

## **CHILDREN LEARN WHAT THEY LIVE**

*If a child lives with criticism*

*He learns to condemn*

*If a child lives with hostility,*

*He learns to fight.*

*If a child lives with ridicule,*

*He learns to be shy.*

*If a child lives with shame,*

*He learns to be guilty.*

*If a child lives with tolerance,*

*He learns to be patient.*

*If a child lives with encouragement,*

*He learns confidence.*

*If a child lives with praise,*

*He learns justice.*

*If a child lives with security,*

*He learns to have faith.*

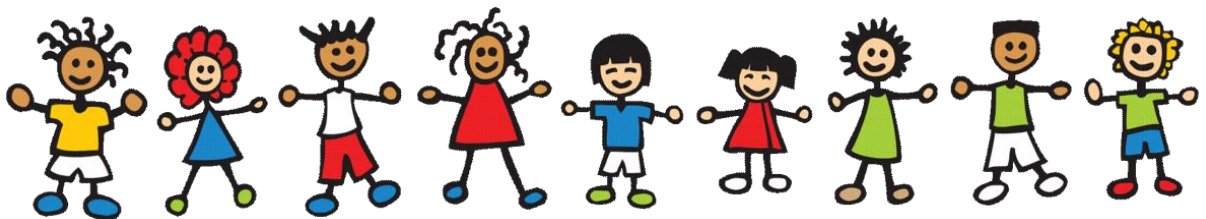
*If a child lives with approval,*

*He learns to like himself.*

*If a child lives with acceptance and with friendship,*

*He learns to find love in this world.*

*(Unknown)*



## **MISSION STATEMENT**

At King's School we endeavour to provide a multi-faceted, quality education in a warm Christian environment in order to bring out the potential that God has for each child.

## **VISION STATEMENT**

At King's School we are committed to:

- providing a variety of age appropriate learning experiences so that the children may develop academically, emotionally, socially and creatively in order for them to reach their God given potential in a secure and well developed environment.
- having educators who are committed followers of Christ reflecting Him in their day to day activities with the children.
- ensuring that we have a staff whose daily operational activities are a consistent model of integrity, efficiency and accountability based on Biblical values.
- ensuring good relationships, open communication and support are established and developed between parents and other stakeholders.
- ensuring that the school is governed and managed ethically, efficiently and effectively.

## **VALUES**

- Biblical worldview
- Godly relationships and influence
- Excellence
- Stewardship

Dear Parents/Guardians

We are so pleased to welcome you and your family to King's School.

Children are very special to GOD and to us here, at King's. We will do our best to ensure that your children are loved, cared for and made to feel safe and secure while they are in our care.

Each school is unique and to acquaint yourself with King's School we have listed a couple of items to assist you in settling into our school routine.

Please take cognisance of our Code of Conduct as well as the Financial Contract which is included in this Prospectus.

## **COMMUNICATION**

Regular and open communication between the school and parents is vital. A close relationship enhances scholastic progress. Please feel free to contact the teacher and / or Principal should you have any concerns. An appointment can be made via the office, your child's message book or email. Our forms of communication are:

- Your child's Message Book
- d6 Communicator
- Telephonically (021 595-0059)
- Email ([goodwood@kings.org.za](mailto:goodwood@kings.org.za))
- Facebook
- Website ([www.kings.org.za](http://www.kings.org.za))

Each child receives a Message Book at the beginning of the year. Please ensure that your child not only brings this Message Book to school each day but that you check and acknowledge any notices pasted in the book on a daily basis.

## **SCHOOL HOURS**

<b>Early care</b>	07h00 - 08h00
<b>Discovery Class</b>	08h00 - 12h15
<b>Beginner Class</b>	08h00 - 12h15
<b>Pre Reception Class</b>	08h00 - 12h30
<b>Grade R</b>	08h00 - 12h45
<b>Grade 1</b>	08h00 - 13h00
<b>Grade 2</b>	08h00 - 13h00
<b>Grade 3</b>	08h00 - 14h00
<b>Fridays</b>	08h00 - 13h00
<b>Grade 4</b>	08h00 - 14h30
<b>Grade 5</b>	08h00 - 14h30
<b>Grade 6</b>	08h00 - 14h30
<b>Fridays</b>	08h00 - 13h00

Aftercare/Holiday care closes at **18h00**. Parents collecting children after 18h00 will be fined R100 for every 15 minutes or part thereof.

## **UNIFORM (Grade R)**

Please mark all your child possessions legibly.

### **School Bag**

Small backpack big enough to accommodate an extra pair of clothes and lunch box.

## **GRADE R Summer Uniform**

### **Girls & Boys**

- White round neck plain white short sleeved t-shirt (no logos)
- Navy blue shorts
- White socks and white takkies (Velcro fastening)

## **GRADE R Winter Uniform**

### **Girls & Boys**

- White round neck long sleeved t-shirt (no logos)
- Navy blue tracksuit
- White socks and plain white takkies (Velcro fastening)
- All items are available from any retail store.

## **UNIFORM (Grade 1 – 6)**

Please mark all your child possessions legibly.

### **School Bag**

A plain navy school bag with reinforced interior is required. No logos.

## **Summer Uniform**

### **Girls**

- King's School Skorts
- King's School short sleeved golf shirt
- White socks & plain white takkies

### **Boys**

- King's School Shorts
- King's School short sleeved golf shirt
- White socks & plain white takkies.

## **Winter Uniform**

### **Girls & Boys**

- King's school tracksuit
- King's School long sleeved golf shirt
- White socks & plain white takkies
- King's School Polar Fleece (optional)
- King's School Windbreaker (optional)

## SPARE CLOTHES

Children from the Discovery Class to Grade R must have a spare set of clothes and underwear in their schoolbags **every day**.

## ARRIVAL OF CHILDREN

- ❖ Children must arrive punctually in the mornings and be collected at the appropriate times each day.
- ❖ **All** children attending Earlycare (07h00 - 08h00) must be accompanied by an adult and signed in each morning. Breakfast is only served from **07h00 – 07h45**.
- ❖ **Children from Discovery Class – Grade R (included)** must be handed to their respective teacher at 08h00. Children **may not** be left unattended. Should you not be able to remain with your child until 08h00 your child must be booked into Early care. No child may be left unattended on the playground before 08h00.
- ❖ **Children from Gr 1 – Grade 6** may be dropped off at school from 07h30. Should you not be able to remain with your child until such time, you may utilise the Early care on an adhoc basis at the current hourly rate.

## DEPARTURE OF CHILDREN

- ❖ Parent / person collecting child is required to sign in on arrival at King's School.
- ❖ The School must be notified if your child is being collected by anyone other than yourselves. (This includes play dates with classmates) This may be done in either of the following ways:
  - Noted in the Message Book in the foyer of the school.
  - Noted in your child's message book.
  - Telephonically or by email to the office in emergency cases.
- ❖ The School must be notified if your child is to be collected outside of the normal school hours.
- ❖ Children not collected within **10 minutes** of the end of their official school day will be booked into Aftercare and parents will be charged accordingly.
- ❖ There is **NO** grace period after extra mural activities or any of the after school care options. Children left unattended will be booked in to Aftercare and parents charged accordingly.
- ❖ Children may only leave the premises once their Exit Card, which is issued by the School, is handed to security.

## **ABSENTEEISM**

- ❖ If your child is ill, please keep him / her at home and advise the school. Please also inform the school if your child contracts an infectious illness such as chicken pox, measles, etc.
- ❖ A Doctor's Certificate must please be sent to school on your child's return if your child has been absent for more than three (3) days. (This is applicable to Gr 1 – 6 pupils).
- ❖ If at all possible, advanced notification of an expected absence (e.g. surgery) would be appreciated.
- ❖ If your child becomes ill during school hours, you will be requested to collect him or her.

## **MEDICATION**

- ❖ Should your child require medication during the school day, please ensure that the required **Medication Administration Form** is completed with detailed instructions and accompanies the medication. This must be given to the teacher with the medication and **NOT** left in your child's school bag.
- ❖ Medication Administration Forms are available on the Notice Board in the foyer of the school and on the D6 Communicator.
- ❖ NO medication may be administered without this completed form.
- ❖ The onus is on you, the parent, to collect the medication from the teacher or Aftercare staff at the end of the day.

## **MONEY**

- ❖ ALL money sent to school must please be placed in an envelope or bank bag clearly marked with your child's name and surname and his / her class and reason for the money.
- ❖ There is a POST BOX in the foyer of the school with a Post Box Book. Monies must be noted in the Book and then placed in the Post Box.
- ❖ Please do not hand cash to **ANY** staff member.

## **BEHAVIOUR & DISCIPLINE**

We recognise the role that we play in shaping basic values and acceptable forms of behaviour. Parents are expected to support the teaching staff in this matter and reinforce the behaviour that is expected in the school's Code of Conduct, at home.

## **HEALTHY FOOD**

Parents are requested to provide a healthy lunch box for the mid morning snack time. NO sweets, chocolates, chips or fizzy drinks are allowed.

## **BIRTHDAYS**

Birthdays are special times. Those children who wear school uniform to school may wear casual clothes on their birthday. If you would like to send a treat for the class, we request that it be brought to school before 10h30 and that you only send ONE 'sweet' item – e.g. A cupcake – PLEASE do not send whole cakes)

## **CHANGE OF ADDRESS**

Please notify the office if you have any change of address/ telephone numbers, be it either an office or work number, to ensure that you are contactable in case of an emergency.

## **PARENTAL INVOLVEMENT**

Parents are expected to join us for parent meetings and social activities.

We would really value and appreciate the help and support wherever you are able to. Please let us know if you have any contacts for items that the school may need e.g. scrap paper, items for crafts, Festival, indoor/outdoor apparatus, etc.

It is also vital, in the interest of your child, to inform us if you are experiencing any issue, e.g. moving house, bereavement, domestic problem etc. All information will be treated in the strictest confidence.

We trust that your association with us will be a happy one.

**Neville Ontong**  
**PRINCIPAL**

## **EXTRA-MURAL ACTIVITIES**

### **Extra Mural (ECD & Grades 1 & 2)**

The following privately run extra mural activities are available at King's School. Brochures for the various private murals are available from the school office. All queries regarding these activities must be made directly with the relevant coach / teacher.

*Click a Mouse, Cricky Cricket, Drama, Soccerise Starz, Beaux-Arts Pottery, Vibrant Dance School and All Stars Gymnastics.*

### **Sports Activities**

King's School sport activities take place on Tuesdays and Wednesdays for Grades 1 - 6.

At the beginning of each term a timetable of all extra-mural activities is sent home, indicating practice days and times for each sporting activity.

## **EARLY CARE AND AFTERCARE FACILITY**

- Early care: 07h00 - 08h00 – Cereal / toast served from **07h00 – 07h45 only**.
- Aftercare: 15h00 or 18h00. Light lunch and snack served.
- Holiday care: during school holidays from 07h00 - 18h00.
- Supervised homework - Grade 1 - 6.
- King's School Code of Conduct applies.

Our Aftercare operates during the school terms from the time the child's class is dismissed until either 15h00 or 18h00. When fetching your child, please inform one of the assistants who will in turn give you your child's exit card and then sign your child out.

**NB. A fine of R100.00 per child for every 15 minutes will be charged from 18h00.**

Holiday care is a service offered to our King's School children during the school holidays. The cost is calculated over 12 months and must be paid together with your school fee debit order.

Should your child not be signed up for holiday care for the year, we have an option of a 5 day adhoc holiday care service. This entitles parents to utilise our holiday care in an emergency for up to a maximum of 5 days for the entire year. There is a levy charged of R100.00 and then the daily fee is calculated by dividing



the annual amount of the year's holiday care fee by the number of actual holiday care days. This information can be obtained from the office.

### **ADHOC AFTERCARE AND FINES**

Parents can make use of the Aftercare on an adhoc basis during the term. Please note your child's name in the message book situated in the foyer of the school should you wish your child to attend adhoc aftercare. In order for your child to get lunch, this instruction must be noted in the book or phoned through to the office by no later than 10h30. The charge of adhoc aftercare is stipulated on our Fee Schedule.

Adhoc Aftercare charges and Aftercare fines are not covered in your debit orders. This amount must be paid by EFT or at the office.



# CODE OF CONDUCT

## GENERAL

- Children must honour the Lord in all they do and say.
- Children need to submit to the authority of King's School Staff and listen and be obedient at all times. The children need to co-operate in all school activities.
- Children are expected to be polite to others at all times.
- Children may not interrupt adults while they are talking unless it is an emergency.
- Children are not allowed to 'push-in' in front of each other or between the lines.
- Children may under no circumstances endanger another child – this includes no pushing, biting, hitting, scratching, etc.
- Children are not allowed to bring any toys to school.
- Cell phones are prohibited.

## INSIDE RULES

- Children are to pay attention by sitting still and being quiet during teacher directed activities.
- Children are only allowed to walk and not run in the classroom.
- Children are only allowed to talk quietly or whisper and not shout.
- Children must pack away toys quickly and quietly.

## OUTSIDE RULES

### General

- Children need to respect each other. No screaming, hitting, pushing, pulling, karate wrestling and rough dangerous play. However, they can rough and tumble but under a watchful eye and supervision.
- No throwing or hitting or breaking of equipment.
- Only Grade 1 – 5 are allowed to eat on the playground. They must eat on the paved area and must sit while eating. Litter must be placed in the bins.
- Children are allowed to play in designated areas only.
- No running on the walkways or climbing on the drainpipes and veranda poles surrounding the play area.
- Children may not throw stones, sand or water at one another.
- Children must walk on the paving. No running.

### Sandpit

- Sand to stay in the sandpit and not carried around.
- No throwing of sand.
- Sand toys need to stay in the sandpit and not removed to other areas.

### Climbing Frames

- No pushing or interferences with one another while on the equipment.
- Only one child at a time on the monkey bars at any one time.
- Nothing to be taken onto the equipment. i.e. toys or food.

### **Slide**

- Only slide down the slide one at a time.
- No climbing up the slide.
- Do not pick up the bottom of the slide.

### **Mats**

- Mats that are situated under the outside toys i.e. end of the slide, may not be lifted up or else they will crack.

### **Wheel toys**

- Need to be handled with respect.
- May not be smashed into each other or against the walls.
- Only to be used on the paving next to the halls.
- May only be used by Discovery – Grade R classes.
- Grade 1 – 6 children may not use the wheel toys.

### **Balls**

- Soccer can be played on the long stretch of grass only at suitable times and under supervision.

### **Tyres**

- Need to be put out for the children to use.
- They may not be piled higher than three tyres high and may not be put under the climbing equipment. They may ONLY be used for walking & climbing on.
- Need to be stacked on paving at the end of play.

### **Swings**

- Children may only swing when supervised.
- Only one child on a swing at a time.
- Children may only swing while sitting. Standing on swing is not allowed.
- Only one child is allowed to push a friend on request.
- Children need to allow each other to take turns on the swings.

### **Cargo net**

- Only two children at a time.
- All go in the same direction.

## **UNIFORM / PUPILS' PERSONAL APPEARANCE CODE**

### **Girls**

- Girls' hair must be neat and out of the eyes. Shoulder length hair must be tied up (plaits / ponytail). Hair accessories may only be plain white. No fancy clips / grips may be worn.
- Girls may only wear gold or silver small 'sleepers' or stud earrings.
- No jewellery is permitted except for medical bracelets, chains and plain ear studs.
- No tattoos are permitted.
- No nail polish may be worn on either fingernails or toenails.

## Boys

- Boys' hair needs to be short and tidy. No fashionable styles with 'steps' are permitted.
- No earrings may be worn.
- No tattoos are permitted.

Fashionable hairstyles, perms, gel or colouring will NOT be permitted for either boys or girls.

## HYGIENE CODE

- Parents are requested to teach children the importance of personal hygiene. i.e. daily bathing, regular washing of hands, twice daily brushing of teeth, etc.
- Nails must be kept short and clean at all times.
- Hair to be washed regularly and checked for lice.

## DISCIPLINE POLICY

We would like you to be aware of how we follow up on the children's behaviour at school.

It is important for you to know that teachers use various forms of positive reinforcement to encourage acceptable behaviour.

If a child chooses to misbehave we have arranged steps in place to be used as is appropriate for each individual child:

- The teacher speaks to the child and reminds him / her of acceptable behaviour and what he / she has done wrong.
- The child is given a choice to either behave acceptably or face the consequences.
- The consequences of misbehaviour are: 'time-out' at various degrees and break detention for the older children.
- The teacher may need to discuss the child's behaviour with the parents so that parents and teacher can work together to rectify the child's behaviour.
- If the child is still not responding appropriately the Principal will arrange to meet with the parents and teacher.
- If the Aftercare has a problem with a child, the Aftercare Supervisor must inform the class teacher.
- If a serious offence occurs the Principal will call the parents in immediately and remind them of the clause in the Financial Contract which is signed by each parent on admission of the child to the school.

Financial Contract – Clause 6 & 7

***“All pupils are subject to the system of discipline and the rules in force at King's School. The Principal has the power to expel any pupil at any time for reasons, which he or she, in his or her discretion, deems adequate, and in this event we shall remain responsible for all fees and disbursements for the relevant term.*”**

## PARENTS' CODE

- Parents are not allowed to leave their children unattended on the playground before the official arrival time for the child's respective class. Children from Discovery Class – Grade R must be accompanied by their parents to their respective class and handed to the teacher.
- Please be punctual when bringing your child to school.
- Please provide a healthy lunch for your child.
- Parents are requested to park in the designated parking bays.

### Matthew 18: 15 – 17

#### PRINCIPLE OF CONFLICT RESOLUTION

- Speak to the class teacher if you are unhappy about things happening in the classroom.
- If the issue is not resolved, speak to the Phase Head. A meeting will be coordinated by the Phase Head and relevant teacher.
- If the situation is not resolved at this stage, the matter will be brought to the Principal's attention who in turn will set up a meeting with the parties concerned.

Our philosophy of conflict resolution is to at all times have a 'restorative' outcome rather than punitive.

**Please reinforce the Code of Conduct with your child.**

