



Rynfield Primary School



PARENT INFORMATION



The School with Heart 



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Parents should understand that:

- The prime responsibility for your child's education **rests with you**;
- The School will assist you in carrying out that responsibility;
- Your active support for your child's schooling may increase his / her likelihood of gaining maximum benefit from it.

PARENT INTERVIEWS

Parents are welcome and encouraged, to discuss any matter relating to the welfare or academic progress of their child. The first contact should be with the child's class or subject teacher, thereafter the Departmental Head or the Deputy Principal and finally, the Principal.

Appointments should be made in writing, directly to the teacher concerned – either in the homework diary or in a separate note, or via e-mail. In the case of an emergency please contact the School office by telephoning (011) 849 5215/6.

PARENTS' EVENINGS

Parents are invited to attend the General Parents' Orientation Evening in Term 1. This particular evening gives you, the parent, the opportunity to meet your child's teacher. It is strongly recommended that you attend this evening.

There are also Parents' Evenings towards the end of Terms 1, 2 and 4 at which the report for the term is handed out.





SCHOLAR PATROL & SCHOOL TRAFFIC

Scholar Patrol Leaders do duty at the pedestrian crossing outside the School hall in Malherbe street. A traffic officer / Warden is also on duty at this point. Learners must use this crossing point before and after school and obey the signals and instructions. Parents are requested to co-operate and obey the traffic rules(especially with regard to parking on yellow lines and double parking).

BICYCLES

Bicycles are to be parked and locked at the bicycle stands provided next to the senior boys' toilets. The school will not be held responsible for any loss or damage whatsoever. Learners must keep their bicycles locked at all times. Cyclists are encouraged to ride in pairs or groups where possible. Learners may not ride bicycles on school grounds.

LEARNER SECURITY

Parents who have to take their child for medical or other important appointments during school hours, must report to the school office personally to obtain a release note. Once signed out, the child will be called to the office.

ABSENCES

Every absence from school for a full day or part of a day must be explained in a note to the class teacher, or recorded in the homework diary. A doctor's note is required after 2 consecutive days of absence. **Learners who are absent for 10 consecutive days without a valid reason will be cancelled off the register.** A learner missing an exam will require a doctor's note confirming the illness. Failure to do so will result in the learner receiving zero for the missed exam. Absence from school for the purpose of holidays must be pre-approved by the principal.



UPDATING OF SCHOOL RECORDS

It is of utmost importance that you notify the school of any change of address, telephone number, place of employment or marital status. The school cannot be held responsible or accountable in situations where the learner's family and personal information is incorrect.

BOOKS & STATIONERY

Parents are responsible for ensuring that their children have the correct stationery in the first week of arrival at school. We do encourage our parents to make use of the stockist, who will supply the correct stationery for the relevant grade. Stationery requirement lists are sent out towards the end of the year. The lists will comprise of the basic stationery list and the additional classroom stationery list.

EDUCATIONAL & SPORTING TOURS

The school organises educational tours lasting from 1 to 5 days during the year. These tours are approved by the GDE and the parents are responsible for paying the bus, entrance and accommodation costs involved.

The Grade 6 learners usually attend a leadership camp during the year. This leadership camp involves a great deal of self-activity and outdoor work, whereby learners are given the opportunity to work under various conditions. This tour has proven to be a highlight of the Intersen Phase.

Student Leaders usually attend a team building camp in the first term.



COMMUNICATION

The school uploads a weekly newsletter on a Monday in an attempt to provide parents with comprehensive and up to date information on what is happening at school.

Parents must download the D6 school communicator at www.d6communicator.com in order to access the newsletter. It can also be found on the school's website.

www.rps.org.za.

“SNACK SHACK”

The school tuckshop is run by the school. The nutritious needs of the children will be catered for at first break and sweets, crisps, cool drinks and juice will be on sale at second break.

Tuck orders for Grades 4 – 7 must be placed before school, i.e. before 07:45. Tuck orders for Grades 1 – 3 will be placed first thing in the morning, i.e. 07:45 – 08:00 by the teachers.

PARENTAL INVOLVEMENT

THE SCHOOL GOVERNING BODY

The SGB is made up of elected parents and teachers who meet once a month. The term of office is 3 years, but parents may be elected for a second term. If vacancies occur, the SGB may co-opt new members onto the committee until a by-election is held.

The SGB has a wide range of responsibilities:

- Appointment of teachers from Post Level 2 inter alia to Post Level 4.
- All matters relating to finances.
- Upkeep and maintenance of the school grounds and buildings.
- Legal matters involving the school.
- Safety and security.



FINANCIAL COMMITTEE (FINCOM)

Consists of parents who have been co-opted on to the committee because of their financial experience and expertise. This committee deals with the management of funds and financial matters relating to the running of the school.

FUNDRAISING EVENTS

Fundraising events are kept to a minimum. Four major fundraising events are identified for the year.

Fundraising has now become necessary as an additional income to our annual budget and thus we urge and appeal to our parents to support these events when they arise.

AFTER-CARE CENTRES

We have two after-care centres; one for Grade R learners and one for Grades 1 – 7 learners. There is a limit to the number of learners who can be catered for in the after-care centres in the afternoons.

SCHOOL SECURITY

School gates open at 06:40. School security turnstiles will be closed during the school day. (Except during school assemblies which take place on Thursday and Friday.) The only entrance / exit will be the main motor gate – Gate no. 3. A Security Guard is on duty who will monitor and control the access point during school hours. Parents / visitors to the school must sign in, receive a visitor's card and report to the administration office.





After school, all gates will be locked at 14:15. The only access to the school will be through Gate no. 3 – where there is a guard on duty. Gate no. 2 on O'Reilly Merry street serves as the entrance / exit for the senior after-care centre.

These measures are put in place for the security of our learners, personnel and visitors.

As soon as the child exits the school premises, they are no longer the responsibility of the school, unless in a formal capacity, e.g. sporting activity with a teacher.



Together may
we give our
children the
roots to **grow**
and the *wings*
to *fly*.