

# Kommetjie Primary School

## Guidelines for Parents 2014



**These guidelines are to ensure a good, happy and productive 2014**

**Planning and Assessment Programme:** A planner regarding our themes and assessments will be handed out at the beginning of each term. Please review this on a regular basis.

**Homework/Message books:** Your child has a Homework/Message book which will be sent home daily. Please ensure that the book is returned every day. All notices will be placed in the book. This book will be used to communicate messages from the teacher and you may use it to convey your messages to the teacher! Please sign all notices and messages. You may also email the teacher directly. It is the onus of the parent and the child to make sure that all homework is completed. Each teacher has a Gmail account .eg [grader@kommetjieprimary.co.za](mailto:grader@kommetjieprimary.co.za), [grade1@kommetjieprimary.co.za](mailto:grade1@kommetjieprimary.co.za) etc.

**Reply Slips:** It is very important to return your reply slips the next day.

**Code of Conduct:** Our schools Code of Conduct is available on our website or from the secretary's office.

**STAR: S= safety, T= tolerance, A= attitude and R=respect.** This is a simplified version of the Code of Conduct for the learners. It encompasses the vision and mission of our school.

**Detention:** Learners who receive three demerits within a week will be given a detention slip to take home. The parent must sign the slip and return it to the class teacher the next day. Detention takes place on Friday afternoons from 14:00-15:00. All learners on detention must come to detention in their correct school uniform. Failure to do this will result in the learner being sent home to change and the extra time added on to the detention time. Every learner starts a new week with a clean slate.

**Punctuality:** School starts at 8:00. Learners who arrive late for school will be addressed according to the schools' Code of Conduct.

**Uniform:** Learners should wear the correct uniform at all times. A detailed list is available on our website or from the office. Learners should only wear their sports clothes for sports practises or on the day they have P.E. Uniforms are only available from the school and orders are placed twice a year, so please make sure that you order when the forms are sent home.

**Hair:** Girls' hair should be neat and tidy, kept out of their eyes, and tied up when it touches their shoulders. Boys' hair should be neat, not touch their collar or ears, and their fringe should be cut above their eyebrows.

**Absenteeism:** If your child is absent from school, you must write a letter to the teacher explaining why.

**Phoning the secretary is not a substitute for an absentee note.** If your child is absent for an assessment, the child will be given a continuous assessment mark. If a child is habitually absent for assessments, a doctors certificate is required.

**Healthy Lifestyle:** We encourage all learners to take part in extra mural activities. We also encourage healthy lunches and the use of sunscreen and school hats when the learner is outside in the summer. We have a tuck shop that provides the school with healthy food and sweets are only allowed on Fridays. The Grade R class only uses the tuck shop on Fridays.

**Parking:** Parking is available for the parents in Teubes Road and also in Kirsten Avenue in the tarred parking area. **Please do not drop off children or park on the gravel part of the parking area outside the foyer entrance.** This area is for KPS staff ONLY.

**EEP:** This is an extension and enrichment programme that we have introduced this year. It will contain material that will nurture extra skills, knowledge and values. This subject will not be assessed.

**Aftercare:** There is an aftercare facility available. Please contact the secretary for more details. If a learner is not collected promptly after school, or after an extra mural, they will be sent to aftercare where the parent can fetch them there. Unfortunately, the parent will be billed for this. The safety of our learners is of paramount importance to us, and we can't leave a learner unattended.

**Parent meetings:** We have set aside Thursdays from 14:20- 15:00 for parents. If you need to speak with your teacher, please phone the secretary to make an appointment in this time slot.

**The Kommetjie Primary School Governing Body:** The KGB meets once a month. This body consists of the principal, two teachers, one admin staff representative and five parents. The KGB decides on all matters regarding the governing of the school. All representatives, apart from the principal are democratically elected.

**PTA:** The PTA(Parent Teacher Association) meets once a week on a Friday after school. This body makes decisions on fundraising, infrastructure and academics. The PTA is made up of the teachers, the class representatives, members of the Kommetjie Primary Governing Body and any other parents who are interested. Some of our parents help with reading groups in the Foundation Phase. This starts in the second term. We like our parents to feel part of our school and to get involved, so please feel free to join any of our parent involved activities. Contact the secretary for more details.

**Electronic devices:** No cell phones or other electronic devices are allowed at school. The school secretary will convey messages if you need to contact your child. We do not encourage learners to bring toys and other personal items to school and the school will not be held responsible for these items if something should happen to them.

**CAMI:** The school is currently making use of CAMI educational software, which allows the children to practice their maths, literacy and perceptual skills using the computer. The children attend classes once a week and work at their own pace. This enables children to consolidate work done in class and also provides an opportunity for enrichment and extension.

**Communication:** Here is the order of communication a parent should follow.

1. Class teacher.
2. Phase Heads: Mrs Botha for Inter/Sen Phase and Mrs Gentle for Foundation Phase.
3. Mr Velensky

**After School access:** Parents who wish to enter the school must please first get permission at the secretary's office. No learner or parent should be in the school before school starts (unless it is raining). Access to the classrooms will not be accessible after 14:30. Please report to the secretary if you have an appointment with a teacher.

## Sustainable Infrastructure Planning Committee (SIPCo)

**Our Vision:** To create a better future for the school, the community as a whole, and its neighbours.

**Our Mission:** To participate in and promote planning for sustainability in all spheres of the school, and to advise on the planning, designing and building of school infrastructure.

Over the last year and a half, SIPCo has developed a bigger picture plan for future renovations and improvements at KPS. This plan includes two classes per grade, a music room, a sound-proofed Hall with a control room, a media centre, new staff and administration rooms, new ablution facilities, outdoor classrooms, a tuck shop more accessible to the sports fields, a cricket oval and a second tennis court. This bigger picture plan evolved out of the wish list received from teachers, staff and learners.

The aim of the Bigger Picture Plan is to create a vision that we can all examine, to agree upon changes, to plan for changes, and then implement those changes.

**Recent achievements:** In looking at the Bigger Picture Plan, SIPCo identified a largely unused area of the school grounds and during the course of 2013, SIPCo helped plan and implement the building of the new Aftercare Room. We have started on an outdoor classroom in the corner of the fields, close to KPS's own rehabilitated wetland. SIPCo also assisted with the extension of the Grade R classroom.

**Current focus:** We are busy with plans for the extension of the Grades 4-7 classrooms into the passage, in order to enlarge these classrooms and make them more comfortable.

**WE NEED YOU ...** We know that every one of you has great ideas on how to make improvements to KPS and the Sustainable Infrastructure and Planning Committee is open to all of those ideas! We welcome input from parents and community members.

**Meetings:** SIPCo meets monthly on a Friday from 12-1pm at school. Our next meeting is on the 14th February. Please feel free to join the committee or simply share your ideas, your skills and let's build a Sustainable School for future generations.

**Contact:** Annalise Kingston, [kingstonannalise@gmail.com](mailto:kingstonannalise@gmail.com)



## KPS Eco School's Committee

**OUR ECO CODE: At Kommetjie Primary we want to appreciate, study and protect the pristine environment that surrounds us and make a positive contribution towards global issues that face us all.**

- We are taking care of and improving our school grounds by reducing and recycling our waste as well as reducing energy and water usage, and we endeavour to make this a community project.
- We are also learning about global issues and the earth and especially our own environment.
- We realise how important it is to rehabilitate our own wetlands, monitor and study all the different changes and biodiversity that exists here.
- We are also connecting with other local schools in many of our projects, learning to work together and also seeing the different challenges that the different schools face and helping where we can.

The KPS Eco Committee consists of parents, a teacher and learners from Grade 7. From this year (2014) Kommetjie Primary is changing from the traditional prefect system to a more inclusive system of varied leadership portfolios for each Grade 7 learner. The Eco Committee will form one of these portfolios as it has already proven to be an effective way of developing learner leadership.

**Recent Achievements:** In mid 2011 we registered with WESSA's Eco Schools and received a Silver Award for our first year of Eco School activities. At the end of our second year (2012), we were overjoyed to hear that we had exceeded the membership requirements, and that our WESSA evaluation had earned us a Green Flag, which is permanently waving above the Green Circle Recycling area opposite the garage. Our Eco School activities include organics collection from the broader community, worm farming, organic vegetable garden, wetlands rehabilitation, water and energy audits, and collaboration with neighbouring schools (to mention a few). With the support of a few dedicated parents, we continue to set new benchmarks for the greening of our school and local community and have recently been informed that we have received a Gold Award from WESSA for our activities in 2013!

**Current focus:** We will be focussing on greener energy sources (solar), extending our organic collection and worm farming, extending our outdoor classroom and potentially starting an Eco Club to include learners from all Grades into our Eco activities.

**WE NEED YOU ...** Join our small(only5!) vibrant group of parents. Commit to as little as 1 hour per month and become a part of our school's green legacy, whilst improving the quality of YOUR child's education. No special skills required there is something for everybody with an environmental conscious.

**Meetings:** Eco Com meets monthly on a Monday from 2-3 pm at school, or outdoor venue. Our next meeting is on the 17 February. Please feel free to join the committee or sign up to help with organics collections (half an hour a month) share your ideas, your skills and help us build a Sustainable School for future generations.

**Contact:** Sonja Pithey, [sonja.pithey@iafrica.com](mailto:sonja.pithey@iafrica.com) (Parent) or Jane Teixeira, [grade4@kommetjieprimary.co.za](mailto:grade4@kommetjieprimary.co.za) (Teacher)

## School Song

The Lighthouse every single night  
Shines far and clear and very bright  
It shows the sailors where they are  
Too near the rocks or out too far  
So let God's light show us the way  
Not just at night but every day  
SIC LUCEAT LUX

Matrose in die nag so swart  
Kyk na die lig met blye hart  
Al is hul ver van land en huis  
En hoor die wilde branders huijs  
Weet hul dat God's groter lig  
Hul na 'n veilige hawe rig  
SIC LUCEAT LUX

