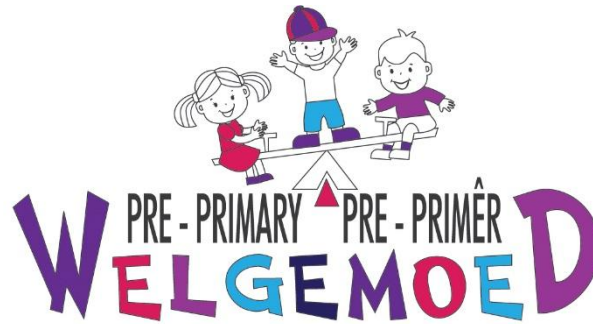




KOMMISSARISSTRAAT 64 • 64 KOMMISSARIS STREET WELGEMOED 7530 • T 021 913 2400 • admin@welgemoedpp.co.za

Prospektus

Prospectus





Dit is 'n spesiale voorreg om u kind as 'n leerder in Welgemoed Preprimêre Skool te verwelkom. Ons wens u 'n jaar toe wat altyd deel sal wees van wonderlike herinneringe.

Ons hoop van harte dat u hierdie prospektus waardevol en insiggewend sal vind.

Ons wil u uitnoui om enige tyd die vrymoedigheid te neem om navrae en probleme met ons te kom bespreek. Oop- en eerlike kommunikasie werk die beste.

Ons visie:

'n Skool waar leer lekker is en kinders kan kind wees.

Ons missie:

Hier ontwikkel ons kinders wat emosioneel, sosiaal en akademies gereed is vir die volgende fase van hul opvoeding.



It is a special privilege to welcome your child as a learner in Welgemoed Pre-Primary School. We wish you a year that will always be part of wonderful memories.

We hope that you find this prospectus informative and of value.

We invite you to feel free to come and discuss your queries and problems with us at any time, as we believe in open and honest communication.

Our vision:

A school where learning is fun and children can be children.

Our mission:

Developing emotionally secure, socially comfortable and intellectually curious children who are ready for the next phase of their schooling career.

Kontakbesonderhede/Contact details:

Telefoonnommer/Telephone number:

021 913 2400

Straatadres/Physical address:

64 Kommissaris Street
Welgemoed, 7530

E-posadres/E-mail address:

admin@welgemoedpp.co.za

Website/Webwerf:

www.welgemoedpp.co.za



Inligting i.v.m. die skool:

Welgemoed Preprimêre Skool is by die Wes-Kaapse Onderwys Departement (WKOD) geregistreer as 'n Vroeë Kind Ontwikkelings sentrum (VKO), wat ook Graad R aanbied. Ons is 'n Onafhanklike skool, nie 'n Publieke skool nie.

Die Graad R en Pre-Graad R opvoeders is almal gekwalifiseer en het 'n minimum van 'n B.Ed Grondslagfase graad.

Die skool is in 1976 gestig.

Die skoolgebou en gronde behoort aan die Welgemoed Preprimêre Skool Trust. Die Beheerliggaam vorm die trust en is dus die eienaars van die skool.

Information about the school:

Welgemoed Pre-Primary School is registered with the Western Cape Education Department (WCED) as an Early Childhood Development Centre (ECD), offering Grade R. We are an Independent School, not a Public School.

The Grade R and Pre-Grade R educators are all qualified and have a minimum of a B.Ed Foundation Phase degree.

Our school was established in 1976.

The school building and grounds belong to the Welgemoed Pre-Primary School Trust. The Governing Body forms the trust and is therefore the owners of the school.



Skoolure:

Aflaai: Leerders kan afgelaai word tussen 07:30 - 08:15

Dagprogram: 08:15 - 12:45

<u>Oplaaityd:</u> 12:30 – 12:40	Bytjieklass / Sterretjieklass
12:40 – 12:50	Dinosourusklass / Speelgoedlandklass
12:50 – 13:00	Plantjieklass / Elephant Class

Leerders moet asseblief middag teen 13:00 opgelaai wees, anders word die leerder se naam op die nasorglys aangebring en 'n fooi sal teen maandeinde betaalbaar wees. Ons kan geen uitsonderings maak nie.

Kantoorure: 07:30 - 14:00

**School hours:**

Drop off: Learners can be dropped off between 07:30 - 08:15

Daily programme: 08:15 - 12:45

<u>Fetching time:</u> 12:30 – 12:40	Bee class / Sterretjie class
12:40 – 12:50	Dinosaur class / Speelgoedland class
12:50 – 13:00	Plant class / Elephant class

Learners must please be fetched by 13:00, if not, their names will go onto the aftercare list and a fee will be payable at month end. No exceptions can be made.

Office hours: 07:30 -14:00

**Uiteensetting van die 6 klasse in die skool:**

4 Graad R klasse: 2 Afrikaans, 2 Engels

2 Pre-Graad R klasse: 1 Afrikaans, 1 Tweetalig

Structural organisation of the 6 classes:

4 Grade R classes: 2 Afrikaans, 2 English

2 Pre-Grade R classes: 1 Afrikaans, 1 Bilingual

Nasorg:

Ure gedurende die kwartaal: 12:30 - 17:30.

Ure gedurende die vakansie: 07:30 - 17:30

Die vakansienasorg vir voltydse nasorgverbruikers is INGESLUIT by nasorgtariewe. U word versoek om ASSEBLIEF u kind stiptelik te kom afhaal en te skakel indien u probleme ondervind om betyds te wees. 'n Boete van R65 per 15 minute of deel daarvan is betaalbaar deur ouers wat leerders na 17:30 oplaai. Die boete is onmiddellik betaalbaar in kontant aan die nasorgpersoneel.

Geen ouer of jonger boeties en sussies kan by nasorg geakkommodeer word gedurende die skoolkwartaal of vakansies nie.

Aftercare:

Hours during the term: 12:30 - 17:30

Hours during the holiday: 07:30 – 17:30

Holiday care for full-time aftercare users is INCLUDED in the aftercare fees. You are requested to please fetch your child on time. Phone the school if you are having difficulty to be on time. A fine of R65 for every 15 minutes or part of it is applicable to parents of learners who are fetched later than 17:30. This is immediately payable in cash to the aftercare staff.

No older or younger brothers and sisters can be accommodated at aftercare either during the school term or during school holidays.

Aims and objectives:

We aim to provide our learners with the following opportunities to develop life skills:

- ✓ a positive self-image
- ✓ communication skills
- ✓ creative skills
- ✓ cultural skills
- ✓ emotional skills
- ✓ gross- and fine motor skills
- ✓ perceptual skills
- ✓ problem solving skills
- ✓ social skills
- ✓ thinking skills
- ✓ initiative
- ✓ entrepreneurship skills
- ✓ leadership development



Doelwitte en doelstellings:

Ons wil leerders die geleentheid bied om die volgende belangrike lewensvaardighede te ontwikkel:

- ✓ 'n positiewe selfbeeld
- ✓ kommunikasievaardighede
- ✓ kreatiewe vaardighede
- ✓ kulturele vaardighede
- ✓ emosionele vaardighede
- ✓ groot- en fynmotoriese vaardighede
- ✓ perseptuele vaardighede
- ✓ probleemoplossingsvaardighede
- ✓ sosiale vaardighede
- ✓ denksvaardighede
- ✓ inisiatief
- ✓ entrepreneurskapsontwikkeling
- ✓ leierskapsontwikkeling

Attitudes and values:

We hope to encourage the development of important attitudes and values like:

- | | |
|------------------|--------------------------------|
| - Adaptability | - Empathy |
| - Charity | - Helpfulness |
| - Sense of duty | - Independence |
| - Gratitude | - Loyalty |
| - Honesty | - Trust |
| - Love | - Tolerance |
| - Respect | - Appreciation |
| - Responsibility | - Thoughtfulness/Consideration |

Houdings en waardes:

Ons hoop om die volgende houdings en waardes aan te moedig en te ontwikkel:

- | | |
|-----------------------|--------------------|
| - Aanpasbaarheid | - Empatie |
| - Naasteliefde | - Hulpvaardigheid |
| - Pligsbesef | - Onafhanklikheid |
| - Dankbaarheid | - Lojaliteit |
| - Eerlikheid | - Vertroue |
| - Liefde | - Verdraagsaamheid |
| - Respek | - Waardering |
| - Verantwoordelikheid | - Bedagsaamheid |

Aansoek en Registrasie:

Na aanleiding van voltooide aansoeke ontvang, word toelating per e-pos bevestig gedurende die eerste kwartaal van die jaar voor skoolbywoning. U word versoek om 'n fooi ten opsigte van die Ontwikkelingsfonds te betaal. Betaling van die fooi geskied eenmalig en is nie-terugbetaalbaar nie. Die bydrae tot die Ontwikkelingsfonds dien onder meer vir:

- die versekering dat u kind 'n plek in die skool het
- die versekering dat u of u kind nie verplig sal word om by fondsinsamelings betrek te word nie
- pret aktiwiteite gedurende die jaar soos bv. poppekas, towenaar en springkasteel, waarvoor u op geen stadium ekstra geld skool toe hoef te stuur nie
- voorskoot om by die skool mee te werk
- skryfbehoeftes vir die jaar word voorsien
- deurlopende ontwikkeling van fisiese- en opvoedkundige geriewe

Afwesigheidsbeleid:

Stel asseblief die skool/klasopvoeder in kennis van afwesigheid. Deurlopende assessering word baie vergemaklik indien leerders nie onnodig afwesig is nie.

“Groet-en-ry” / Parkering:

Wanneer u kind meer vertrouwd is met die skoolomgewing, wil ons u versoek dat u van die aflaai- en ry-opsie (groet-en-ry) gebruik maak. 'n Assistent sal u kind by die motor ontmoet en tot in die skoolgebou vergesel. Sodoende sal meer parkering gegenereer word.

Laatkommers:

Die skool begin stiptelik om 08:15 met die dagprogram. Ons versoek ouers om leerders asseblief soggens **betyds** af te laai vir skool. Laatkommers onderbreek die klasse wat reeds begin het en leerders hou nie daarvan om laat op te daag nie. Baie dankie vir die samewerking.

Application and Registration:

By receipt of completed applications, admission is confirmed by email during the first term of the year prior to school attendance. A fee towards the Development Fund of the school is then payable. This is a once-off, not refundable fee. Payment of the fee is for:

- the assurance that your child has a place in our school
- ensuring that you or your child will not be compelled to participate in any fundraising projects
- fun activities during the year such as jumping castle, magician and puppet show, for which you do not have to send extra money to school
- apron to use at school
- stationery for the year is provided
- continuous development of physical and educational facilities

Policy regarding learner absence:

Please inform the school/class educator about a learner's absence. It will simplify continuous assessment if learners are not unnecessarily absent.

“Drop off and go”/ Parking:

When your child is confident enough with the school environment, we shall appreciate if you could make use of the “drop off and go” option. An assistant will meet and assist the learner from the car into the school building. In such a way, more available parking will be generated during the busy times.

Late comers:

The school starts promptly at 08:15 with the daily programme. We request parents to please drop off learners **on time** for school in the morning. Latecomers interrupt the classes that already started and learners do not like to arrive late. Thank you very much for your co-operation.



Kurrikulum- en Asseseringsbeleid:

Ons skool volg die Kurrikulum- en Asseseringsbeleid (KABV) vanaf die Wes- Kaapse Onderwys Departement en die Nasionale Protokol oor Assesering: *Die Nasionale Program- en Bevorderings vereistes vir Gr.R.* Ons leerders word deurlopend geassesseer deur die opvoeders: elke dag, elke week, elke kwartaal.

Verslae:

Rapporte word aan die einde van elke kwartaal uitgereik. Ouers word aangemoedig om enige tyd afsprake met opvoeders of die skoolhoof te maak om hulle kinders se vordering of probleme te bespreek.

Nuusbriefe:

'n Klas- en kantooruusbrief word weekliks, op Maandae, in PDF formaat aan ouers gestuur via WhatsApp.

**Inligtingsvergaderings:**

Aan die begin van die jaar word inligtingsvergaderings in klasverband gehou. Hierdie datums sal gedurende die eerste week deurgegee word. Die vergaderings word gewoonlik in die aand gehou om sodoende soveel as moontlik ouers te akkommodeer. Daar is dan geleentheid om mekaar beter te leer ken en al u vrae te laat beantwoord.

Curriculum- and Assessment Policy:

Our school follows the Curriculum and Assessment Policy Statement (CAPS) of the Western Cape Education Department and the National Protocol of Assessment: *The National Program of Promotion and Progression for Grade R.* The learners are being assessed by the educators continuously: every day, every week, every term.

**Reports:**

Reports are issued at the end of each term. Parents are encouraged to make appointments with the class educator or the principal whenever they wish to discuss their child's progress or any problems.

Newsletters:

A class- and office newsletter will be sent to you weekly, on Mondays, in PDF format via WhatsApp.

Information meetings:

In the beginning of the year, information evenings are held in class relation. The dates for the meetings will be announced during the first week. The meetings are in the evenings to accommodate most parents. You can then get to know one another and have all your questions answered.

Somermaande:

Wend asseblief elke oggend sonskerm by die huis aan. Indien 'n kind 'n hoed moet dra wanneer hy/sy buite speel, stuur dit skool toe en lig die opvoeder daaroor in.

Kleredrag:

Kinders leer deur aktiewe deelname en moet verkieslik gemerkte, wasbare speelklere, skool toe aantrek. Verlore klerasie moet voor die einde van elke kwartaal opgeëis word. Onopgeëiste artikels word elke vakansie na 'n kinderhuis gestuur.

Hou gerus 'n ekstra stel skoon klere in u kind se tas. Uitgaanklere moet liewer net op spesiale geleenthede gedra word, dit inhibeer die kinders se aktiwiteite en kreatiewe spel.

Tasse/Rugsakke:

Ons rig 'n vriendelike versoek op die ouers om asseblief nie tasse/rugsakke met wieletjies vir die leerders aan te koop nie. Dit beskadig die verf van die rakkies (lockers).

Tasse moet asseblief groot genoeg wees vir die leerders se kosblik, waterbottel, skoene, warm top, ens.

Maats:

Sosialisering is 'n prioriteit in Welgemoed Preprimêre Skool. Gereelde geleenthede om oor en weer te speel help kinders om sosiale vaardighede te ontwikkel.

Toestemming en reëlins moet asseblief die oggend mondelings of per WhatsApp vir die klasopvoeder gegee word. Die personeel mag ongelukkig nie sosiale reëlins tref nie.

Rookbeleid van die skool:

ROOK IS VERBODE BINNE DIE SKOOLGEBOU EN OP DIE SKOOLTERREIN.

During summer:

Please apply sunblock every morning at home. If a child has to wear a hat when playing outside, send it to school and inform the educator about it.

Clothing:

Children learn through active participation and should wear suitable play clothes that are washable and may get dirty. All clothing must be marked clearly with the child's name. Lost clothes must be claimed before the end of each term otherwise it will be sent to a children's home.

Please leave an extra set of clean clothes in your child's bag. Special outfits should only be worn on special occasions as it inhibits active and creative play.

Back packs/School bags:

We kindly request parents to please not buy bags/backpacks with wheels for the learners. It damages the paint of the lockers.

Bags/backpacks must be large enough for the learners' lunch box, water bottle, shoes, warm top, etc.

Friends:

Socialising is a priority at Welgemoed Pre-Primary School. Frequent opportunities for social interaction are encouraged to provide valuable practice for developing skills. Permission and arrangements to play with one another in the afternoon must be given verbally in person or via WhatsApp to the class educator, in the morning. The school staff may not organise social events.

Smoking policy of the school:

SMOKING IS PROHIBITED INSIDE THE SCHOOL BUILDING AND ON THE SCHOOL PREMISES.

Verjaarsdae:

'n Verjaarsdag is een van die hoogtepunte van 'n kind se jaar. Die verjaardagmaatjie kry altyd 'n verjaardagkroon en daar word vir hom/haar gesing.

Daar word nie leerderverjaardagpartytjies by die skool gehou nie. Indien 'n leerder verjaar kan die ouer 'n koek/kolwyntjies saamstuur (opsioneel). Geen partytjie-pakkies, koeldrank en/of geskenkies word toegelaat nie. Ons sal wel uitnodigings uitdeel vir huispartytjies.

**Nasionale immuniseringsprogram:**

Die Nasionale Immuniseringsprogram is tans uitgebrei tot 6 en 12-jariges. Dit is die verantwoordelikheid van elke ouer om hul kind/kinders met die Tetanus en Witseerkeel "Booster" te laat immuniseer. Dit kan gedoen word voor die aanvang van Graad 1, op vyf- of sesjarige ouderdom.

Saamryklubs:

Ouers is self verantwoordelik vir die organisasie van saamryklubs. Geen leerder mag die gebou verlaat sonder dat die klas-/nasorgopvoeder daarvan weet, of sonder volwasse toesig nie.

Ons leerders se veiligheid kom eerste!**Ouer/opvoeder kommunikasie:**

WhatsApp is tans die kommunikasiemiddel wat inligting die vinnigste aan ouers versprei. Die opvoeder sal 'n WhatsApp-groep stig aan die begin van die jaar. Stuur gerus 'n direkte boodskap aan die opvoeder. Opvoeders kyk nie gereeld gedurende skoolure na hul fone nie en vind dit moeilik om gedurende skoolure 'n oproep te neem. In die geval van 'n NOODGEVAL, skakel gerus die skoolkantoor: 021 913 2400. Respekteer asseblief die opvoeders se privaatheid na ure. Baie dankie.

Birthdays:

A birthday is one of the highlights of a child's year. The birthday girl or boy gets a birthday crown and their classmates sing to him/her.

No learner birthday parties will be hosted at the school. It is optional to send cupcakes/cake to school.

No party packs, cool drinks and/or gifts will be allowed. We will assist you in sending out invitations for birthday parties at home.

National immunisation programme:

The National Immunisation programme has been extended to 6- and 12-year-old children. It is the responsibility of all parents to have children immunised with the Tetanus and Diphtheria Booster. This can be done before commencing Grade 1, at five- or six years of age.

Lift Clubs:

Parents are responsible for organising their children's lifts. No learner may leave the building before notifying their educator/aftercare educator, or without supervision.

Our learners' safety is top priority!**Parents/educator communication:**

WhatsApp is currently the communication tool that works best. The educator will establish a WhatsApp group at the beginning of the year. Feel free to send a direct message to the educator. Educators do not often look at their phones during school hours and find it difficult to take a call during school hours. In the event of an EMERGENCY, please call the school office: 021 913 2400.

Please respect the educators' privacy after hours. Thank you very much.



Medisyne en koplui:

Die opvoeder-en nasorgpersoneel mag onder geen omstandighede enige **medikasie** aan leerders toedien, sonder **skriftelike toestemming** vanaf die ouers nie. Ouers mag ook op 'n WhatsApp boodskap toestemming verleen dat 'n leerder medikasie mag ontvang.

Kinders wat hoes, verkoue het of aan 'n aansteeklike siekte ly, moet liever tuis bly totdat hul heeltemal gesond is.

Ongelukkig is die voorkoms van koplui 'n realiteit wanneer u kind begin skoolgaan. Die beste manier om voorkomend op te tree, is deur u kind se hare elke kwartaal met een van die middels op die mark te was, of hy/sy koplui het, aldan nie – dis vrylik beskikbaar by apteke en gesondheidswinkels.

Grootkerms vir opvoedkundige doeleindes:

Daar is skootrekenaars in al die klaskamers, gekoppel aan groot skerms. Dit word slegs vir opvoedkundige programme gebruik, wat deel uitmaak van temabesprekingskringe.



Kosblikke:

Stuur asseblief ELKE DAG 'n kosblik en iets te drinke skool toe vir middagend. Ons moedig graag gesonde eetgewoontes aan. Ons sal dit waardeer as u asseblief lemoene afskil en groot appels in die helfte sny.

Toiletroetine:

Maak asseblief seker dat alle leerders hulself kan help in die badkamer/toilet wanneer die skool heropen in Januarie.

Medicine and head lice:

The educators and aftercare staff are not allowed to administer any **medication** to learners without a **written parental consent**. Parents may also grant permission per WhatsApp, if a learner needs to receive medication.

Children with coughs, colds or with any infectious illness must rather stay at home until they have fully recovered.

Unfortunately, the appearance of head lice is a reality when your child starts school. The best advice is to wash his/her hair once every term with one of the shampoos on the market whether the child has head lice or not. The shampoos are preventative and are available from pharmacies and health shops.



Big screens for educational purposes:

There are laptops in all the classrooms, connected to big screens. These are for educational programmes only and form part of the discussion rings.

Lunch boxes:

Parents are requested to provide their children with a healthy snack for snack time EVERY DAY. Please help by peeling oranges and cutting large apples in half.

Toilet routine:

Please ensure that all learners can help themselves in the bathroom/toilet when the school reopens in January.

Betaalmetodes:

Skoolfonds is vooruitbetaalbaar in jaarlikse-, maandelikse- of kwartaal-likse paaieimente: Skoolfonds en Nasorg kostes (indien van toepassing) word aan die begin van die jaar vir die **volle** jaar op u staat gelaai. Vir elektroniese betalings kan u die onderstaande bankbesonderhede gebruik.

ABSA Tygervallei
Tjekrekno: 1007364250
Takkode: 630-510

Gebruik asseblief u unieke verwysingsnommer. (Verwys na u staat.)

**Payment method:**

School fees are payable in advance in yearly-, monthly- or quarterly instalments. School fees and aftercare fees (if applicable) for the **entire** year, will be loaded onto your statement at the beginning of the school year.

For electronic transfers please use the following banking details:

ABSA Tyger Valley
Cheque account number: 1007364250
Branch code: 630-510

Please use your unique reference number.
(Refer to your statement.)

Beheerliggaam:

Die skool se Beheerliggaam bestaan uit 6 lede: Die skoolhoof en 5 ouers wie se kinders daardie jaar die Preprimêre Skool bywoon.

Ouers kan vir 'n termyn van 3 jaar verkies word, mits hulle kinders in die Preprimêre Skool is. Dit is 'n e-verkiesing. 'n Formele proses word gevolg. 'n Ouer moet vooraf skriftelik genomineer word en 'n aanlyn verkiesing sal plaasvind.

Die verkose lede vergader so gou moontlik na die verkiesing, sodat portefeuljes toegeken word.

1. Tesourier (finansies)
2. Menslike hulpbronne/ Personeelaangeleenthede
3. Regsaangeleenthede
4. Fisiese geriewe: Geboue en terrein
5. Bemaking/IT/kommunikasie

Uit hierdie 5 ouers wat die 5 portefeuljes beklee, sal daar 'n voorsitter en 'n sekretaris verkies word.

Governing Body:

The Governing Body exists out of 6 members: The principal and 5 parents whose children are attending the Pre-Primary School that year. Parents can serve on the Governing Body for 3 years, provided that their children are in the Pre-Primary School. This is an e-election. A formal process is followed. A parent must be nominated in writing in advance and an online election will take place.

The elected members meet as soon as possible after the election, so that portfolios are allocated.

1. Treasurer
2. Human resources / Personal and staff
3. Legal Matters
4. Physical amenities: Buildings and terrain
5. Marketing/IT/Communication

From these 5 parents who hold the 5 portfolios, a chairperson and a secretary will be elected.

Buitemuurse aktiwiteite:

Die volgende aktiwiteite word privaat deur onafhanklike instansies aangebied:

- ✓ Ballet
- ✓ Karate
- ✓ Playball
- ✓ Play Clay
- ✓ Experi-Maatjies
- ✓ Gym Fants
- ✓ A+ Wiskunde



By Laerskool Welgemoed:

- ✓ Cricky Rugby
- ✓ Cricky Krieket
- ✓ Cricky Hokkie
- ✓ Moderne danse

Alle reëlins word direk met die aanbieders getref.

Demonstrasielesse word gedurende die tweede skoolweek van die eerste kwartaal aangebied.

Let Wel: Moet asseblief geen fooie vir buitemuurse aktiwiteite, bv. Playball, Ballet, ens. in die skoolrekening inbetaal nie. **Alle fooie word direk aan die aanbieders van die verskeie aktiwiteite betaal.**

Musiek (Mozart Musiekmuis), Engelse Taalverryking en Robotika en kodering (slegs vir Graad R) word as deel van ons dagprogram aangebied deur privaat opvoeders waarvan die tarief by die skoolfonds ingesluit is.

Extra-mural activities:

The following extra-mural activities are presented by private, independent tutors at our school:

- ✓ Ballet
- ✓ Karate
- ✓ Playball
- ✓ Play Clay
- ✓ Experi-Buddies
- ✓ Gym Fants
- ✓ A+ Maths



At Welgemoed Primary School:

- ✓ Cricky Rugby
- ✓ Cricky Cricket
- ✓ Cricky Hockey
- ✓ Modern dancing

All arrangements are made directly with the presenters.

Demonstration lessons can be attended during the second week of the first term.

Please note: Please do not pay any extra mural activity fees, e.g. Playball, Ballet, etc. into our school account.

All extra mural fees are paid to the presenters directly.

Private educators come to the school to present Music (Mozart Music Mouse), English Language Enrichment and Robotics and Coding (for Grade R only). The fees for this are included in the yearly school fees.