

General Information for parents



**LOCAL-BUT BETTER!**



## General Information for parents

### Introduction

At British International Prep School, we guarantee that you will have a different experience; a better experience!

We follow the CAPS Curriculum in our local school. We also offer extra-mural activities, after care, a school concert and excursions to augment children's learning experience. We make learning fun because happy children learn better.

We are part of the British International Group of Schools and Colleges in South Africa. The International stream of the primary school opened their doors in January 2013 for the first time. We have now added the local stream due to parent demand. We believe in serving our community and decided to add the local curriculum to better serve our community. We enjoy a state of the art facility that is specifically designed to meet the requirements of a primary school child in absolute excellence, further enhancing our children's daily experience.

Our teachers use international teaching methods and pedagogy that align with the CAPS curriculum alongside best teaching practices. Digital devices are used to enhance the learning experience of our children. We build each child's confidence and equip each child with academic abilities that make moving on to high school something to look forward to rather than something to be anxious about.

### Curriculum

Our approach to teaching is child centred and learning focused. All our teaching is aligned to the requirements of the education department and the CAPS curriculum. While grades are important, our primary focus is on learning journey of each child. The curriculum includes a well-structured robotics and coding programme, chess, art, swimming and physical education. Our reading program is phonics based and allows children to develop skills to not only read fluently, but also to read with understanding.

### Reports

Reports are issued at the end of each term. Parents who would like to engage with the school further to better understand the contents of reports are afforded an opportunity to book a meeting with the school principal in order to do so. Reports are carefully aligned to the requirements of the curriculum, but are also structured to assist in understanding each child's individual learning journey.

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### Academic Standards

The school is regularly inspected by the Group Director of Studies for the British International Colleges and Schools to ensure that we maintain the highest standards of academic excellence and adherence to the demands of the curriculum. Further to physical inspections and training there are regular book and file inspections, as well as class visits, to ensure that our excellent standards are maintained.

The school has been inspected, accredited and registered with the following authorities:

- Gauteng Department of Education (Reg. number 400111)

### Communication

We take clear and sufficient communication with our British International Prep families very seriously and therefore request that you assist us to ensure that we have all your correct contact information, including; cell phone numbers, telephone numbers, e-mail addresses and physical addresses. Much of our communication is electronic. We have an up to date electronic communication platform that also makes allowance for payments called OSS (On-line Student Services). On registration you will get login details for OSS and we encourage all parents to register on and use the OSS communication platform.

- Our contact number is; (+2711) 706-7775
- We practise an open-door policy and therefore parents are always welcome to meet with the Principal or any of the teachers by booking an appointment through the Reception; to do so either call the Prep campus number or e-mail to [receptionadmin@biprep.co.za](mailto:receptionadmin@biprep.co.za).
- You may also e-mail the Principal directly with any queries that you may have on [principal@biprep.co.za](mailto:principal@biprep.co.za).
- Enquiries about new enrolments can contact the Prep Admissions Administrator available from 08:00 to 16:30 Monday to Friday.

#### *Parent Evenings:*

There will be Parent Evenings during the year. Please see our published calendar for exact dates.

#### *Parental Assistance:*

We encourage structured parental involvement in the life of the school. We have Parent Volunteer Groups for parents to get involved in; these groups include, but are not limited to, the following:

- Media Centre
- Debating team
- Chess team
- Toast masters

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- Reading program
- Annual concert
- Family Fun Day
- Traffic control team (scholar patrol)

### *Newsletters:*

Newsletters are published monthly. These newsletters are sent out electronically via a link that is mailed to each family.

### *Social media:*

- The school has a WhatsApp group for each class to remind parents of events and other communication; we encourage parents to ensure that they are included in the correct WhatsApp groups.
- The school has an active FaceBook page which is a great way for parents and children, as well as friend and family, to follow what is happening at the school. We encourage parents to like and share any articles or photographs that they find appropriate with their friends and family.

The school's website has useful information for parents to consult. This is where important information is posted; such as the annual calendar, stationery lists, photographs of events and enrolment applications. Our website is [www.britishinternationalcolleges.co.za](http://www.britishinternationalcolleges.co.za).

## Behaviour Management Program

We aim to provide a safe, caring and friendly environment for all our children to allow them to learn effectively. Children should feel safe in school; safe to formulate their own opinions, to express these opinions respectfully and safe to make and learn from mistakes.

We have a behaviour management program to ensure that we do in fact create a safe environment for our children to learn. We achieve this through a values based approach to discipline that embraces positive reinforcement rather than a punitive approach.

All staff at the school are responsible for assisting and supporting the development of good behaviour, from school management to support staff. We also require parents to partner with us in this endeavour and assist us to reinforce positive behaviour and the development of self-regulation in our children both at home and at school.

### **Behaviour Management Policy Statement**

- The school partners with parents to implement the behaviour management policy.
- Corporal correction is strictly prohibited and training in behaviour management is given to all our staff members

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- It requires everyone, children and adults, to make an impact in behaviour management. Each child and staff member is given an opportunity to be heard and we place a high value on listening.

### Key principals of the Behaviour Management Policy

- Everyone (staff and children) has the right
  - To feel safe, healthy and happy
  - To be treated with respect, dignity and equality
  - To learn, to teach and to do their work
- Everyone involved in the school has a responsibility to ensure that these rights are upheld.
- Emphasis is placed on looking for opportunities to encourage *positive behaviours* by rewarding and recognising these behaviours, and rewarding publicly.
- *Positive behaviours* cover not only quality of work and outcomes, but effort and attitudes as well.
- We reward publicly, but we correct privately

### Values that form the Behaviour Management Program

- Authenticity – simply say what you mean and mean what you say
- Courage – have the courage to formulate your own opinions, to express your own opinions respectfully and considerately, to learn from the mistakes that you make.
- Excellence – do your best: you need not be the best, but you must do your best

### Golden Rules

As values can be a little abstract for younger children we have used the values to produce the “Golden Rules” as listed below:

- We are gentle > We don't hurt others
- We are kind and helpful > We don't hurt other's feelings
- We listen > We don't interrupt
- We are honest > We don't cover up the truth
- We work hard > We don't waste time
- We look after property > We don't waste or damage things

### Playground rules

- We play well with others > We don't spoil other's games
- We care for the playground > We don't damage or spoil anything

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### **Disciplinary procedure should unacceptable behaviour occurs:**

These behaviours are considered unacceptable:

- Taunting or offensive comments about children or staff in person or via electronic media
- Emotional bullying
- Physical violence aimed at another child or staff member
- Deliberate damage to the property of an individual or the school
- Theft of personal or school property

### **Steps to be followed:**

- 1. Teacher/adult to request behaviour is changed.
- 2. Teacher/adult to give a verbal warning.
- 3. Child given time out to consider their actions and cool down.
- 4. Child's teacher involved: They may choose to inform parents of unacceptable behaviour if it involves bad language or violence towards another person.
- 5. Class teacher to involve the Principal.
- 6. Principal may involve parents.
- 7. Principal will be responsible for taking the matter further and considering temporary or permanent exclusion in consultation with the Dean.

## Security procedures at British International Prep

We take the safety of our children extremely serious. The minor hassles that may have to be tolerated to ensure the safety of the children and staff at the school is worth it to keep the school a safe place. We request that all parents assist us and partner with us in our goal to keep all children safe.

The following procedures are in place to assist maintain security, and safety, at the school:

- Parents are requested to obey the traffic rules within the campus.
- Parents wanting to meet with teachers or the Principal are requested to make an appointment at the administration reception to do so.

## School Matters

### *School hours:*

At British International Prep School, lessons start at 07:30 and we therefore request that children arrive at school at 07:15. This allows them sufficient time to prepare for their day prior to lessons starting, to place their bag outside their class and to greet their friends and their teacher. Classes end at 13:00 (times may vary per Grade) and children must please be collected by no later than 13:15.

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Children who are not collected by 13:15 will be placed in the aftercare facilities provided for their own safety. The turnstiles are operated by staff on duty from 07:15.

### *Access procedures*

For the safety and security of all the children at the school we carefully control access to the school. Parents must make an appointment through the school administration should they would like to:

- Meet with the Principal
- Meet with any of the teachers
- Take a child out of school early for a medical reason
- Visit the school for a tour as a potential new parent

For any other queries parents may wait in the reception administration area while being assisted with any of the following;

- Collecting a child who needs to leave school early for an emergency
- Dropping off items that a child may have forgotten at home
- Any other issue not included in this list once the Principal has given permission

Access to the school premises is limited and parents will be requested to sign in and assist with having their vehicles searched outside of the 'Open Times' that have been established for dropping children off in the mornings and collecting them again in the afternoons.

- Morning drop off                      from 07:15 to 07:30
- Afternoon collection                from 13:00 to 13:15
- Aftercare collection                 from 13:15 to 17:00
- Parents must please make use of the open times to drop off and collect their children. These times also apply to drivers of transport companies.
- Parents must please observe all of the traffic signs and rules at all times.
- Parents must please drive carefully within the school, understanding that this is an area where children are likely to walk from time to time.
- Parents are requested to not linger in the parking lot as parking space is at a premium during the open times. Drop your children off, and once you have seen them enter the courtyard of the school, teachers and security staff are on duty. Please leave the parking area, watching carefully for other children as you do. Use the parking bays and ensure that it is safe for children before they leave the safety of your vehicle.
- Parents who are volunteering at the school are vetted and required to sign the volunteer agreement. Thereafter which at the discretion of the Principal or appropriate authority, they will be assigned a temporary parking space to reduce the number of vehicles in the parking lot.

All parents and adults who is not a staff member will be required to sign in at the admissions office and be issued a temporary visitor's ID before they will be allowed access to the building. This is for the safety of the visitor as well as the children. Once the visit is

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completed, the temporary ID must be returned to the admissions office and the parent must again sign out.

### *Stationery:*

- Stationery lists per grade are available on the website, or on request from the administration reception at the campus.
- All stationery items should be clearly labelled as children frequently misplace their stationery and labelling facilitates the return of misplaced stationery.

An individual 'cubby' (locker) is provided for each child in their classroom so that there is no need to carry stationery and heavy books around.

### *School bags:*

While it is not obligatory, we do encourage children to obtain the school branded bags that are available at the bookshop. These bags have been specifically designed to fit the 'bag hooks' supplied outside the class rooms for each child. 'Trolley bags' (bags with wheels on them) are discouraged as these do not fit in the space provided for bag hooks, and they have proven to be considerably more difficult for children to manage throughout the day.

As with stationery and school uniform the school bag must please be clearly marked with the child's name to prevent it from being lost. The school branded bag has a space provided for marking the child's name.

### **Safety and security:**

- At British International Preparatory we take safety and security very seriously and we have designed our building with this in mind. There is only one official entrance to the school on Selbourne Road, and nobody will be afforded entrance to the campus through any other entrance. While there are four different entrances in total, these are for safety reasons should we ever have the need for evacuations or to get emergency vehicles on to the property. The main gate off Selbourne Road is available for parents and staff to access the campus.
- Once children have been dropped off for school, they must please use the pedestrian crossings within the school. Parents are requested to assist the teachers and security staff on duty in the parking lot by ensuring that their children do not walk behind cars parked in the bays. Children should walk along the pavements provided and cross at the pedestrian crossings provided.

Parents are requested to strictly observe the 15kmh speed limit within the school grounds and always be cautious and on the lookout for children to ensure the safety of all of our children.

- We have security staff at the school provided by an external company which also provides us with a paramedic service. These security officers have all been trained and



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are tasked with ensuring the safety of all the people on the campus. These staff work closely with our staff and receive regular training to ensure that they stay up to date with the latest threats and security techniques to counter these threats.

- The school reserves the right of admission to the campus as it is indeed private property and the school may exclude any person from the property who is deemed to be a threat to any of the people on the campus.
- The school reserves the right to search any vehicle entering or leaving the campus. To facilitate the busy drop off and collection times at the school we have instructed the security officers to be vigilant, but not to ask parents or staff to sign in to the property or search vehicles in the times listed below. At any other time vehicles will be searched and parents or staff will be asked to sign in.

### Leaving school early

Leaving school early is not permitted as children are required to be in school to ensure that they enjoy every opportunity to learn.

In emergency cases where leaving school early is unavoidable, parents are requested to e-mail the reception admin with their request for a child to leave school early. This will allow the school to prepare an “Early Leavers Slip”, and to collect the child from class. The children will be brought from class and brought to the administration reception area to await their collection.

Upon exiting the campus parents will be required to present the security staff with the “Early Leavers Slip”. If parents do not present the security staff with this “Early Leavers Slip” they will not be allowed to exit the campus until such time as they have an “Early Leavers Slip”.

### Permission to publish:

We take many photos at the school and we publish these photos on social media and in school marketing material. We also allow the newspapers to publish these photos. These photos may also be published on the school’s website in order to keep the website as up to date as possible. We accept, that unless parents tell us differently in writing, that we have permission to both photograph the children at the school and publish these photographs as we deem appropriate. If you do not want your child to be photographed, then please inform the school as part of the application for admission process and we will assist you to place your request in writing.

### School events and functions

All children are required to attend certain annual school events and functions, including but not limited to the following:

- Sports Days
- Mothers’ Day Events
- Fathers’ Day Events
- School concert

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- Spring Day
- Science Day
- Excursion Days

To facilitate children's attendance at these and whatever additional functions may be planned within the year, they are all included in the annual calendar that is released each year in October for the following year. If there is a legitimate reason why a child cannot make one of these events, such as ill health as an example, apologies should be made to the Principal in advance and in writing.

### Cell phones

Cell phones are great communication devices, but unfortunately they are not limited to communication devices. Some of their additional functions have become disruptive to the academic program at the school or potentially be harmful to the children using them. For these reasons, and security reasons, cell phones are not allowed at school. If a child should require the use of a cell phone for legitimate reasons, such as arranging transport home at the end of the day (uber taxi), the child will have to hand their phone in at the office to be locked away in the school safe until the end of the day when they require it to arrange their transport home.

Any child found with a cell phone during the day will have their cell phone confiscated. Confiscated cell phones will only be returned to the parents, and not to the child.

If a child brings a cell phone to school, the Principal reserves the right to check the contents of the phone if they suspect that the phone may have been used in an inappropriate manner.

### IT in classrooms

In line with latest research regarding technology in the learning process, we do not require children to have their own tablets or other devices. The teachers are all equipped with access to tablets, and whatever other technology they may require. The school is also equipped with Wi-Fi throughout the school. The equipment that the teachers use is compatible with the Smart TV that each classroom has. Using the Wi-Fi that is available, the teachers can access whatever they need to make maximum use of the Smart TV's as a teaching aid. All the teachers have received training on how to operate the different technological tools that have been made available to them.

Recent research has shown numerous problems for children's development and learning if they have a screen on their desk at all times. In fact, research shows that too much screen time is in fact detrimental to children's brain development. Too much screen time hampers children's cognitive, emotional, visual, social and physical development. For these reasons British International Prep limits children's exposure to screen time and offer a full computer literacy program as determined by the CAPS curriculum. We request that parents also read the research and limit the amount of screen time that their children are exposed to at home.

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### Recreation facilities:

Age appropriate facilities have been provided for the use and enjoyment of all our British International Prep children. Children are expected to show consideration and learn to share these facilities with other children. Children are also expected to learn how to look after these facilities. This teaches children responsibility as well as facilitating social development.

If a child abuses the facilities or equipment provided the repair or replacement of the facilities or equipment damaged will be charged to the parents of that child. Any damages or breakages are to immediately be reported to the administration office.

### Lost property

We would like to avoid lost property and we ask parents to assist us in this regard by ensuring that all your children's clothes are clearly labelled.

Lost property that is marked will be returned to children each morning.

Lost property that is not marked will be kept in the Bookshop for a month for parents to claim. After a month, should items not been claimed, they will be added to the second-hand clothes in the Bookshop. These items will be cleaned and sold to parents at the "Lost Property Sale"(advertised in the monthly Newsletter the month prior). The parents who run these sales donate half of the funds to our charity ( CHOC) and half to the school for the purchase of literacy books.

### Absence from school

In the case of unavoidable absence from school, parents or guardians are requested to notify the school administration office in writing. The message will be passed on to the child's teachers so that they can prepare to assist children catch up missed work on their return to school.

When an assessment (test or exam) is missed due to ill health, a doctor's note must be provided and a result of absent (abs) will be recorded. If not, a result of '0' will be recorded. Children will be expected to complete the test or exam as an assignment to achieve the educational benefit. The recorded result will not be changed.

If a child is taken ill during school hours and it is deemed necessary, the school will contact the parents or guardians to collect the child from school to take them for medical care. Early Exit procedures as previously described in this document will be followed and an Early Exit Slip will be issued for the parents to present at the school gate to the security officer on duty.

### Smoking and alcohol

British International Prep is a smoking and alcohol free zone. In accordance with law there can be no smoking within 500 meters of a school and we request all parents adhere strictly to this law.

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