

INFORMATION FOR GRADE N PARENTS

Welcome to Grade N

Bishops is a proud school on a large campus. Our Pre-Prep section is situated on the high school campus, off Sandown Road. It is a busy, happy and exciting space and we trust that you will have a wonderful experience with us. A lot of information will be regularly sent out over and above this guide which aims to give new parents the basic information they may need to start the year.

About Grade N

We have 60 energetic, excited and vibrant little boys who are excited to learn and enjoy a new challenge every day.

Our Grade N section is run as an open plan design. This means that all boys have access to all areas throughout the day. Each teacher is responsible for a different area each week and boys move freely between activities, inside and outside as they choose. This is sometimes a different system to what parents are used to, as boys are supervised by all teachers, although they do gather with their base teacher for morning ring, lunch time and story time at the end of the day. The teacher outside for the week will have her morning ring and story time outside, in the hall or in the library.

Meet and Greet

We host a meet and greet afternoon for all new boys in the fourth term, prior to their entry to the school. This enables us to get to know your son in a small group setting and to get to talk to each boy on a personal level. Small groups are facilitated by teachers and guided by the Educational Psychologist. A date for this afternoon session is communicated with you directly. Parents get to meet other new parents and are addressed by the Head of the Pre-Prep, giving important information about the start to the new year.

Orientation

Once we have got to know your boy in a small setting at the Meet and Greet, we invite them to visit their new classes, meet their new friends and their new teacher at an Orientation afternoon. This allows them to feel a little more settled in their new environment, amongst their new classmates for the new year and even perhaps make a friend or two. They do some fun activities and play. Parents gather in the hall where they are addressed by the Heads of the Schools and the School Chaplain. This is an important afternoon where information about Bishops is communicated to new parents. A separate invitation is sent out for this event which is usually held early in November.

Kindly note that boys are not usually grouped in classes with friends. The school allocates classes according to certain criteria and friendships do not play a part in this. The Grade N boys spend most of the day mixing with boys from all three classes, so will feel quite at home playing with old friends and making new ones.

Communication

There is a weekly newsletter informing parents of all the activities that took place during the week and important dates for the following week and term. A live, online Calendar <http://calendar.bishops.org.za/pre-prep-calendar> can also be consulted for future planning. This calendar is updated regularly should there be unforeseen changes.

Staffing

Our staff in Grade N for 2019 are as follows:

Grade NS - Ms Fiona Stuart

Grade NVW - Mrs Siophan van der Westhuizen (grade head)

Grade NV Mrs Emily Venter

Grade N teacher assistants: Ms Charmaine Haynes; Ms Princess Ntsoni; Mr Marcellino Vincent

Uniforms

[Please click](#) on the link regarding uniform and satchel details for Grade N.

Please label all clothing and personal items, using the name labels provided. Please also label shoes and slip slops.

Hair

Hair is required to be short, not touching collars, ears or eyebrows. No fashion haircuts or gel may be worn in their hair.

Lunches

Please make sure lunches are healthy and minimise single use plastic coverings. As a school we are trying to reduce the use of single use plastics. Parents provide their own snacks for their boys; no food is provided by the school.

Birthdays

Boys celebrating birthdays are permitted to provide cupcakes or something small for the class as a treat.

Class meeting

You will be invited to a class meeting in the first week of the new year where the teachers will provide relevant information about their specific class. These dates will be on the term planner, which will be available on the Pre-Prep website by the end of the fourth term.

Aftercare

This is a free play, unstructured time of the afternoon. More information about our after-school care is available on the Pre-Prep website <https://preprep.bishops.org.za/Information/Forms.aspx>. Our Grade N and R assistants accompany the little boys to Aftercare and stay with them for the first hour, simply to settle them in and to allow them to eat the rest of their lunch and play. There is opportunity for rest if required.

Documentation

Kindly ensure the school has received all the relevant updated documents and scanned reports for our Educational Psychologist.

MyBishopsLife

You will be invited to register on MyBishopsLife at the start of the new year. This is where reports are posted for you to access at the end of the second and fourth terms. This is where you would also update any changes to your personal information. Please keep the school updated of any change to physical and/or email addresses or telephone numbers.

School Hours

School starts at 8am. Grade N classes finish at 12:15. We expect all boys to be at school to start the day at 8am.

We run a morning care facility at our school hall every morning from 07:00 – 07.30. Boys arriving before 07:30 are encouraged to join the teacher on duty. They are then taken to their classes at 07:30, which is when the classrooms are open, and teachers are present. All boys not collected after school are taken to Aftercare to be supervised until collected.

Some parents choose to wait around until 08:00 with their children, and this is in order. We politely ask that no parents venture into the Grade N area before 07:30, as this is the time that the teachers need to prepare for the day and set up the outside area.

Please avoid taking boys out of school during term time

Sport

After school sport for Grade N boys is not encouraged. Boys are tired from a busy day at school and playdates are encouraged to get to know one another.

The two options of private extra mural activities are Claystation and Playball. Information and details of how to sign up are on our website. <https://preprep.bishops.org.za/Sport/claystation/Claystation.aspx> and <https://preprep.bishops.org.za/Sport/Playball/PlayBall.aspx>

Office Hours:

Our school office is open from 07:30 to 16:00. School terms for the year are available on the website.

First Day:

Please refer to the School Calendar for starting dates. Classrooms are open from 07:30.

Boys to meet their teacher in the Grade N area. There will be a photographer from *That's Me* stationed near the hall (before and after school) for the first two days to capture a First Day at Bishops photo, should you wish to take advantage of the opportunity. He would be happy to take individual or group shots (family/siblings) so come prepared. School closes at 12:15 each day. The gates will only be opened after 12:00. Teachers will not release boys unless handed over to a parent or with prior arrangements for them to go to Aftercare.

General:

Please take time to peruse our website. There is a lot of useful information available that may answer any further queries you may have.