



## Foundation Phase Information Letter

Dear Parents and Learners,

We would like to welcome you in your new grade at Brackenhurst Primary School and we trust that for all of you this will be a long and happy association with the school.

We, as a staff, are very aware of our responsibility in ensuring that your child is well prepared to face the challenges of the year, and thus we have deemed it necessary to inform you of all our expectations for the year. Please ensure that you keep this copy for easy reference at all times.

**PREVIOUSLY WE HAVE FOUND THAT PARENTS HAVE SIGNED THE TEAR OFF SLIP AT THE END OF THIS INFORMATION BROCHURE WITHOUT HAVING STUDIED ITS CONTENTS CAREFULLY, TO THEIR OWN DETRIMENT. WE STRONGLY URGE YOU TO READ THE CONTENTS IN DETAIL AS IT CONTAINS VITAL INFORMATION.**

### General:

1. You have entrusted your child to our care for approximately five and a half hours a day. It is our duty to assist your child in acquiring the necessary life skills, to instruct and train them to achieve different objectives not only in those that they find enjoyable but also in those activities that they have to do.
2. All children have different personalities and needs. It takes a while to begin to understand each child's needs.
3. We ask you to please assist us in not over reacting to everything your child tells you. Listen carefully to what they have to say. If you think that you should react, send a note to the teacher or phone the office and leave a message. The teacher will contact you either by phoning you or writing you a note.
4. One of our objectives is to develop the learners' self-image and confidence by encouraging freedom of speech and motivating them to overcome life's obstacles and challenges yet still realize that there are certain parameters at school and in life.
5. We strive to provide effective education and we kindly request that you act positively within the process. Teach your child how to cope and be self-sufficient.
6. Effective learning is achieved through your child's willingness and readiness, your reinforcement at home and our ability to transfer knowledge and develop skills.
7. Parents/Guardians are requested to bring to the attention of the school any difficulties, problems, situations or crises that exist or begin developing at

school or at home, which may affect the learner. Please make use of the channels of communication when bringing such situations to the attention of the educators. It is important for the educators to know what is affecting the learner in order for his/her behaviour at school to be monitored accordingly. Confidentiality will be maintained at all times.

8. Recommendations suggesting or requesting an assessment, speech therapy, occupational therapy, etc. should be followed up on as soon as possible. It is essential that communication between the educators and the parents/guardians takes place on a regular basis to facilitate the assistance being given to the learner. The educators, the parents/guardians and all professionals concerned make up an important team to meet the special needs that a learner may have. In cases of this nature, you are required to contact Mrs. Cannon (Academic HOD, Foundation Phase) or Mrs. Engelbrecht (HOD - Learner Support - School Based Support Team).

School Hours :

Please be advised that the school times are as follows:

**Monday - Friday: Grade 1;2 and LSEN: 07:50 - 13:30**

**Monday - Friday: Grade 3 -7: 07:50 - 14:00**

**School gates are closed at 7:45**

Please ensure that your child is at school on time every day. Not only do late-comers 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. All late-comers must report to the office for a late note before being accepted into a classroom.

Home time and afternoon organization:

For Grade 1 and 2 learners:

Learners are separated into two groups at the end of the day; -

- Those who go home on any form of public transport (taxi; aftercare etc.) will be escorted with the relevant teachers to the pavilion. These learners are collected from the stands by the relevant transporters.
- Those who are transported home in a private car will wait on the Grade 1 corridor. Parents must make use of the small red gate in front of the Grade 1 classes to collect their children.

For Grade 3 learners:

- At 14:00, those who go home on any form of public transport (taxi; aftercare etc.) will be escorted with the relevant teachers to the pavilion / Jasmine Street motor gate. These learners are collected from the stands by the relevant transporters.
- Those who are transported home in a private car will be escorted to the bottom Begonia Street motor gate.

At these two exit points children will exit the school premises in an orderly fashion once their relevant transport comes to fetch them. Those children who walk home must do so directly once the school bell has rung. They will join the group which would take them to the gate closest to their direct route home. If a younger child waits for an older sibling in the senior school they will do so at the designated area under the watchful supervision of the teachers on duty. They may not wander off into the senior school building and wait there for their sibling.

For safety reasons the top floor of the junior block will be locked until the beginning of the school day at 07:45. Children are to place their suitcases in the demarcated rows in the quad outside the Grade 1 classrooms and immediately exit onto the playground. On days when it is raining in the mornings before school, learners will line up in front of their classrooms until the start of the school day. Learner Representatives will be on duty at these times.

In the event of rain at this time of the afternoon those children transported in private vehicles are kept on the corridor in front of the Grade 1 classrooms and still be supervised by teachers, while those who wait for public transport are kept, supervised, on the grandstand closest to the Jasmine Street gate. Please note that gates are locked during contact time to ensure the maximum safety of your child at all times.

Twenty minutes after the senior bell has rung, namely at 14:20 all children who have been left unsupervised and not yet fetched from school will be kept safely on the stands. This measure has been put in place to ensure your child's safety, as we have found in the past that children left unattended on the pavement get up to mischief such as running in the street, playing soccer in the street, throwing stones at passing motorists and vandalizing our neighbours' property. We strongly advise that all children are collected timeously after school. Should you be unable to do so kindly make the necessary arrangements to have your child supervised at any one of the fine after care institutions in our area.

Governing Body & Sport Representatives:

It is important for academic and learner related matters to be discussed with the school staff. Other matters such as school fees, school development etc. can be discussed with a governing body representative, who will take the relevant issues to the Governing Body meetings which are held once a month. The parent representatives and their contact numbers are as follows:

NAME	GRADE	CONTACT NO.
N. Majola	1	081 596 2293
L. Ciorovich	2	083 680 1324
J. Arendse	3	072 021 7682
L. Ciorovich	LSEN	083 680 1324
L. Moloi	4	084 861 2004
A. Bailie	5	071 934 1454
B. Ramasike	6	082 644 9738
A. Bailie	7	071 934 1454
Gary Mashigo	Sport	(011) 900-1000

Further contact information:

Receptionist:	Laura Brown
Admissions Officers:	Leigh Anne Wilson
SMT - P.A.:	Colette Kruger
Accounts & School Fees:	Linda Joubert
Accounts/Eduadmin Data:	Sheena Heide
Accounts / Debtors:	Honorina de Araujo
Receptionist and Admin:	Lorna-Anne Venter

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, P.E. 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. In the case of medication left at home, an exception will be made, and learners will be given their medication. A new trend has started to develop where parents who are turned away at the office then organise with their children via SMS or phone calls to meet them at the fence at break, and pass items on in this way. Please understand that this is a security risk, as we cannot be sure that it is always a parent at the fence, and that they are handing over legitimate items. Thus, we have instructed the educators on playground duty, to be on the look out for such incidences, and not allow the learners to go to the fences.

Confiscation of items:

Items which are not allowed at school, or items which are deemed to be a danger to other learners will be confiscated by the educator and not returned. Items which should not be at school but which are not deemed dangerous, will be recorded on a confiscation register, and only returned to the learner once the confiscation period has lapsed. The learner will be required to sign when the item is taken away from them, as well as when it is returned back to them.

Absenteeism :

If your child is ill, or has to be unavoidably kept out of school, it is necessary to furnish the school with a short note stating the reason for the absenteeism, on the day of their return to school. If your child is ill for three days or longer a doctor's certificate is required. We will also closely monitor learners who are habitually absent on a Friday and a Monday, and follow up on these cases. Please be aware of the fact that, as a parent, condoning unnecessary absenteeism of your child from school is an offence and we will not hesitate to report such parents to the G.D.E. If we become aware that a learner has stayed off school without a valid reason, even if the parent writes a note, it will be considered as truancy, and noted on the discipline system as such. 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 after continuous assessment has come to an end each term. If you are ever unsure, rather phone the school and speak to the educator concerned. Although we do realise that many specialists only consult during the mornings, and making such appointments is unavoidable, we would appreciate it if all other appointments could be made in the afternoon. Please discourage unnecessary absenteeism.

Work which is missed as a result of a child going on holiday during term time must be caught up by the child on his/her return to school, and not before or during the holiday.

Should a child be absent for whatever reason the onus is on the child to ensure that all classwork and homework is caught up on their return to school. Having said this, please do not send sick children to school as this spreads the illness to many other children, and disrupts teaching and learning.

General Newsletters:

Only the first newsletter of the year is printed as a hard copy and distributed to all families. In this newsletter are clear instructions on how to download free software for the School Communicator, if you have access to a smartphone or a computer please download this software. **Hard copy newsletters will only be printed for those children whose parents request this via a letter to the register teacher.** Newsletters are posted onto the website as well as onto the school's Communicator site on a weekly basis, usually on a Monday. Please read these newsletters carefully and diarise all important dates as this will prevent unnecessary calls to the secretaries. If there is a tear-off slip to a newsletter, please sign it and return it immediately. If you are unable to access the newsletter and you require a hard copy, please send a written request to your child's teacher.

Specific Information Newsletters :

Sometimes it is impossible to put all the required information for parents into a newsletter, especially at the beginning of the year. From time to time a newsletter pertaining to a specific area, such as discipline, will be sent home. Please ensure that these are read and salient points are noted. If there is a tear-off slip your prompt response will be appreciated.

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. Teachers and parents may also make use of Class Dojo for communicating. The register teachers will advise the parents of their classes how this works.

Parent contact details:

We often battle to contact parents, as they have not provided us with new contact details when changing jobs, cell phone numbers, or moving house. This is very frustrating as we only contact parents as a last resort or in cases of emergency. This could lead to valuable time being lost in the case of a medical emergency where the school does not have the authority to remove a child to a hospital or doctor's rooms without parental consent. **PLEASE SEND A WRITTEN COPY OF ANY CHANGES OF TELEPHONE NUMBERS TO THE SECRETARY'S OFFICE,** as and when these occur.

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, the Deputy Principal and finally, 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 interviews are by appointment only. Please make an appointment through the secretaries to see the relevant person as no educator will be called out of class during teaching time. **We would also like to request that you are punctual for all appointments. Failing to arrive on time for an appointment will result in the appointment being cancelled.**

Dress Code :

We do expect the Grade One to Three and LSEN (Learners with Special Education Needs) learners to take pride in their uniform, and adhere strictly to the uniform rules to the very last day of the school year. Girls may not wear more than one pair of plain gold or silver stud earrings or plain gold or silver sleeper earrings, and boys may not wear earrings at all. No jewellery may be worn other than religious symbols and these may not be visible. Neither boys nor girls may have their hair dyed or highlighted. No colour/fashion contact lenses may be worn. We do ask your full cooperation in this regard as it is important to keep our school looking smart at all times. While corn rows, braids and weaves are permitted for ethnic hair, we encourage parents to use their discretion and avoid very extravagant hairstyles, as we

have found that often children with such hairstyles get teased. Boys may not have patterns of any description shaved into their hair. No Mohawks or undercuts are permitted for boy's hair.

**Multiform :**

**BOYS :**

**Summer :**

- Long or short grey flannel pants
- Red short sleeved Brackenhurst Primary shirt
- Red school jersey with Brackenhurst badge
- Grey socks with Brackenhurst stripes in the top band
- Black lace-up school shoes
- Red Brackenhurst anorak
- Black blazer (optional)

**Winter :**

- Long grey flannel pants
- Long sleeved white shirt
- Brackenhurst tie
- Red school jersey with Brackenhurst badge
- Grey socks with Brackenhurst stripes in the top band
- Black lace-up school shoes
- Red Brackenhurst anorak
- Black blazer (optional)

**GIRLS :**

**Summer :**

- Grey skirt
- Red short sleeved Brackenhurst Primary shirt
- Short white ankle socks
- Red school jersey with Brackenhurst badge
- Red Brackenhurst anorak
- Black blazer (optional)
- Black school shoes (either lace-up or buckle)

**Winter :**

- Long grey flannel pants or grey skirt
- Long sleeved white shirt
- Brackenhurst school tie
- Long grey socks with Brackenhurst colours in top band
- Grey or black tights
- Red school jersey with Brackenhurst badge
- Red Brackenhurst anorak

- Black blazer (optional)
- Black school shoes either lace up or buckle.
  - In very hot weather the learners may wear the Brackenhurst Primary peak cap.
  - In very cold weather the learners may wear beanies, gloves and scarves as long as they are either red, black or grey.
  - No coloured braids or weaves

#### Physical Education Uniform:

Black Brackenhurst Primary shorts and Brackenhurst Primary Golf Shirt. The golf shirt and shorts are available from the sports office, every Wednesday morning before the commencement of the school day from 07:00 - 07:30. Learners may wear this uniform with short white socks and black or white takkies with black or white laces to school on the days on which they have Physical Education. If a child does not have the correct Physical Education uniform it does not mean that he/she will be excluded from Physical Education, it simply means that they will have to change into their casual clothes before the lesson and back into their uniform after the lesson. This is not an ideal situation since this is when many children lose items of clothing. Please note that when it comes to the black shorts we will not accept children wearing any other shorts other than the mandatory Brackenhurst Primary School shorts, as this forms part of a uniform. Children who do not adhere to this ruling will not be allowed to wear their P.E. uniform to school for the day. In winter children may wear the official Brackenhurst Primary School tracksuit, available from our stockist, with the white golf shirt underneath and white socks and black or white takkies with black or white laces on days when they have Physical Education. No coloured shoes or laces are permitted.

- In very hot weather the learners may wear the Brackenhurst Primary peak cap.
- In very cold weather the learners may wear beanies, gloves and scarves as long as they are either red, black or grey. These must be removed in class.

#### Amendment to the School Uniform policy (Items 47 and 48 of the Code of Conduct).

- With effect from the 9<sup>th</sup> of January 2018 learners may now elect to wear either the school uniform as outlined in Item 47 of the Code OR they may wear the Physical Education Uniform as outlined in Item 48 of the Code.
- The School reserves the right to direct learners to wear their full school uniform, such as at Merit Assemblies, Honours Evenings and Photo days.
- Parents are requested to ensure that whichever uniform the learner is wearing still conforms to the Code and is neat and presentable.
- The School has introduced a Red and black physical education golf shirt and is no longer selling the White ones. We will be phasing out the white shirts, save for 1<sup>st</sup> team Cricketers who must play in all white.



The School has introduced a black PE skort (a combination of shorts and a skirt) for the girls in addition to the PE shorts. This may be purchased from the sports office at school. The skort is part of the PE uniform for girls. Please note that if your child does not have the official summer or winter sports kit, they may not make use of this privilege. A tight long sleeve black T-shirt may be worn underneath the P.E. uniform on cold days.

#### House Shirt Friday:

During the summer months children will be allowed to wear either jeans or their P.E. shorts to school on a Friday with the regulation house shirt Mars (Red)(child born in the months of January, February, March and April); Jupiter (Yellow)(child born in the months of May, June, July and August) or Venus (Blue)(child born in the months of September, October, November and December). If your child does not already have this T-shirt they can be ordered directly from Mrs. Alice Lombard on (011) 868-5454 or 083 397 5705 at a cost of R75

#### Uniform Stockists :

Bracken City Shoe Centre, Bracken City  
Select Centre, Randhart

Excellent quality school uniform is available at discounted prices at our second hand clothing store (check weekly newsletter for times and days when the store is open)

#### Discipline System:

Broadly speaking our discipline system is divided into four levels, with level 1 being relatively minor offences and level 4 being the most serious offences. The purpose of any good discipline system is to teach the children in a sheltered environment that there are consequences to one's actions. This discipline system is not intended to be punitive in any way but rather to remediate socially unacceptable or harmful behaviour. Should your child be given a discipline mention of any description, Dojo messages will be sent to parents regarding behavior as and when necessary. It is important for our learners to accept the consequences of mistakes and learn from them.

#### Roses and Thorns:

Since our school emblem is a Rose we have a system of rewards and punishments in place known as the "Roses and Thorns". The rationale behind this system is to reward our many well-mannered, helpful and generally delightful children. We have a colours system in place to reward excellence in academic, sporting and cultural achievements, so we feel strongly that we should also reward children for general behaviour. Children are generally given "Roses" for example, being responsible, participation, honesty and respectfulness. On the other hand they are given "Thorns" for a lack of the abovementioned traits. "Thorns" are deducted from "Roses". Children are awarded Rose certificates and a small reward from 100 Roses to 1 000 Roses. The "Roses and Thorns" system is represented on Class Dojo.

Stationery:

Learners are required to have all the relevant stationery at school at all times as per the stationery requirements sent out at the end of last year. Since no borrowing is allowed, not having the correct stationery at school will severely hamper your child's daily progress. If your child does not have the necessary stationery he/she will not be able to do the written work that day, and this work will have to be caught up at home.

A chairbag is a must for Grade 1-3 and LSEN (Learners with Special Education Needs) learners. It teaches learners to be organized. Please take note that a larger chairbag is needed in Grade 3 as the chairs are larger.

Conduct and Department :

Any form of disrespect towards educators will not be tolerated and will be dealt with immediately as set out in the discipline system. Please speak to your child about showing respect to all adults and fellow learners at all times. To encourage learners to have a positive attitude and behave well, they are able to earn Roses which in turn leads to the awarding of various certificates, small rewards and public acknowledgment at school assemblies.

Cell Phones:

While we cannot stop learners from bringing cell phones to school we need to point out that we cannot be held responsible should the cell phone go missing. Should your child's cell phone go missing we will not stop teaching and learning to search for it. Cell phones which are brought to school should be switched off during the course of the school day. Any messages may be retrieved after school. Should cell phones ring during the course of a lesson, or should a learner be caught playing with a cell phone, playing music, or taking inappropriate photographs, they will be confiscated without a warning. Parents will be contacted and the cell phone can be collected from the office during office hours by the parents. Learners may not use their cell phones to contact their parents to pick them up during the course of the day, if they are not feeling well. In this case they are to report to the office and one of the secretaries will contact you if they deem it necessary. Thus we ask for your co-operation in this regard - please do not come and collect your child from school if they call you from their cell phone. Please do not allow children to come to school with a cellphone unless it is absolutely essential. If they do have to have a cellphone at school please advise the teacher and allow her to lock it up for safe keeping during the course of the day and return it to the child in the afternoon at home time.

e-Learning:

E-learning is the buzz word and has been for the past four years now. And for good reason. If implemented correctly, it can improve the students' performance dramatically. We believe that we have been successful in introducing e-learning. It is still imperative that the Foundation Phase students are required to learn the skill of writing (develop the

correct pencil grip and develop their letter formations properly). Therefore, the Grade 1 to 3 students are not required to purchase a tablet and will not use the tablets every day and in every lesson. However, we still see the need to introduce e-learning/blended learning to the Foundation Phase. The school is currently leasing charging trolleys containing 80 x 10inch tablets with all the content and applications suited for Foundation Phase learners. These trolleys are transported from class to class and have replaced the junior computer lab.

The students will have their normal computer lessons on tablets in the comfort of their own classrooms at their desks. Mrs. Joubert will roam to the different venues with the trolleys. The students will be introduced to the 21<sup>st</sup> century tools of learning, they will learn the basic techniques of how to operate a device properly in a controlled environment, explore the award-winning website Purple Mash, develop skills on how to use Spread Sheets, Power Points and Word documents accurately as well discover all the tools in Paint/Art Rage.

At the AGM held on the 31<sup>st</sup> October 2018, the resolution was passed that an annual e-learning levy of R250 (Grade 1-3) per child be paid. It was discussed that this levy should be paid before the end of January 2019. If you intend paying via EFT, please ensure that you put your child's full name, surname and "E-levy" as the reference. Any monies paid without this reference will be allocated to school fees. This e-levy covers the costs of these exciting but expensive programs as well as the rentals of the tablets and charging trolleys. Children will also explore Purple Mash in greater detail, actively learning by pure enjoyment by taking part in the two new programmes we have purchased, Maths Seeds and reading Eggs. These lessons will also expose your child to Google Apps in Safe Mode and will allow them to explore the most incredible educational apps that Google has to offer. Furthermore, Grade Three students will be introduced to Moodle (open source course management system). They will be completing a few assessment tasks as Moodle Quizzes, whereby they are marked in real time. The Grade Three children find it very exciting to complete these quizzes like the older children in the Intersen Phase do. We introduced the Grade Three Class of 2016 to these quizzes and it proved to be extremely successful in preparing them for Grade 4 in 2017. We have continued to use these quizzes over the past 3 years.

Together with the e-levy, every class is also equipped with whiteboards, projectors and e-beams. This equipment is also there to facilitate better teaching and learning strategies. Maintaining this is also quite expensive. At the AGM another resolution was also taken for every child to pay R100 towards the "whiteboard levy". This must be paid in cash via your child to the register teacher as soon as possible.

#### Class Dojo:

Please also ensure that you connect to your child's DoJo account to correspond with your teacher and see how your child is behaving. We will send out a separate letter with your unique parent code as well as instructions on how to connect. As you know, we have our reward and discipline system in place known as Roses and Thorns. Using the Google App

called Class DoJo; we have managed to intertwine the rose and thorn awards with the Class DoJo points. This way you will be able to see your child's rewards and misdemeanors more regularly as well as electronically. We will still, however, issue your child with the certificate and reward for every 100, 200... roses respectively. Class DoJo has some wonderful features such as class stories, notifications and messaging. Some teachers may be more comfortable in communicating via homework diaries, others via e-mails and some using Class DoJo messaging. Every teacher is different; therefore, they will notify you as to how best they will communicate with you. Additionally, it must be stated that any messages regarding your child's DoJo points will not be discussed or responded to. Class DoJo points are awarded at different times, so not all teachers will issue the points the same day. It all depends on the educator's admin periods. It must also be stated that you will only have access to your child's profile, you will not be able to view any other child's profile.

If you require any more information or would like to provide us with some great suggestions, please feel free to chat to Mrs. Roets or Mrs. Sing. We look forward to another exciting e-learning year ahead ☺

#### Study Area :

Please ensure that your child has a suitable area in which to do daily homework. Please assist and check your child's homework on a daily basis. Sign the homework sheets and reading cards daily.

#### Homework :

The following is given to learners every week and must be completed.

Grade 1		Grade 2 and 3 and LSEN
Homework sheet - Monday - Thursday daily		Homework sheet
Reading sheet/ Book	} when necessary	Reading daily
Spelling/ Phonics/Thrass		Phonics and spelling
Afrikaans		Afrikaans

Parents are to assist with the homework and sign the homework sheets daily, even if your child attends an aftercare. As parents, please control work done at aftercare and sign. Spelling and Dolche Sight words must be revised and practiced on a daily basis.

Each learner will receive a home reader with a home reading card. The learner must read every day at his / her own pace. Parents must sign the reading card once the book is finished. The teacher will check and sign the reading card twice a week swapping books as well.

If a reader is lost, the parent must replace the reader at a cost of R200-00 per book. A letter will be sent home in this regard.

Academic Reward System:

Learners are always encouraged to give of their best at all times, in all Learning Areas. Learners are rewarded with good work stamps when they have achieved work of a pleasing standard. A system is in place whereby children who have done excellent work may visit members of the school management team for a further acknowledgment and reward. We request that as parents you also motivate your children and give them positive reinforcement and your support.

Assessment:Definition of Assessment:

Assessment in the Foundation Phase is a continuous, planned process of gathering information about the performance of learners.

CAPS (Curriculum and Assessment Policy Statements) is a way of teaching and learning which makes it clear what learners are expected to achieve.

The educator's task is to teach in such a way as to assist learners to achieve the requirements laid out in CAPS.

Continuous Assessment is a cornerstone of CAPS in the Foundation Phase. Continuous assessment takes place and gets recorded daily, as informal and formal assessment tasks. At the end of each term the learner will be issued with a report card which is a summative assessment of his / her progress during the term.

Writing in Books:

- 1.1 Grade One learners use wax crayons, coloured pencil crayons or grey pencils at the educator's discretion according to the learners' needs.
- 1.2 All work for Grades Two and Three and LSEN learners must be done in grey lead. Grade Three and LSEN may switch over to blue pen in term three, if the educator feels the learner is ready for it.
- 1.3 Drawings and label lines to be done in pencil. Colouring-in of the drawings in coloured pencils only.
- 1.4 Graphs and drawings to be drawn in pencil or colouring pencils. Educators will guide the learners with these activities. Information on tables and labels (on maps, pictures etc.) to be written in print.
- 1.5 No koki-pens or wax crayons to be used in the learners' books. Wax crayons are used in Grade One at the educators' discretion.
- 1.6 Written notes in books to be done as follows:  
Grade One and Two in print, Grade Three in cursive writing when the learner has acquired the necessary skill.

- 1.7 The date is to be written next to the margin. (Grade One and Two children don't underline, Grade Three and LSEN underline all dates and headings, eg.:
- |                          |            |
|--------------------------|------------|
| Mathematics:             | 2016-01-23 |
| English and Life Skills: | 18 January |
- The date need only be written once per day in the books. Thereafter headings are sufficient.
- 1.8 Headings to be written next to the margin.
- 1.9 The educator will indicate in colour below the learner's work, when corrections are necessary. Eg. Spelling or letter formations or any other literacy skill that needs to be corrected. These corrections will be marked by the educator.
- 1.10 All notes or activities must be neatly trimmed and pasted flat in the books.
- 1.11 Correction fluid (tippex) may not be used in the books. Learners must neatly cross out incorrect work with a pencil.
- 1.12 Department of Basic Education books (DBE Books). These books are CAPS aligned and will be used daily as stipulated by the Gauteng Department of Education.

### **GRADE 1, 2, 3 & LSEN ACADEMIC INFORMATION**

#### **Grade One Educators:**

Mrs. Cannon	1C	Mrs. Capell	1K
Mrs. Fabel	1F	Mrs. Labuschagne	1L
Ms. N. Nagel	1N	Mrs. Lawrenz	1S
Grade Controller:		Mrs. Fabel	

#### **Grade Two Educators:**

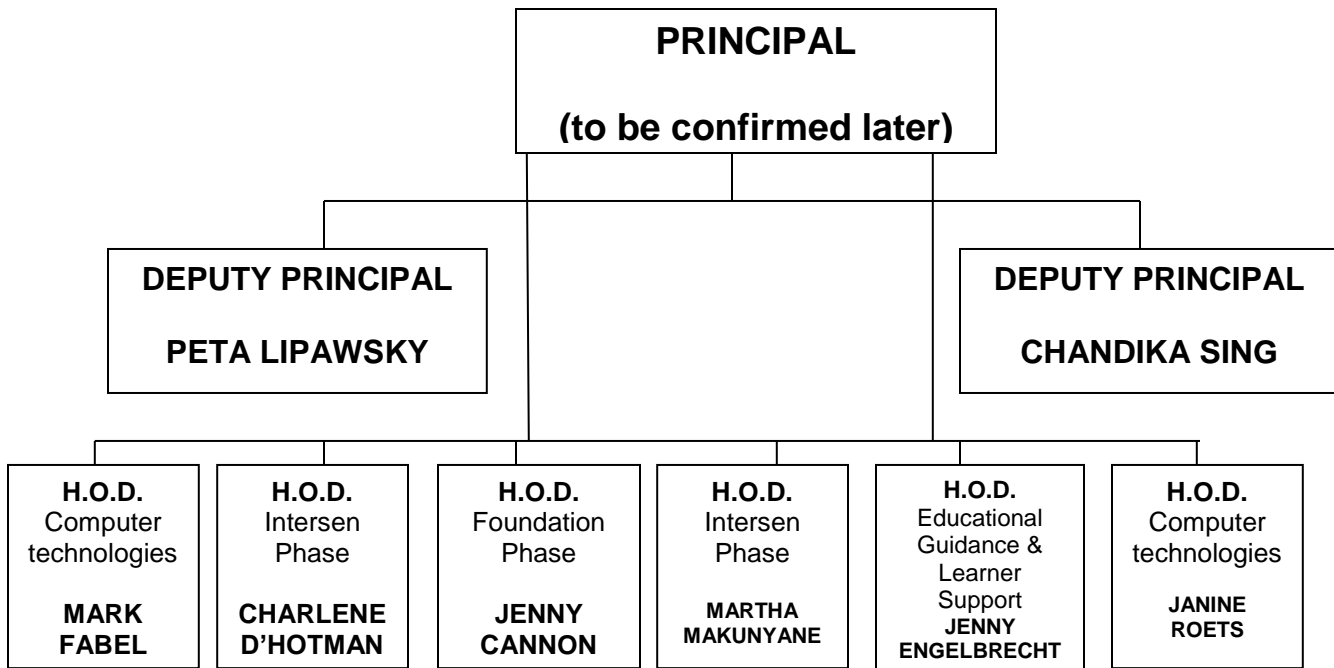
Mrs. Scott	2D	Mrs. Robinson	2R
Mrs. MacDonald	2M	Ms. du Preez	2S
Ms. Tamsen	2T	Ms. Park	2P
Grade Controller:		Ms. Tamsen	

#### **Grade Three Educators:**

Mrs. Downs	3D	Miss Mthembu	3S
Ms. Kennedy	3K	Ms. Macingwane	3M
Ms. Ndlovu	3N	Ms. Tambellini	3T
Grade Controller:		Mrs. Downs	

**LSEN (Learners with Special Education Needs) Educator:** Mrs. J. Wheeler

**ORGANOGRAM OF SCHOOL AND ACADEMIC MANAGEMENT STRUCTURE.**



**Books in Use:**

*Grade One*

Workbook A4  
Handwriting book A5  
A5 Reading, Phonics and Sight word  
Homework book A4  
File for worksheets  
Thrass book/Spelling - Term 2 A5  
DBE Books  
Afrikaans Homework A5

*Grade Two*

Workbook x 2  
Blank Book  
Assessment File  
Mathematics book  
DBE Books  
Activity File

*Grade Three*

Workbook  
Mathematics  
Assessment Task Book  
Jotter  
File for worksheets  
DBE Books  
Assessment File

*LSEN*

English  
Mathematics  
Homework book  
Life Skills  
File for worksheets

**Banking Details:**

**Brackenhurst Primary School**  
**Nedbank, Meyersdal**  
**Account No : 1520 006977**  
**Branch Code : 152042**

**Visual Art:**

This is an integral part of Life Skills in the new CAPS document. The learners attend 2 x 40 minute periods per week. Each learner has been issued with an Art book to use. This remains in the classroom.

**Music:**

The whole Foundation Phase attends class music for 1 x 40 minute period per cycle.

**Physical Education**

Physical Education takes place once a cycle for 2 x 40 minute periods. Ensure that your child has the correct Physical Education outfit, black Brackenhurst shorts and the Brackenhurst Golf Shirt, with either white or black takkies and white or black laces. These can be purchased at the sports office on a Wednesday morning between 07:00 - 07:30 for parents or children may purchase this uniform anytime from Monday to Friday during school breaks. The educator will inform the learners on which day they have Physical Education.

**Zulu:**

2 x 40 minute periods per cycle have been allocated for Zulu lessons. This is offered as a second additional language and does not count towards any assessments.

**Workbooks**

All workbooks and notes are provided by the school. When books are full, they will be replaced. However, books and notes which are lost will need to be replaced at the parents' expense. All books and readers must be covered in plastic. Covers and plastic are supplied by the school for all A4 workbooks, all other books must be covered at home.

**Tuckshop Ordering**

Food orders are taken first thing in the morning. Children pay the required amount to their educator and the food of the day will be ordered for them. This is then fetched at lunch time by the tuckshop monitor and distributed to the children who ordered. If your child does not want the "Food of the Day" they are welcome to put in an order for any other meal item on the menu. All prices are published in the newsletters.

Learners buying sweets and cold drinks will have to stand in a queue during break.



We would strongly urge parents to use the tuckshop facility as a treat once a week rather than sending tuck money on a daily basis.

### Birthdays

Learners are welcome to celebrate their birthdays with their peers during tuck time. Please ensure that if your child wants to bring cake and sweets to school that it is pre-packed and pre-cut! (One big black-forest cake is not a good idea!). Learners will be allowed to wear civvies on the day of their birthday. If their birthday falls on a Saturday they may wear civvies on the Friday, if their birthday falls on a Sunday they may wear civvies on the Monday. If their birthday falls in the school holiday they may wear civvies on a day either before or after the holiday. If their birthday falls within a designated civvies week/day they may wear civvies on a day preceding this week/day. If your child does not have their birthday on a school day the class teacher will inform you child on which day they may wear civvies.

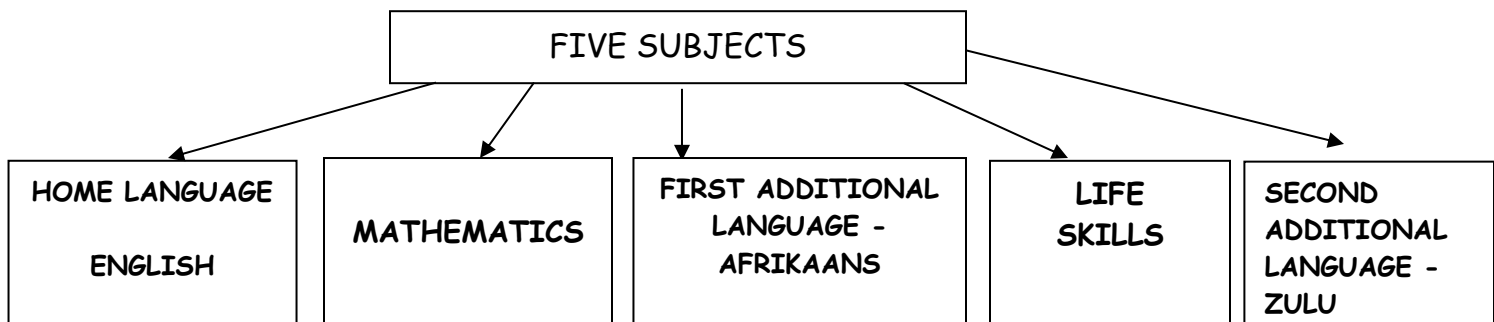
### Balls on the Grade 1 and 2 playground:

No balls are allowed in these areas due to safety reasons.

### Sleeping and Eating

Make sure your child goes to bed early and eats breakfast before he/she comes to school. Your support and co-operation is highly appreciated by the educators.

### What is taught in the Foundation Phase?



FOCUS	FOCUS	FOCUS	FOCUS	FOCUS
Home Language - English	First Additional Language - Afrikaans	Mathematics	Life Skills	Second Additional Language - Zulu
Listening and Speaking	Speaking	Numbers, operations and relationships	Beginning knowledge and social wellbeing	Listening and Speaking
Reading and phonics	Reading	Patterns, functions and algebra	Physical education	
Handwriting and written work	Phonics	Space and shape (Geometry)	Visual Art	
	Written (Grade 2 and 3)	Measurement	Performing Arts	
		Data		

<b>MATHEMATICS - WEIGHTING OF CONTENT AREAS</b>			
<b>Content Area</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>
Numbers, Operations and Relationships	65 %	60 %	58 %
Patterns, Functions and Algebra	10 %	10 %	10 %
Space and Shape (Geometry)	11 %	13 %	13 %
Measurement	9 %	12 %	14 %
Data Handling (Statistics)	5 %	5 %	5 %
	<b>100 %</b>	<b>100%</b>	<b>100 %</b>

<b>ENGLISH HOME LANGUAGE - TIME ALLOCATION PER CONTENT AREA</b>	
<b>Content Areas</b>	<b>Grades 1 -3</b>
Listening and Speaking	1 hour
Reading and Phonics	5 hours
Handwriting	1 hour
Writing	1 hour
<b>Total per week</b>	<b>8 hours</b>

National Codes to be used in the Foundation Phase:

In recording or reporting on learner achievement in the Learning Outcomes specific to a grade, the following codes are used:

RATING CODE	PERCENTAGE	DESCRIPTION
7	80 - 100	Outstanding achievement
6	70 - 79	Meritorious achievement
5	60 - 69	Substantial achievement
4	50 - 59	Adequate achievement
3	40 - 49	Moderate achievement
2	30 - 39	Elementary achievement
1	0 - 29	Not achieved

**PROMOTION CODES IN THE FOUNDATION PHASE:**

4 - ENGLISH; 3 - MATHEMATICS; 3 - AFRIKAANS

(Minimum requirements / DBE requirements)

Extra Curricula Activities:

Unfortunately there are limited facilities for the sports at Brackenhurst Primary School, in comparison to the number of children at the school, this despite the fact that we are one of the leading schools with regards to the number of sporting codes we offer and how many teams play league per age group. All sports have a "free for all" introductory period, which lasts approximately 2 weeks dependent on the season's constraints. Anyone is welcome to come and try out, learn and participate for these weeks. We then have a set date for trials, this is relayed to all the players and once the trails are completed and the teams are selected only those players that receive letters may participate in that given sport. We have many sporting codes available and try to accommodate everyone.

Term 1

Athletics

We run our Interhouse competition in December of the previous year, with the exception of the new Grade One intake. The athletics team is selected in preparation for the athletics season which takes place early in Term 1. Any new students will be afforded the opportunity to compete for a spot in the team. All grade 1's will have "run-offs" soon and will also participate in athletics meeting and the Interschools.

Primary School Touch Rugby

Grade 1 - 2 have fun touch rugby practices where the rules of the sport are Introduced. From Grade 3 - 7 there is a league for primary schools.

Golf

Grade 1 - 7 learners have the opportunity to participate in Golf lessons. This is held off the school premises at Meyersdal driving range. There is a coaching fee involved for this sport. This sports runs for the whole year.

### Chess

Chess is held throughout the year. We have senior chess for grade 4 - 7 and junior chess for grade 1 - 3. Tournaments and league matches are held throughout the course of the year.

### Tennis

There is free tennis available on a Monday after school at the tennis courts with Coach Rudolph. Grade 1 & 2 13:35 - 13:55 and Grade 3 - 7 13:55 - 14:30, your own racket is essential. Private lessons are available throughout the year. School tennis is played in 3<sup>rd</sup> term grade 4 - 7 participate in this league.

## Term 2

### Soccer

Grades 1 - 7 participate in soccer. Grade 1 and 2 play a friendly tournament and grade 3 - 7 are entered into the Alberton league. We are limited to the number of teams we are able to enter in the league - one team of 12 players per age group in the Alberton league. There is an introductory period where all are welcome to come and learn and participate and then we hold trials where the final team is then selected. We recommend that boys also try out at our local football clubs Rovers and Alberton soccer club as they can accommodate many more teams.

### Netball

Grades 1 - 7 participate in Netball. Grade 1 and 2 play a friendly tournament and grade 3 - 7 are entered into the Alberton league. We are limited to the number of teams we are able to enter in the league - one team of 8 players per age group in the Alberton league. There is an introductory period where all are welcome to come and learn and participate and then we hold trials where the final team is then selected. We recommend that the girls participate in the Netball clinics held at the beginning of the term.

### Chess

Chess is held throughout the year. We have senior chess for grade 4 - 7 and junior chess for grade 1 - 3. Tournaments and league matches are held throughout the course of the year.

### Golf

Grade 1 - 7 learners have the opportunity to participate in Golf lessons. This is held off the school premises at Meyersdal driving range. There is a coaching fee involved for this sport. This sports runs for the whole year.

**Term 3****Cross country**

U/9 - u/14 participate in the cross country meetings at held at Thaba trails. This sport is growing in popularity and many love to participate. Team trials will be held

**Tennis**

Alberton tennis league is held this term. A round robin is held throughout Term 2 to find the top tennis players for the school tennis team. Free tennis and private coaching are also available throughout the year.

**Cricket**

Last year we introduced an u9 hard ball cricket team and are looking to grow the sport consistently. u/9, u/10, u/11, 2<sup>nd</sup> team and 1<sup>st</sup> teams participate in a league. Teams also participate in many tournaments. All are welcome to come and participate in the introductory weeks before one team per age group is selected. Girls and boys are welcome to try out.

**Chess**

Chess is held throughout the year. We have senior chess for grade 4 - 7 and junior chess for grade 1 - 3. Tournaments and league matches are held throughout the course of the year.

**Hockey**

Held in term 3 for the girls from grade 1 to 3.

**Golf**

Grade 1 - 7 learners have the opportunity to participate in Golf lessons. This is held off the school premises at Meyersdal driving range. There is a coaching fee involved for this sport. This sports runs for the whole year.

**Term 4****Chess**

Chess is held throughout the year. We have senior chess for grade 4 - 7 and junior chess for grade 1 - 3. Tournaments and league matches are held throughout the course of the year.

**Golf**

Grade 1 - 7 learners have the opportunity to participate in Golf lessons. This is held off the school premises at Meyersdal driving range. There is a coaching fee involved for this sport. This sports runs for the whole year.

**Mini tennis**

This will begin in 2014 and is a new sport on offer this year Grade 1, 2 and 3 will participate.

**Mini Cricket**

This soft ball format of the game is offered to grade 1, 2 and 3 girls and boys. We have approximately five weeks at the beginning of the season when

all are welcome to attend to learn the skills involved. Thereafter two teams of 8 players each are selected per grade. No other school in the area has this many teams. We participate in a 4 week league held at Alberview and close the season with a fun tournament at Brackenhurst Primary.

While the school provides all sporting equipment needed, we do allow players to use their own equipment if they so choose, for example in hockey, cricket and tennis the equipment is person specific. But we are willing to help in this regard.

Please note all sports have a 2 week introductory session where everyone is welcome to participate and try out the sport. We then have trials where the coaches select their teams and thereafter only the selected team participates in the league. We are very fortunate to be able to have many sporting codes and also more teams than the average school in the area. We try our utmost to accommodate as many children as possible.

Each sporting code has its own uniform which must be purchased once your child has received a letter stating they are in the team. These uniforms can be purchased on a Wednesday morning between 07:00 - 07:30 for parents or children may purchase this uniform anytime from Monday to Friday during school hours. Without these uniforms your child will not be allowed to participate in the team. Please note we do have some "loan" uniforms available for children whose parents are unable to afford to purchase these.

Other extra murals which we offer are:-

- Art Club - once a week
- Eisteddfod - during the course of the third term, children who would like to participate, are entered into the Alberton Eisteddfod either in the English or Afrikaans sections for various items either individually or as a group.

E- mail addresses:

Deputy Principal (Acting Principal) - Mrs. C. Sing - [chandikas@brackenprim.co.za](mailto:chandikas@brackenprim.co.za)

Deputy Principal (Acting Principal) - Ms. P. Lipawsky - [petal@brackenprim.co.za](mailto:petal@brackenprim.co.za)

H.O.D. - Computer Technologies & e- learning - Mr. M. Fabel - [markf@brackenprim.co.za](mailto:markf@brackenprim.co.za)

H.O.D. - e-learning - Mrs. J. Roets - [janiner@brackenprim.co.za](mailto:janiner@brackenprim.co.za)

H.O.D. - Foundation Phase - Mrs. J. Cannon - [jennyc@brackenprim.co.za](mailto:jennyc@brackenprim.co.za)

Admissions - [admissions@brackenprim.co.za](mailto:admissions@brackenprim.co.za)

Finance - Mrs. L. Joubert - [lindaj@brackenprim.co.za](mailto:lindaj@brackenprim.co.za) or [finance@brackenprim.co.za](mailto:finance@brackenprim.co.za)

Sport - Mr. G. Mashigo - [sport@brackenprim.co.za](mailto:sport@brackenprim.co.za) or [garym@brackenprim.co.za](mailto:garym@brackenprim.co.za)

Yours sincerely,

C. Sing  
Acting Principal

P. Lipawsky  
Acting Principal

J. cannon  
H.O.D. Foundation Phase

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I, \_\_\_\_\_ parent of \_\_\_\_\_  
in Grade \_\_\_\_\_, have read and understood the contents of this information letter, and I  
undertake to keep this letter as a source of reference for important information during the  
course of the year. Date: \_\_\_\_\_

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