

# KYALAMI PREPARATORY SCHOOL

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(a division of Kyalami Schools NPC – Registration No.  
1995/009710/08)

## NEED TO KNOW 2025

### ABSENCE

Children are expected to be at school throughout the term including the first and last days, unless they are ill. Please plan family holidays during the school holidays and not during term time.

Attendance is compulsory on several Saturdays during the year. Please see the Termly Events Calendar for these dates.

A doctor's certificate is necessary for periods longer than 3 days. Please advise the class teacher by letter on returning to school.

### AFTERCARE

Outsourced to Clubengage.

Contact No. Kay Vittee – 082-497-4540  
[joburgwest@clubengage.co.za](mailto:joburgwest@clubengage.co.za)

### BIRTHDAYS

Parents are encouraged to keep parties simple. If pupils wish to celebrate a birthday at school, parents may send cup cakes to school on the appropriate day, and they will be distributed to the entire class. Pupils may come to school dressed in civvies on the day of their birthday.

Sweets, ice-creams, chips, gifts, etc. are not to be brought to school.

### EVENTS CALENDAR

An official School Calendar is published comprising the important dates and events of every term and is distributed at the beginning of each term.

### CLASS MOTHERS

The role of class mothers is a practical one. They assist the class teacher in activities such as arranging transport for outings, welcoming new parents and pupils, organising and serving teas, covering library books and text-books and helping with costumes for school functions. Please speak to the class teacher if you would like to assist. This is applicable from Gr 1 to Gr 7.

### PARENT TEACHER FORUM

The PTF works to strengthen communication between Staff and Parents. The elected PTF Executive Committee will meet regularly to provide practical assistance in all areas.

During the first few weeks of the year, a cocktail party is organised for new parents and teachers, which is hosted by the PTF Committee at the school.

The PTF's term of office runs from August to August.

Headmaster: Mr. David Hala



Southern African Heads of Independent Schools Association  
Independent Schools Association of Southern Africa

## **EXTRA MURAL ACTIVITIES**

Our Integrated Day and Extra-curricular activity rosters will be sent home to you in the first week of term. We shall provide for Gr1 – Gr7 pupils; Netball, Tennis, Swimming, Soccer, Cricket, Rugby, Cross-country, Athletics, Hockey and Softball. There are additional outside extra murals available at an extra cost, i.e. Karate, Ballet, Horse Riding, Music, Pottery, etc. Information on these activities will be available from the school office and website. (A variety of other activities including Choir, Art, Speech and Drama, Chess, Academic Support and Environment Club are also available).

From Gr 3, children are required to spend a minimum of two afternoons a week participating in extra mural, or co-curricular activities; one of which should be sporting in nature.

## **EXTRA-CURRICULAR ACHIEVEMENTS**

Please inform the Headmaster or Deputies of ANY achievements outside the ambit of the school. Should a trophy or award be won, for example, karate, we would enjoy extending the celebration with your child and reward the success at our Outside Awards Assembly.

## **HOURS**

Office Hours: The office is open from 07h00 to 16h30 during the term.

School Hours: The bell rings at 07h35 for the beginning of the school day.

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

The school day ends for Grades 1 to 7 at 13h30.

The extra-curricular programmes for Grades 3 to 7 commences at 13h45.

## **TIMETABLE**

Our school day begins promptly at 07h45. The first break is at 09h45 and lasts for 20 minutes. The children will be given the opportunity to have a snack (brought from home or bought at the Tuck Shop), a quick run and a chance to go to the toilet at this time. The second break, known as lunch is a 25-minute break beginning at 12h05. During this break the children may eat a reasonable lunch provided from home or bought from the Tuck Shop, as well as having time to run and play, and change for their afternoon sports if necessary. Children may go home at 13h30 when the academic day comes to an end. Those children who are staying on for extra murals will also have a break of 20 minutes between the end of school and the beginning of their afternoon activities at 13h45.

## **HOMEWORK**

Homework is a daily requirement and pupils keep records of what needs to be done. Teachers will explain to parents at the Parents Orientation Evening in January about how this is controlled. Parents should check and sign the Homework Book (Grades, 1 2 and 3) and Diary (Grades 4,5, 6 and 7) daily.

All SP pupils are provided with a KPS diary as part of their stationery packs for the year.

## **HOUSES**

There are three houses, namely Falcons (Red), Eagles (Yellow) and Hawks (Green). Siblings will belong to the same house.

## **LOST PROPERTY**

Pupils and parents are free to check for lost property. The Lost Property Room is open every day from 07h00 to 07h20. Pupils may look for their own lost property during the first 10 minutes of each break.

## **MARKING OF PROPERTY**

Marking of clothing, games equipment and other possessions is compulsory. Permanent ink stamps for use on all items may be used.

## **MEDICAL APPOINTMENTS**

Medical and dental appointments should be arranged at times outside normal school hours where possible.

## **MEDICATION**

The class teacher will require written instruction to administer any specific medication, as well as dietary precautions where necessary. We require parental approval if children need the occasional headache tablet (which will only be given with due circumspection by the teacher/school secretary). Parents are to notify the teacher, as well as the Administration staff of any fatal allergies which require EPIPENS, Antihistamines etc.

## **NEWSLETTERS**

The Executive Committee sends out a newsletter every third week. This is an important and valuable means of communication and parents are encouraged to read this thoroughly. It is generally sent via e-mail unless hard copies are specifically requested. Parents are to please ensure that their e-mail addresses are updated from time to time so as to facilitate the e-mailing of newsletters.

## **OUTINGS**

In order to extend the pupils' knowledge and develop their interests, many day trips are arranged throughout the year. They are well-organised and are handled by experienced and competent teachers. (The cost of these outings is part of the sundry fee which is included in the term fee).

## **PARENTS' EVENINGS**

Parent Evenings are held each term, one at 14h00 – 16h00 and one at 16h30 – 18h30 so that parents can obtain an update on their child/ren's progress, with the class and subject teachers. Initial reports are issued in Term 1, and comprehensive reports are issued in Term 2 and Term 3. Parents are also welcome to make an appointment to discuss the report with the teacher at a Parent Interview, held each term.

## **PUPILS' REQUIREMENTS**

The following is included in the School Fees:

- starter pack of stationery
- individual and class photographs
- day trips
- chair bags
- pencil cases
- library and subject folders
- art material
- photocopying
- school magazine, etc.

## **REPORTS**

A report is written on each pupil every term. These reports are reviewed and signed by the Head and accessed via

ADAM, our administration system, at the end of each term.

Every new pupil receives an Orientation Report a few weeks after the start of the first term to update parents on their child/ren's progress in adjusting to his/her new environment.

### **SICKBAY**

There is a sickbay in the Admin Block. When a child is admitted to the sickbay his/her parents are advised immediately so that they may collect their child and take him/her home.

### **SCHOOL GATES**

In the interest of safety and security, strict measures apply to the school gates. The school gates will be opened and unlocked at 06h15 and then locked for the duration of the school day. There will be supervision provided by the school during these times. Children arriving early in the morning may gather in the playground until the bell rings.

### **SCHOOL FEES**

School fees become due and payable on the **FIRST** day of each term. Discounts are allowed for annual payments and for siblings.

### **TUCK SHOP**

Our tuck shop is open at first and second break. Lunch is freshly prepared daily, and the emphasis is on healthy food.

### **ANTIWASTE**

We collect clean anti waste of all types which we use for construction and Design and Technology Projects. Please send this with your child/ren to the relevant teacher.

### **MEDICAL FORMS**

It is essential that we have your correct details so that we are able to contact you in the event of an emergency. Equally important is that we have accurate medical details pertaining to your child. A form will be sent home to be filled in and returned to the school office on the **first** day of term. Parents are to notify the teacher as well as the Administration staff of any fatal allergies which require EPIPENS, Antihistamines etc.

### **CODE OF CONDUCT**

Each child will receive a booklet detailing the pupils' *Code of Conduct*. This booklet must be retained for the duration of your child's stay at Kyalami Preparatory School. It is expected that all pupils and parents are familiar with this Code.

### **CHAIN OF VALUES**

Core values represent the fabric of society and are vital to how we and our children live our lives, interact with each other and the world. In light of this, a core values programme was introduced in 2004.

The values that are focused on in the Kyalami Schools group are:

- Integrity
- Consistency
- Accountability
- Respect
- Excellence

It is a 'way of living' for Kyalami Preparatory and will continue into the future.

## SCHOOL RULES

General focus is consistently on the following:

- Courtesy, respect and displaying good manners;
- Behaviour along corridors and in the hall;
- Correct dress and uniform;
- Prohibited areas;
- Punctuality;
- Language;
- Greeting and standing when visitors approach;
- Respect for property - their own and others;
- Litter;
- Homework.

The well-being and safety of all members of the Kyalami family forms the basis of the School Rules. Appropriate good manners and conduct are expected from all and by all of its members. In principle the following apply:

- Maintaining a clean and litter-free environment;
- Pupils obey, greet, stand and act courteously towards adults;
- Rough play is not to be tolerated;
- Punctuality is expected;
- Victimisation, intimidation, bullying or display of racism will be severely dealt with.
- Cheating/copying in a test/examination situation will result in a zero for the paper.
- Unauthorised absence is a serious misdemeanour. When children are ill they should remain at home until well. Parents are to make written application if removing pupils from school in term time. Appointments to visit medical practitioners should be made after school hours. Family holidays to be

booked during school holidays and not during term time.

- Children may not leave the school grounds without permission or 'bunk' a lesson.

## SCHOOL UNIFORM AND DRESS CODE

School uniform is to be worn in full. Children may not wear 'half-uniform' when accompanying parents shopping or visiting. Pupils are to change into appropriate sport uniform on sports days or for extra mural activities. Hats are compulsory out of doors and sunscreen must be applied. Shoes are to be regulation black leather shoes.

Takkies or running shoes should be ***predominantly white*** with blue trimming.

A variety of types are available from stores such as Woolworths and Mr Price.

Hairstyles are to be neat and away from the face. Boys' hair may not be longer than the top of the shirt collar, and one length all round.

Girls' hair may be plaited or tied back using a school blue or navy band or ribbon or Kyalami tartan scrunchie. Highlights and gels are not allowed. Earrings are limited to one set of sleepers or gold/silver studs if the ears are pierced. Boys may not wear earrings. Other jewellery is limited to a wristwatch, and medic-alert bracelet. Smart watches are to be used as watches only during school hours. Digital or telephonic communication between parent and child is prohibited until after school hours. A chain may be worn where religious significance applies.

The school uniform is available from Kyalami Beaulieu Uniform Suppliers, situated on the Beaulieu College Campus in Maple Road.

Makeup is prohibited.

No 1 uniform (formal uniform) to be worn on 1<sup>st</sup> and last day of every term, and every Friday when we have Assembly.

### **OPEN DOOR POLICY**

The Head is always available to parents and pupils. Please feel free to make an appointment with him to discuss any matter. We welcome interest and input from the community!

**SPORTS KIT****Cricket (Practice & Match) Gr 3 – 7 Pupils**

- White cricket hat
- White cricket shirt
- Long white socks
- White shorts
- White takkies

**Integrated Day Gr 1 & 2 Pupils**

PE Kit i.e.

- Hat
- Blue PE shorts
- Blue golf shirt
- School socks
- Takkies

**Tennis (Practice & Match) Gr 3 – 7 Pupils**

- White tennis shirt (same as cricket)
- PE shorts for boys/skirt for girls
- Short white socks
- Takkies

**Netball**

- Sport skirt and shirt
- Blue hotpants (not compulsory)
- Short white socks
- Takkies

**Softball Gr 3 – 7 Pupils**

- Sport skirt and shirt
- Short white socks
- Takkies

**Swimming Gr 1 – 7 Pupils**

- Swimming cap
- Swimming costume
- Ozzie top (suntop)

**House Events Gr 1 – 7 Pupils**

- House T-shirts (Eagles – yellow)  
(Falcons – red)  
(Hawks – green)

**Soccer Gr 3 – 7 Pupils**

- School soccer shirt
- Blue PE shorts
- Soccer socks
- Soccer boots
- Shin pads

**Athletics & Cross Country**

- School athletics vest
- Blue PE shorts
- Short white socks
- Running shoes

**Hockey**

- Sport skirt and shirt (girls)
- Blue golf shirt (boys)
- Blue PE shorts (boys)
- Shin pads
- Soccer/hockey socks
- Takkies/hockey boots
- Gum guard

**Rugby**

- White shorts
- Blue rugby jersey provided by the school
- Gum guard
- No boots
- Optional: Shoulder pads

**WELCOME TO KYALAMI PREPARATORY  
SCHOOL!**