



Information Booklet

Times

Full day: 7:30 – 13:00

Office hours: 8:00 – 13:00

Administrator

Megan Small

About us

We are a collective of individuals who recognised a need for good quality education and have decided to take action.

We understand that well balanced, progressive and high quality education plays a vital role in a child's development and as such have committed ourselves to the highest standards.

We believe that we can provide a solution that will give the students of Forest Ridge Private School an excellent educational foundation and the strength of character to take on an ever changing world.

We believe in keeping families together and strong by eliminating the need to send children to boarding school at an early age.

We believe that a good school, like a good family is one of the key building blocks of a resilient society, building bridges between individuals, fostering friendship and community.

We believe in diversity of cultures and the celebration of each.

We believe in the redemptive power of Jesus and His message.

What we offer

We understand that many parents need to work full time and therefore we offer support for various needs.

We are open from 7:30 and close at 13:00. This allows for parents who are working to feel at ease knowing that their child is safe and being taken care of. Please note that half day ends at 13:00. Any late pick-up will incur an additional fee.

Forest Ridge Private School is open 4 terms a year running according to the South African school terms and holidays. Throughout the school terms we follow the school curriculum.

Student Evaluation.

Upon Application each student will be academically assessed for acceptance into the school to ensure that all students are up to standard for their grade.

Teacher Interview.

In order to build a good relationship from day one between you and the school, a meeting will be set up prior to your child's start date, for you to meet with the teacher. This 20 minute meeting is for both parents (where possible), as well as for your child(ren), to get to know the teacher and for her to get to know you.

We see this meeting as a priority, so please make every effort to attend.

Settling-In Period

We are aware that at first it might take some time for your child to settle into a new environment. We do ask though, that morning goodbyes are quick and that you do not linger.

This encourages children to become more independent. We want to make sure that the transition from home or pre-school to school life is as easy and comfortable as possible, for both you and your child.

Attendance & Registration

Parents/carers are required to sign their child in and out on the Registration Forms. These are located in each classroom.

Please let us know if your child is unwell or unable to attend school for any reason. It is also necessary to inform us of any holidays you will be taking within term time. Class time starts at 7:45am, so please ensure your child is here promptly. As the school fees are annual and divided by twelve months for your convenience, no discount or refund is given if your child is absent or goes on leave with you.

Appointments

Staff will be happy to listen to and talk to you about any worries/concerns and achievements you may wish to share about your child.

We ask that you remember that our first priority is the children and if for any reason staff are unable to respond to you at the beginning or the end of a session, a separate time to meet you will be arranged as soon as possible.

Our School Uniform

Grade RRR- 4:

BOYS	GIRLS
Summer:	
Blue Forest Ridge Golf shirt Grey shorts Grey long school socks Black school shoes Forest Ridge grey school jersey Forest Ridge Black Fleecy	Forest Ridge Blue Golf shirt Grey Skort (available to order through Forest Ridge office) White socks Black school shoes (lace-up or dolly) Forest Ridge Grey Jersey Forest Ridge Black Fleecy Blue, Grey, or white hair bands / accessories.
Winter:	
Blue Forest Ridge Golf shirt Grey trousers Grey long school socks Black school shoes Forest Ridge Grey jersey Forest Ridge Black Fleecy Grey/White scarf Grey/White Gloves Beanie	Grey Slacks White winter tights Black school shoes (lace-up or dolly) Forest Ridge Grey Jersey Forest Ridge Black Fleecy Blue, Grey, or white hair bands / accessories. Grey/White scarf Grey/White Gloves Beanie

Dress Code and Appearance:

Correct school uniform must be worn at all times and in the correct circumstances.

- Hair needs to be kept neat, well groomed and off the collar.
- Girls with long hair must have hair tied up– blue, grey or white accessories.
- No long fringes or loose wisps of hair: clips/ alic band to be worn.
- Boys may not have steps or patterns cut into their hair. Hair needs to be short back and sides.
- Hair may not be tinted, highlighted, coloured, peroxidized etc. No hair gel.
- Nails need to be kept short, neat and clean – no nail polish.
- No make-up.
- Girls may only wear one pair of small sleepers or studs in their ears (gold/silver; lower lobe).
- Boys may not wear any earrings.
- No jewellery – excepting black watches or medical bracelets/chains.
- Girls' dresses need to be an acceptable length (5 cm from knee when kneeling).
- No t-shirts/ vests/ underwear to be visible.
- Beanies/ gloves/ scarves must be plain grey/white. Gloves and beanies may not be worn in class.
- Tog bags must be Grey, black or blue in colour and no other school branded tog bags may be used.
- All items must be clearly marked. Please ensure that your child comes home with the correct clothing each day, and return the item if he/she has another child's item.

Our School Rules

Punctuality

Pupils must be on the school premises and ready to line up by 7:45 am when the school bell rings. Pupils must be punctual for assembly.

Dress

Neat and correct uniform must be worn to school.

All clothing must be clearly marked.

Pupils may not walk with hands in pockets.

Pupils must be in correct and complete uniform when entering/leaving the school, as well as out in the community. Alternatively children must change into civvies. (Before moving about in the community)

Behaviour

Pupils will be polite and show respect to fellow pupils and adults at all times.

Pupils should walk quietly in single file.

Pupils should stand aside for adults.

No rough games are to be played and no obscene language is to be used at any time.

A pupil found guilty of damaging school property will pay for the damages and will be punished as well.

Bullying is strictly forbidden.

Buildings

Pupils are not allowed to play in the classrooms before school, during break or after school without permission.

Pupils may not wander around the school without purpose.

Playing in or around the bathrooms is not allowed.

The school property and that of other people must be respected at all times.

Playgrounds

Pupils may not bring bicycles/ scooters/ skateboards to school during the school term.

Pupils may not hang on, climb or play on fences, gates or trees.

The school grounds must be kept clean and tidy.

Illness

It is our policy that should any child have a fever higher than 37 degrees Celsius a parent is notified and we request permission to give medicine to break the fever. If the fever is 38 degrees or higher the parent is required to fetch the child from the school.

If a child has had a runny tummy or has been vomiting they may only return to school after being free from these symptoms for at least 12 hours.

Should a child have a rash the parent will be requested to fetch the child and only upon receipt a medical certificate stating that the rash is not contagious may the child be returned to the school with said rash.

Each class has a medicine box. If parents require a teacher to administer medicine please hand the medicine to the teacher upon arrival at the class. The medicine is then stowed away and administered as per our procedures.

DO NOT SIMPLY PUT THE MEDICINE IN THE CHILD'S BAG.

There is a medicine registry in each class and the parent has to fill it in in order for us to have permission to administer the medicine as requested. The parent is responsible for the collection of the medicine at the end of each day.

A child may not come to school if he/she:

- Is coughing badly/ very ill
- Has vomited in the last 12 hours
- Has had very loose bowel movements in the last 12 hours
- Has a temperature above 37 degrees
- Has lice

General

- Pupils may not leave the school grounds during school hours.
- No knives or any item deemed dangerous may be brought to school.
- Throwing of stones and dangerous objects is not allowed.
- Pupils may not remove any school property without permission.
- Telling of lies and stealing are punishable offences.
- Pupils may not bring any toys to school without permission.
- Bubble gum and chewing gum is not permitted at school.
- Teacher must be informed if a child needs to leave early/ is late/ has been absent.
- The office or the teacher must be informed if half day children are to be picked up late.
- Pupils are not permitted to trade any items for personal gain on school grounds.

Food and snacks

The children have break times, where they will have their snacks (provided by you). Children who are here for half day need 1 snack and those for full day need to be provided with 2 snacks and 1 lunch meal. We request that you also provide plenty of juice or water for your child.

We ask that the snacks not include the following:

- Sweets & chips
- fizzy drinks
- other 'junk' food

On Fridays, however, feel free to pack a special treat for your child.

Please remember to clearly mark and take all bottles and boxes home at the end of each day.

As we know how important it is to recognise and celebrate a child's birthday, we do allow parents to bring cakes/sweeties for the class on your child's birthday. Please note that this is not to be a huge party with family members etc., but rather a small celebration with their classmates.

If your child has any food allergies, please note this on your application forms and make sure that the teacher is aware of these allergies. We also ask that if your child has any special dietary needs, that you please provide for your child.

Stationary

There is a yearly stationary fee that needs to be paid by the 1st of January of every new year. This fee covers the following:

- All materials involved in day to day classroom activities.
- All toys and equipment
- Disposable resources such as paint, cardboard, clay, play-dough etc.

Pre-school Fees

There is a yearly Resource Fee for pre-school. This secures your booked place for your child, as well as various resources & equipment for the year. It also includes a Forest Ridge t-shirt.

All fees are due in advance and must be paid by transfer or stop order by the 5th of each month. Please note that fees are worked out at a yearly rate and then divided over 12 months for your convenience, therefore payments for January and December are mandatory. Please contact us for this years fee structure.

The Curriculum

We follow the South African National Curriculum, CAPS, so as to allow for a smooth transition from primary school into high school later on.

As a Reggio Emilia inspired school, Art and Design play a huge part in our school ethos. In order to challenge children's thinking as young researchers, time is dedicated to Research, design and creativity in our school all children will take part in A.R.T (Art, Research and Technology classes) as part of their curriculum.

Reggio Emilia Inspiration

Our learning policy is based on the knowledge that young children learn through play. Playing is children's work! Children learn by experiencing for themselves, experimenting, exploring, investigating, talking, listening, hearing, imagining and thinking.

The Reggio Emilia Approach is an Italian based approach that encourages children's learning through creative means. Through play and a variety of art and craft activities, each child will have the freedom to explore every area of learning and allow them to have 'ownership' of their learning, as well as of the environment in which it takes place. This enables children to make informed choices and become independent learners.

Each child is considered to be unique and is encouraged to work at his/her developmental stage, interest and their individual needs.

The outdoor environment is also a place where children have the space to challenge their play and where they are able to take acceptable risks and learn from their experience. Allowing children to take acceptable risks now will give them the skills and experience to work out risks in the wider world as they grow. Please remember there is no right or wrong way to play.

Staff use their professional judgement and take reasonable steps to ensure safety at all times. All outdoor toys are age and height appropriate.

Please note that we consider the child's age as of the 1st of January, although we are flexible according to each child's development.

Homework

Homework is an essential part of school life, as it provides consolidation for work covered in the lessons. Children are expected to complete homework on a daily basis. We do, however, feel that children also need time to play and rest, so try not to exceed the recommended time allotments for each Grade.

Grade R to Grade 1: 30 min max

Grade 2 to Grade 4: 30 – 45 min

Staffing and ratio

At our School we follow the ratio guidelines stipulated by the Department of Social Development for Early Childhood Development Services. They are as follows:

- 3 to 6 years: 18 children with 2 adults

Within these guidelines, we also attempt never to exceed 18 children per classroom and where possible we will employ more staff than needed to allow for the best possible care and education for your child(ren).

The role of the Teacher

- Works closely with parents to support children's transition from home to school.
- Communicates with parents and with other professionals involved.
- Works together with other staff to identify any needs so that appropriate referrals about any issues or concerns for individual children can be made.

All staff have access to quality training and are committed to ongoing self development in the best interests of children and families.

The Care and Education of the children is the responsibility of every staff member.

We know that Parents/Carers are children's first and most influential teachers and keeping this in mind we like to work closely with you and your child.

We strive to build a happy and strong link between home and school.

Visitors

It is the School's policy that all visitors to the building must be considered as strangers to the children.

Please remember you are a STRANGER to the children.

Make your first contact with one of our adult staff!

We are continually making the children aware of strangers and ask visitors to co-operate and work with us to encourage this.

We need to teach the children the appropriate behaviour towards adults they come into contact with.

Please help us by abiding by the following:

1. Do not wander around the building without contacting a member of staff first.
2. Do not force yourself on children. You may know the child, but does the child know you?
3. Do not pick up other children or sit them on your lap. Just observe.
4. Let the children come to you, but discourage the demanding child.

5. If a child needs help, inform a member of staff.
6. Remember that the children may have forgotten you.
7. Do not take children from the rooms without informing staff.
8. Do not talk about children within their hearing.

It is also important to note that children will only be allowed to be picked up by their parents/ carers, unless a prior arrangement has been made. If so, that person must be over the age of 18.

Equal Opportunities

At our school, we aim to create a positive, non-discriminatory ethos and atmosphere, celebrating diversity. This, we believe, is the joint responsibility of staff, children, parents/carers, and visitors.

Statement of Intent

We are striving to achieve a welcoming, caring environment which both promotes and reflects diversity and is equally accessible to all. We will endeavour to challenge any offensive behaviour or language which prevents a non-discriminatory environment. Complaints and challenges regarding our anti-bias practice will be seen as a positive part of the school's development towards being an equal opportunity school.

Notice Period

A calendar month's written notice period is required for removal of your child from the school. Payment will be accepted in lieu of notice. Please note that no notice will be accepted for any child leaving in the last term (from 1 October). If you would like to withdraw in the final term, then all fees for the final 3 months need to be paid.

Pre-school Dress

Feel free to dress your child as you feel appropriate, bearing in mind that they will be involved in a lot of messy play, water play and outdoor play. We recommend old clothes. Please bring a spare set of clothing for your child, marked with your child's name, for changing into should they get wet or dirty. These can be placed in rucksacks or bags from home and put in your child's cubby-hole.

We also ask that you please provide a full-rimmed sunhat and sunblock for your child. Please encourage your child to wear secure comfortable low heel shoes or sandals. This will allow them to climb on equipment and play outdoors safely. In summer feel free to send them barefoot!

Please ensure that everything is well marked and check that they have everything with them upon collection! We will not be held responsible for any missing items.

We expect that all girls with long hair, have their hair tied back to prevent their hair getting in their eyes while playing and learning or getting too dirty in the paint or sand.

We ask for your cooperation with our policy that children do not wear jewellery when they are at school! Rings, chains, earrings and bracelets can cause injuries or get lost whilst they play.

If your child does wear earrings, please ensure that they wear the stud type, rather than the loops. Watches are worn at your own risk.

Note: We will not be responsible for loss or damage to jewellery worn.

For children who are not yet toilet trained we do request that you supply all nappies and wipes.

For health reasons you are required to supply your own mattress.

We recommend either a travel cot mattress or the plastic covered cot mattresses (available at Game or Shoprite)

What to pack for Pre-School

Please pack the following for your child each day:

- a well marked blanket and pillow (this must remain at the school but will be sent home to be washed every Friday)
 - snack (morning &/ afternoon)
 - a change of clothes
 - a sunhat & sun cream
 - your child's communication book
 - plastic envelope for communication booklet and letters
 - nappies, nappy sacks and wet wipes (if required)
 - burping cloth (if required)
 - pre-measured formula and bottles (if required)
 - Dummies and comfort toy or blanky (if required)
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- One pack of tissues for the class per term.

NOTE: ALL ITEMS MUST BE CLEARLY MARKED!!

Please do not send toys with your child to school. They often cause arguments or get broken. We are not responsible for any loss or breakages of toys!

Senior Staff

Principal: Deidre Gush

Administrative Manager: Megan Small

Board Representative: Gavin Small

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