

*Benjamin Preparatory*



# **General Information**



## **General Information**

**Dear Parents and Learners**

**We would like to welcome you to Benjamin Preparatory and trust that this will be an exciting and fruitful time.**

**We, as a staff, are very aware of our responsibility in ensuring that your child is well prepared to face the challenges ahead. To assist you and your child, we have outlined several guidelines to help your child adapt and adjust to the new Grade. We ask that you familiarize yourself with the information in this brochure as it details what we expect of the children. It is advised that you file this document for future reference.**

**Remember, the more support a child receives from home, the better he/she will perform at school!**

### **ABSENTEEISM:**

- If your child is ill for 3 days or longer a doctor's certificate is a requirement.**
- Please do not take your child's word if they tell you that they will be doing nothing at school on a particular day, and that the educator has given them permission to stay at home. We do continue with work up until the end of each term. If you are unsure rather contact the school and speak to the educator concerned.**
- Should a learner be absent for a formal assessment, a doctor's certificate is automatically required.**
- A child who is absent for a formal assessment and who has provided a medical certificate will be expected to write the formal assessment on the first day of their return to school.**
- It is the responsibility of the child who is absent, for whatever reason, to ensure that all class work and homework is brought up to date on their return to school.**

### **ASSESSMENT:**

- Encourage your child to thoroughly prepare for all assessment tasks. Time management is of utmost importance, and we request that you assist your child in this respect.**
- The Foundation Phase (Grades 1 – 3) learners are assessed continuously throughout the term.**



## **General Information**

### **COLLECTION OF LEARNERS DURING SCHOOL HOURS:**

- Learners vacating the school premises during school hours will only be released into the custody of the parent / legal guardian or if directed by such to release to another person.
- The parent / legal guardian is required to fill out the prescribed form / book indicating they are removing their child from the premises, or send communication in some form of writing. Either a letter or text message.
- The learner will be called and then released into the parent's / legal guardian's/ others care.

### **No learner will be released into the custody of any other family member or friend unless:**

- They present a letter / communication from the parent / legal guardian stating that the said person has permission to collect the learner.
- The letter / communication must be dated and signed by the parent / guardian
- The parent's / legal guardian's ID number is reflected and a contact number where the parent / legal guardian can be reached immediately must be given.
- The contents of the letter are telephonically/mutally confirmed with the parent / legal guardian by the receptionist.

Should any of the above criteria not be met, the learner will not be released from the school premises.

- Learners will never be given permission by any staff member to leave the school premises on their own volition. Please remember these measures are put in place for your child's safety.



## **General Information**

### **CHANNELS OF COMMUNICATION:**

- We value your input into your child's education, but we do request that you follow the correct channels of communication. If this does not happen, the person you speak to will often not be able to assist you.
- Always attempt to sort out a problem with the educator concerned first. If you are dissatisfied with the outcome of such a meeting, you are welcome to discuss your problem with the relevant Head of Department or the Principal.
- Educators have been instructed not to conduct impromptu meetings with parents who arrive at any time, without making a prior appointment. We kindly request that all meetings are by appointment only. Please make an appointment through the secretaries or your child's communication book to see the relevant person as no educator will be called out of the class during teaching time. We also request that you are punctual for all appointments. Failure to arrive on time for an appointment will result in the appointment being cancelled.
- We kindly ask that you allow a teacher 24hours to respond to any letters, emails and telephone calls as they are in the classroom for most of the day and are unable to attend to your requests immediately.

### **DRESS CODE:**

- We do expect the learners to take pride in their uniform, and adhere strictly to the uniform rules to the very last day of the school year.
- Please refer to the Code of Conduct for dress code.
- We do ask your full cooperation in this regard as it is always important to keep our school looking smart.



## **General Information**

### **Summer Uniform**

#### **GIRLS:**

- Tartan skirt (Gr 1-7)
- White shirt (short sleeved, with detail in centre button up)
- Navy school jersey
- Navy short socks
- Brown school shoes
- Benjamin Prep blazer (Gr 4 & higher)
- Tartan pinafore (Gr 8 & higher)

#### **BOYS:**

- Fawn colour shorts (Gr 1-4) Fawn long pants (Gr 8 and higher)
- White shirt (short sleeved, with detail in centre button up)
- Navy short socks
- Brown school shoes
- Navy school jersey
- Benjamin Prep blazer (Gr 4 & higher)

#### **PE UNIFORM: boys & girls**

- Navy golf shirt
- Navy shorts
- Navy socks
- Black takkies



## **General Information**

### **Winter uniform**

#### **Girls**

- Navy Pinafore (Gr 1-7.) Tartan check Pinafore (Gr 8 & higher)
- White long-sleeved plain shirt
- Bowtie
- Navy stockings or navy long socks
- Navy school jersey
- Blazer (Gr4 and higher)
- Brown school shoes

**OR**

- Fawn colour long pants
- Plain white shirt
- Navy socks
- Benjamin Prep Blazer (Gr 4 and higher )
- Bow tie
- Brown school shoes
- School jersey

#### **Boys**

- Fawn colour long pants
- White long-sleeved shirt
- Benjamin Prep Blazer Gr 4 and higher)
- Navy school jersey
- Navy long socks
- School Tie
- Brown school shoes



## **General Information**

### **Winter uniform**

#### **PE : Boys & girls**

##### **Winter:**

- Tracksuit
- Long sleeve PE shirt
- BlackTakkies

#### **Uniform stockiest**

##### **Simple School**

**Tel: 011 907-0512**

**Shop 57 Mall @ New Market**

##### **Scholare**

**Tel: 064 506 0221**

**72 Hennie Alberts St**

##### **Fays**

**Tel: 011 869 9168**

**Bracken City Shopping centre**



### **DISCIPLINE SYSTEM:**

- Discipline is always approached from the point of view of remediating unacceptable behavior.
- The school rules and discipline system is explained in the Code of Conduct. It is expected that your child adheres to the school rules at all times.

### **HOMEWORK:**

Homework is given on a daily basis. If your child wishes to maintain a good quality education, all homework must be done diligently and to set deadlines.

### **MESSAGES FOR LEARNERS:**

- Under no circumstances will our secretaries accept and relay messages from parents to learners during the school day.
- No keys, lunch, books, PE kit etc. may be dropped off at the office.
- Learners are old enough to take responsibility for items left at home and must learn to accept the consequences.
- If lunch is left at home and the educator is made aware of this, we will ensure that other learners share their lunch or notify parents.

### **PARENT CONTACT DETAILS:**

- It is critical to send a written copy of any changes of telephone numbers or other contact details to the secretary's office immediately, so we can update our records.

### **PHYSICAL CONTACT:**

- Please note that we do not allow any form of cuddling, hand holding, kissing, among others, between learners.
- Should learners be caught behaving inappropriately the relevant disciplinary action will be taken. No physical contact is allowed at any time on or near the school premises.





### **SCHOOL HOURS:**

- Please ensure that your child is at school on time every day. Not only do latecomers disturb the other learners in the class, and miss the first part of the lesson, but they often get into trouble through no fault of their own, as many rely on their parents to get them to school.
- We would advise that you get your child to school at least 15 minutes before the bell rings. This will ensure that your child has enough time to go to the bathroom etc. before school starts.

### **WRITTEN COMMUNICATION WITH EDUCATORS:**

- Please date all correspondence, as very often a learner may forget to hand a letter to the educator immediately, and it then appears as if the educator has not taken the necessary action requested timeously.
- If the correspondence is of a confidential nature please send it in a sealed envelope.
- The communication file will be checked regularly, so if there is something small that you wish to bring to an educator's attention, it is quite acceptable to leave a quick note in the file. Remember – no problem is too small to bring to the educator's attention.

We trust that the information provided in this document has answered many of your questions. However, should you need further clarity on any of the above issues feel free to contact your child's teacher.

I .....parent/guardian of .....  
in Grade .....understand, have  
carefully noted the General Terms and Conditions of the Agreement and accept  
them as such.

**Signed by:**

**MOTHER:** Name and Surname .....

**FATHER:** Name and Surname .....