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**Headmaster Mr Alex Hall**  
(B Prim Ed, UPE)

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ST GEORGE'S  
PREPARATORY

9 January 2017

Dear Parents, Pupils and Staff

A warm welcome back to school and I trust that 2017 will be a memorable year and that our pupils will once again make excellent progress in all facets of school life.

The staff have been eagerly busy these past few days getting the school ready for what promises to be an exciting 2017. We really are just missing our children now and cannot wait for their arrival on Wednesday. During the course of the next two weeks we hope to see you all at our various start of year functions, and use the opportunity to meet our staff. We would also like to encourage our entire St George's family to get involved in the various events throughout the year and to actively involve themselves either as class parents, PA members or to volunteer your assistance to our PA.

Last year I sent out an email with regards to communication and Whatsapp groups and thought it wise to share that information again for the benefit of all our new pupils and parents and to assist our newly appointed Class Parents who will be announced after the orientation meetings next week.

In order for Whatsapp groups to operate optimally there does, need to be some form of etiquette or guide-lines in place to keep the groups harmonious. So this would be my advice:

- Use the group as a platform to communicate messages to assist the PA or teachers/coaches/staff
- When added to a group the numbers made available to you are done so with discretion, so please be respectful of the confidentiality of another person's cell phone number.
- Keep messages simple and avoid the over-use of emoji's (smiley faces etc)
- Avoid sharing other messages to groups, particularly promotions, birthday parties, jokes etc.
- Never post a message that does not involve all members of the group
- Only be a member of a class/sport group that your child is actually a member of
- Do not allow the group to be a forum for homework messages and an easy out for your child's lack of organisation or forgetfulness
- Avoid criticism of any person, institute, political/religious group etc - you get it, just avoid criticism period!
- Only post shared celebrations and not individual successes
- Be respectful of the time of the day when you post (Rule of thumb, if you would not phone all the members of the group at a particular time don't message them then)
- Control your phone and do not allow it to control you (disable notifications, use mute/silent mode/flight mode etc, leave a group if it serves you no purpose etc)
- Avoid posting pictures and videos - they are obviously data intensive and not every member of the group may be interested
- Be kind, always!

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## The Preparatory School Staff 2017

We extend a warm St George's welcome to our new staff who join us this year and I know they will add a great deal of value to our school.

The following list will assist you to get to know members of staff in the Prep School.

<b>Senior Management Leadership</b>		
Campus Head St George's Schools (Pre-Primary & Preparatory)	Mr A Hall	prep@stgeorges.co.za
Headmaster St George's Prep	Mr A Hall	campushead@stgeorges.co.za
Deputy Headmaster: Logistics, Pastoral Care & Discipline	Mr A Stamper	a.stamper@stgeorges.co.za
Head of Senior Primary	Mr C Carter	c.carter@stgeorges.co.za
Head of Foundation Phase	Mrs M Daley	m.daley@stgeorges.co.za
Head of Music and Culture	Mrs J De Meillon	music@stgeorges.co.za
Head of Extra-Curricular Activities	Mr A Peltenburg	sport@stgeorges.co.za
Head of Pre-Primary	Mrs S Combe	s.neubert@stgeorges.co.za
Head of Administration	Mrs D van Heerden	d.vanheerden@stgeorges.co.za
<b>Foundation Phase teaching staff</b>		
Grade 1G Class Teacher	Mrs T Jennings	t.jennings@stgeorges.co.za
Grade 1S Class Teacher	Mrs S De Vos	s.devos@stgeorges.co.za
Grade 2G Class Teacher	Mrs M Daley	m.daley@stgeorges.co.za
Grade 2P Class Teacher	Mrs S Hall	s.hall@stgeorges.co.za
Grade 2S Class Teacher	Mrs C Tanner	c.tanner@stgeorges.co.za
Grade 3S Class Teacher	Ms J Dawson	j.dawson@stgeorges.co.za
Grade 3G Class Teacher	Mrs C Johnson	c.johnson@stgeorges.co.za

<b>Senior Primary teaching staff</b>		
Grade 4S Class teacher	Mrs S van Wyk	s.vanwyk@stgeorges.co.za
Grade 4G Class teacher	Ms L Seaman	l.seaman@stgeorges.co.za
Grade 5S Class teacher	Mr B Campbell	b.campbell@stgeorges.co.za
Grade 5G Class teacher	Miss K Rowe (from Term 2) Mrs L Ristow (Term 1)	k.rowe@stgeorges.co.za l.ristow@stgeorges.co.za
Grade 6S Register teacher	Mr M Mtana	m.mtana@stgeorges.co.za
Grade 6G Register teacher	Ms E Scholtz	e.scholtz@stgeorges.co.za
Grade 7S Register teacher	Miss C Pearce	c.pearce@stgeorges.co.za
Grade 7G Register teacher	Mrs M-L Emslie	m.emslie@stgeorges.co.za
<b>Subject Teaching staff</b>		
Afrikaans	Miss E Scholtz	e.scholtz@stgeorges.co.za
Art	Mrs J Maltby	j.maltby@stgeorges.co.za
Drama	Mrs A Stiglingh	a.stiglingh@stgeorges.co.za
German	Ms A Sliwinski	german@stgeorges.co.za
French Alliance Française Port Elizabeth	Various teachers	admin.pe@alliance.org.za
ICT ( K-NET )	Miss T Greener	t.greener@stgeorges.co.za
isiXhosa Grade 1 - 3	Miss K Bradfield	k.bradfield@stgeorges.co.za
isiXhosa Grade 4 - 7	Mr M Mtana	m.mtana@stgeorges.co.za
Learning Support	Mrs L McNaughton	l.mcnaughton@stgeorges.co.za
Learning Support Assistant	Mrs K Stamper	k.stamper@stgeorges.co.za
Librarian	Mrs R Roth	library@stgeorges.co.za
Maths Grade 6 - 7	Mr D Glover	d.glover@stgeorges.co.za
Physical Education	Various	

<b>Music Teachers – Full Time</b>		
Violin / Cello / String Orchestra	Mr N Green	n.green@stgeorges.co.za
Piano / Clarinet / Saxophone / Choir	Mrs J De Meillon	music@stgeorges.co.za
Flute/Recorder/ Junior Band	Mrs M du Plooy	m.duplooy@stgeorges.co.za
Piano/ Class Music / Recorder	Mr E Botha	e.botha@stgeorges.co.za
Brass/ Recorder/Piano/Senior Band	Ms C Plaatjies	c.plaatjies@stgeorges.co.za
<b>Music Teachers – Part Time</b>		
Percussion/ Bass Guitar/ Double Bass	Mr A Warneke	c/o music@stgeorges.co.za
Guitar	Mr M Duncombe	c/o music@stgeorges.co.za
<b>Aftercare Staff</b>		
Aftercare Facilitator	Mrs I Perry	c/o prep@stgeorges.co.za
Aftercare Assistant	Mrs B Heydenrych	c/o prep@stgeorges.co.za
Aftercare Assistant	Mrs C Manditsvara	c/o prep@stgeorges.co.za
Aftercare Assistant	Miss H Staples	c/o prep@stgeorges.co.za
Aftercare Assistant	Mrs G O'Connell	c/o prep@stgeorges.co.za
<b>Administration and Support Staff</b>		
School Secretary / Headmaster's PA	Ms G Pattison	prep@stgeorges.co.za
Caterer / Housekeeping	Mr R Hartel	ryan@super-nova.co.za
	Ms C Van Heerden	caitlin@super-nova.co.za
School Shop	Mrs D Allen	diallen@live.com
Finance Manager	Ms L Pienaar	finance@stgeorges.co.za
Head of Administration	Mrs D van Heerden	d.vanheerden@stgeorges.co.za
Head of Marketing Admissions	Mrs D Berry	marketing@stgeorges.co.za
Caretaker / Grounds	Mr S Jefferys	c/o Administration Manager

### School Shop Hours from Tuesday 10 January

The School Shop hours for the beginning of 2017 for general buying of uniforms are as follows:

Tuesday 10 January : 11h00 - 13h00  
Wednesday 11 January: 07h30 - 08h30  
12h30 - 14h00  
Thursday 12 January : 07h30 - 09h00

The School Shop hours will return to normal the following week.

The 2<sup>nd</sup> Hand Clothes Shop will be open at normal hours:

Wednesday 11 January: 12h30 – 14h00  
Thursday 12 January: 07h30 – 08h30

### First Week back at School (Wednesday, 11 January to Friday, 13 January)

Kindly take note of the following :

Grade 1 will close at 12h30 (for the first two weeks). No sport or extra murals  
School will close at 13:00 for pupils in Grade 2  
School will close at 13:55 for pupils in Grades 3 – 7  
No Prep, Sport or extra murals

Prep for Grade 4-7 pupils commences on Monday, 16 January  
Co-Curricular Activities for Grade 2-7 pupils commences on Monday, 16 January  
Co-Curricular Activities for Grade 1 pupils commences on Monday, 23 January

### St George's Family Bring and Braai – Tuesday 17 January 2017

Please join us on Tuesday evening for our Annual Family Braai starting at 18h00 on the Hall Quad. This is a wonderful opportunity to foster school spirit and to get to know your new class teachers and class parents.

The school will provide salads and rolls. Please bring your own meat and drinks.

For catering purposes, please fill out the **REPLY SLIP** at the end of this Newsletter (page 10) and return it to your class teacher **by Friday 13 January**.



### What's on for the first 2 weeks of 2017!

<u>Date</u>	<u>School Event / Sports Match</u>	<u>Time</u>	<u>Opponents / Information</u>	<u>Venue</u>	<u>Estimated End Time</u>
<b>Wednesday 11 January</b>	Term 1 commences	07h45			
	School will close at 12:30 for pupils in Grade 1 (for the first two weeks) School will close at 13:00 for pupils in Grade 2 School will close at 13:55 for pupils in Grades 3 – 7 No Prep, Sport or extra murals				
<b>Thursday 12 January</b>	School will close at 12:30 for pupils in Grade 1 (for the first two weeks) School will close at 13:00 for pupils in Grade 2 School will close at 13:55 for pupils in Grades 3 – 7 No Prep, Sport or extra murals				
	School will close at 12:30 for pupils in Grade 1 (for the first two weeks) School will close at 13:00 for pupils in Grade 2 School will close at 13:55 for pupils in Grades 3 – 7 No Prep, Sport or extra murals				
<b>Monday 16 January</b>	Foundation Phase Parents Meeting	17h30		Classrooms	19h30
	<b>Grade 4 to 7 Prep begins Grade 2 to 7 Co-Curricular Activities begin</b>				
<b>Tuesday 17 January</b>	Foundation Phase Parents Meeting	17h00		Classrooms	18h30
	<b>St George's Family Bring and Braai</b>	<b>18h30</b>	<b>All Parents &amp; pupils welcome</b>	<b>Hall Quad</b>	<b>20h30</b>
<b>Wednesday 18 January</b>	Senior Primary Parents Meeting	17h30		Classrooms	19h30
<b>Thursday 19 January</b>					
<b>Friday 20 January</b>	Grade 1 Pupils 'Get to know you Picnic'	09h00	Detailed information will be sent out in diaries to pupils		10h25
<b>Saturday 21 January</b>	Woodridge U13A T20 Cricket Festival				
	Biathlon League Event 4				

## Main Prep Events for the remainder of Term 1 2017

Please note that there have been some amendments to the calendar since the last newsletter.

ALL Prep events will appear in the Termly Calendar handed out on the first day of term and will also be available to view on the Calendar on the d6 Communicator.

Tuesday 26 January	Individual & Sibling Photographs	
9 – 12 February	Oakhill Chukka u13 Water Polo Festival in Knysna	
Tuesday 14 February	R5 Hope Jones Civvies Day	
Wednesday 15 February	17h30 Grade 1 2018 Information Evening for Grade R parents and Pupils	
Friday 17 February	Valentines Evening for pupils (Gr 4-7)	18h00-21h00
Monday 20 February	Kids' Lit Quiz	14h30-17h00
Wednesday 22 February	St George's Soup Kitchen Drive	
Thursday 23 February	Senior Primary Gala (No Co-Curricular Activities Gr 1-7)	08h00-12h30
27 February – 3 March	Swimathon	
Tuesday 28 February	Shrove Tuesday – Assembly	
Friday 3 March	PA Camp Out (TO BE CONFIRMED)	
Monday 6 March	Independent Quad Gala at St George's (No Co-Curricular Activities Gr 1-7)	
Friday 10 March	Grade 4 Victorian Tea	
Friday 17 March	Foundation Phase Swimming Gala	10h30 – 12h30
Monday 20 March	SCHOOL HOLIDAY	
Tuesday 21 March	HUMAN RIGHTS DAY	
Monday 27 March	Grade 1-3 Parent Meeting	14h30 – 18h30
Tuesday 28 March	Grade 1-3 Parent Meeting	14h30 – 18h30
Friday 31 March	Term 1 Ends	10h30

### 2017 TERM DATES

- Term 1 Wednesday 11 January to Friday 31 March
- Term 2 Tuesday 18 April to Friday 30 June
- Term 3 Monday 24 July to Friday 29 September
- Term 4 Monday 9 October to Wednesday 6 December

### Public and School Holidays 2017

1 January:	New Year's Day
20 March:	School holiday
21 March:	Human Rights Day
14 April:	Good Friday
17 April:	Family Day
27 April:	Freedom Day
28 April:	School holiday
1 May:	Workers Day
16 June:	Youth Day
9 August:	National Women's Day
24 September:	Heritage Day
16 December:	Day of Reconciliation
25 December:	Christmas Day
26 December:	Day of Goodwill

## **St George's Way Parent Handbook 2017**

The St George's Way Parent Handbook explains many of the policies, procedures and organisational aspects adopted at St George's Preparatory. The entries are presented in alphabetical order to assist in the easy location of relevant information (*from procedures on Absences to Visitors, IT Policy, School Shop uniform pricing, etc*).

I stress the importance for parents to browse through the Handbook to ensure you are up-to-date on the policies, procedures and organisational aspects for 2017.

The 2017 Handbook is available to view on the D6 Communicator under "Resources - Policies and Handbooks".

## **St George's Prep IT Policy for Pupils**

### **Use of Personal Devices for Special Projects and Clubs : Grade 5 – 7**

At times pupils may be permitted to use their personal laptops, tablets or cell phones for particular projects or clubs. They may only do so with permission from the teacher involved and with written consent from their parents. The teacher in charge will provide safe storage for personal devices during the school day, but neither the school nor the staff may be held accountable for any theft/ damage.

**Cell phones** are not permitted at St George's Prep. They will be confiscated and only handed back at the end of the term.

Please refresh yourselves with the Prep IT Policy for pupils. It can be found on the d6 Communicator under "Resources – Policies and Handbooks"

## **Homework and Homework Diary for all Grades**

The purpose of homework is to support higher levels of pupil achievement by providing children with opportunities to consolidate skills and concepts learned at school. Homework also allows parents to be involved in the daily learning program of their children. However, homework should be a positive experience for both pupils and parents and not a chore that leaves parents and/or children with negative feelings towards learning.

In 2017, all Grades will be issued with a homework diary, which must be signed daily by parents. A parent's signature indicates that the homework has been seen and supervised and that any additional information has been received.

When children are booked off school sick, it is not our policy to provide homework to be collected by parents and taken home on those days for their children to complete. We feel strongly that if a child is too ill to be at school, they should not be expected to do schoolwork on those days. Any catch-up work, due to illness, will be guided by relevant teachers on the child's return to school. Exceptions are made in cases of long term absence due to certain medical conditions. In consideration of the above, please do not ask for homework to be sent home when your child is ill.

Homework should not be an activity that upsets the home environment. If this occurs, parents are encouraged to discuss homework with their child's teacher.



## **Classroom Interruptions**

Parents are reminded that they may not interrupt class teaching during the school day. Should you wish to drop something off for your child, please deliver to the school secretary, Ms Gill Pattison, who will ensure that it reaches your child. Please also refrain from asking one of the school security guards to take something to your child's classroom. They are not permitted to do this. Should you wish to meet with your child's teacher please do so via a request in your child's homework diary or set up an appointment via the school secretary, Ms Gill Pattison.

## **Pastoral Care**

This year we will be carrying on with the mentoring system every Thursday, during period 5. Grade 4-7 are divided into small groups and they meet with an allocated teacher during this period to discuss relevant topics that they experience on a daily basis.

## **Clubs**

Clubs for all pupils in Grade 4-7 take place during the academic day every Friday during period 5. Please note that some Clubs will have a participation fee. The choice of Clubs available will be advised at the beginning of each term.

## **Security Guards and Traffic Monitors**

The School provides three security guards daily at the Prep and Pre-Primary. They are based at the main front gate on Park Drive, the back gate on McIntosh Road and at the Pre-Primary. On numerous occasions last year the security guards and our traffic monitors were asked by parents to either take their child's forgotten school bag to the office, or to collect a child from Aftercare.

Please understand that the security guards and traffic monitors may not go on personal errands to classrooms as they need to man the points that they are responsible for.

Please also respect our security guards and traffic monitors (Thando and David) if they ask you to move your vehicle due to our traffic regulations not being followed. On numerous occasions their requests have been ignored and they have been addressed to very rudely.

## **Pedestrian Gate at Hall**

The pedestrian gate at the hall is not accessible to pupils or parents during the school day AND afternoon except during the following times:

**13h00 TO 13h15 and 14h00 TO 14h15 - for Foundation Phase pupils and parents only**

The gate will be opened and monitored during these times and closed at the end of each time slot. The gate will thereafter be locked with a chain. This is to avoid any major security risks if this gate is left open. Parents and pupils may only access and exit the School grounds through the main pedestrian gate on Park Drive.

## **Updating of your Personal Information**

You are reminded to keep the school office informed of any changes to your address, e-mail and telephone numbers.

## Alumni News

Past St George's Prep pupil, Hanne Mertens, Grade 7 Class of 2011 and Dux 2011, was named as the Top Matriculant in the Eastern Cape Province for 2016

Hanne intends to study Chartered Accountancy at the University of Stellenbosch. Hanne stated that the key to her success lies in "constantly trying to do the best I can at all times".

Congratulations Hanne on your amazing achievement!

We look forward to 2017 together and wish all our families the very best for a prosperous New Year!

Kind regards

**Alex Hall- Campus Head**

Twitter- [@AlexHallZA](https://twitter.com/AlexHallZA)

Facebook- <https://www.facebook.com/AlexHallZA>

Linkedin- [za.linkedin.com/in/alexhallza](https://za.linkedin.com/in/alexhallza)

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### Reply slip for

### St George's Family Bring and Braai – Tuesday 17 January 2017

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

No of adults attending \_\_\_\_\_ No of children attending \_\_\_\_\_

**Kindly return to school by Friday 13 January 2017 to your class teacher**

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