



Beaulieu
Preparatory School
A Division of Kyalami Schools INC



Beaulieu
Preparatory School

WHAT YOU NEED TO KNOW





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Aftercare

Aftercare is provided at an extra cost on a full day, half day and ad-hoc basis. A schedule of fees and an application form are available on the School App.

Children are not permitted to wander around the school in the afternoons. If they are not involved in a co-curricular activity and they have not been collected by 14:00, they will be cared for and supervised in the Aftercare centre and you will be billed accordingly.

Aftercare | Holiday Programme

The school provides a holiday programme for a portion of each of the longer school holidays for Beaulieu Preparatory School pupils. The programme of activities, and a cost schedule, are available on the School App, a few weeks before each holiday commences.

Attendance

Children are expected to be at school throughout the term, including the first and last days, unless they are ill. It is expected that work, which has been missed, will be caught up by the pupil.

Pupils who do not attend school due to overseas vacations or sporting events which fall outside of the published school holidays, will have to catch up on any missed work upon their return to school.

Children who are absent on the day on which photographs are taken, will not be included in these photographs.

Please note that children who are absent for formal assessments, will write the test within 3 days when they return to school. A doctor's note is required when a child is absent for a formal assessment.

The school cannot grant permission to parents to remove their children from school for a holiday during the term.

Beaulieu Access Stickers / Access Cards

Access to the suburb of Beaulieu requires access stickers for vehicles.

A form, and the associated information regarding access stickers, will be emailed to you at the beginning of the year. Please complete the form and email **both the form and your proof of payment** to the Beaulieu Country Estates office admin@beaulieu-estate.co.za **The Beaulieu Country Estates office** will notify you once your stickers and/or access card are ready to be collected from the **School office**.

Please note that the Access Card allows you to use the fast entry lane when you use the



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main Papenfus Road entrance gate to the Estate. A sticker allows access through any of the four Beaulieu Country Estate entrance points.

Birthdays

If pupils wish to celebrate a birthday at school, parents may send treats to school on the appropriate day, for distribution to the whole class. We suggest cupcakes or doughnuts rather than party packs. **Invitations to parties cannot be distributed at school unless all the children in the class are invited. Parties may not start before the end of the school day.**

Codes of Conduct | Parents' and Pupils'

Our ethos, values and discipline are communicated through our Codes of Conduct. All pupils and parents are expected to be familiar with, and embrace the spirit of, the **Pupil's Code of Conduct**.

The **Parent Code of Conduct** helps us to align the values of the home and the school. Parents are asked to read, be familiar with, and embrace the spirit of the **Parent Code of Conduct**.

Other Codes detail the roles of **Teachers** and members of the **P.T.F.** (Parent Teacher Forum) within our school. These are available on request.

Co-curricular Activities

Our co-curricular timetable is available on the School App. We provide Netball, Tennis, Boys' Soccer, Girls' Soccer, Golf, Cricket, Hockey, Rugby, Cross Country, Swimming, and Athletics (Track and Field). A variety of other activities including Art, Chess, Choir, Debating, Drama, Eisteddfod, Quiz, String Ensemble, Marimba and Drumline are also available.

There are three co-curricular sessions each day. One before school starts in the morning and two in the afternoon. In addition, there are two homework sessions in the afternoon, from Monday to Thursday. These sessions are to allow children to start their homework when they are **waiting for a sibling** to complete an activity or whilst they are **waiting for the second afternoon co-curricular activity** to begin. **Children may not attend two homework sessions on the same afternoon.**

All **Grade 3 - 7** pupils are expected to participate in at least two co-curricular activities per week, one of which should be sporting in nature.

Co-curricular activities not provided for by the teaching staff are available to pupils at an **extra cost**, i.e. Judo, Karate, Ballet, Riding (Equestrian), Music, Drama, Professional Tennis Coaching, Golf etc. An extra cost display takes place at the start of Term 1. This is an opportunity for you to meet the service providers and to find out about the programmes on



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offer. Further information on these activities is available on the School App.

Communication

Important messages are emailed or SMSed to you via our school administration system known as ADAM.

We also use our School App to communicate school information to parents. When you search for the **Kyalami Schools Group** in the Apple App Store or the Google Play Store, the App can be downloaded onto your phone or device. **Beaulieu Preparatory and Nursery School** can be selected. Follow the prompts to register. It is essential that all parents have access to the information and organisational details, which are updated regularly on the school App.

Councillors

Beaulieu Preparatory School does not subscribe to a system of prefects. Each Grade 7 pupil will participate in a **Leadership and Development programme**. During the programme the children will learn the importance of Leadership and its different forms. Councillor, Senior Councillor, and Executive Councillor status is awarded, in turn, to those Grade 7 pupils displaying an exceptional level of commitment, leadership and initiative in the carrying out of duties and responsibilities over an extended period of time.

The Grade 7 Councillors undertake work in various committees during the year. Each group is supervised by a tutor (staff member) who coordinates the activities of the group.

Devices

Cellphones, Smart watches and other electronic equipment may not be used at school or on school tours or outings. If found, they will be confiscated and returned to the child's parents.

Chromebooks are used by the Grade 5, 6 and 7 pupils. These will be brought to school daily by these pupils for educational purposes. Chromebooks must be charged at home each night. They may not be used outside of the classroom unless this is directed by a teacher.

Discipline of Pupils

As an Independent School, Beaulieu Preparatory expects a certain standard of behaviour from its pupils. As a Multifaith school, it expects tolerance of, and respect for, every member of the community through the nurturing and development of defined and socially acceptable values and norms.

The emphasis of our discipline policy lies in the constructive process of building up each child. Children are praised and encouraged in a variety of ways, on an ongoing basis. In dealing with poor behaviour, we aim for fairness, consistency and learning through consequences. We will deal with any incidents of bullying as quickly and as efficiently as



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possible. The Anti-Bullying Policy and the full Pupils' Codes of Conduct are available to parents on the School App. The school has a Transformation, Diversity and Inclusion (TDI) Committee composed of staff, parents and pupils and it works to detect, minimise and eliminate racism and other forms of discrimination in each of the Kyalami Schools.

Drugs Policy

This is available for your perusal, should you wish to view it. In this way, we proactively ensure a healthy, drug free environment for all our children.

Educational Support

We have a qualified Remedial Specialist who assists small groups of children (Gr 0 - 2) in Mathematics and English during the school mornings at no extra charge to parents.

Additional Educational Support, in the form of Counselling, Speech and Language, Remedial, Play and Occupational Therapies, is available at Beaulieu Preparatory at an additional cost. A list of the names (and email addresses) of therapists, who are also recommended by the school and who operate in our area, are available on the School App.

Equestrian Niche

At the start of the school year, all class teachers will supply our *Chef d'Equipe* with a list of the riders in their classes. This facilitates the distribution of information to our riders regarding SANESA shows. All riders who would like to compete in Equestrian events are invited to join our squad. We are currently the Johannesburg Metro, Gauteng and National SANESA defending Champions.

Events Calendar

Important official school dates are published on the School App. Click on the Calendar icon and then click on the Live Calendar.

Hillen Resource Centre

The Resource Centre is open on Monday to Thursday from 07:30 to 15:00 and on Fridays from 07:30 to 14:00. It is also open during both breaks. Pupils in Grades 1, 2 and 3 may borrow 2 books simultaneously, and pupils in Grades 4 - 7 may borrow 4 books simultaneously. Books are exchanged or renewed weekly during the class Media period. Pupils may exchange books more frequently if they so wish.

Junior pupils are issued with a canvas library book bag. Books are transported daily to and from school in the bag. The library bag is used for reading books only. Lost or damaged books will be replaced at the parents' expense. R220 for fiction, R300 for non-fiction, and R65 for library bags. Pupils are welcome to use the Resource Centre, for research during opening hours, with their teacher's permission.



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Traditionally, parents donate a book to the library for their child's birthday (or another special occasion) each year. R160 is charged to your account to cover the purchase of a carefully selected book. Your child will choose a book from the 'Birthday Box' and have a bookplate with his/her name and birth date inserted on the front page. The book will be given to your child so that he/she may read it, before returning it to the Hillen Resource Centre.

Houses

Beaulieu Preparatory School supports three houses: Pegasus (lumo blue), Unicorn (lumo yellow) and Phaeton (lumo orange). Siblings will belong to the same house. **Each child must wear a regulation branded house t-shirt for house events.** (Available from the Kyalami Schools' Uniform Shop or McCullagh & Bothwell).

Medical Appointments

Medical and dental appointments should be arranged for times outside of normal school hours, where possible. In the event that this is not possible, please advise your child's class teacher by email.

Medical Forms

It is essential that we have your correct contact details so that we are able to contact you in the event of an emergency. Equally important are accurate medical details pertaining to your child. Please fill in the required personal information forms provided and return them to school on the **first** day of term. It is the parents' responsibility to ensure that any and all changes to these details are reported immediately, **in writing**, to the school office.

My School | Makro Cards | School-Days

Beaulieu Prep subscribes to the **My School** Programme. Cards may be issued to parents, grandparents and other adults. When this card is presented at a shop displaying the My School logo, a percentage of the transaction is paid to the school **at no extra cost to the purchaser**. Please apply online www.myschool.co.za email cs@myschool.co.za or call **0860 100 4455**

School-Days has a free app which can be downloaded from [www.schooldays.co.za](http://www schooldays.co.za) Please add **Beaulieu Prep** as your beneficiary. When you spend money at a School-Days partner, you will raise money for our school at no charge to you. For queries, please email: support@schooldays.co.za

Parents are also asked to link their **Makro cards** to the school. This also provides revenue to us **at no cost to you**. Please apply online via www.makro.co.za/school-programme

These are wonderful fundraising initiatives for the school. Applications may be done online via the various website links.



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One Sure Emergency Assist

Kyalami Schools is registered with One Sure, which is an emergency medical backup for pupils and staff. This service provides us with immediate professional medical assistance in the event of an emergency.

Office Hours

The office is open daily from 07:00 to 16:30 during the term and from 08:00 to 14:00 during school holidays.

The school will be closed for a short period during the December/January school holiday.

Open Door Policy

It is extremely important to use the correct procedure when difficulties arise. However, the Headmistress and Deputy Heads are always available to parents and pupils. Please feel free to make an appointment with them to discuss any matter at any time.

We welcome your interest and input.

Orientation for new pupils

Every effort is made to ensure easy orientation for new pupils.

Grade 1 pupils will receive an invitation to spend time with their teachers on the day before school starts for Term 1, in preparation for the start of their formal education. The children need not wear uniforms on this day. While the children are busy with their teachers, parents are invited to the De Beer Auditorium where they will be welcomed and addressed by the Deputy Head of the Junior Preparatory Department.

Grades 2 - 7 pupils are welcomed in the Stais Hall on the first day of school by the Headmistress and a 'Buddy' system is set in place. They should be at school **no earlier** than 07:20 on the first day.

Some children may feel unhappy on the first day of school. Please say goodbye happily and firmly and leave quickly. Please be waiting for your child at the close of school, as this helps with feelings of security and subsequent partings.

Orientation Evening for Parents

At this vital meeting early in the year, parents meet their child's teacher(s) and are given practical advice on how best to manage academic, social and emotional issues that may arise throughout the year. Administrative matters are also explained.

Outreach

The Isinkwa Outreach Programme forms a big part of what we do at Beaulieu Preparatory School. There are various ways in which we, as a school, promote and become actively



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involved in outreach. In one way or another, we make sure that our pupils learn the value of reaching out to those who are less fortunate. Through our Councillor system, the Grade 7 pupils are involved in the Isinkwa Outreach Programme.

Isinkwa “Bread for a Buddy” is an initiative aimed at assisting orphaned and vulnerable children living within the community. This is achieved through the support and participation of Beaulieu Preparatory, its pupils and the wider school community. Sandwiches are collected every Thursday and sent to two feeding schemes in Diepsloot. If you would like to support this initiative, please send to school, with your child on a Thursday, an uncut peanut butter or jam sandwich, securely wrapped.

Throughout the year several initiatives take place in support of our Isinkwa outreach projects.

Progress Meetings

Grades 1, 2 and 3

Progress meetings are booked with the class teachers in the first term. More in depth interviews may be scheduled at mutually convenient times. The pupils conduct a ‘Glow and Grow’ meeting in the second term. The pupils run the meeting and tell their parents about their ‘glow’ and ‘grow’ moments. A progress meeting will be held with parents, by invitation only, in the third term.

Grades 4, 5, 6 and 7

Interviews for parents of **Grade 4 - 7** pupils will be held to discuss progress. Parents are invited to book appointments with the relevant **subject teachers** when there is an issue which needs discussion.

Parents - Class Parents

One parent for each class is asked to act as a class representative and to assist the class teacher in activities such as welcoming new parents and pupils, organising and serving teas, covering books and helping with school functions. Please speak to your class teacher, if you would like to help.

P.T.F. (Parent Teacher Forum)

The P.T.F. works to strengthen communication between Staff and Parents. It also raises additional funds for the school. The elected P.T.F. Executive Committee will meet regularly to provide practical assistance in all areas. They arrange both fundraising and social events. If you would like to assist, please contact the P.T.F. Chairperson. The email addresses of P.T.F. members are available on the School App.

P.T.F. Welcome Cheese and Wine function

All new parents are invited to a Cheese and Wine party at which they are welcomed by the Headmistress and PTF Chair. The P.T.F. Welcome takes place in February in the Stais Hall.



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This is a great way to meet the P.T.F. members, the teachers and other new parents.

Pupils' Stationery Requirements

A year's supply of stationery is provided to **Grades 1, 2 and 3** pupils by the school. The teacher will keep the extra stock until it is needed. Should a pupil use up more than the allocated quota, his/her parents will be asked to replenish this. In addition, each child in **Grades 1, 2 & 3** is required to bring 2 boxes of tissues, 2 x paper towel rolls and a water bottle at the beginning of the year.

A year's supply of stationery is also provided to **Grade 4 to 7** pupils by the school. Pupils may take this home. Should a pupil use more than the allocated quota, his/her parents will be asked to replenish this.

In addition, **Grade 5, 6 & 7** pupils are required to have a Chromebook. The specifications for the device have already been sent to you.

Pupils' Textbooks

Some textbooks, including readers, are kept by the school as classroom stock. Other textbooks are issued to Grades 4 - 7 pupils on an annual basis and must be returned to the school at the end of the year. Lost or damaged books must be replaced at the parents' cost.

Raising Concerns

It is important that parents discuss any concerns firstly with their child's class teacher. If you are still concerned, the matter should be raised with the relevant Deputy Head. Thereafter, issues may be raised with the Headmistress. Please remember that we cannot help if we do not know that a problem exists.

Recycling/Paper Collection

As a school we are committed to being aware of our environment and we encourage children to be environmentally friendly. We stand by the slogan Reduce, Reuse and Recycle. We teach the children to recycle all classroom waste.

Different coloured plastic bins are used to collect classroom waste. We encourage children to carry this out at home too. Parents and children may deposit waste material in the relevant bins.

Large bins for **glass, plastic and tins** are located at one end of the BPS carpark. Recyclables are collected and sorted by an entrepreneur who has made this his livelihood. **Paper** is collected by Mondi and the school receives a small payment for this.

It is reiterated that every little bit counts. **If everyone does something small, the result is something big!**



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Reports

Reports are emailed to parents at the end of each of the two assessment cycles. Please ensure that the school office has your correct email address. **R60** will be charged for a hardcopy, should you require this.

Parents of new children must provide the school office with a photocopy of their child's latest report and a copy of the transfer card, if this is applicable.

New pupils receive an **orientation report** prior to their first midterm. This report advises parents as to the child's progress in adjusting to the new environment.

School Fees

School fees become due and payable on the **first** day of each term. A 5% discount is allowed for annual payment and the following sliding scale applies for siblings: 1st child – full school fees, 2nd child – 5% discount, 3rd child – 10% discount, 4th child – 10% discount.

For security reasons, we do not accept cash payments at school. Cash payments can be made directly into our account at any ABSA branch.

Banking details:

Beaulieu Preparatory School
ABSA Current Account
Branch code: 632 005
Account number: 4114078092 ZAJJ

The preferred method of payment is by EFT (with a clearly referenced pupil account code) or by debit order. As there is a delay between banks, please effect EFTs timeously.

Please note that we will not accept bank printouts as proof of payment. The funds must be reflected on our bank statement on or before the due date.

The payment you made to reserve your child's place is a **non-refundable** Development Levy and this will be used to develop the school in the future.

School Gates

The school gates will be opened at 06:40 and closed at 17:30 daily. Children arriving in the morning must gather on the top field until the bell rings.

School Hours

The bell rings at 07:30 for the beginning of the school day.

The occasional traffic hold-up is understandable, but no excuse will be accepted for repeated late arrivals.



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We ask that parents do not request to see staff members once the school day has begun. These meetings must be scheduled for times when the teacher is available.

School finishes at 13:30 each day.

Children are not permitted to wander around the school in the afternoons. Caring supervision is available on weekday afternoons in our Aftercare Centre. (Please see the **Aftercare What You Need To Know** booklet which is on the School App under the General Information Icon.)

Alternatively, the **Homework class** allows children to begin their homework whilst they are waiting for a sibling who is attending a co-curricular activity. Similarly, children may attend the homework class whilst they are waiting to attend the later co-curricular session (15:00-16:00) However, children may not attend both homework class sessions on the same day.

School Outings

Class day trips are arranged throughout the year. The cost of these outings is included in the school fees.

School Tours

Children from **Grades 3 - 7** will go on a compulsory school tour during the course of the year. These include two or more nights away from home. The cost of these tours will be invoiced to your account. Parents will be advised as to the exact costs and dates as soon as possible. Please be advised that annual class tours are **COMPULSORY** for all pupils since they are an integral part of the curriculum offered at Beaulieu Preparatory School. The costs of the tours are calculated by adding up the expenses (cost of block accommodation, bus trip, meals etc.) and dividing this amongst the number of pupils in the class. Parents of pupils who do not go, for any reason, are nevertheless expected to pay for the tour. In the same way, parents cannot expect to be refunded a portion of the school fees if their child misses school because he/she is ill or away on a trip.

Sickbay

There is a sickbay near the general office. Parents are advised when a child is admitted to the sickbay so that the child may be collected and taken home or to the doctor.

Social Media

Our Facebook page is: www.facebook.com/beaulieuprep/

Our Instagram handle is: [beaulieu_prep](https://www.instagram.com/beaulieu_prep)

Our Website address is: www.beaulieuprep.org

Sun Safe Policy

It is essential that children wear school hats or caps when they are outdoors. Sunscreen is available in designated areas around the school and near sports facilities. School rash vests should be worn for swimming practices.

Traffic Flow

Please **drive slowly** and follow the traffic signs in the carpark.

Please do not park in the drop off zone. 4 x 4 vehicles must park on the paving in front of the school. Please be considerate of neighbours by not blocking access to their properties. Parents are asked to **drive slowly and to adhere to the 40km/h speed limit** within Beaulieu Estate, as some of our children walk or ride to school.

Tuckshop

The tuckshop is open daily at breaks and after school. A menu, price list and information about specials are available on the School App. Our tuckshop convenor will be able to arrange a tuckshop card for your child should you require the convenience of cashless shopping or should you wish to have control over your child's purchases. Please email info@lunchcard.co.za to order your lunch card.

Uniform

Our school uniform may be purchased from either the **Kyalami Schools' Uniform Shop (KSUS)**, which is based at the Beaulieu Sports and Wellness Centre in Maple Road or from **McCullagh & Bothwell** at the Fourways Crossing Centre. A comprehensive list of our uniform requirements is available on the School App.

Uniforms may be bought online from KSUS via www.rosewall.co.za or you may contact the shop directly.

Kyalami Schools' Uniform Shop: Cell: 076 771 9055

Open: 07:30 - 09:00 & 12:00 - 16:00 Monday to Friday | Email: kyalamishop@rosewall.co.za

McCullagh & Bothwell: Tel: 011 705 1070

Open: 08:30 - 17:00 on weekdays, on Saturdays from 08:30 - 15:00 and on Sundays from 09:00 - 13:00.

Our ISINKWA Outreach parents run a **Second Hand Uniform Shop** at our school. They sell second hand uniforms that are in good condition. The profits are used for the numerous outreach projects, which the school supports. Appointments can be made with the ISINKWA moms by sending a WhatsApp to 083 379 5166 between 08:00 and 14:00.



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Uniform | Lost Property

Lost items are placed in the Lost Property cupboard which is situated near classroom 13 or in the lost property box which is under the sports notice board near the top field. It is the child's responsibility to check the cupboard, and the box, for any lost items. Any items not collected after a reasonable period of time will be sold at our second hand uniform shop or will be redistributed.

Uniform | Marking of Pupils' Property

The marking of clothing, including shoes, sports equipment and other possessions, is **compulsory**. For your convenience, a variety of labels can be ordered from [Label-Me](#).

Uniform | Physical Education

Grade 1 and 2 pupils wear their PE uniform to school daily.

Grade 3 - 7 pupils wear their PE uniform to school once a week. At the beginning of the year, class teachers will advise as to the days on which this will apply.

Pupils are to change for swimming at school, as wet costumes may not be worn under uniform. **Children may not go home wearing only their swimming costumes!** They are required to change into PE uniform (including regulation footwear) before leaving our property.

Welcome

We look forward to welcoming you to our school and hope that you will soon feel part of the Beaulieu Prep school family.

