



NEWSLETTER 2 - 31 January 2012

Dear Parents

A few important Housekeeping Matters



ARRIVAL AND DEPARTURE TIMES

The School gate opens at 7.45 a.m. and closes at 8.00 a.m. SHARP in the mornings.

Please remember:

Children should walk into and out of School on their own, carrying their own school bags.



Children and siblings are not permitted to play on the climbing equipment or at the touch/sensopathic trays at arrival and departure times.

Permission is required from the Principal for early arrivals, i.e. only for the children of parents who BOTH work. (Ask the Office for a form.)

Non-working Mums are asked to respect this rule. We wish to limit numbers as far as possible, in the interests of orderliness and safety.

And if early arrivals have time to chat outside, perhaps they do not need to come early?

These children should assemble in the Big Room/Blue Group Home Base NOT in their own classroom, so they can be supervised. (The domestic staff come on duty at 7.00 a.m., the teaching staff start arriving at 7.20 a.m.)

NO-ONE WILL BE ADMITTED INTO THE SCHOOL BETWEEN 7.40 a.m. AND 7.45 a.m.
(this when the children are taken to their Homes Bases)

Home Time for the younger classes is at 12.15 p.m.
The Red Group is dismissed at 12.30 p.m.

SCHOOL GATE

In the interests of your child's safety, please always **firmly close** both the Church and School Gates behind you, *even if someone is following you or in sight.*

PARENTS ARE UNDER NO CIRCUMSTANCES ALLOWED TO LATCH BACK THE SCHOOL GATE.

LIFT CLUBS/PLAY ARRANGEMENTS

It is absolutely essential that the School be notified of any collection arrangements.

If your child is going home directly with a friend, let us know via the Notebook (or telephonically in an emergency). Your child will not be allowed to leave the School otherwise.

Please could you inform us, in writing, of permanent lift club details. This "permission" information will be kept on file.



Please note, if you are in a lift club, it is the parent's responsibility to inform the "lifting Mum" if your child is not going to be at School for any reason.

CAR GUARD

The School employs a car guard on the occasions of School and Parents' Association Committee functions. Parents are requested to make a contribution in the "Collection Boxes" provided. Please do not tip the car guard directly.

NOTEBOOKS



If you write us a note, send in fees or whatever, simply lift the green flap out of the Notebook. (The flap is contacted into place.) We will do the same. We will then both see, at a glance, if the Notebook needs attention.

Please sign to acknowledge that you

have got correspondence. (The mini bull-dog clip is used to keep papers in the Notebook.)

Please note, receipts for School Fees and After-Care payments are to be found all together at the back of the Notebook.



We are happy to put Birthday Party invitations into the Notebooks on **TUESDAYS** but regret that we are unable to distribute thank you letters.

LIBRARY AND ART BAGS

The children bring home either a book or puzzle weekly, to enjoy at home.

The Library Bag + "contents" should be returned to School on a **TUESDAY**, along with the empty Art Bag.

Library Day is **WEDNESDAY**.

You child will bring home artwork on a **THURSDAY**, in the special Art Bag.



SNACK

Please do not send juice (juice is provided), Danone yoghurt with "sprinkles", Yogi-sip sachets, muffins, sweet cereals, crunchies, health bars, chips, popcorn, sweets, cakes or sweet biscuits in your child's lunch box.

Also, to help your child, do not "wrap" food, neither fruit nor sandwiches, simply put it into the lunch box compartments.

Please do not send too much food, this is merely a mid-morning snack.

CLOTHING AND SHOES

PLEASE ensure that your child is dressed in self-help clothing, suitable for creative work.

He/she should be able to dress himself/herself from top to toe. In particular, children **MUST** be able to put on and take off their own shoes.

LACE-UP SHOES, PLATFORM SOLES, "HEELIES" AND SLIP-



ONS/SLIP-SLOPS WITHOUT BACKS ARE NOT PERMITTED.

Gumboots are only allowed on rainy days.

Also, children's hair should be neat and tidy. Particularly, boys' haircuts should be of an appropriate length.



ADDRESS LISTS

You will soon be receiving updated Address Lists. Please complete and return your Security Form ASAP, if you have not already done so, to expedite the typing of these.

These "rules and regs" are promoted in the interests of the efficient running of the School and in order to enhance your child's self-management, independence, growth and development. Please respect and keep to them.

Thank you!

Until next time.
Yours sincerely

A handwritten signature in blue ink that reads "B J Daniel".

B J DANIEL
Principal