



Pre-primary School

Grade R
Information booklet
2025

Dear Parents

Welcome to Kenridge Pre-primary School. We trust that 2025 will be an exciting educational experience for your family.

Please read the following guidelines carefully and be so kind as to adhere to our rules. There may appear to be many regulations and / or requests, but it is because we care. Time has proven that our system really does work!

1. GRADE-R TEACHING STAFF

Lerisa du Plessis	Principal: Pre-Grade R & Grade R	
Madelein Gravett	Secretary	
Anneke Pretorius	Teacher & Grade head	Fish class
Cecilia Brink	Teacher	Owl class
Tammy le Roux Maternity relief: Claire Garrard	Teacher	Bunny class
Celesti Aldrich	Teacher	Panda class
Megan Ferreira	Teacher	Hippo class
Christine Engelbrecht	Teacher	Penguin class
Joannie Oosthuizen	Teacher	Ladybird class
Nicola van Eeden	Teacher	Toucan class
Surita Stone	Phys-Ed Teacher	
Emma Stone	Class assistant	
Charissa van Greunen	Class assistant	
Hailey Marsh	Class assistant	
Carla le Hanie	Class assistant	
Robyn Avenant	Learning support	
Venessa Goodman	Facilitator	
Gloria Nyembezi	Cleaner	
Welky Visagie	Cleaner	
Gugs Phakamile	Handyman	

2. MESSAGES

Messages can be left with our school secretary, Madelein Gravett, at any time of the day.

Should you

- wish to speak to us personally, please phone between 07:30 and 07:40

or

- after 12:30, in order not to disrupt the school routine.
Should we not be available, kindly leave a message with the secretary and we will return your call.

- Our number is **021 975 1163**.

You are welcome to send us an e-mail.

Our e-mail address is pre-prim@kenridge.org.za.

Please bear in mind that we are only able to check for messages at the end of the school day. When e-mailing, please type the relevant teacher's name as the subject.

3. ABSENTEES

We kindly request that you contact the Pre-primary school secretary (Madelein Gravett) at 021 975 1163 or send an e-mail to

pre-prim@kenridge.org.za if your child is absent.

You will also receive a sms-message from the school if your child is absent.

4. SCHOOL COMMUNICATOR (D6)

The Pre-primary School (Pre-Grade R & Grade R) makes use of its own School Communicator (D6) as a means of communicating important information to you.

We suggest that both parents install D6 on their work and home computers as well as on their smartphones. The Pre-primary School Communicator is separate from that of the primary school, so it will be necessary for you to install this version. You can use both School Communicators at the same time and do not have to uninstall the primary school one.

School Communicator is an innovative and exciting way of communicating with parents. The School Communicator keeps you up to date with what is happening at the school. It updates automatically and brings you all the latest news and calendar events. It also includes a range of useful links and documents. To install D6, go to <https://schools.d6.co.za/> choose Kenridge Pre-primary School and the platform you want to install it on (Windows or Mac). You will find the links for the smartphone installations on this page too.

5. E-MAIL MESSAGES

The school makes use of a computer system to send e-mails. Sometimes e-mails end up in the junk/spam folder. Please look there on a regular

basis and make the necessary changes in your settings to ensure that all school e-mails go directly into the inbox.

6. CURRENT APPROVED SCHOOL CALENDAR FOR 2025

Grade R follows the school calendar of the Department of Basic Education.

TERM	OPENS	CLOSES
First	15 January	28 March
Second	8 April	27 June
Third	22 July	3 October
Fourth	13 October	10 December

7. GRADE R - SCHOOL FEE STRUCTURE 2025

School Fees will be communicated to parents.

8. REQUIREMENTS FOR THE 1ST DAY

Please send the following items with your child, on the FIRST DAY OF THE NEW TERM:

- A rigid plastic suitcase (36/38 cm x 26/28 cm). Bags, rucksacks and pull-along cases do not fit in our lockers. Please make sure the plastic suitcase is the correct size.
- 1 packet of wet wipes
- 1 box of tissues
- A clearly marked sun hat (to stay in the suitcase during Summer months)

9. ENROLMENT LEVY AND STATIONERY PACK FOR 2025

The stationery pack for 2025 was included in the Enrolment Levy which was payable on acceptance.

Current 2024 learners who have not paid the Enrolment Levy for acceptance in 2025, will need to please provide the following stationery on the first day of school:

- 1 packet (12 crayons) of retractable wax crayons (e.g. Monami)
- 2 Glue sticks – Pritt 43 g, Gloy 35 g or Amos (35 – 43g)

(Stationery does not need to be individually marked with your child's name)

10. KARRI APPLICATION

The school makes use of the Karri App for payments. This does not

include payments for school fees or extra mural activities. More information will be forwarded.

11. SCHOOL HOURS

Grade R school hours: 08:00 – 12:30

12. ARRIVAL

Pre-primary learners and parents can only access the Pre-primary campus from the following two gates:

1. Tygerberg Valley Road entrance
2. Pre-primary main gate in Van Riebeeck Avenue (Voortrekker Hall parking area)

NO parents or Pre-primary learners are allowed on the Primary school campus.

Arrival

Arrival time for all Pre-primary learners: 07:30 – 08:00.

1. Pre-primary main gate in Van Riebeeck Avenue.

This gate will open at 07:30.

2. Tygerberg Valley Road entrance

Please note that the entrance to the school will be open for Primary school learners to enter. We ask that you please wait at the gate until a Pre-primary staff member arrives to let you in.

Pre-primary learners can only enter the school grounds from 07:30.

There will be no supervision on the playground between 07:30 - 07:45. No child may be left alone without adult supervision. Older siblings are not allowed on the Pre-primary campus. For your child's safety, we rely on your cooperation. Learners can put their suitcases in front of their class on the stoep.

Please stay with your child until the classes open at 07:45. Learners can put their suitcases in their lockers and play in the garden.

We kindly request that parents leave the playground / classrooms as soon as possible. To encourage independence, we like learners to walk on their own from the gates from 07:45 onwards.

The safety of our learners is of utmost importance. Please do not hold the gate open for parents to enter or exit. Close the Pre-primary main gate properly behind you at all times.

All learners are required to be at school by 07:50 to allow them time to

unpack, find their friends and settle in. ***Our school bell rings at 08:00.***

The gates at Tygerberg Valley Road and Pre-primary main gate will be locked at 08:00.

Should you be late, in an exceptional case, please make use of the Pre-primary main entrance (Voortrekker Hall parking area). Please do not disturb the class by entering the classroom. Let your child quietly slip in and join the class, leaving their suitcase outside the door.

IT IS IMPERATIVE THAT YOU BRING YOUR CHILD TO SCHOOL PUNCTUALLY PLEASE! THANK YOU FOR YOUR COOPERATION IN THIS REGARD

13. EARLY MORNING CARE

An early morning care facility is available at a fee. Early morning care is available from 06:30 – 07:45.

Enquiries can be made at Club Engage.

Contact details: Janine 072 190 2995

Kim 082 534 9572

wcaftercare@clubengage.co.za

14. HOME TIME

Home time for Grade R: 12:30.

Please collect your children promptly at 12:30. Classrooms are being used by the After School Centre and for Professional activities. Teachers and assistants also have meetings and sport commitments after school.

Gates at Tygerberg Valley Road and Pre-primary main entrance will open at 12:25.

To not disrupt the end of day activities in the classrooms, we ask that parents please maintain silence on the stoeps until the class adjourns.

Please leave the school grounds as soon as you have collected your child. ***Both gates will be locked at 12:40.***

No parents and children may wait in the garden / stoeps for Professional activities to start.

Thank you for your cooperation in this regard.

AS WITH DROP OFF, IT IS IMPERATIVE THAT YOU COLLECT YOUR CHILD PROMPTLY PLEASE.

Should you be late, in an exceptional case, please collect your child at the Pre-primary Office.

Traffic and parking

During arrival and home times the car parks are congested and there is an increase in traffic around the school. We therefore ask that you continue to be patient and act responsibly when dropping off and collecting your children.

15. ACCESS TO SCHOOL

Should you need to visit us during school hours, please use the Pre-primary main entrance only and report to the secretary.

16. STAIRCASES AND STOEPS

Please adhere to the keep left rule on the stairs. It is imperative that children should never be allowed to peep over railings, hang onto or climb over railings.

To keep order and to prevent accidents, no running or shouting will be allowed on the stairs or the stoeps. Please help us to enforce these rules to ensure the safety of our children.

Keep in mind that loud voices or peeping siblings are a disturbance and disruption to classes when they have not yet been adjourned. We rely on your cooperation in this regard.

17. SNACK TIME

Please remember that this is a tea-time snack and not a main lunch. The emphasis is on teaching healthy eating habits. We suggest brown bread sandwiches, plain Marie or salty biscuits, bran muffins, fresh fruit and vegetables, nuts, cheese, sausages, biltong, dried fruit, yoghurt, water or diluted fruit juice (no fizzy or energy drinks, please) etc.

Sweets, chips or a treat of your choice are only allowed on Fridays, after eating a healthy snack.

- A few small bowls inside a lunchbox, with a small portion of food or some treats, prevent wastage and limit packaging and wrappers in the environment. Please open all packets and peel/slice fruit.
- Please send a **CLEARLY MARKED WATER BOTTLE**, that does not leak.

- No cups will be provided. Please send along enough liquids for your child.
- Please send a spoon for yoghurt.
- Please ensure that your child can open his/her own lunchbox and water bottle.

18. BIRTHDAY ARRANGEMENTS

- We will make every learner's day as special as possible.
- Should the learner wish to celebrate his/her birthday with their classmates, you can send one treat of your choice to school (e.g. Fizzers, small packet of popcorn, cup cake etc.). One treat per learner is more than enough. **No party packs please.**
- Please contact your class teacher to make arrangements.
- No party invitations will be handed out by the teacher.

19. WHAT TO WEAR/BRING TO SCHOOL

Kindly dress your child in comfortable "old" clothes so that he / she can play and move around freely. No-No's: "Spiderman / Superman" type suits, make-up and jewellery (only suitable earrings). These tend to over-excite our pupils when they are in a group situation, and often leads to inappropriate behaviour.

Summer months:

- Please send a clearly marked sun hat to school.
- Apply sunblock every day, before school.
- Barefoot is best for little toes to explore!

Winter months:

- Please send a raincoat to school on rainy days.
- NO umbrellas please.
- Wellington boots or waterproof shoes.

Names written with indelible pen on the labels of **ALL CLOTHING** will help to identify the owner of an item.

Please check the Lost Property regularly. We are amazed at the quantity of unclaimed brand new clothing we give to charity at the end of every term.

No personal toys or items other than a raincoat, sun hat, snack and water bottle may be brought to school.

20. SCHOOL T-SHIRTS

School T-shirts and tracksuit tops are available from De Jagers (Willowbridge Shopping Centre). These will be worn on special days, as well as on Phys. Ed. days. They may also be worn on any other day of the week.

If you have paid the Enrolment Levy for 2025, you will receive a voucher to get a school t-shirt and warm top at De Jagers.

21. MEDICINE

No medicine will be administered at school.

22. PROFESSIONAL ACTIVITIES (EXTRA-MURAL ACTIVITIES)

Understandably, the coaches have to get to know the children and their names. Therefore, on the odd occasion, a child is overlooked. Please bring this to the attention of the instructors.

Although extra-mural activities take place at our school, we are not involved in the running thereof. Please direct any queries or instructions to the instructors themselves.

Please make the necessary arrangements with the instructors with regards to arrival times and gates and home-time arrangements. Only Afterschool Centre learners will be accompanied by staff to the activities.

23. AFTER SCHOOL CENTRE

A limited number of vacancies are available at this facility. Please direct all enquiries directly to them on 021 976 4048.

24. HOW CAN YOU GET INVOLVED AT SCHOOL?

- Fundraising committee / PTA: If you have a passion / gift / talent for fundraising, please make yourself available to serve on this committee. **Meetings and functions take place during school hours.**
- Class representative: If you are enthusiastic, good at organising / delegating, available to attend termly meetings, support the class teacher etc., join in the excitement of our school activities and events. Teachers rely heavily on the support of these parents. **Meetings and functions take place during school hours.**
- School committee: Please e-mail pre-prim@kenridge.org.za for more information.

Please also consider making yourself available to support the PTA, class representatives and teacher even if you are not able to serve on any of the committees. An involved parent is a happy parent! Many hands make light work.

25. RULES

- No personal toys. Theme-related stories and items are always welcome.
- Should you wish to spoil a teacher on special occasions, please contact the secretary or a class teacher to make the necessary arrangements.
- **During school hours access to the school will be through the Pre-primary main entrance only. Please always report to the office first.**
- Please only park in the parking bays – do not ignore the yellow and red traffic lines.
- Kindly vacate the parking area as soon as possible to open parking bays for other parents arriving.
- Please do not block the traffic flow by ignoring our large beacons in the car park or by stopping outside demarcated parking bays.
- No children may leave school during the school day to attend extra-mural activities or any other appointments elsewhere.
- Please make the necessary arrangements with the class teacher or secretary should you, in an exceptional case, collect your child earlier. The learner can be fetched from the Pre-primary office.
- The school grounds are a smoke and vaping free zone!
- No dogs/cats, big or small, are allowed on the school grounds.
- Smartphones or -watches are not allowed.

26. SOCIAL MEDIA

Kenridge Pre-primary School is on Facebook.

Visit our website on: <https://kenridgepreprimary.co.za/>

Thank you!

Telephone: 021 975 1163
e-mail: pre-prim@kenridge.org.za

Keep this booklet in a safe place for future reference.