

D P H S RECEPTION UNIT INFORMATION FOR PARENTS OF NEW PUPILS

Physical Address:

50 Claribel Road
Morningside
Durban 4001

Postal Address:

99 Gordon Road
Morningside
Durban 4001

Tel: 031 - 3133742

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Headmaster:

rneave@dphs.co.za

Finance:

michellew@dphs.co.za

Admissions:

admissions@dphs.co.za

All other correspondence:

www.dphs.co.za

Main Campus:

031 - 3122154

You are cordially invited to subscribe to our electronic newsletter, Prep Patter, which is sent out weekly.

To subscribe, please send an e-mail to:
linda@dphs.co.za

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WELCOME TO THE DPHS RECEPTION UNIT.

We would appreciate your co-operation in observing the following:

SCHOOL HOURS: 07H30 TO 12H15

Arrival: 07h30 to 07h50.

Our school programme starts promptly so please be punctual and ensure that your son is settled in his classroom by **07h55** at the latest. For security reasons, the gates are locked at 07h55. The pedestrian gate in Claribel Road may be used during the school morning.

We do also provide an early drop off facility from 07h15 to 07h30 to assist working parents. Please could you accompany your son through the garden gate (on the Ninth Avenue side of the school) to Mrs Lushaba, who will supervise him in the back garden until our doors open at 07h30. Our security guard is **not permitted** to take responsibility for any pupils who arrive before this time.

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 and 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 have a habit of running in and out of our school grounds during arrival and departure times.**
- **All boys 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 down 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.**
- **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.**

UNIFORM

Traditionally, DPHS boys always wear their uniform with great pride and it is important that we start to instil values such as these 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 next year. The uniform consists of the regulation shorts and collared shirts with the long-sleeved fleece top and long pants for cooler weather. Your son will also need the regulation school bag and cricket hat, both of

which he will be able to use next year. Plain navy blue regulation 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. (This includes beanies, gloves and scarves.) If you would like your son 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. Navy, black, brown or grey sandals may be worn to and from school. Boys who are able to tie their laces independently may wear takkies (with short, plain socks) 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. No watches, jewellery, sunglasses or caps may be worn to school and hair is to be kept short and neat (no gel). Please also ensure that any holes/loose hems are mended and missing buttons replaced.

Our uniform may be purchased at the shop on Main Campus, which opens as follows during the school terms:

Monday to Thursday: 07h30 to 08h30 and 12h30 to 14h00

Friday: 07h30 to 08h30

Please note that the shop will close for the year on 4 December 2009. Before the 2010 school year commences, the shop will also be open on Monday 11 and Tuesday 12 January from 09h00 to 12h00. 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 the hat so that it can be hung up. We encourage you to use Sencur Font (example at back of booklet), using lower case except for the start of his first name and surname.

CLASS SIZES

The Reception Unit consists of 3 classes of 25 boys, with a fully qualified teacher and teacher assistant in each class. In special circumstances it may be necessary to make a small adjustment to these numbers. 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. Please put a note in your son's notebook or leave a message with our secretary, Bridget Bland: telephone 031-3133742 or contact us via fax: 031-3125434 or email: bbland@dphs.co.za.

PROGRESS REPORTS AND PARENT/TEACHER MEETINGS

Parents will be invited by their son's class teacher to attend an Information Evening at the start of the year. At a later stage in the term, a Parent's Week is held, during which teachers will discuss with parents their son's progress. It is hoped to reinforce a positive, pupil-parent-teacher relationship on this occasion. During the third term, a second interview may be scheduled, during which parents can request feed-back from their son's School Readiness Screening. Further notices will be sent out regarding these meetings. At the end of the second and fourth terms, a Progress Report is sent home with your son.

NOTEBOOK

We will supply and cover your son's notebook. This notebook is an essential link between school and home and should be **checked daily**. **Please sign any messages or notices received**. We suggest that newsletters are removed and kept in a safe place as the book can become quite bulky.

ATTENDANCE

The teachers are never happy when a boy misses school and ask that you inform us telephonically during the course of the morning should your son be absent for any reason. However, please do not send your son to school if he is not well or is receiving a course of medicine. The school programme is designed for active, alert and healthy children.

LIFT CLUBS

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

FOOD

The boys are expected to bring a healthy mid-morning snack and a plastic bottle with juice, milk or water. We recommend two small sandwiches (with the crusts on!) or a health muffin and, if desired, a piece of fruit or raw vegetable. A small plastic container is most suitable and must be clearly marked with your child's name. We would also like to request that the snack container is easy for your son to open and close. **NO SWEETS, CHIPS, CAKES, BISCUITS OR FIZZY DRINKS PLEASE!!!**

Reception Unit pupils are not to bring their snack in a hard cooler box, DPHS cooler bag or any other large container as the lockers are not big enough to accommodate them and they cause congestion in the classrooms. Aftercare boys are encouraged to bring a healthy and substantial lunch in a separate container, which will remain in their bag.

SCHOOL FEES

The payment of school fees is a compulsory requirement. Payment must be made to Durban Preparatory High School (D.P.H.S) on the first day of each term. 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 regular monthly payments are made at the beginning of each month commencing in January 2010 until October 2010. The facility for paying fees by credit card or debit card is available. The budget facility offered by your banking institution is acceptable.

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, the parents will be liable for the next term's fees. This requirement is in terms of our Admission policy.

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. This will then be passed onto Main Campus.

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.

AFTERSCHOOL CARE - 031 3129870.

The Prep Aftercare Centre is situated within the Reception Unit grounds and provides a service for parents of pupils who are in Grade 0, 1, 2 and 3. This service does not include care during school holidays. Flexi-care pupils must be collected before 14h00 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 the Admission Secretary's office. Please note that this facility is not run by the Reception Unit.

BAKER DAY

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 cookies for his peers. A list will be pasted into the notebook as well as placed on the pinboard in the foyer, 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.

SWIMMING

Swimming takes place during the 1st and 4th terms. Please ensure that your son wears his regulation costume to school under his shorts (underpants to be put in his bag) and that suntan lotion is applied at home. He must also have a lycra cap (any colour), 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 2nd and 3rd 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.

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 R50 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 R50.00 per annum. A letter in this regard will be sent out during 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:

We encourage the children to bring something different to school each day:

Monday:	Flowers to brighten the classroom
Tuesday:	Anti-waste such as toilet rolls, fabric, corks, bottle tops.
Wednesday:	Library book and bag
Thursday:	'Show and Tell' (an interesting nature item - NO TOYS)
Friday:	Bakerman Day and charity collection

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SCHOOL CALENDAR - 2010

Term 1: 13/14/15 January to 26 March

Term 2: 12 April to 9 June

Term 3: 13 July to 23 September

Term 4: 4 October to 10 December

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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"