

November 2016

*Dear Parents*

*On behalf of the Reception Unit, we welcome you to the Prep Community and trust that this will be the beginning of a happy and enriching association with our School.*

*We invite you to become involved and work for the good of the school. The foundation of the school's success is a shared vision and a partnership within a community of people of considerable ability and vitality. More specifically, it is a community consisting of loyal friends, strongly committed and supportive parents and a highly qualified, dedicated and experienced staff.*

*Our Reception Unit provides a stimulating and nurturing environment, geared towards developing the 'whole child'. This is an amazing age where the world is such an exciting place and every life experience becomes a valuable opportunity for spontaneous learning to emerge. With this in mind, our school morning is carefully designed to create a healthy balance between structured learning times and fun, exploratory play opportunities.*

*I hope that the information which follows will help you to prepare your son for his Grade R year. Additional information and guidance will be provided at the Parents' Information Evening early in the New Year.*

*It is our wish that your son settles in quickly and happily and that his efforts at school are well rewarded. We look forward to preparing him for Grade One and sharing the next year with you.*

*Kind regards*

*Les Phipson*

**LES PHIPSON**

**Head Teacher**

**DPHS Educational Trust Reception Unit**

## **VISION**

Preparing our Boys for Life.

## **MISSION**

**To provide a unique, balanced education and fulfilling experience within a nurturing environment, founded on the School's guiding principles of integrity and respect for self and others.**

## **WE AIM TO**

**Provide** a unique and balanced educational experience, enjoying the committed contributions of skilled educators, support staff and parent community, strongly supported by the availability of leading edge school resources and facilities.

**Teach** and inculcate in all, the principles of right living: excellence, fairness, honesty, human dignity, integrity, loyalty, perseverance, respect, self-discipline, service and servant leadership.

**Foster** a stable and stimulating environment in which all are intrinsically motivated in all that they do, enjoy a love of learning and may experience happiness, fulfilment and guidance.

**Develop** the inherent leadership potential in all to the benefit of each individual in their service of the School, their family and the community.

**Encourage** and assist the development of strong teams amongst boys, staff and parents across the spectrum of the school's broader programme and activities.

***"From small Beginnings better fortune follows"***

# WELCOME TO THE DPHS EDUCATIONAL TRUST RECEPTION UNIT

Please take note of the following information which will assist you and your son on his first day of school.

## FIRST DAY

We would like each child to feel very special on his first day and will therefore be staggering our intake over the first three days of Term 1:

- Wednesday 11<sup>th</sup> January
- Thursday 12<sup>th</sup> January
- Friday 13<sup>th</sup> January

Further information regarding the date and time slot will be given to you at our Orientation Day. Please adhere to these dates and times to enable a smooth start to the year.

## ITEMS REQUIRED

On the first day of school, please bring the following items with you:

- a copy of your son's 2016 year-end report
- any therapist reports
- 1 small passport size photo of your son for the class birthday chart
- the stationery box from Stanley's Stationers with all stationery labelled correctly (i.e. each koki, crayon, roll-up etc).
- his sunhat with a loop sewn on the inside

**Please note : His DPHS cooler bag and stationery bag will be handed to him on his first day of school**

# GENERAL INFORMATION

## SCHOOL HOURS: 07h30 TO 12h15

### Arrival: 07h30 to 07h45.

Our school programme starts promptly so please be punctual so as not to disrupt the class. For security reasons, the gates are locked at 07h45.

We do also provide an early drop off facility from 07h15 to 07h25 to assist working parents. Please could you accompany your son through the garden side gate (on the Ninth Avenue side of the school) to erMrs Lushaba, who will supervise him in the back garden until our doors open at 07h30. This facility is for Reception Unit boys only and we cannot accommodate siblings. Our security guard, Biyela, is **not permitted** to take responsibility for any pupils who arrive before this time or to take care of siblings left in cars.

### Departure: 12h15

The door in the link passageway will be opened at 12h15. All boys must be collected **promptly** from their classrooms.

## SCHOOL SAFETY

- **Double parking, parking on the red lines as well as parking on yellow lines and across our driveway or those of our neighbours is not permitted at any time - not even just to drop off or quickly collect your son.**
- **Under no circumstances** may parents drive into the school property. This is extremely dangerous as boys are entering and exiting our school grounds during arrival and departure times.
- All pupils need to be brought onto the school property by an adult. The roads are exceptionally busy in the mornings and it is not safe for the boys to walk along the pavement on their own.
- Parents making use of the early morning drop off facility are requested to accompany their sons into the back garden before leaving. No pupil may be left outside the front door without parental supervision.

- If your son arrives late for school, please accompany him to the front door and wait with him until the door has been opened by one of our staff members.
- The link door is not to be used as an exit point in the morning as it needs to be kept locked at all times.

### DRESS, UNIFORM AND APPEARANCE

DPHS boys always wear their uniform with great pride and it is important that we start to instil this value in our pupils at an early age. Our uniform enables the boys to identify with Main Campus and also helps prepare them for formal schooling.

The uniform consists of:

- the regulation denim shorts (no faded ones please)
- navy collared shirts
- long-sleeved navy fleece top and long pants for cooler weather
- DPHS school bag **and** sun hat

Plain navy blue anoraks or raincoats may also be worn to and from school, during inclement weather. No other items of clothing are permitted, in keeping with Main Campus policy, including beanies, gloves and scarves. If your son would like to wear a vest or t-shirt underneath his school shirt, please make sure that it does not show above the buttons of his shirt or below his sleeves.

Navy, black, brown or grey sandals may be worn to and from school (no Crocs or slip slops). Closed in shoes (no lace up shoes allowed) may be worn to school, in the cooler weather. Boys are expected to arrive and leave school with their shoes on if they are still in uniform. This includes the Aftercare boys as well as any boy attending after school activities in his uniform.

No watches, jewellery, sunglasses or caps may be worn to school and hair is to be kept short and neat (no gel). Any holes/loose hems need to be mended and missing buttons replaced. Please ensure that all items of clothing are marked with your son's name and that a loop has been sewn on the inside of his sun hat so that it can be hung up. We encourage you to use lower case letters except for the start of his first name and surname (an example of this font is at the back of the booklet).

### SCHOOL SHOP

The school has a small Uniform Shop which will open as follows:

During school terms:

- **Monday to Thursday:** 07h15 to 08h30 and 12h30 to 14h00
- **Friday:** 07h15 to 08h30

Before school commences the Uniform Shop will be open as follows:

- **Monday 9 January:** 07h30 to 11h00
- **Tuesday 10 January:** 07h30 to 11h00

Certain items of the Grade R uniform are also available from:

“GEM” SCHOOLWEAR 21/23 JUNIPER ROAD (NEXT TO OVERPORT CITY)

WEBSITE - [www.gemschoolwear.co.za](http://www.gemschoolwear.co.za)

### GRADE R CLASSES

The Reception Unit consists of 3 classes, each taught by a fully qualified teacher with a teacher assistant present. Teachers and learners have the support of a large team of specialist teachers, situated at the Main Campus.

### TEACHER HOURS

As we are all full time teachers, supervising duty areas and/or teaching throughout the morning, we are unable to take telephone calls or be available to parents during this time, unless it is an emergency or has been pre-arranged with the teacher. Please put a note in your son’s notebook or leave a message with our secretary, Sharm Malherbe: telephone - 031-313 3742; email: [ru@dphs.co.za](mailto:ru@dphs.co.za) or fax - 031-312 3720.

### PROGRESS REPORTS AND PARENT/TEACHER MEETINGS

Parents will be invited to an Information Evening at the start of the year. In the first term, parent/teacher meetings are held, during which teachers will discuss with parents their son’s progress. A second interview may be scheduled in the third term. At the end of the second and fourth terms, a Progress Report is sent home.

### COMMUNICATION OF INFORMATION TO PARENTS - d6 Communicator

We urge parents to download the d6 communicator which is our preferred method of communication. Besides the news items, calendar dates and alerts which may be viewed upon opening, the RESOURCES section includes all previous correspondence and forms for referral.

### For your Computer (desktop and laptop):

Visit <http://www.school-communicator.com/downloads> and follow the prompts:

- Click on the link
- Go to the drop down menu
- Select 'DPHS' from the menu
- Choose either the 'Mac' or 'Windows' option
- Run programme

### **Print your own notice:**

All stored communications and material available via the "Resources" menu bar to the left of the main Communicator screen may be printed.

### **D6 Communicator for your mobile phone:**

The School Communicator *mobi site* is available to anyone with an internet-enabled mobile phone. An app is available for both Android and iPhone.

- Type in the address "schoolcommunicator.mobi"
- Select your school from the list
- Select "Submit"
- Save as a 'favourite' to your home screen, where the icon will be displayed.

### **Other forms of communication used by the School**

- The Prep Patter Newsletter is sent out weekly via email and includes news from the whole school (Grades 0 -7), including the Headmaster and sports departments etc. Please email Caroline McCarthy at [cmccarthy@dphs.co.za](mailto:cmccarthy@dphs.co.za) if you would like to register
- There is a *Durban Prep Parent Community Facebook* page that is a popular tool amongst our parents, where photos and news are shared on a regular basis. Please feel free to join this group.
- DPHS Website - [www.dphs.co.za](http://www.dphs.co.za)
- Twitter - follow us on Twitter@durban\_prep

### **NOTEBOOKS**

We will supply and cover your son's notebook, which is an essential link between school and home and should be **checked daily**. Please sign any messages received. **Only notices requiring a response by way of a reply slip will be sent home in hard copy. All other notices/letters will appear on the d6 Communicator only.**

## ATTENDANCE

**Regular school attendance is important.** Please inform us telephonically or by email, during the course of the morning, should your son be absent for any reason. Please do not send your son to school if he is not well as the school programme is designed for active, alert and healthy children. A letter of absence is required for children who are absent from school.

## FOOD

The boys are expected to bring a healthy mid-morning snack and a plastic bottle with juice or water. We recommend two small sandwiches (with the crusts on!) or a health muffin and a piece of fruit or raw vegetable. **NO SWEETS, CHIPS, CAKES, BISCUITS OR FIZZY DRINKS PLEASE!!** Aftercare boys are required to bring a healthy and substantial lunch, packed into a separate container, which will remain in their school bag.

## LIFT CLUBS

Please advise the school of any lift club arrangements. We must be informed **in writing** if anyone other than yourself or the normal lift club will collect your child.

## SCHOOL FEES

The payment of school fees is a compulsory requirement. Payment must be made to Durban Preparatory High School (DPHS) on the first day of each term. (Please wait for the Bursar's letter detailing this information which is sent out in Term 1). Parents who wish to spread their payments over 10 months may sign a monthly stop order with their banking institution. Prior arrangement must be made with the Bursar before you sign the necessary stop order forms at your bank. Under these circumstances, it is essential that the 10 regular monthly payments commence in January 2017 until October 2017. The facility for paying fees by credit card or debit card is available. The budget facility offered by your banking institution is acceptable

## **PLEASE NOTE:**

***In terms of our Admission Policy, a full term's notice is required in writing in the event of withdrawing your son from the school. If a boy is withdrawn without a term's notice, parents will be liable for the next term's fees.***



Fees may be included in your son's notebook but ONLY in the form of a cheque (no cash), which must be in an envelope marked with your son's name.

Details of the DPHS Reception Unit bank account are as follows:

First National Bank account: 507 400 28789.

Florida Road Branch: 220526

Reference: Your son's name

A copy of the deposit slip or proof of payment must be forwarded to the school to ensure accurate recording thereof. Should you require any further information, please contact the Finance Department at our Main Campus - 031 3122154 or email the Bursar at [mwilson@dphs.co.za](mailto:mwilson@dphs.co.za).

### AFTER SCHOOL CARE

Preppy's Place, the DPHS after school care facility, is situated within the Reception Unit grounds and provides a service for parents of pupils who are in Grades 0 to 3. This service does not include care during school holidays. Flexi-care pupils must be collected before 14h30 and Full-care pupils before 17h00. Admission to this facility is subject to a school fee credit rating from the Bursar's office. Further information and application forms are available from Denise Tsouris, the Admission Secretary at Main Campus. **Please note that this facility is not run by the Reception Unit and all messages must be directed to Preppy's Place.**

### BAKER DAY AND CHARITY COLLECTION

As fundraising is kept low-key, our Baker Day is a treat for the boys. On Fridays, a child in each class has a turn to be Bakerman and he will be asked to bring cupcakes or biscuits for his peers. A list will be pasted into the notebook, so please check when it is your son's turn. A reminder notice will also be put in his notebook a week in advance.

Every Friday, a 'piggy bank' will be placed in the foyer for a charity collection. This gives the boys an opportunity to remember those less fortunate than themselves.

### BIRTHDAYS

Please could you supply a birthday cake or cupcakes with candles on your child's birthday. As we have an extremely busy programme, a birthday 'ring'

will not be celebrated, however, your son will be made to feel very special on this day.

### EXCURSIONS AND SHOWS

These are organised each term to enrich the children's education and experiences. You will be notified of these events in advance and all expenses are included in the school fees during the Grade R year.

### SWIMMING AND BALL SKILLS

Swimming takes place during the 1<sup>st</sup> and 4<sup>th</sup> terms. Please ensure that your son wears his regulation costume to school under his shorts (underpants to be put in his bag) and that sunblock is applied at home. He must also have a lycra cap (any colour in Grade R), towel and sandals to wear down to the pool. All these items must be clearly marked. Qualified, experienced coaches teach your sons but it is imperative that they are water safe before starting school. Our weekly lessons help to encourage water confidence and facilitate stroke correction. They will not be excused from swimming unless requested in writing.

During the 2<sup>nd</sup> and 3<sup>rd</sup> terms, these lessons are replaced by a ball skills programme, conducted by external coaches. These sessions take place during the course of the school morning.

### SUN POLICY

Parents are asked to apply sunscreen to their son prior to arriving at school each morning, especially on swimming days. It is compulsory for all boys to wear their sunhats during outdoor play times, throughout the year. During the summer months, the boys will be encouraged to make use of the shaded areas of the garden.

### LIBRARY

Your son will receive a library book every Wednesday, which needs to be returned the following week. We expect the children to respect all books and not to damage them in any way. Parents will be held responsible for the replacement of any damaged or lost books at a cost of R70 per book.

### PUZZLE LIBRARY

This facility is run every year by a group of Reception Unit mothers and is primarily for your son's enjoyment of working with a wider variety of puzzles. There is a nominal joining fee of R100.00 per annum. A letter in this regard will be sent out during of the first term.

### TOYS

Please ensure that your child does not bring toys to school - they get lost or broken, quite apart from creating unnecessary rivalries and tears!

### RECEPTION UNIT MOTHERS' COMMITTEE

Although the Mothers' Committee does not have extensive fundraising activities, there are certain school functions and events, which need your help. Your interest and support will be greatly appreciated.

### WEEKLY REMINDER CHART:

Monday:	Flowers to brighten the classroom
Wednesday:	Library book (and bag)
Friday:	Bakerman Day and charity collection
	Term 1 and Term 4: swimming costume, towel and cap

## SCHOOL CALENDAR - 2017

**Term 1:** 11/ 12/ 13 January to 31 March

**Term 2:** 18 April to 30 June

**Term 3:** 24 July to 29 September

**Term 4:** 9 October to 6 December

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