old uniforms that are no longer required. We assist those parents who are not in a financial position to purchase new uniforms.

**16. HOUSES:**

We have 4 ‘houses’ at our school, namely: Dolphins, Marlins, Sharks and Whales.

The criteria for selection into a specific house is done according to the child’s surname, as follows:

HOUSE ALLOCATION – LEARNERS			
DOLPHINS (Green)	MARLINS (Yellow)	SHARKS (Red)	WHALES (Blue)
A	B	C	D
E	F	G	H
I	J	K	L
M	N	O	P
Q	R	S	T
U	V	W	X
Y	Z		

**17. SCHOOL MATERIALS / STATIONERY:**

A basic set of exercise books and stationery will be supplied by the school. Additional books and stationery may be required and will be for the parent’s account. A full list of requirements will be supplied before the end of each year and parents then purchase the stationery from a store of their choice. Please do not buy exercise books with jotter type paper, as they do not wear well.

**18. LOST PROPERTY:**

If an item of lost clothing is found, it will be put in the lost property basket outside Mr Wilson’s office. The basket is emptied on Wednesdays and Fridays and the articles taken to the Lost Property Room. The Lost Property Room is open on Wednesdays and Fridays from 13:30 to 13:45 and only during these times. We suggest that the name is also written in very large writing in permanent ink, down the inside of the sleeves of the jackets as well. **Please note that no valuable articles may be brought to school, as the school will not be responsible for the loss, theft or damage to such articles.** This includes all fancy takkies, phones and i.pods.

The school will not be held responsible for the loss of bicycles. They must be securely chained up with a lock, provided by the parents.

**19. EXTRA MURAL ACTIVITIES:**

The following extra mural activities are offered by the school: Soccer, netball, athletics, hockey, chess, choir, cricket, rugby, art club, dancing, drama, swimming. An extra mural time table is provided in the first week of every term.

**20. HOMEWORK:**

**FOUNDATION PHASE** – Grade One to Grade Three.

Only informal homework is set in this phase.

Parents and teachers are encouraged to communicate via the school diary. Notes of absenteeism must also be recorded in the diary (3 days absence or more require a doctor’s note). All the Juniors may be asked to complete such tasks as finding pictures, preparing speeches or reading. **If absent for an assessment a doctor’s note must be produced or the child will receive zero!**

**INTERSEN PHASE** – Grade Four to Grade Seven.

Senior pupils receive homework every day of the week, except on Fridays and over the weekends. They must keep a homework diary in which they record their homework. **The onus is on the child and parents, not the teacher, to see that homework is done.** Parents are expected to sign the diary on a daily basis as confirmation they have checked their child’s homework. The learning of tables and reading should be done daily. Timeshare and holidays are **NOT VALID** reasons for homework not

been done, nor for absenteeism. **If absent for an assessment a doctor's note must be produced or the child will receive zero!**

Upon returning after a period of absence, pupils must consult a homework scribe/class captain to find out what work has been missed. The homework scribe or class captain will also keep notes that have been issued during the pupil's absence. The onus still rests on the child to catch up all missing work. Parents are asked to encourage their children to develop regular work habits. There is no such thing as "I have no homework today" or "I completed all my work in class". In such instances, a routine should be established with a regular hour being spent reading a book. The book may be fiction, non-fiction, a comic or magazine; it may be educational or pleasurable. Reading is a skill that is vital for all forms of future education and the more a child reads, the better educated he/she will become. Hours of passive TV watching should be discouraged.

## **21. ASSESSMENT REPORTS:**

**FOUNDATION PHASE:** No formal exams or tests are written. Continuous evaluation is carried out each term and the pupil's progress is monitored continuously by means of observation, oral work and written work.

**INTERSEN PHASE:** Reports are sent out quarterly. Continuous evaluation is carried out. Continuous evaluation means that a teacher selects work done in class to use towards the report mark. This is the reason why it is important that attendance is good. If a child is absent for a valid reason for work that is to be included in the final formal assessment they may be given an average or a chance to make up on the missing assessment. If the reason for absence is not acceptable they will be given 0. **A valid doctor's note must be presented in the event of a learner being absent for a test.** Any work not completed, projects or assignments not handed in on time will result in no mark being awarded.

## **22. INJURIES, SICKNESS AND ABSENTEEISM:**

If a child is injured or taken ill during school time, parents will be contacted if deemed necessary. The pupils may not take it upon themselves to contact the parent. In an emergency, if parents cannot be contacted (many parents neglect to keep the school up to date with current telephone numbers!) or fail to answer 'private numbers' calls, the child will be taken to the doctor – the expense is obviously to be borne by the parent. For security purposes parents or designated individuals collecting pupils during school hours must produce positive ID documents.

Parents must carry the cost for medical expenses for any injuries caused accidentally during school time.

**Please keep us informed with up-to-date telephone numbers.**

The school does not carry personal accident insurance cover. Should the parents wish to insure against sports and other injuries, they must do so in their private capacity.

**Schools are legally not allowed to administer or provide medicine of any kind.**

Please do not send your child to school should he/she be sick. We only have a small sick room with two beds for emergencies.

If the child is absent for less than three days, the parent may write a short explanatory note in the diary. Absenteeism for three days or longer requires a doctor's certificate. Please record your child's absenteeism in the Absentee Record section found in the Homework Diary. In the case of infectious diseases, the school must be notified immediately. The school will inform the parents of the required period of exclusion from school. In the case of lice, pupils MAY NOT return to school until they have been cleared by a nursing sister / Edenvale Clinic sister.

**PLEASE NOTE:** Taking a child out of school to go on holiday will not be tolerated. Teachers will not assist in catching up work and a zero will be given for assessments that are missed. Cheap Timeshare out of season is NOT an acceptable reason to miss school.

## **23. EARLY DEPARTURES:**

This is only allowed under exceptional circumstances. Should this be vital, a letter must be written to the Principal. Pupils will not be allowed to walk home or wait for their parents at the gate. The

parents MUST report to the office to sign the 'Early Departure' register and produce an ID Book, when fetching their child/children for early departures. Early departures on Fridays for trips mostly to Durban will not be approved.

Friday and Monday funerals are viewed with suspicion and in these cases a copy of the death certificate needs to be furnished to avoid a zero being awarded for a missed assessment due to a funeral.

#### **24. ROAD SAFETY:**

Please ensure that your children cross the road at the Scholar Patrols in Greeff Road. We appeal to parents who collect their children to remind them to wait inside the school grounds. The teachers parking area is out of bounds during school hours, and may only be used by staff members. Parents must please be courteous to our children on Scholar Patrol. Remember road rage and an aggressive behaviour on the part of a parent will be mirrored by the child. Do you want an aggressive teenager who has learnt to emulate your rudeness? Please also respect zebra crossings. Pedestrians at a zebra crossing have right of way and cars MUST stop.

**No parent may accompany their children into school in the mornings as this is inconsiderate and impacts severely on the traffic congestion in the morning. There is a 'drop and go' policy. The new grade one parents may accompany their children in for the first week ONLY.**

#### **25. NEWSLETTERS / SCHOOL COMMUNICATOR:**

The newsletter is only available from the School Communicator and the school website. It is vital that it is read regularly. This will ensure that the parents will be able to diarise events, keep up to date and prevent the office from receiving many unnecessary phone calls. Should an answer be required from parents, notices are sent home via learners.

A diary for 'The Week Ahead' is posted on the Communicator every Friday.

Adverts may be placed in this newsletter, at a cost of R100.00. Please note that by advertising products or services, we in no way guarantee or vouch for their quality. Pamphlets or 'flyers' are distributed at a cost of R500.00.

Parents are encouraged to download the School Communicator. When loaded, this will allow up to date info to pop up on the computer screen. Eg when extra murals have been cancelled or any other important message is sent to the parents. Extra mural time tables, exam timetables, etc are posted on the Communicator. To download visit [www.school-communicator.com](http://www.school-communicator.com)

#### **26. TUCK SHOP:**

A privately run tuck shop operates from Monday to Friday, before school and during break. Menus are distributed once a term.

#### **27. AFTER CARE CENTRE:**

A privately run After Care Centre is available at this school. Enquiries can be made by phoning: Verna Dewar 0823327304 (Grade 2 to Grade 7) or Bev Maggot at 0827347976 for Grade 1.

#### **28. USE OF TELEPHONE / CELL PHONES:**

Pupils who are ill, MAY NOT contact their parents themselves on their cell phones (This will result in demerits being issued and the exclusion from school tours / outings for the year). When a child is ill the secretary will contact the parents! Pupils may not have cell phones switched on during class time (only before or after school) – cell phones will be confiscated if used during class time and only returned to the parents. Penalties and fines are issued for abuse of cell phones (refer to homework diary).

#### **29. PARENTAL INVOLVEMENT:**

Never discuss the teacher in front of your child! Please do not write confrontational notes in your child's diary or a book where he/she will read it. Parents are urged to form a partnership with their child's teacher. Contact between the teacher and parent is encouraged and is essential if your child is to benefit from his/her schooling. Please make every effort to:

- Get your child to school on time
- Attend parents evenings
- Attend social functions



- Read all the newsletters
- Take an interest in homework
- Encourage your child to read – also read aloud to your child as often as possible.
- Check your child's merit and demerit pages so that problems are nipped in the bud as they occur. Praise can be given for merits and punishment/support for the demerits.

Involved parents produce children who achieve in life. As repeated earlier "It is not what you do for your child but rather what you do WITH your child".

### **30. EXCURSIONS:**

Day tours are periodically arranged. Such excursions allow pupils to develop social skills as well as independence. School uniforms are to be worn on all "one day" excursions. Children who do not behave in class will be excluded from excursions as a badly behaved child is not only a safety risk, but a security risk too, and could endanger the safety of other learners.

It is compulsory to wear the school cap on an excursion – failure to do so will result in the child having to stay at school.

Day tours are included in the school fees to a limited amount per grade. Parents will only be asked to contribute if the budget has been exceeded for that particular grade.

### **31. PRIZE GIVING:**

An annual prize giving ceremony is held at the end of the year. The Foundation Phase and Intermediate Phase prize giving is held in the morning, and the Valedictory Service (Grade 7) in the evening. Set criteria are used to allocate prizes. Awards are not allocated on an ad hoc basis.

### **32. SCHOOL RULES AND CODE OF CONDUCT:**

A full set of school rules is printed in the homework diaries.

The following are rules that are strictly enforced:

- Respect for others
- No perusing of graphic, inappropriate or explicit material
- There will be no violence or stealing in the school
- No valuable or dangerous articles may be brought to school
- Swearing will not be tolerated
- Greeting of all adults is compulsory
- No chewing of gum
- Learners involved in fighting are given 20 days break detention, no matter who starts the fight. (The initiator and the retaliator will be punished).

A merit and demerit system exists as a method to motivate learners to conform to socially accepted values. Merits however are promoted and preferred to demerits where possible. Positive reinforcement has better results than negative punishment.

Lost dairies (due to too many demerits) will result in no excursion and a new diary must be purchased at a cost of R100.

### **33. SCHOOL DIARIES:**

Each child has a school diary. This records contact phone numbers, homework/reading, absenteeism, notes to and from parents, extra mural details, etc. School diaries must be signed daily to confirm that parents are aware of homework and instructions given.

### **34. PLASTIC ENVELOPE / CANVAS LIBRARY BAG:**

No reading books/text books will be issued without the child having a plastic envelope. These envelopes are available from the school office at a cost of R50.00 each. Should a child lose a text book, reading book or a library book they will have to pay R150.00 to replace it. The child will not be issued with another reading book or be able to use the library until the book/s have been found or the money paid to the school. Damaged books will also have to be replaced by parents.

### **35. VENDORS:**

For our learner' safety it is imperative that they not purchase anything from vendors around the perimeter of this school. Parents are asked to comply with this ruling as well when parked, waiting for their child/ren. The reason for this is that we do not want to encourage vendors to gather around the perimeter of the school. We do not know whether the products they are selling are clean and / or drug free. Many vendors cheat the Grade 1 and Grade 2 pupils who do not know the value of their money. The security of the pupils may be compromised by strangers / possible criminals loitering around the school.

**WISHING YOU A VERY HAPPY PARTNERSHIP WITH EDENGLLEN PRIMARY SCHOOL**