



Dear Parents

We welcome you to St Martin's Pre-Primary School and bring certain points to your attention ....

### PARENT CONTRACT

As a member of the Independent Schools' Association of Southern Africa (ISASA) and in the light of the Consumer Protection Act and the Protection of Personal Information Act, St Martin's has a Parent Contract. This serves to protect the interests of both parents and School. To this end, the enrolment and registration process is only deemed finalised once all related documentation has been signed and returned.

### SCHOOL HOURS

School hours are:

Younger/Middle Groups	8.00 a.m. to 12.15 p.m.
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We would appreciate greatly your co-operation in keeping them.

### Absentees

Please notify the School by 9.00 a.m. on the days that your child is absent, giving reasons. You may do this by 'phoning the School or by filling in the Microsoft Absentee Form, the link for which will be sent to you.

Please do not use WhatsApp Groups or the School's email to notify us of absence. These are not monitored regularly during the school morning.

Although, pre-primary schooling is not compulsory, children benefit from consistent attendance in terms of their emotional, intellectual and social development.

### Arrival Routine

**The School Gate opens officially at 7.15 a.m. and closes at 8.00 a.m. SHARP.**

When you bring your child into School, please:

- ❁ Park on Chelsea Drive.
- ❁ Do not park in any of the neighbours' driveways.
- ❁ Cross the road at the crossing (if need be) and proceed to your child's classroom.
- ❁ Encourage your child to walk into the School and carry his/her own school bag, to enhance the development of independence and self-management. Avoid carrying your child.
- ❁ If you want to do a puzzle or play a game with your child, please arrive early enough to do so before tidy-up time at 7.45am. The Early Morning Ring will start promptly at 8.00am.

- ❁ After you have done your "parenting duties", go and enjoy a cup of coffee or tea on the Patio.

### Coffee

Once you have dropped off your child, we invite you to enjoy a cup of coffee and mingle and get to know other parents from 7.15 -8.00 a.m. Often, the friendships that are made at pre-primary are the lasting ones ....

### Home Time Routine

**The School Gate opens at**

- 12.15 p.m.: Younger Group (Purple Groups)**
- Middle Group (Green Groups)**
- 12.30 p.m.: Grade R (Red Group).**

Please make every effort to collect your child on time, as children may become anxious if they feel they have been left behind.

The children shall assemble in the Church Patio. Once you have entered the Drive-Through, he/she shall be called and helped into your vehicle or that of the lift club or transport.

### MEDICAL INSPECTIONS

We are fortunate to have the services of a Doctor and Dentist who see each child once per year. If treatment is required, you shall be referred to your own Doctor or Dentist. These visits are free of charge.

In the interests of health and hygiene, each family if asked to bring to School at the start of Terms 1 and 3:

- ❁ A box of tissues
- ❁ A two-pack of Roller Towels
- ❁ A large pack of wet wipes

During the year, an Audiology Screening is offered to children in all the classes and the children in Grade R may also be seen by an Optometrist. Both examinations are optional, and you shall be charged extra for them.

### ILLNESS AND MEDICATION

If a child becomes ill during the school morning, parents shall be called to collect him/her, especially if the child has a temperature.

If a child is found to have a contagious/infectious disease, e.g., chickenpox, lice or measles, the School Office must be notified **directly**. The child may only return to School with a Medical Clearance Certificate.

Once again, sharing on the WhatsApp Groups or email shall not suffice.

Please note that, in accordance with Education Department regulations, we are not permitted to administer any medication, except for those required in life-threatening situations.

However, if your child goes to After-Care and is taking a medically prescribed course of antibiotics, the After-Care teacher may give the mid-day dose, provided that a Medical Indemnity Form is signed.

### **LIFT CLUBS**

Please ensure that you complete the Lift Club Arrangements Form if your child is to be transported in a lift club.

If your child goes home on a playdate, please ensure that the School is notified via the Notebook of at least one of the children concerned.

Children shall not be allowed to go home with anyone other than their parents unless the School has been duly notified.

Please help us by keeping lift club arrangements as **simple and unchanging** as possible. The School must be informed in writing of changes to lift club arrangements.

- ✿ The other adults in the club **must be** informed of changes or additional charges, i.e., illness or friends to play. **THIS IS NOT THE RESPONSIBILITY OF THE SCHOOL.**
- ✿ Be prompt in fetching your group.
- ✿ Limit the size of your lift club - for the physical safety and emotional welfare of the children you are lifting.

### **SCHOOL FEES**

School fees are determined annually, and detailed in the attached Fees' Increase Letter.

You may decide to pay fees for the year (with a discount of 5%, payable by mid-February), by the term or monthly, over 10 months from January to October or over 12 months from January to December. **In each instance, fees are payable within the first two weeks of each term/month.**

Please complete the Fees' Payment Liability within the Parent Contract to indicate your choice.

**TERMLY FEES MUST BE PAID IN FULL BY THE END OF OCTOBER; 10-MONTHLY FEES MUST BE PAID IN FULL BY THE END OF OCTOBER and 12-MONTHLY FEES MUST BE PAID IN FULL BY THE END OF DECEMBER.**

**Kindly respect and honour the Fees Contract that you have with the School and pay timeously. We all have financial responsibilities. Failure to pay your school fees on time, can affect the cash flow the School, its effective functioning and even the payment of teachers' salaries.**

From time to time, parents may be levied a charge,

to facilitate the School's efficient functioning.

Such an amount shall be compulsory and shall be invoiced along with the school fees.

In 2025, The Maintenance Levy is R1000.00 per family and shall be paid at the start of the year in one instalment.

One FULL term's notice of withdrawal is required, in writing, in lieu of which a full term's fees are payable. This will be upheld stringently.

As St Martin's Pre-Primary is an independent school, parents are liable for fees without exception. Therefore, school fees must be paid timeously, i.e., within two weeks of the *start* of the term or month.

In the event of school fees being more than sixty days in arrears, your child shall be asked to leave the School.

Similarly, a defaulting parent shall not be allowed to bring their child back to School for a following term if school fees are not paid up in full by the end of each term.

Fees are receipted by the School Bursar and payments reflected on your fee statement.

### **INSURANCE**

Each pupil shall pay a compulsory insurance levy. Details shall be circulated at the beginning of the school year.

### **AFTER-CARE and HOLIDAY-CARE**

St Martin's offers both After-Care and Holiday-Care facilities, under the leadership of the teachers. Please fill in the After-Care Enrolment Form if you would like your child to attend.

During the term there are two possible After-Care sessions; from 12.30 p.m. - 2.30 p.m. and from 12.30 p.m. - 5.00 p.m.

Please note: parents are required to sign their children in the After-Care/Holiday-Care Register.

Casual Attendance is also allowed, as is Extra-Mural After-Care for children waiting for the start of an extra-mural activity or delayed pick-up.

Please note: Full Day After-Care Fees shall be charged if Half Day pupils are collected after 3.00 p.m.

Children are required to bring their own lunch and mid-afternoon snack; parents are asked to provide similar food to that suggested for Snacktime. (An After-Care lunchbox shall be debited to your account.) A Suggested Snacktime Menu is attached.

Casual and Extra-Mural After-Care Fees are debited monthly. The 2025 Fees are included in the attached Fees' Increase Letter.

Holiday-Care shall be available during the school holidays from 7.30 a.m. - 12.30 p.m. or from 7.30 a.m. - 5.00 p.m.

Holiday-Care is open to pupils of the School and outsiders. School siblings, up to the age of 9 years, may be considered in the event of availability of spaces.

It should be noted that the Holiday-Care facility shall be closed for the first week of the July school holidays and from mid-December to early-January each year.

### **PARENTS' ASSOCIATION**

Parents become members of the St Martin's Pre-Primary School Parents' Association when their children enter the School and are invited to attend all meetings and functions.

Volunteers are invited to serve on the Parents' Association Committee. The primary purpose of the Parents' Association Committee is to raise funds for special projects and the purchase of additional equipment.

In turn, the Executive of the Parents' Association Committee serves on the Governing Body of the School.

You are invited to peruse the Governing Body and PA Committee Meeting Minutes on the Noticeboard in the Green Room.

It should be noted that, although, parents are urged to become involved actively in the life of the School emotionally and in terms of time and fundraising, they are under no duress or pressure to give beyond that with which they feel comfortable or able.

However, please register for My School and School-Days, and identify us as your beneficiary. Then a percentage of your spend comes to the School with no extra expense or effort on your part. See attachment.

### **NEWSLETTERS**

The School sends home regular Newsletters via the WhatsApp Groups and email, informing you of "what's on the go".

In many instances, these are accompanied by digital Reply Slips/Microsoft Forms to establish anticipated attendance and numbers at School and Parents' Association functions.

Please inform the Secretary if you would like a hard copy of the Newsletters and/or Reply Slips. These are also posted on our webpage at [www.stmartinspreprimary.co.za](http://www.stmartinspreprimary.co.za). You can also join us on Facebook and Instagram!

### **SECURITY**

Remember to tell us if your number/contact details change, as we need these to be current in case of emergency.

Please note that the Church and School Gates are kept locked during the mornings. Parents visiting the School should use the intercoms to gain admission. The Secretary shall answer the intercom and/or come to the gate.

**IT IS ESSENTIAL THAT YOU CLOSE THE GATE FIRMLY ONCE YOU HAVE BEEN "BUZZED OUT", IN THE INTERESTS OF THE CHILDREN'S SAFETY.**

No child shall be allowed to go home with anyone other than his/her parents unless the School is notified via the School Notebook. Emergency arrangements may be made telephonically.

E-MAIL NOTIFICATION (in either case) IS NOT PERMITTED, AS THE SCHOOL EMAIL IS NOT ACCESSED ALL DAY.

When dropping or collecting your child, please remove valuables from your car and bring them into School. Also check that your car is locked. Several remote jammings have occurred, albeit that we have surveillance cameras.

### **REQUIREMENTS**

- ✿ **A hard-cover notebook**, which is used for messages to and from home. Please initial all notes, Newsletters, etc. sent home from School. The Notebook shall be provided by the School and debited to your account.
- ✿ **A standard lunch box**. This shall be provided by the School and debited to your account. A second lunch box shall be provided for children in the After-Care Programme.
- ✿ **A school bag**. This shall be provided by the School and debited to your account. Your account shall also be charged for a Library Bag and Art Bag.
- ✿ **Self-help clothing**. Each child should be able to dress himself/herself independently. Please avoid clothing with back fastenings, dungarees or the like.
- ✿ **A pair of shoes** (with Velcro fastenings), sandals or slippers with an elasticised ankle strap. Shoes must be worn to School every day, in the interests of independence and self-management. Lace-up shoes are **only** permitted if your child can tie his/her own laces, or the shoes **must** be threaded with elastic to allow the child to put them on himself/herself. SLIP-SLOPS WITHOUT BACKS ARE NOT ALLOWED. GUM-BOOTS MAY ONLY BE WORN ON RAINY DAYS.

**Please ensure that these Reply Slips are completed timeously, even in the case of nil returns.**

Our Secretary appeals (urges, begs, cries out!!) to you for assistance in this regard, chasing up late returns is frustrating!

Please see the handout, Parent Power - Feet and Shoes (this is very informative and quite alarming!).

- ✿ **School clothing.** You shall be debited for a School T-Shirt, Sweat-Shirt and School Hat.
- ✿ **Fun T-Shirts.** You may purchase optional Fun T-Shirts, should you so wish.
- ✿ **A pair of panties/underpants,** in case of accidents. Please send these in a plastic bag. CHILDREN SHOULD, HOWEVER, BE TOILET-TRAINED.
- ✿ **A jersey or top with long sleeves.**
- ✿ All garments and shoes must be **clearly marked** with your child's name. The Lost Property Box is situated in the Orange Group Locker Area.
- ✿ **Your child's hair shall be neat and tidy.** For boys, their hairstyle shall be of an appropriate length.
- ✿ **Provisions: Terms 1 & 3:** A box of tissues; a two-pack of Roller Towels and a large pack of wet wipes. **Terms 2 & 4:** A ream of A4 Photocopy Paper.

### TOYS

Please do not allow your child to bring toys to School as this causes arguments and heartache! Special toys may be shown to the teacher before School.

### MORNING SNACK

Your child shall bring his own food to School - please follow the guidelines for a healthy, small snack.

Snacktime is just that – a little energy boost and the chance to enjoy some social engagement. Do not send too much food.

Water shall be served at Snacktime. Sweets, chips, popcorn, chewing gum, sweet biscuits and cakes are not allowed.

The School also has several other "water breaks" included in the Routine, when the teachers ensure that all of the children have a cup of water.

### OPEN DAYS

There are "Open Mornings" during the second and fourth terms, when parents can visit the School to see what we are doing.

A special Grandparents' Day is set aside in the third term, as is a Helpers' Day (for your domestic helpers) in the fourth term.

Dates shall be posted in the School's Newsletters and on the WhatsApp Groups.

### ENVIRONMENTAL THEMES

An umbrella theme is selected each term, and this is explored in various ways in the School Programme; through lessons, creative activities, stories, etc., with displays mounted every two weeks.

Parents are encouraged to help with the collection

of materials, the loan of appropriate books and pamphlets, or with a little expertise.

### GRADE R OUTINGS

The Environmental Themes are extended through Grade R visits to places of interest in and around Durban.

Parents are invited to assist with supervision and transport. Notification of outings shall be posted in the first Newsletter of each term.

Each Grade R child is required to wear closed shoes and a School T-Shirt/School Sweatshirt and a School Hat on outings.

He/she shall also bring a disposable "snack in a bag" and a bottle of water. (No yoghurt or junk food please!!)

### BIRTHDAYS

Parents and grandparents are invited to attend their child's special Birthday Ring. This may or may not be on the child's actual Birthday. It shall, however, be on the closest day convenient for the School. Your child's teacher shall contact you to arrange a date and time.

Cupcakes/savoury snacks and chips may be provided as a special treat for your child's group. (1 x cupcake/snack per child and two packets of chips are the usual provisions!)

The School is prepared to distribute party invitations via the Notebooks; you may also circulate them via the Class WhatsApp Group, if all of the children are invited. Regrettably, we are unable to send out thank you notes.

### LIBRARY

The children take home puzzles and books in alternate weeks. Puzzles/Books are returned to the School on **TUESDAYS** and issued on **WEDNESDAYS**. Please help your child to remember to bring his/her Library Bag on Tuesdays. (And the Art Bag too!)

### CHARITY-DAY

A few cents brought to School on **FRIDAYS** helps us support local charities. Each year the PA Committee chooses a cause for us to support and 10% of all fundraising monies, as well as the charity collection, is donated to the identified charity.

### MONDAY: ANTI-WASTE DAY

As most of our handwork activities depend on the use of anti-waste materials, we would appreciate if you could save the following articles for us. Please bring them on **MONDAY MORNINGS**.

"Produce" boxes, match boxes, paper, silver/gold paper, cardboard off-cuts, corks, small yoghurt cups, polystyrene trays, apple box packing, egg boxes, washed eggshells, dried tea leaves, Purity bottles, plastic ice cream containers with lids (both 5 lt and 2 lt), Christmas cards, odd pieces of material, wool, buttons, cotton reels, cigarette boxes (large and small), etc.

Anything else that you think may be useful ....  
Should you know of a factory with interesting off-cuts/waste items, please let us know. Particularly, we would welcome help in sourcing and collecting pine wood off-cuts for use at the woodwork bench.

### RE-CYCLING

The School has re-cycling bins for glass, paper, tins, Tetra-pack, plastic and used printer cartridges. Where appropriate, items should be thoroughly rinsed before placing them in the bins. Re-cycling also takes place on **MONDAYS**.

Please sort cardboard boxes/cartons into the coloured anti-waste boxes before filling up the "Paper" wheelie-bin, as we use them for box construction activities.

### CREATIVE OPPORTUNITIES

The School Programme offers your child many opportunities to develop aesthetically through artwork, musical experiences and creative problem-solving.

We explore different paint and art techniques and encourage spontaneous and uninhibited participation.

In order for you to assist in fostering your child's creativity, we kindly ask you to provide a ream of Photocopy Paper at the start of Terms 2 and 4.

You can further enhance this growth and progress through the provision of fine muscle activities at home. Please allow your child to cut, stick, paint and draw ....

Please note, the clothing your child wears to School should allow for this creative process.

Creative activities shall go home in your child's Art Bag on **THURSDAYS**. Please return the empty bag to the School on **TUESDAYS**, with the Library Bag.



### POINTS TO PONDER ....

The St Martin's staff are dedicated to the education and care of your child, and we always go that "little bit further".

So, please hand out bouquets as well as brickbats and avoid negative gossip.

Constructive criticism is always welcomed in our School but sometimes parents forget to say "thank you" too, e.g., for Mother's and Father's Day gifts - they would not happen without the thought, planning, organisation, and motivation of your child by the staff! We are only human and also like to feel

appreciated ....

- ✿ You can communicate via [admin@stmartinspreprimary.co.za](mailto:admin@stmartinspreprimary.co.za)
- ✿ Prayer requests may be submitted via the Office
- ✿ Don't forget to visit our webpage at [www.stmartinspreprimary.co.za](http://www.stmartinspreprimary.co.za)
- ✿ Find us on Facebook and Instagram
- ✿ GB & PA Committee Minutes are available for perusal on the Noticeboard in the Big/Green Room
- ✿ Member of  **ISASA**  
Independent Schools Association of Southern Africa  
Quality Values Diversity
- ✿ Registered with the Department Of Basic Education 
- ✿ Don't forget to register with My School and School-Days, this really helps us with our fundraising target for the year.



*We trust that this document will offer guidelines as to how the School functions but please speak to any of the staff if you require further clarification.*