



A-Z INFORMATION SHEET – GREYTON HOUSE SCHOOL

A.

Application Form: To be completed upon a child's entry into the school plus a birth certificate. If a foreign national, then a Scholar's Visa must also be produced.

Assessment Tests: Pupils entering the school in Gr R-7 will undergo an age-appropriate assessment test to ensure that they are able to cope in the class requested, and for the teacher to ascertain the child's work stage attained. (Copies of the child's recent reports from the previous school are found to be most useful).

Assembly: Assemblies are held once a week on Mondays, starting at 07h50. These are usually combined with a small dramatic production which classes take turns at presenting to the school. Weekly awards are given out at Assemblies.

Art classes: Pupils in Grades R to 7 have art classes once a week with Mrs. Kuijers

Academic Support: Should a pupil need a Counsellor, Psychologist, Occupational Therapist, etc., to assist with any learning or emotional problem, outside professional assistance will be recommended.

B.

Bursar: Contact the school principal on info@greytonhouse.co.za.

Breaks: There are two official breaks daily: 10h00 to 10h30 and 12h00 to 12h30. Foundation classes have extra short breaks in between lessons. Parents should provide enough food and drink to cover their children's snack times. Please try and keep food as healthy as possible. Sugar laden snacks and drinks are discouraged.

Bank Account Details: Name of Account: GREYTON HOUSE ASSOCIATION Bank: First National Bank, Caledon Branch
No: 200212; Account Number: 6200 569 6630

Birth Certificates: Parents must provide the school with a copy of their child's current birth certificate as their ID numbers are used as part of the WCED administration system. Students attending school on a scholar's visa must have these up to date and current.

Book prizes: At the end of the year Prize Giving, every child in the school gets presented with an age-appropriate book prize. These books are purchased by the parents and handed in to the school office. A book plate will be stuck to the front cover of this book with words of encouragement by the class teacher.

C.

Contract and Conditions:

Once a child has been accepted into the school (after the completion of an assessment test). Parents will be asked to sign a Contract regarding the various Conditions of Entry. This includes but is not limited to: One term's notice Termination Procedure; Parent contract of involvement; Staff & Parent Interaction Policy.

Cake Raffles: Traditionally, Greyton House holds a weekly Cake Raffle for pupils. Once a year, in alphabetical order, parents are asked to provide a cake (or cupcakes) for this raffle which is held every Friday with the draw taking place at 12h30 that day.

Cleaner/General Hands:

Miss Francina Mower is the Housekeeper at the school and we employ one part-time gardener.

Computers: Pupils in Grades 1 to 7 have a weekly computer/technology lessons.

CEMIS: Every pupil in the school has a CEMIS number with the Western Cape Education department. This number remains with them throughout their scholastic career, whatever South African School they are registered at.

CAPS Curriculum: Greyton House follows the Western Cape Education Department's CAPS Curriculum to a large extent; further value is added to this to take full advantage of Greyton's unique natural and agricultural surroundings and environment.

Composite Classes: Due to our limited numbers of pupils and staff all classes are composite classes e.g. Preschool Age 2 to 4: Grades 00 & R; Grades 1 & 2; Grades 3 & 4; Grades 5, 6 & 7. These combinations may vary according to pupil numbers in any particular year.

- Class Reps:** A parent from each class volunteers to be the Class Rep for a year. This entails assisting the class teacher with outings, lifts, tuck shop days, etc.
- Class Assemblies:** Class Assemblies happen on a rotational basis every Monday morning starting at 7:50am; each class acts out a story usually with a moral theme. Parents are most welcome and encouraged, to attend.
- Contact list & Contact details:**
The school office keeps an up-to-date contact list of parents' names, email addresses and cell numbers. It is vital that parents remember to update any changes with the office as soon as possible in case the school needs to get hold of them urgently or in an emergency.
- Correspondence:** This can either be by email to info@greytonhouse.co.za or directly to the class teacher concerned, or for more serious matters, to the School Principal.
- Code of Conduct:** Relates to a number of points for a pupil to remember viz: Regulations regarding the wearing of the correct school uniform, completion of homework, learning for tests, conduct in class, participation in games and clubs; their undertaking to be punctual, honest, and respectful of other people's property; understanding that cheating, plagiarism, theft could jeopardise a pupil's place at Greyton House; to respect the needs and feelings of others, and distance himself/herself from any form of bullying; give an undertaking not to do anything that will bring the reputation of the school into disrepute.
- Calendar:** The school follows the calendar for any year as closely as possible to that set down by the Western Cape Education Department. (Public Holidays & School Holidays included). Parents will be notified in good time about any variations which may occur from time to time.
- Communication with Staff/Principal:**
See under 'Correspondence' above. Short notes are often sent home via children's diaries (especially in the lower classes) to inform parents of any matters concerning changes to routine, appeals for assistance, etc. A weekly newsletter is sent out on a Friday with school news. Each class rep communicates via the class Whatsapp group.
- Community Outreach:** It is important for the pupils to realise that Greyton House is part of, and cares about, the wider Greyton/Genadendal community. In this respect we encourage classes to take part in

various activities such as mountain hacks on alien trees, river clean ups, collections for Welfare Societies (Red Cross & Animal Welfare Society, EARS, etc.)

Collection Times: See collection schedule as times vary due to sport and extramurals.

D.

Discipline: See under 'Code of Conduct' above.

Drama classes: Classes (Grades 0 to Grade 7) are taken weekly by The Helen O'Grady School of Drama. These take place in the Moravian Hall. A yearly charge is levied to parents for these classes (which may be paid off by term).

Deposits for new Pupils:

Preschool classes require a 1 month deposit. Pupils in the Grade 0 and R classes will be required to pay a R5 000 deposit; Grade 1 to Grade 7 will be required to pay a R7 000 deposit. This is refundable if a child should leave the school. By arrangement with the Bursar, this deposit can be paid off over a couple of months.

Discount on Fees paid in Advance:

There is a discount of 8% for a once-off fee paid in advance. A 4% discount applies for a dual payment of fees paid in advance. There is a 10% sibling discount on the lesser fees.

E.

Enrichment Clubs: The senior class in the school participates in these clubs which usually encompass Design, some sort of Craft, and an Environmental Club.

Extra Mural Activities:

A termly timetable is produced stating which games are compulsory and which are voluntary. Foundation Phase pupils are expected to do at least one activity per week; Senior children must participate in at least two sessions of sport. Summer terms: Athletics and Cricket; Winter Terms: Hockey, Soccer and Cross-Country Running. Swimming, Gymnastics and Jujitsu are on offer but are privately run lessons.

Exams: Pupils in Grades 6 and 7 write examinations in the 2nd and 4th terms. The rest of the school depending upon the class, will have weekly tests on various subjects enabling staff to monitor progress.

Executive Management Committee (EMC):

The EMC meets monthly and is made up of various task teams which assist with the bursary programme, curriculum policies, finances, forward planning, marketing, etc. The EMC is made up of volunteers within the broader Greyton business community as well as parents, a staff representative and the principal.

Effort Badges: Awarded to pupils in the senior classes for special effort in any area of the curriculum. These are returned weekly for re-award the following week.

Email addresses for school: info@greytonhouse.co.za

Entrepreneurs' Day: This "day" is usually held once a year, when the children are encouraged to 'think outside the box' and come up with an innovative plan to make a little money for themselves. A small percentage of the profit earned is paid to the school. Younger children can be assisted by their parents if need be.

F.

Fees: Fees are determined by the Governing Body and are reviewed annually.

Fire Drill: A fire drill system is in place; staff and children have periodic practices (usually once a term). They are reminded of emergency procedures and the arranged escape routes in the event that they should be necessary.

Friends of Greyton House:

Past board members, parents, children and interested members of the Greyton community belong to this group and, if requested by them, will receive a weekly newsletter and/or an invitation to plays, prize-giving and other functions.

Facebook: Used as a marketing platform where pictures and comments are posted.

Fruit: In the Foundation classes, each child is asked to bring a fruit daily which is shared between the children in the class at 'fruit snack time'.

Fund-raising: Due to the small size of GH, fundraising is of paramount importance. All parents are asked to volunteer to assist with organizing (at least) one function/ event. These are fun events and they play a huge role in team building and responsibility to our children's education.

G.

Games: See Extra Mural Activities.

Governing Body: The Governing Body (GB) is responsible for governance of Greyton House and meet every 3 months. The GB will also ratify any management decisions made at the Executive Management Committee (EMC) level.

Gym: Private Lessons with Mr Alex Sleenhof are held at Greyton House – Cell: 079 380 3563

Grades: Greyton House caters for children from two years of age to Gr 7.

H.

Hats: All children are expected to have a navy ‘floppy’ hat especially in the summer terms. Badges are available from the school office.

Hair styles: Neat and tidy styles, and preferably tied back if long hair. Alice bands, ‘bobbles’ and hair elastics should be navy.

High Flyers: Certificates given out to the Foundation Phase pupils for good work and/or anything that needs praise.

Health: Parents are asked to keep their children at home should they have an illness, tummy upset, a cold, ‘flu and/or any infectious condition. Should a child be absent from school for more than 3 days, a doctor’s certificate should be provided.

High School: The establishment of a proposed English Medium High School for Greyton House is still under review. But there is no set date for the conclusion of this exercise at this time. Land has been allocated by the TWK Municipality and the Environmental Impact Assessment is partially complete. This is an ongoing project, the viability of which is being examined by the EMC (Executive Management Committee).

I.

Indemnity Forms: When a child is taken out on an excursion by the school parents will be asked to sign an Indemnity form absolving Greyton House School from any claims, loss, damage, injury to persons or property. A General Indemnity Form should also be signed and lodged in the pupil’s file.

Incidental Amounts on Invoices:

These could be for stationery purchased, or Helen O’Grady Drama charges or materials used by the senior classes in Enrichment Clubs. Any queries should be addressed to the Bursar.

Illness at School: Should a child suddenly become unwell at school, the office will telephone parents immediately. If it is an emergency, the pupil will be taken straight to the local doctor. If it is a minor complaint, such as a headache, a slight cut, a scratch, this can be dealt with at school. However, if a child needs to be medicated parents will first be contacted to give their permission. See under Health for further details.

Interest on Late Payment:

Fee payments made later than the 7th each month (from February to November) will attract an interest charge of 9% per annum. Interest is payable on any and all items not paid from the account.

J.

Jujitsu Classes: These are private lessons offered to the school by Mr. John Brunskill for children over 10 years of age. Contact Number: 072 304 5428.

K.

Kitchen: The kitchen may be utilised by children to warm up their lunch with the micro-wave oven, or use the fridge to keep something cool.

L.

Lost Property: Parents should please check the Lost Property basket (located in the kitchen) from time to time. All clothing left lying around is collected and put in this basket. If it is not collected after a term and there is no name on an item of clothing, it is put in the 2nd hand uniform shop. Please mark all items of school uniform.

Lateness: School starts at 7h50 throughout the year (except for the Preschool (2 to 4 years) class pupils who only have to arrive by 08h30).

Library: There is a small class library in each Grade and children are encouraged to use the main library at school.

Learning Problems or Difficulties:

Should any of these present themselves (whether discovered by teachers or suspected by parents) it is essential that there should be consultation between them. The school may be able to resolve the issue, failing which it may be necessary to recommend a referral to a specialist educational psychologist, audiologist, pediatrician, optometrist, etc.

M.

Merit badges: Awards given out for academic excellence.

Music: Once a week the whole school does class singing, and in addition, the senior classes do Recorders & Marimba lessons with Mr. Sean Cloete.

Marketing: Of vital importance for the school; our webpage, Facebook page and Instagram page are used mainly for this purpose. We also endeavor to include news in the local Sentinel magazine. All news is welcome, and if there is any achievement outside of school, please send news to the principal for inclusion.

N.

Newsletters: A newsletter is sent out on Fridays every week of every term to keep parents up-to-date with school news.

National Anthem: This is sung once a week at the school assembly.

National Flag: The National flag is flown outside the school every day during term time.

O.

Outings: It is the intention that every class has a termly outing based on some part of the curriculum. The senior class will certainly have one, if not two, camps away during the year; with an emphasis on leadership, peer co-operation and adventure.

P.

Payment (see Fees): Payment of school fees is required on or before the 7th of each month. Payments can be made by EFT into the school account, by cash or via SnapScan (kindly note a 3% service charge will apply for SnapScan transactions)

Photographs: From time to time photographs may be taken of Greyton House pupils while engaged in school activities (hockey matches, civvies day etc.) Parents need to sign a Photograph Permission form (available from the office) as to whether or not they agree to any group photographs being used on Facebook or the webpage. In addition, individual and class photographs are taken once a year by a professional photographer for parents to order if they wish.

Parent/Teacher Meetings:

At the beginning of any year parents are collectively invited to the school to meet their child's new class teacher and to hear what will happen during the coming year. This is a general overview of the curriculum and what is expected from both children and parents. During the second term individual parent/teacher meetings are organised. Of course, should a parent wish to consult with a teacher at any stage of the year to discuss a concern, please make an appointment through the school office.

Principal: Runs the academic side of the school in conjunction with the teaching staff. Policy decisions and all discipline matters are handled by him/her. He/She reports directly to Governing Body.

Preschool: Our preschool class has a teacher and fulltime assistant and we accept children from 2years of age. There is a half day 12h30, midday 14h00 or fullday 16h30 option.

Q.

R.

Religious Policy: Greyton House Village School is non-denominational in nature. We endeavour to cultivate an environment of open-mindedness and acceptance of different beliefs which we believe to be vital in our ever changing world. Religious instruction and education therefore rests solely with parents to practice in accordance with what best suits their household and individual family environment.

Rainy Days: Children will be occupied within the school should the weather be inclement.

Register: By law a daily attendance register is kept of all pupils at Greyton House.

Reports: Termly reports are written for each child. Mid-year and End-of-Year reports are generally more comprehensive.

S.

Stationery: Specific stationery requirements are given to parents for each class. Lists are available from the school office. All items are readily available at most stationery shops. However, stationery needed by pupils in an 'emergency' while class is in session is available from the school office; this will be charged to the child's account. If you do NOT wish your child to purchase from the school please advise the principal.

Second-hand Uniform shop:

A parent volunteer runs the second-hand uniforms shop – usually on a Friday lunchtime. Enquiries can be made through the school office.

Sunscreen: Definitely a must during the two summer terms.

Sport: Sport is compulsory for most children twice a week. There are a number of voluntary sports as extra activities should parents require these for their children. Details are available from the office.

Special Needs: Parents should engage with the school over any special needs their children may have. For example: Should a child have any hearing or eye-sight problems and need to sit in the front of a class or have special dietary or medication requirements, or needs referral to a specialist educational psychologist, etc.

Swimming: (Private Lessons) during the summer terms with Mr Alex Sleenhof 079 380 3563

Shoes: Sandals (navy or black) may be worn in summer and closed black shoes with socks, stockings or tights are worn in the winter months.

School Satchels: Navy satchels preferable.

School Policies: Most school policies are found in the “Contractual Terms and Conditions” that parents are asked to sign upon their child’s entry into the school i.e. Acceptance of Enrolment/ Termination of Contract etc.

School Mottos: These are a “Childhood to Remember” and “For the Love of Learning”

T.

Tuck Shop: Usually held every Friday at 2nd break – each class taking it in turns to run this. Healthy alternatives rather than over-sugary sweets are preferable.

Times of Opening & Closing School:

The school will be open from 7h30 every morning; students are expected to be at school by 7h45 every day to facilitate a prompt start at 07h50. Grades 00 and R classes end at 13h00 and children can be collected from the back gate. Grades 1 and 2 (unless they have sport) can be collected by 13h00. All other grades end at 14h00 and can be collected from the front of the school. Due to safety concerns we do not encourage children to wait outside the front gate on the side of the road for their lifts; they have been instructed to wait on the front stoep of the school. On Fridays all Grades finish school at 13h00 (except for the preschool class that finishes at parents selected times)

Termination: One full term’s notice in writing or payment of a quarter of the applicable annual fees in lieu of such notice.

U.

Uniforms: A combination of the below can be worn by both girls and boys. Clothing should be weather appropriate and comfortable.

If we have an event all children are to wear the fawn and navy golf shirt for the sake of uniformity.

Uniform items can be purchased from a supplier or shop of your choice. The school will stock the fawn and navy shirts, as well as the floppy cricket hats and caps.

A school badge is to be worked/sown on to all items. These can be purchased from the school.

List of uniforms items:

SHIRTS

- Navy & fawn (short or long sleeved)
- Navy golf shirt (short or long sleeved)
- Navy shorts – appropriate length
- Navy skirts - appropriate length

PANTS/SKIRTS

- Navy skirts – appropriate length
- Navy tracksuit pants
- Navy slacks
- Beige slacks

WARM TOPS

- Navy fleece
- Navy parka
- Navy jacket
- Navy jersey
- Navy blazer

SOCKS/TIGHTS

- Grey socks (long or short)
- Navy socks (long or short)
- White socks (short)
- Navy tights or stockings
- Grey tights or stockings

SHOES

- White sneakers
- Black school shoes
- Black sandals (Summer not to be worn with socks)

HATS

- Floppy cricket hat
- Navy cap

ACCESORIES

- Navy scarf

V, W, X, Y, Z