

# **KLOOF JUNIOR PRIMARY SCHOOL**



## **PARENT INFORMATION GUIDE**

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## **PROSPECTUS: HISTORY OF THE SCHOOL**

Kloof Junior Primary School was originally part of the Kloof Government School which was built in 1926. It split from Kloof Senior Primary School in 1965 and began its existence at the current Kloof Pre-Primary School premises. A new school building for Kloof Junior was built in Abelia Road to accommodate grade 1 to grade 3 children at that time. The children moved from the old school buildings to the present school buildings in 1969. The first principal of the then Kloof Infants' School was Miss Lawrence. She was well known for the amazing children's plays which she wrote and in which the children took part. She was the principal until 1974 when Miss Dacomb took over. Miss Dacomb was responsible for introducing the first computer centre at the school in 1985 when 15 Commodore computers were bought. It was during this time that the school became known as the Kloof Junior Primary School.

Mrs Rosalie Burke took over in 1986 and was responsible for many new developments at the school. Among these were a swimming pool, a new hall, a new administration wing and a new computer centre. Mrs Burke retired in 2005. Mrs Lyn Dobson was appointed as Principal in 2007 after being the acting principal for a year. In 2015, just before she retired, tiered seating and paving was added to the pool area and the Astro field and surrounds was built.

Our current principal, Mrs Karen Leppan was appointed in 2016.

A new mission, vision and set of virtues was created during the 2016 Strategic Review based upon input from all stakeholders. It was officially launched in 2017 and embraces what we believe is important in our educational journey.

### **MISSION**

**TO HOLISTICALLY DEVELOP ACTIVE AND CREATIVE CHILDREN WITH A SENSE OF COMPASSION AND COURAGE.**

### **VISION**

**TO INSPIRE CONFIDENT AND ENQUIRING CHILDREN IN A NURTURING ENVIRONMENT**

### **VIRTUES**

- **HOPE**
- **COURAGE**
- **RESPECT**
- **TRUTH**
- **HONOUR**

### **MOTTO**

**DO YOUR BEST.**

## **OFFICE STAFF**

When you arrive at the school you will be greeted by Mrs. Abbott who is the admission secretary. Mrs. Wilks is the bursar who deals with financial matters.

## **GRADE R**

We have two Grade R classes. Mrs. Hansel (grade co-ordinator) and Ms. Jacobs who are assisted by an intern and a teacher assistant, Mrs Sibongile Makhathini.

## **GRADE 1**

There are 5 grade one teachers. Four are mainstream classes: Mrs. Waller (grade co-ordinator), Mrs. Woolahan, Mrs. Williams, Mrs. Kretzmann and one class is a Remedial class: Mrs. Llewellyn. We also have teacher interns who are teachers-in-training. They are placed in Grade 1 for the first 6 months providing support for both the teachers and the children. During the second half of the year the interns swap around to a different class or grade and 5 new interns are placed into this grade.

## **GRADE 2**

There are 5 grade two teachers. Four are mainstream classes: Mrs. Moffatt, Mrs. Rees (grade co-ordinator), Mrs. Guimaraes, Mrs Tatton and Mrs. Weir (Departmental Head, Remedial Teacher). There are also Teacher Interns who are in training and who support both the teachers and the children. There are two of them allocated to this grade.

## **GRADE 3**

There are 5 grade three classes. Four are mainstream classes and one is a remedial class. Mrs. Saunders (Departmental head), Mrs. Stewart (grade head and remedial teacher), Miss Roberts, Mrs. Ebelthite and Miss Hoyte. There are also 2 Teacher Interns allocated to this grade.

## **INFORMATION TECHNOLOGY**

At Kloof Junior we believe it is imperative to keep moving forward with the IT in our school. We have a fully kitted out IT centre with a flat screen monitor per child and we have WiFi throughout the school. We have installed interactive white boards and data projectors in all rooms in our school. Each teacher is also provided with a laptop. In this way we provide an exciting medium of instruction for these 'digital natives' in our school.

## **MEDIA CENTRE**

Mrs Phillips runs our Media Centre and it is the hub of reading in our school. It is often open before school and during break time to encourage the reading of books. Every week we have a 'reading bug' time to encourage our children to 'catch the reading bug'.

## **SPECIALIST TEACHERS**

We have a specialist Music teacher, Mrs. Noakes, a Sports' Co-ordinator Mr. Nimmo, assisted by Mr Nyland, an isiZulu educator Mrs. Ngcobo, and an Afrikaans specialist Mrs. Richardson. By having specialist teachers, we increase the standard of coaching and teaching in our school and develop the passion that underlies specialist teaching.

## **GENERAL ASSISTANTS**

Our General Assistants are Mrs. Bongzi Ngidi, Mr. Francis Ncube, Mr. Siphon Mkhize, and Mrs Patience Makwaza. A weekly meeting is held and these assistants ensure that our campus is kept looking clean and organised. We welcome any suggestions from parents.

## **SECURITY GUARD**

We have employed a security guard Mr Christopher Hlongwa, to assist us in keeping our school safe & secure for your children.

## **ACADEMICS LANGUAGES**

Kloof Junior Primary School is an English Medium School, offering English as the language of instruction for children from Grade R to Grade 3. The first additional language is Afrikaans and is introduced from grade 1. IsiZulu is the second additional language and is also taught at the school from Grade R.

## **CURRICULUM**

The school has established a fine reputation for its academic standards, and the staff is dedicated to providing a high standard of foundation phase education based on the Curriculum and Assessment Policy document (CAPS). Our learning programmes are innovative, well structured, cover the required learning areas and are child centred. We encourage co-operative learning in order to develop the child holistically. We have an assertive discipline approach which is based on positive reinforcement. Once a week a child from every class is awarded the "I did my best" badge for any particular effort they may have made. These are handed out in assembly and worn for the week. Once a term one child from every class is invited to have tea with the principal as a way of reinforcing appropriate behaviour and work ethic. We aim to 'catch them doing it right'.

## **ASSESSMENT**

Continuous assessment is used to emphasize the importance of maintaining steady effort in each child's work throughout the year. Formal assessments are also undertaken during the course of the term. Both these types of assessment are used to compile the termly reports.

## **HOMEWORK GRADES ONE TO THREE**

We focus on oral homework only at this age. All learners are given a small amount of homework from Monday to Thursday. Prepared reading is set as homework to consolidate the work done in the class. Your interest and co-operation is of inestimable value and we ask you to encourage your child to proudly read their book aloud to you followed by any further homework that has been set. Homework is designed to consolidate the reading, bonds and tables done at school and is not designed to take up a large part of the afternoon.

## **EXPLORER SESSIONS AND ON-SITE EDUCATIONAL SHOWS**

We have a well-structured outing programme for grades R, 1 and 2 where children are given an opportunity to discover, reinforce and develop the knowledge gained from their theme based learning programmes. In Grade 3 the children participate in an overnight outdoor adventure programme.

Educational shows are regularly provided on our campus to enrich children's understanding of the curriculum. We have 21 of these shows booked for 2020! This excludes the off-site Explorer Sessions.

## **SCHOOL HOURS**

### **Monday-Thursday**

Assembly: Monday and Thursday	07:30 – 08:00
First session	08:00 – 10:00
Play time	10:10 – 10:30
Second session	10:30 - 12:30(12:15 Gr R)
Lunch	12:30 – 12:50
Last session (Grade 3 only)	12:50 - 13:50
Extra-murals Grade 3	13:50 - 14:50
Extra-murals Grade 1 and 2	12:50 - 13:50

**Grades 1-3 leave at 12:30 on a Friday.**

**Grade R leaves at 12:15 every day.**

## SCHOOL FEES

Kloof Junior Primary is a fee-paying school. The Governing Body levies a school fee to pay for extra teachers, insurance, purchase of teaching aids and sports equipment as well as maintenance of buildings, grounds, swimming pool and all other facilities. To supplement our fees we have regular fund raising functions.

## MONEY

In order to minimize the amount of cash on the premises, we would prefer payments of more than R50 to be deposited directly into our school account. When money is sent to school please put it in an **ENVELOPE** with your child's name, what the money is for and the grade teacher's name on it. Zapper and Karri are our preferred means of payments rather than cash.

In terms of the law, parents who cannot afford school fees can apply for an exemption.

## SPORTS HOUSES

We have 3 houses that are named after indigenous buck (in 3 different languages) found in the Kloof area.

ORIBI - GREEN HOUSE,  
 DUIKER - RED HOUSE  
 IPHITHI - BLUE HOUSE.

## UNIFORMS

These are obtainable from:

The Kit Bag (Kloof Senior Primary) 084 224 0211

Little Gem, 98 Overport Drive, Durban Tel 031 207 6733/34

Kloof Junior also offers an informal second hand option available from the front office.

<p><b>Girls</b>                  Regulation tartan dress                  Regulation V- necked pullover                  Underwear required.                  Short Navy Blue socks                  Knitted navy tights (terms 2 &amp; 3)                  Black Shoes: strap or lace up                  Navy or tartan hair accessories                  Navy blue sun hat with KJP badge                  Coloured house shirt &amp; quantec shorts</p>	<p><b>Boys</b>                  Regulation short sleeve shirt                  Regulation V- necked pullover                  Underpants required                  Navy shorts                  Navy long socks                  Black leather lace-up shoes                  Navy blue sun hat with KJP badge                  Coloured house shirt &amp; quantec shorts</p>
<p><b>Girls and Boys</b>                  Raincoats      Navy                  Sportswear      Navy Quantec shorts                                           KJP match shirt and a regulation sport shirt in their house colour                                           Takkies of own choice                                           Navy cap to be worn during cricket practices and matches                  Swimwear      Regulation KJP navy and yellow swimming costumes and Jammers                                           (available at school) Silicone swimming cap in house colour. No lycra caps please.</p>	
<p><b>Optional Extras</b>                  TRACK SUITS      Regulation KJP Tracksuit is only to be worn in second and third term. The tracksuit must be worn as a complete set and the children should wear their KJP match shirt under the tracksuit. On the occasional genuinely cold day in the Fourth tem, tracksuits may be worn.                  SANDALS      During the summer months the children have the option of wearing <b>BLACK</b> sandals.</p>	

### **Grade R Girls and Boys**

Regulation navy blue Grade R golf shirt	Regulation navy jersey
Underpants are compulsory	Navy blue shorts
Navy blue sun hat with KJP badge	Navy blue socks
Black school shoes/ takkies of own choice/ black sandals	
Sportswear	Navy shorts
	A golf shirt in the colour of their sports house
	Takkies of own choice
Swimwear	Regulation Speedo type swimming costumes
	Silicone swimming cap in house colour. No lycra caps please.

### **PARENT INVOLVEMENT**

The partnership between parent, child and school has now begun. As a team we strive to achieve the best for your child. We ask that parents support and adhere to the regulations and requests of the school. All parents are required to sign a declaration when they sign the Admission Contract, acknowledging that they have read the Code of Conduct document and will ensure that their children abide by it.

### **ABSENTEEISM**

Please inform the school if your child is unable to attend school. An absentee note is required when the child returns to school. Please do not use WhatsApp groups for this. If your child is absent with an INFECTIOUS DISEASE, would you please inform the school secretary as we have to notify the Provincial Health authorities. In case of children being ill or injured at school, parents will be contacted. The continued updating of personal particulars is vitally important to enable us to contact you when your child is ill or injured.

### **INTERVIEWS**

Parents are afforded every opportunity to meet the Principal and teachers in various functions held throughout the year. During the second and fourth terms Parents are invited, along with their child, to join us for the traditional Books and Burgers evenings to view books and have dinner. In the first and third term you will be invited in to an individual interview. You are, however, always welcome to make an appointment any time with your child's teacher to discuss your child's progress.

### **COMMITTEES**

Parents are encouraged to assist us by offering to help out on the various committees at school. In this way you can become a fully integrated member of Kloof Junior Primary School. Some of the committees which you can join are fundraising, catering, maintenance, caring committee, safety and security, recycling and media centre.

### **HEALTH AND SAFETY**

The Health and Safety Committee meets regularly and its aim is to ensure the safety of children, staff and property at all times. The children and staff practice Emergency Drill procedures once a term. All parents are requested to uphold all safety rules and traffic regulations in the vicinity of the school and are welcome to inform us of any concerns they may have.

**Please note the school and grounds is a smoke free zone!**

### **COMMUNICATION**

You will receive regular communication from the school on the web based school COMMUNICATOR with reminders of up-and-coming events and information. The teachers often place reminders in the children's homework notebook and you are required to sign acknowledgment thereof. Newsletters are also posted up on the School Communicator once a month to keep you abreast of all the school happenings. Each class has a WhatsApp group that you are encouraged to join. Teacher emails are posted up on the Communicator for your convenience.

## **MESSAGES**

Parents are to please make all necessary arrangements with their children prior to arrival at school. Only in emergency situations will the secretaries convey messages. Lunch, sports kits etc. brought to school by parents must be handed in at the office. Please do NOT go to the classrooms during teaching time and interrupt lessons.

## **LOST PROPERTY**

This can be found in the sickroom. Please take time to mark your child's belongings as we can then just return them directly to your child. We do not take responsibility for unmarked items of clothing.

## **RECYCLING**

We encourage new parents to get involved in the recycle, reuse, reduce drive at KJP. In this way we make money out of your rubbish! We came in the top 10 schools in 2016 for our paper recycling!

We recycle as follows:

Tuesdays: Glass (brought in by an adult or dropped at Recycling Centre)

Wednesdays: Cans and Milk Bottles

Thursdays: Card

Fridays: Paper & Plastic bottle tops

Any day: Bread Tags and Printer Cartridges.

## **PRIVATE EXTRA-MURALS**

As a service to parents we have many private extra-murals that are offered at your own cost on the school premises after school. These are: Judo, Swimming, Modern Dancing, Ballet, Garvz Sport, Music (recorder, guitar and piano), Tennis, Fun Science Club, Cricket Academy, Soccer Academy, Steps netball and Karate.

## **AFTER CARE**

An aftercare centre operates at the school. If parents are unable to collect their children timeously after school, we ask that you book them in to our Aftercare so that they can be supervised. For further details please contact Marlene Muir 084 516 7780.