

## **INFORMATION FOR ANDREW RATTRAY PRE-PRIMARY (Inky)**

### **1. SCHOOL HOURS: 07h40 – 12h30**

#### **IMPORTANT SCHOOL DATES**

At the beginning of each academic year, a calendar for the forthcoming year outlining all major school events is issued to parents via the School App. Please diarise these dates where they apply to your son.

**At the start of each term, a calendar card, outlining the activities for that term, is issued to all boys. All important information is circulated via the weekly newsletter, the School App and the school website [www.cordwalles.co.za](http://www.cordwalles.co.za). It is very important that you have access to electronic media as communication with our parents is important and we prefer not to print hard copies.**

#### **DROP OFF AND ARRIVAL TIME**

When dropping off/collecting your son please park in the designated parking places and walk along the walkway.

One staff member is on duty from **07h00** in the morning and all staff as from 07h15.

In the event of a boy being fetched from school by a stranger, the teacher must be informed by the parent beforehand. Parents are requested to deliver their boys personally into the care of a staff member and under no circumstances to leave the boy to find his own way to the classroom. At 12h30 parents must fetch their boys from their classrooms.

### **2. EXTRA-CURRICULAR ACTIVITIES**

Play Ball, Rugby Tots, Teddy Tennis, Adventurers and Swimming lessons are available. Arrangements and payment of these lessons must be made **directly** with the coaches.

### **3. ABSENCE**

Permission to be excused from school for any reason other than ill health can only be granted by the Headmaster. A letter must be sent to the Headmaster. When your child is absent from school for 3 days or longer, a medical certificate is required.

Grade RRR boys may attend as many days as the parents wish. Full fees apply.

### **4. SNACK/LUNCH**

Please provide your son with a small healthy snack for tea-time (first break) i.e. no sweets, chips, fizzy drinks, etc.

Treat day is on a Friday. Boys may bring a treat with their healthy mid-morning snack.

### **5. STATIONERY**

Initial stationery items are issued by the school and are paid for out of the Incidental Fee, which appears on your account.

## 6. SCHOOLBAGS

The Cordwalles school bag is to be used by the boys.

## 7. AFTERCARE

An aftercare facility is available from Mondays to Fridays for Pre-Primary to Grade 3 boys. No charge is levied for this facility. Lunch is provided at an additional charge. Boys may provide their own lunch and will join the other aftercare boys for lunch.

At aftercare Inky boys must wear blue boxer shorts and their coloured shirt.

In the event of a boy being fetched from school by a stranger, the teacher must be informed by the parent beforehand.

**After-care closes promptly at 17h00. Please, boys must be signed out.**

The aftercare application form is available from Kath Anderson at Reception or from Ruth Forder (PR and Marketing Department).

## 8. SECURITY

The school uses a private security company to monitor and control traffic into the school on a 24-hour basis. The front gate is open during drop-off and pick-up times for the boys (07h00 – 08h00 and 12h00 – 17h00). At all other times the gates are closed. Visitors have to sign in and out. Parents are to display the Cordwalles parking sticker on the left side of their car window screens to be allowed access. If the sticker is not displayed, they will be asked to sign in and out.

Should a boy need to be collected during school hours and then returned to school i.e. a Doctor's appointment, the parent is required to collect an exit card from Reception to facilitate clearance through the security check.

The boys are not permitted to bring valuables, toys, electronic games, cell phones, ipods etc, to school. Should a particular item be required by your son for academic or health reasons, this article must be handed to the class teacher for safekeeping.

## 9. LOST PROPERTY

Please ensure that all items of clothing are **clearly marked**.

## 10. OUTINGS

All classes undertake at least one day visit a term. These visits usually take place during normal school hours. Prior to a visit you will receive a detailed circular from your son's teacher.

## 11. HEALTH

On entering the school, a Medical Health Record must be completed. Please let us know, in writing, at the beginning of a term, or at any stage during a term, if your son has been in contact with any infectious diseases. Similarly, the school must be informed should your son be placed on any medication that might need to be taken at school. Our Nursing Sister, Sister Mapham and our Boarding House Mother, Mrs Warr, need to monitor such cases.

## **Contagious diseases**

Boys with contagious diseases will not be readmitted without a medical certificate. Quarantine periods and periods of infectivity are set out below:

Chicken Pox	From 2 days before rash until last scab has disappeared
Cold sores	Until the sore has healed or 48 hours of treatment has been completed
Conjunctivitis (Pink Eye)	Until eyes are no longer red or discharging
Diphtheria	Until 6 daily throat swabs test negative
Hepatitis – infectious	Until complete recovery. Minimum period of exclusion – 7 days
Scabies	Until the sores have healed or 48 hours of treatment has been completed
Lice	After complete cleansing and freeing of the head, body and clothing from lice and nits
Measles	7 days after first appearance of rash
Measles (German)	For 1 week after rash appears
Mumps	From the time that the symptoms start until swelling has disappeared
Ringworm	Return to school immediately if under appropriate treatment and affected parts are covered
Scarlet Fever and Strep Throat	If no sore throat, no discharge from ears or nose, no recently enlarged glands or discharging sores and on production of a medical certificate. Minimum period of exclusion – 14 days after commencement of treatment
Whooping Cough	For 6 weeks after onset

## **12. CASH**

We try to limit the amount of money a boy handles at school. Wherever possible your school account will be debited with any expenses incurred such as fun days and any miscellaneous costs.

## **13. CLOTHING**

**Pre-Primary Groups** (All items are available at the school shop)

- 3 navy shorts
- 4 coloured t-shirts
- 2 navy hats
- 2 navy long sleeve t-shirts
- 2 Cordwalles fleece tops
- 2 navy tracksuit pants
- 1 Cordwalles school bag
- 1 lunch bag

- 20 clothing labels, ordered and sewn on at a nominal fee. Hats are a part of the school uniform and are compulsory.
- Boys are required to wear footwear to and from school.

#### 14. SCHOOL SHOP

The School Shop is managed by Elza Muller and is situated at the entrance to the corridor leading to the Sick Bay. It is well signposted. It stocks mainly new but also a limited amount of second-hand clothing.

##### **Shop Hours: (during term)**

Mondays:	07h00 to 13h00
Tuesday & Wednesday:	07h30 to 13h00
Thursday:	Closed
Friday:	12h00 to 15h00

##### **Additional Times:**

The shop will also open on the Thursday of the Mid-term break and on the last day of term from 07h30 to 10h30.

The shop opens from 10h00 to 13h00 the day before the start of each term unless the start falls on a Monday, in which case it will open on the Friday before from 10h00 to 13h00. The Shop re-opens a week before school starts in January, by appointment only.

##### **New Pre-Primary boys:**

It is important for us to accommodate new parents and those travelling great distances and for this reason we schedule one-on-one appointments (approx ½ hour) during the last few weeks of the 4th term and the first week in January, to give adequate time to each boy. This also allows adequate time to mark all items. We would recommend that you use this facility and book in advance.

You can email your order to [shop@cordwalles.co.za](mailto:shop@cordwalles.co.za).



# **Cordwalles**

**PREPARATORY SCHOOL FOR BOYS**

*Your Son's Foundation For Life.*