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Parkview Junior School: Information Booklet

Ennis Road, Parkview, Johannesburg | Private Bag X8, Parkview, 2122
Tel: (011) 646-5542 or (011) 486-1690 | (011) 486-1599 e-Mail: pvjs@mweb.co.za



MISSION STATEMENT

We, the staff, parents and learners at Parkview Junior Primary School are committed to providing, achieving and maintaining:

- excellence in education;
- a safe, secure, structured and nurturing environment;
- opportunities to develop holistically.

We will facilitate the journey of personal development and strive to produce well-balanced, confident and happy young people.

CENTRAL GOALS

To offer education that:

- is relevant;
- is learner-centred;
- recognises different needs and talents;
- supports and encourages individuals, teams and wide participation;
- encourages compassion and caring for others;
- encourages decision-making;
- develops life skills;
- reinforces honesty and integrity;
- promotes a healthy interest in sport;
- reinforces an ethic of personal and social responsibility;
- recognises and respects religious and cultural differences;
- promotes respect for human rights.

A

ADDRESS

Corner Ennis and Kildare Roads, Parkview, Johannesburg 2193 Tel: (011) 646 5542 / 486 1690 Fax: (011) 486 1599.

Email: pvjs@global.co.za, pvjs@mweb.co.za

ABSENTEEISM

Parents are requested not to bring their children to school when they are ill. A doctor's letter may be requested if a learner stays away for longer than three days in a row. Please notify the school by phoning the office to inform us of absenteeism on the day of illness. This must be followed up with a letter on the day that the learner returns to school. Sick notes may also be sent via the SMS system or email.

ACADEMIC

Parkview Junior provides a balanced education programme that caters for the whole learner. The CAPS system of teaching and learning, with continuous assessment, is followed.

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ADMINISTRATION

Financial secretary: Gayle Eckhardt (pvjs@global.co.za)
General secretary: Refilwe Bikisha (pvjs@mweb.co.za)

Parents should make payments directly to the office or via the class teacher. All envelopes with money are to be sealed and clearly marked. No monies will be accepted in the office after 13:30. No cash payments over **R500.00** will be taken in the office.

AFTERCARE CENTRE

This facility is available for children whose parents cannot pick them up by 13:45. The service is available on a daily, weekly or casual basis. Fees are payable in advance. The service runs until 17:30. It is staffed by educational staff and trained volunteers on the school premises. Homework is supervised and a healthy light lunch is provided for children.

No children may be left waiting on the premises after 17:30. **All children who are not involved in an extramural and are not collected from school within 15 minutes after school will be booked into aftercare.**

ASSEMBLY

Assembly is at 7:50 on Mondays. Class or special assemblies usually take place on Mondays to coincide with special cultural and/or religious celebrations. Each morning learners line up outside the hall to begin the day with a prayer and receive notices.

ATHLETICS

The annual inter-house athletics competition is held on a Saturday early in the third term of the year. This is a compulsory school day run in affiliation with Parkview Senior School. Tabloid sports is a day of fun events held on the last day of 2nd Term at Parkview Junior School.

AWARDS

Parkview Junior promotes and recognises excellence. Certificates, and stars of the week are awarded to learners in recognition of their academic, cultural and sporting achievements. Parkview Junior would also like to acknowledge any awards achieved outside of school, so please inform us of these. An annual award ceremony is held at the end of each year for Grade 3s at the Grade 3 assembly.

B

BIRTHDAYS

We would like to join you in celebrating your child's special day. You are most welcome to send cupcakes, ice-cream etc. to be shared amongst your child's classmates at first break at 9:45.

C

CELL PHONES

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No cell phones are allowed at school. We offer the use of the office telephone until 15:00 in the case of emergencies. Furthermore, it is not the school's, nor the class teacher's responsibility to take care of children's cell phones.

CHANGE OF DETAILS

Please notify the office in writing of any change of address, telephone numbers and other contact details as soon as they occur. Without up-to-date information, we cannot contact you should an emergency arise. Please also notify your Class parent, so the class pyramid may be updated.

CLASS PARENTS

Each class has one or two class parents. These parents are nominated at the beginning of the year and they provide a link between class teacher and other parents for general grade business and events. The class parents compile and distribute a class pyramid with contact details of all class parents.

CLASSES AND STAFF STRUCTURE

MANAGEMENT TEAM AND SUPPORT STAFF

Role	Person
Principal	Fiona Pennington
Head of Department Curriculum	Heather Davies
Head of Department Learner Support	Sally Adrian
General secretary	Refilwe Bikisha
Financial secretary	Gayle Eckhardt (pvjs@global.co.za)
Bursar	Fatima Kara
Support staff	Abram Chuene Charles Mothiba Gladys Makuwane James Nkuna Moses Phoshoko Agnes Lesia Victoria Mofokeng Bongani Mguye

EDUCATOR TEAM

Grade	Educator
R-13	Marika Tannahill
R-14	Ayesha Khan
1-10	Julie Austen
1-11	Rezia Ismail
1-12	Emma Holden
2-1	Sally Adrain
2-2	Neeta Lala
2-3	Veschini Maharaj
3-7	Shirley Allsworth
3-8	Cherie Laskarides
3-9	Sara Price
Zulu	Esnathi Banda
Computers	Hybre Meyer
Media Centre	Sarah Klipin & Jenny Booth
Grade 1 learner support	Heather Davies
Grade 2 learner support	Yvonne Trumpelmann
Grade 3 learner support	Renee Slotsky
Extension Classes	Fiona Pennington

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Music	Hybre Meyer	
Speech Therapy	Simone Gent	084 525 1202
Occupational Therapy	Nabeelah Makda	072 597 5287
Counselling Psychologist	Jolene Knowles	074 117 5254 jolene.knowles@gmail.com

COMMUNICATION

Newsletters are sent out on a Tuesday by hand or Email. Kindly return any reply slips to the class teachers. Your child's message book may be used to communicate with class teachers. Letters are distributed from:

- School management and educational staff
- School Governing Body
- PTA

Various notices may be sent out on other days, so please ask your child regularly! Please also look out for reminders and SGB report backs on the board outside the hall.

Contact with the professional staff is encouraged. Should you wish to have an interview with a member of staff please make an appointment through the office.

SMS communication – messaging will be used for reminders/emergencies etc.

COMMUNICATION CHANNELS FOR PARENTS

If the issue in question is about...	Raise it with....	How?
Your child's progress or work set for the class	The class teacher	Phone the office for an appointment or write a note/email
The teacher himself/herself	The teacher concerned	Phone the office for an appointment or write a note/email
A school policy or practice	The principal	Phone the office for an appointment or write a note/email
You have followed the correct channels and the situation is still unresolved.	The School Governing Body	Approach/Phone a SGB member to discuss the issue.

COOKIE SALE

There are two cookie sales a term and grades are requested to supply these on a rotational basis. The main aim is to give the children an opportunity to handle money and to understand its value.

CONTINUOUS ASSESSMENT

School Based Assessment is an ongoing record of the learner's progress using various assessment methods to form a holistic picture of each learner. Quality assessment tasks are set and done as prescribed in the CAPS documents. It is a cumulative result of information on a learner's progress throughout the year.

CURRICULUM

Parkview Junior provides a balanced education programme that caters for the whole learner. The CAPS (Curriculum and Assessment Policy statements) system of teaching and learning, with continuous assessment, is followed. This ensures compliance to the National Curriculum Statement (NCS) for Foundation Phase Grades R-3. The emphasis is on life-long learning.

E

EXAMINATIONS

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All children (Gr 1-3) write the Annual National Assessments (ANAs) in September as prescribed by the Education Department. At the end of the year we may write GDE common papers.

EXTRA MURAL ACTIVITIES

The school runs a variety of extramural activities. An extramural timetable is distributed at the beginning of each term. Additional extra murals are offered on the school premises by private teachers on a private basis.

Learners are encouraged to participate in a minimum of two activities per week. Grade R learners may only do private extra murals.

SCHOOL EXTRAMURAL ACTIVITIES (NO COST)

Activity	Contact Person
Athletics	Shirley Allsworth
Computers	Hybre Meyer
Cricket	Sally Adrian
Mini-tennis	Emma Holden
Band & Choir	Hybre Meyer
Netball	Cherie Laskarides
Soccer	Coach (changes annually)
Swimming	Sara Price & Sarah Ann Bouwer

PRIVATE EXTRAMURAL ACTIVITIES (PAYMENT NEEDED)

Activity	Contact Person
Ballet	Di Archbell 082851 3227/ 011 786 3882
Conversational French	Natalie Alexander 082 330 7675 / 011 646 3902
Judo	Michael Matare 0782985333 / 011 477 8281
Karate	Leo Ming 011 782 2843 / 083 378 0468
Mini Tennis	Gavin Kampers 084 216 9654
Modern Indian Dancing	Hermantha Govender 0176723607
Recorder	Winnie Oats 076 528 8953
Speech and Drama	Mandy Loeb 082 451 4773

EXTENSION CLASSES

These are held for selected Grade 2 & 3 learners, chosen by their educators and taught by Fiona Pennington. Grade 2 classes are held on Tuesdays and Thursdays from 13:30 to 14:00 and Grade 3 classes on Tuesdays and Thursdays from 07:15 to 07:45.

ENTREPRENEURIAL DAY

Each term a grade is allocated a day on which to sell items they have made and to 'run their own business'. All profits belong to the learner.

EXCURSIONS

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Each grade has at least one day excursion that is in line with the curriculum of their grade. Parents are required to sign necessary consent forms. Grade 3s have one over-night excursion in the 4th term. Various people visit the school in conjunction with educational activities, for example theatre groups and animal interest groups.

G

GOVERNING BODY

The School Governing Body is an elected body of parents and staff recognised by the Gauteng Department of Education. Its responsibilities include selection of permanent staff members, maintenance of the school, budgeting and the levying of compulsory school fees. The role of the Governing Body is to make sure that the school is run in the best interests of all the stakeholders, while the principal and academic staff handle academic matters. It comprises five elected parents, three educators, the principal and a non-teaching staff member. The body is elected for a three-year period and meets on a monthly basis. Members work in various sub-committees including finance, inclusion, safety and security, human resources and maintenance.

The SGB members are elected for a 3 year term and the current terms is from March 2018 – February 2021.

THE CURRENT MEMBERS OF THE SGB

Position	Person	Portfolio	Contact
Principal	Fiona Pennington	Management & Curriculum	011 646 5542
Educators	Sara Price	Teacher Representative	011 646 5542
(co-opted)	Heather Davies	Learner Support HOD	011 646 5542
Non-Educators	Refilwe Bikisha	General Secretary	011 646 5542
Parents	Ciaran Chidley	Chair	cchidley@global.co.za
	Girisha Lala	HR & Transformation	Girisha.lala@gmail.com
	Edwin Smith	Maintenance	edwinsm@telkomsa.net
	Michael Beswick	Treasurer	michael.beswick@liberty.co.za
	Nickle Felgate	Secretary, Legal & Communications	nickle.felgate@gmail.com

H

HOMEWORK

Homework is recorded daily in homework diaries. Parents must sign the homework diary daily.

HOUSE COLOURS

Every child is allocated a sports house for the duration of his/her stay at PVJ. Siblings, including those at Parkview Senior School, are allocated the same house. The houses are:

House	Colour
Eagles	Yellow
Falcons	Blue
Hawks	Red
Kestrels	Green



J

JUNGLE GYM

The jungle gyms are for use during school time and when supervised by aftercare staff. Please ensure that they are only used when a competent staff member can supervise the activity. Only equipment on the top field may be used in the morning before school.

L

LEARNER SUPPORT

Learner support is provided for learners who require extra help in Language and Mathematics. There is a class for each Grade(1-3). Lessons take place during school time at no extra cost. Learner support is also offered after school to Grade 2 and 3 learners.

LOST PROPERTY

All lost property that is marked will be returned to the owner. Miss Banda is responsible for lost property. All unmarked articles will be given to the Second Hand Shop to be sold.

Please mark your children's clothing, shoes and belongings clearly and encourage your child to take responsibility for his/her belongings.

LUNCHES

Learners have a short period mid-morning to have a snack. We ask parents to ensure that this is healthy and does not include chips, biscuits, sweets or fizzy drinks.

M

MEDIA CENTRE

PVJ has a well-equipped media centre and we encourage learners to make use of the centre both as a source of research information and for general reading.

MERIT AND DEMERIT SYSTEM

Learners are awarded stars as incentives and in recognition of hard work. Learners are given dots for offences against the class rules or code of conduct. Any child with three dots has to attend detention class. Detention is held after school on Fridays for 30 minutes. Learners are notified of stars and detentions at Monday assembly.

MONITORS

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Every week a boy and a girl from each of the Grade 3 classes is elected as a monitor on a rotational basis. They are called up at Monday assembly and given a monitor band to wear for the course of the week. Monitor duties include assisting the duty teacher during breaks, and clearing newspapers for recycling.

MYSCHOOL SUPPORTERS CARD

MySchool is a programme that allows you and your family, schools and businesses to mutually benefit in addition to raising funds for the school. All you need do is present your MySchool card every time you shop at participating stores.

P

PARENTS MEETINGS

An information evening is held within the first two weeks of the 1st term. This is followed by a first PTA/class parent meeting also held within the first two weeks. Parents' meetings are also held at the end of the 1st, 2nd and 3rd terms to discuss your child's progress. Parents are notified in advance of these evenings. Individual appointments can be made through the general secretary with your child's class teacher to discuss progress and problems at any time in the year. The teachers, in turn, will contact you if they need to see you about your child.

PARENT PARTICIPATION

You participate in your child's education with us by your unconditional love for your child, providing for his/her emotional needs, being a good example and providing a home environment that is accepting and that encourages personal growth. The community spirit of PVJ is, in large measure, nurtured by the active parent body. Parents are encouraged to respond to school communications (newsletters, appeals, invitations), participate in the school's social events, in the support of learners' sporting activities, in the School Governing Body and PTA and in providing support to educators. Many opportunities arise throughout the year for such participation and your involvement in the school is welcome and appreciated. Please inform us first of any complaints or concerns you have.

PARKVIEW SENIOR SCHOOL

Parkview Junior School learner's progress to Parkview Senior School in grade 4. Parkview Junior works closely with the Principal, Management Team and Governing Body of the senior school and has a joint meeting once a year. Please contact the Senior School on 011 646-1007 (www.parkviewsenior.co.za) if you have any questions.

PLAYGROUND RULES

Two teachers are on duty at break times. Certain areas are out of bounds:

- Main entrance and teachers' parking area
- Staff room
- Ground staff living quarters
- Swimming pool area



PTA

All PVJ parents and teachers are automatically members of the PTA. A group of volunteer parents and representative teachers form the PTA committee. The PTA functions as:

- a parent-teacher liaison committee;
- a point for organising parent involvement in the school;
- the co-ordinating fundraising committee;
- a co-ordinating body for grade functions, grade parent issues etc.

Parents who do not want to be involved at committee level are encouraged to share their skills in the various subcommittees, for example:

- catering;
- maintenance;
- serving/braaing/ helping at functions;
- gardening;
- sports liaison & extra murals;
- swop shop.

The current PTA chair is Debbie Green. (hellodebbiegren@gmail.com)

R

RECYCLING

The school actively participates in recycling. Please send used newspapers and magazines with your child. You may also deposit newspapers etc. directly into the recycling facilities (Please only use the Big Green Bin) at the teacher's entrance in Ennis Road before or after school. As well as saving the environment, the school benefits financially as we are paid per ton of paper collected.

REPORTS

Reports are issued each term. These must be signed by a parent/guardian. New learners receive a mid-term report during the 1st term.

RESPONSIBILITY

At PVJ we would like to instil a sense of responsibility in learners. This extends to looking after property and bringing the correct equipment, sports kit etc. to school. Please help us by ensuring that your child does so to avoid your having to bring forgotten goods to school and to minimise interruptions of the office during the day.



S

SHOP

SCHOOL SHOP

The following items are sold in the office from 7:30 to 13:30 Mondays to Fridays:

- House T-shirts
- PVJ golf shirts (blue)
- PVJ golf shirts (white with logo) (for sport teams only)
- Grade R winter tracksuits (not to be worn in summer)
- PVJ hats
- Soccer socks and shorts
- Stationery
- Tuck shop coupons

SECONDHAND SHOP

Parents will be notified in a newsletter when the shop is open. It is run entirely on a donation basis so please pass on any school items you no longer require.

SECURITY

PVJ School Security is provided by SafeParkview. They regularly perform patrols in the morning at drop off time and monitor the school during the day. Learners must exercise caution and report any strange incidents or the presence of unauthorised persons to the office or security guard immediately. Please ensure that when you park, no valuables, laptops or phones are visible and that your vehicle is securely locked.

DROP-OFF SECURITY

Bongani Mguye performs a foot patrol along Selkirk road in the morning during drop-off. He wears a luminous vest to ensure that he is a visible presence.

AFTER SCHOOL SECURITY

Moses Phoshoko is employed as a security guard on gate duty from 13:30 to 15:30 daily.

SCHOLAR PATROL

Charles Mothiba and Abram Chuene monitor the zebra crossing in Selkirk Rd in the mornings and afternoons. Parents are advised to follow the necessary traffic rules and to exercise caution at the crossings. Parents are requested not to leave their vehicles when stopping in the drop-off zone. Doing so disrupts traffic flow and will result in notification of this misdemeanour in the weekly newsletter.

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SCHOOL HOURS

School starts at 7:50 (learners are encouraged to be at school by 7:40 to unpack their bags and to settle in). Please do not drop your children before 7:00 as there are no staff members on duty before this time. Late-comers' names are noted and learners who are consistently late are given letters and these parents contacted.

Finish	Grades R to 2: 13:30 Monday - Thursday, 13:00 on a Friday
	Grade 3's : 14:00 Monday – Tuesday, 13:30 Wednesday - Friday
Extra murals	13:45-14:45 (Galas, cricket matches, netball matches &. U9 practises tend to run later)
Waiting class	13:30 to 14:00 Monday – Thursday 13:00- 13:30 Friday

Learner access to the school is at the Selkirk Rd gate. The little gate in Ennis Rd is for parents and visitors during the course of the day. The vehicle gate in Ennis Rd is out of bounds for learners and for parents' vehicles. All children are to remain within the school grounds during school times and during extra murals.

SCHOOL POLICIES

Please refer to a separate document regarding school policies. Policies included are:

- Health and safety (including amongst others, policies on anti-bullying, fieldwork, fire procedures, first aid, harassment, HIV/AIDS, water safety and smoking)
- Admissions
- Code of conduct for learners & teachers
- Financial
- Gender
- Religious
- Excursions.

SPORTING ACTIVITIES

- Athletics
- Cricket
- Mini-tennis
- Netball
- Soccer
- Swimming

The school's gender policy encourages learners of both sexes to participate in all sporting activities.

SWIMMING GALA

The annual swimming gala is held on a Friday late in the first term of the year. This is held at the Parkview Senior school pool and is a compulsory school day – all learners must attend. Grade Rs do not participate, but enjoy a water day at the Junior school.



T

TRANSPORT

From time to time assistance is required in transporting learners to sporting and other extramural events. Parents' assistance with this is greatly appreciated (provided you are able to offer one seatbelt per child).

TUCKSHOP

The PVJ tuckshop is run by parents on a Friday morning at first break. Tuck shop coupons are available from the office. Should you be available to assist, please contact the school. The current tuckshop co-ordinator is Jenny Booth.

U

UNIFORMS

Please note:

- school hats, available from the office, are compulsory for all seasons; and
- all articles of clothing must be clearly marked.

Most items, including shoes and socks are obtainable from the stockist: Hermers, Rosebank, Tel: (011) 788-5241. Some specific items are available at the office. Sunwise swimming costumes may be purchased through the office.

The Grade R uniform is the same for boys and girls: blue boxer shorts and a PVJ golf shirt for summer, navy blue tracksuit and navy blue V-necked school pullover with school colours in winter. Footwear may be brown sandals or black school shoes with short white socks. The golf shirt and tracksuit are available from the office.

Parkview Senior School has the additional requirement of socks with the school colours and school badges on shirt pockets.

HAIR

The hair policy focuses on safety, our values of tidiness, respect for oneself and others, and pride in our school. The policy does not distinguish according to gender and/or sex. This policy is the same for boys and girls. Where necessary, clarification of the policy will be addressed by a designated committee of teachers. Hair should be:

- Easy to manage and suitable for being at school.
- Out of the face so that the child can see properly when working and playing sport.
- Hair may NOT be coloured. Braids must match the natural hair colour.
- No decorative shave patterns allowed.
- Hair accessories must be simple: Hair ties, clips, Alice bands, headbands, and ribbons must be navy blue or white.
- Hair beyond shoulder length should be tied back so that it doesn't fall into the face. One reason for this is to discourage the spread of lice, which can be common in foundation-phase schools.

In addition, hair should preferably be clean, neat, tidy, and considerate of others. Since these qualities are subjective, parents and guardians should use their discretion as to what this means.

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THE SCHOOL UNIFORM

The following uniform rules apply equally to girls and boys. **This means that boys may wear either Set 1 or Set 2, and girls may wear either set 1 or set 2.**

1. Sets 1 and 2 are the formal school uniform. Set 3 is the physical education / training uniform.
2. Each child must have 3 sets of uniform: one summer set, one winter set, and one PE set.
3. Each SET of uniforms must be worn appropriately and may not be mixed.
4. All clothes must be clearly marked with the child's name.
5. The only jewelry that may be worn are medic-alert discs, watches, and a single pair of gold / silver ear-studs/ sleepers.
6. Nail varnish or cosmetics are not allowed.

SUMMER UNIFORM

Set 1	Set 2
Short grey trousers	PVJ Blue school dress
White short sleeved open neck shirt (PVJ badge on pocket OPTIONAL)	
PVJ navy blue jersey with red and white v-neck stripe	PVJ navy blue jersey with red and white v-neck stripe
Black lace up school shoes OR brown sandals	Black lace up school shoes OR brown sandals
If black school shoes are worn, long grey socks must also be worn (school colour stripes OPTIONAL)	If black school shoes are worn, short white socks must also be worn
PVJ school hat (sold at school office) Hats are compulsory	PVJ school hat (sold at school office) Hats are compulsory

WINTER UNIFORM

Set 1	Set 2
Long grey trousers	Navy blue PVJ school tunic
White long sleeved button up shirt (PVJ tie is OPTIONAL)	White long sleeved button up shirt (PVJ tie is OPTIONAL)
PVJ navy blue jersey with red and white v-neck stripe	PVJ navy blue jersey with red and white v-neck stripe
Black lace up school shoes	Black lace up school shoes
Short grey socks	Black/ navy stockings or black socks.
Navy blue windbreaker (OPTIONAL)	Navy blue windbreaker (OPTIONAL)
All children may wear a PVJ navy blue school tracksuit in winter, with a white shirt underneath.	
PVJ school hat (sold at school office) Hats are compulsory	PVJ school hat (sold at school office) Hats are compulsory

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PHYSICAL EDUCATION

Navy blue shorts /PVJ navy-blue long tracksuit bottom	School Stockists
Navy blue PVJ PE T-shirt (sold at school office)	Hermers of Rosebank
PVJ navy blue jersey with red and white v-neck stripe or PVJ navy blue tracksuit top.	The Zone at Rosebank 011788-5241
Navy blue windbreaker (OPTIONAL)	
White takkies	Burger Brothers
White short socks	159 Beyers Naude Road, Northcliff (just down from Northcliff corner)

TEAM SPORTS AND MATCHES

White golf sports shirts for matches (sold at school office)

PLEASE NOTE THAT SUITCASES, HATS, SPORTS TOGBAGS AND SPORTS SHIRTS ARE SOLD AT THE PARKVIEW JUNIOR SCHOOL OFFICE

V

VISITORS

All visitors are required to report to the office through the Ennis Rd pedestrian entrance. There is no access from the Selkirk Rd entrance once school has begun.

W

WAITING AFTER SCHOOL

Children may be collected from the waiting class between 13:30 and 14:00. Children who are on the school premises after 14:00 are expected to be booked into aftercare or into an extramural activity. Please consult the extramural timetable and ensure that your child is occupied during the afternoon if you are unable to collect him/her on time.

Children who are waiting for transport must do so on the property of the school and not outside the gate. They are to sit under the "Waiting Tree" and are not allowed to play on apparatus or on the field.