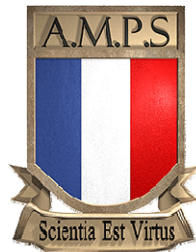


# Aston Manor Primary School

PLEASE READ AND KEEP THIS BROCHURE.  
THIS INFORMATION PERTAINS THROUGHOUT YOUR CHILD'S SCHOOLING  
CAREER AT AMPS.

## GENERAL INFORMATION BROCHURE



Principal: L.J. Steenkamp

Eland Road, Nimrod Park  
Kempton Park  
10617, Aston Manor, 1630

SCHOOL OFFICE: (011) 970-2171 / (011) 970-2196

FAX: (011) 970-1385

[admin@amps.za.com](mailto:admin@amps.za.com)

CURRENT ACCOUNTS: (011) 970-3327

[accounts@amps.za.com](mailto:accounts@amps.za.com)

OLD / OUTSTANDING ACCOUNTS: (011) 970-2335

[zelda@amps.za.com](mailto:zelda@amps.za.com)

Web site: <http://www.amps.za.com>

<i>TERM DATES FOR 2010</i>	
TERM:	DATES:
One	13 <sup>th</sup> January to 26 <sup>th</sup> March
Two	12 <sup>th</sup> April to 9 <sup>th</sup> June
Three	13 <sup>th</sup> July to 23 <sup>rd</sup> September
Four	4 <sup>th</sup> October to 10 <sup>th</sup> December

JULY 2009

**As a tree is known by its fruit,  
so a school is known by the public image projected by its learners.  
A positive image can be achieved only if the school, its activities and policies enjoy the  
complete co-operation and loyal support of all parents and learners.**

**1. SCHOOL DAY / TIMES / PUNCTUALITY**

**School starts at 07h30.** Please ensure that your child is on the premises no later than 07:25 in the morning.

<b>Foundation Phase</b>	<b>(Gr.1, Gr.2 and Gr.3) finish school at 13h15. Waiting class available from 13:15 to 13:45 if required by parent.</b>
<b>Intermediate and Senior Phase</b>	<b>(Gr.4 to Gr.7) finish school at 13h45.</b>

Motor vehicles are **not permitted** into the school grounds for the purpose of transporting children at the **start and close** of school.

**GATES**

Learners **must enter and exit** the school premises from the following gates:  
**Oorbietjie, Njala,** and the **Eland Street Hall gate**, before and after school.

**ONLY late-comers and visitors** must use the **visitor's gate** at the main entrance in Eland Street.

Learners are **NOT** allowed to use the **vehicle gate** in Eland Street.

All gates will be locked at 07:30. If children arrive after 07:30, their names will be written down by the prefect on duty, irregardless of the reason, or if the child is accompanied by an adult. If it is determined that the child arrives late for school on a regular basis the child will be sent to detention.

Please assist the school by ensuring that your child / children is / are always punctual.  
Parents are requested to stay off the school premises during school hours, unless they have made specified appointments.

**Parents are urged to collect their children timeously after school and after extramural activities.**

It is unsafe and places your child's life in danger to leave him / her waiting on the pavement for hours on end. However if a situation arises where you collect your child late, he / she must wait at the Oorbietjie gate. All gates are locked at 14:00 and children must then exit via the aftercare gate.

**2. SCHOOL FEES**

If you have any queries regarding current school fees / payments please contact the Accounts Office directly on **(011) 970-3327**. When requiring assistance / financial aid it is the parents / guardians responsibility to contact 011-970-2335 from **January** and **before** the end of **February** of **every current year**.  
If you have any queries or require assistance with arrear school fees contact the school office on 011-970-2335.

**School fees can be paid over 10 months, termly or annually.**

A discount for fees paid in full is offered as follows:

Fees fully paid up by the end of December for the following year – 15% discount.

Fees fully paid up by the end of January for the current year – 10% discount.

Fees fully paid up by the end of February for the current year – 5% discount.

For further information - **SEE CONTRACT – ISSUED IN JANUARY** or **WITH ENROLMENT FORMS**.

**We encourage you to make payments via debit order or the internet as this is obviously a far safer option.**

**BANKING DETAILS:** Standard Bank, Festival Mall, Kempton Park,  
Branch Code (01-24-42-44), Account No (02 02 504 52)

**Please ensure that the deposit slip / internet copy has your child's surname OR family account number and class, plus details of payment, i.e. what the payment is for – school fees, computer club etc.**

**3. COMMUNICATION**

From time to time, parents will receive a sms or the following notices. Please be so kind as to read and take note of the necessary contents. Current circulars are available on the school webpage.

- a. **General Parent Circulars**:- to all families on matters of departmental and / or domestic policy, education and tuition. (From the Headmaster).
- b. **Special Parent Circulars**:- dealing with specific aspect(s) of the school programme which involves a limited number of learners. (From the Principal and / or HOD / Assistant / Coach).

*Please teach your children that all notices, documentation, etc from the school are of extreme importance and must be handed directly to you once they are received. This is the only way that we as a school can communicate directly with you as parents.*

### **PERSONAL COMMUNICATION**

Parents may not loiter outside classrooms or visit an educator during school time, unless a prior arrangement has been made with the educator. The easiest way to communicate with the educator is by writing in the homework book / sending a letter / fax.

#### **General Parent Evening**

- a. All parents are cordially invited to attend parents evenings. The first of such meetings is open to all parents, while the following meetings are usually held by invitation. If a parent however, wishes to discuss something specific with an educator, then an appointment can be made by sending in a letter directly to the class educator via the homework book or the merit and offence book.
- b. Parents will have the opportunity to discuss matters of mutual concern with the class or subject educator.
- c. Considering the limited time available, discussions should be factual, confined to educational matters and as brief as possible, giving all parents an equal opportunity to converse confidentially with the educators.

#### **Special Parent Evening**

- a. The parents of specific learners or learners of a specified grade and or group(s) eg Foundation Phase, Intermediate Phase or Senior Phase are involved.
- b. Attendance by invitation and confirmed appointment.

#### **Educator - Parent Communication**

All assessments and homework sent home is to be signed by the parent and returned to school. Learners are to ensure that parents receive any documents, circulars, merits and offences issued by the school. Merits and Offences must be signed and dated by the parents.

**All tear off slips attached to circulars or documentation must be returned to the school as soon as possible or by the due date.**

**Parent - Principal Communication** BY APPOINTMENT ONLY , contact the school office.

#### **CORRESPONDING WITH CLASS / SUBJECT EDUCATOR OR HEADMASTER**

When writing to any of these people, kindly indicate the child's full name and his / her class (eg Gr 3 Be) especially when your correspondence is addressed to the Principal or any other subject teacher.

#### **PROBLEMS**

Please go through the necessary channels eg first discuss your problem with the educator concerned, then the Head of Department, then the Deputy Principal, then Principal and then the Governing Body.

#### **4. SCHOOL ATTENDANCE**

##### **Absence From School**

Unwarranted absence during final assessments cannot and will not be condoned. If a learner is absent from school parents are requested to send a letter explaining the child's absence to the class educator. Learners who are absent for a period of three days or more must produce a doctor's certificate on returning to school.

##### **Requests for Permission of Absence**

Must be accompanied by a letter from the parents or guardians well in advance of the appointment date. Parents must however, where at all possible refrain from this practice as it can be detrimental to the progress of the learner.

Parents fetching their children during school hours must hand in their Identity Document at the **office**.

**A Drivers Licence will not be accepted as means of identification.**

**No child may be taken directly from the classroom.**

PLEASE ENSURE THAT YOU FOLLOW THIS PROCEDURE AS IT IS FOR YOUR CHILD'S SAFETY!!

#### **5. HOMEWORK / ASSIGNMENTS / ASSESSMENTS**

All work, whether completed in class, as homework, an assignment or as formal assessments is mark-worthy. Assessment is therefore an ongoing process and learners must always ensure that all work is completed to the best of their ability.

Homework / Assignments are geared to:

- a. Impress - by means of suitable, regular repetition - certain aspects, concepts and skills already dealt with in class. Problems experienced with these repetitive exercises indicate to what extent the learner has or has not mastered what has been taught.
- b. Develop beneficial study habits, regularity and diligence being emphasized.
- c. Promote self-activity and the assumption of responsibility - punctuality and originality being of primary importance.
- d. Homework assignments do not necessarily involve written work.
- e. Parental interest and supervision, though commendable and beneficial, could be detrimental if pursued to the limits of active involvement.

**PLEASE DO NOT DO THEIR WORK FOR THEM, RATHER ENSURE THAT IT IS DONE.**

## 6. **MEDICAL**

Parents / Guardians are urgently requested to arrange medical and other appointments **AFTER** school hours. Whilst the school is equipped to treat minor injuries which occur at school, all further treatment of such injuries is the responsibility of the parent.

### **Authorised Medication**

Children who are required to take medicine during the school day are to be provided with **only the required dosage for the period concerned**. Such medicines, with clear directions for use, must be deposited with the class educator (**Gr 1 to Gr 3**). Parents of children in the Senior School, who have subject teaching, must bear in mind that the responsibility of administering such medicines is theirs, and they must ensure that the child understands how and when the medication must be taken.

### **Unauthorised Medicines**

Any such medicines found in the possession of children will be confiscated and destroyed.

### **Injuries**

In case of serious injuries, the parents will be contacted and failing that, the Principal will act on their behalf by the authority vested in him.

Parents are urged to ensure that the school office has **all new / relevant contact numbers at all times** in case of emergencies.

### **Lice**

Should your child's hair be infested with lice, the child may **only** return to school once the hair is completely clear of all **nits and lice**. **REMEMBER to wash and iron all bedding, clothing and hair accessories as well**. The school may request a clinic clearance certificate when your child returns.

## 7. **SCHOOL UNIFORM**

### **BOYS – Summer:**

- a. Navy blue school shorts
- b. White S/S shirt with collar detail
- c. Navy blue socks with stripes
- d. Black lace-up shoes
- e. Navy blue jersey with badge
- f. Navy blue school drimac or school jacket with badge

### **GIRLS – Summer:**

- a. Check dress
- b. Navy blue panties
- c. White ankle socks
- d. Black school shoes
- e. Navy blue jersey with badge
- f. Navy blue school drimac or school jacket with badge
- g. May wear navy ski pants underneath dress, provided shorter than dress.
- h. Girls may not wear blue stockings underneath their school dress

Learners may wear the official school cap during summer months only, but it must be taken off in the classroom.

### **BOYS AND GIRLS – Winter:**

The winter uniform is the same for boys and girls, i.e.

- a. White L/S shirt with collar detail
- b. Long navy blue trousers
- c. Navy blue socks with stripes
- d. Navy blue jersey with badge
- e. Navy blue drimac or school jacket with badge
- f. Learners may wear plain dark blue / navy gloves and scarves in winter. Plain dark blue “beanies” (no logos) are only permitted on extremely cold days and must be removed in the classroom.

### **Physical Education Uniform**

- a. This is the school Red T-shirt and Navy Blue shorts with school badge and is worn to school only on the day that the child has physical education.
- b. “Takkies” must be predominately black or white. No brightly coloured or platform takkies are permitted. The takkie must have a flat sole underneath as it is used for sport.
- c. Learners may only wear the official school tracksuit over their Phys. Ed. Uniform in winter on their phys. Ed day or if requested to do so.
- d. If a learner does not have the official school tracksuit he / she must wear the school uniform to school and change into their Phys. Ed. Uniform before the physical education period (winter months).

### **PERSONAL CLEANLINESS**

The highest standard of personal cleanliness and hygiene is expected from every learner at all times. Please ensure that your child comes to school in a clean, neat uniform every day.

### **OFFICIAL SCHOOL STOCKISTS:**

**BOUNDARY SILK BAZAAR** - 011-975-2119  
Cnr Albatross & Sarel Road - 011-975-9291/2  
KEMPTON PARK

ASTON MANOR SCHOOL CLOTHING SHOP (2<sup>nd</sup> hand, on premises, Mon to Fri, 13:00 to 14:00)

School Shoes for Boys and Girls are obtainable from most suppliers, ensure that you purchase the correct school shoes – no huge silver buckles or large heels allowed.

### **CARE OF SCHOOL UNIFORM**

Uniforms must be clean, uncreased and in good repair and of appropriate size. Shoes must be polished and clean at all times, with laces in good condition.

Should inclement weather be experienced on certain days, additional items of clothing may be worn underneath the school uniform or their full winter uniform. Learners will be informed if they must wear their school uniform or physical education uniform on certain occasions, i.e. functions at the school, educational excursions and extra-mural activities.

**Learners should be made to understand that while in school uniform on their way to school or home, they are, for all practical purposes, under the authority of the school. Any public misconduct is detrimental to the image of the school and will be considered a serious offence.**

### **8. LEARNERS' CODE OF CONDUCT:**

This is issued to learners and details all aspects of the rules and regulations.  
It is important that all parents and learners acquaint themselves with the Code of Conduct.  
Please ensure that your child keeps this in his / her Merit and Offence book / file, for easy reference.

### **9. LEARNER REQUISITES**

A stationery list is provided to each learner at the end of each year for the following year.  
New enrolments are given the stationery requirements on enrolment.  
During the year, depending on availability of stock, certain items can be purchased or photostating can be done at the office during registration (07:30 - 07:45), first and second break and after school.  
**N.B.** Certain learning areas may require the parent to purchase specific materials from time to time.

### **10. CIVVIES DAYS**

Children **may not** wear make up, nail varnish, excessive jewellery, high heels or revealing clothes on “civvies” day. Girls hair must be tied up and neat.

### **11. PERSONAL PROPERTY**

Personal property (cell phones, toys, games, sporting equipment etc.) may not be brought to school. The school will not be held liable for the loss, theft or damage of such items. Items that are confiscated will only be returned upon payment of a R50 fine, however if the child is a repeat offender the item may be kept for a term or not returned at all.

### **12. LOST PROPERTY**

Please mark all your child's personal possessions clearly. **Abbreviations or initials are impossible to identify** and parents are requested to mark all items **with the name and the surname of the child to facilitate easy identification.**

When marked property is handed in at the school office learners are called to come and collect these items.

**Experience has taught that most learners fail to identify their own unmarked property.**

Enquiries about lost property are to be made at the office. If claiming **UNMARKED** property from the office a **fine** will be charged. Unclaimed property is either sent to the 2<sup>nd</sup> hand clothing shop or to a welfare organization at the end of each term.

### 13. **ITEMS LEFT AT HOME**

Learners must realise that leaving books, clothing, sport equipment, lunch or lunch money at home will result in them having to face the consequences. Phoning home will not be permitted.

Unless there is an emergency, please do not telephone the office and ask for messages to be relayed to learners. When phoning for a message to be conveyed to a learner please endeavour to do so before 12:30.

### 14. **EXTRA-MURAL ACTIVITIES**

All extramural activities offered are issued in the form of a circular to the parents at the beginning of each term. Although every effort is made to adhere to the times and dates given these do have to be changed / cancelled on the odd occasion. When this occurs learners are permitted to phone from the office to be fetched earlier.

Athletics

Chess

Choir

Cricket

Cross Country

Cultural Events (plays / musicals etc)

Local Eisteddfod

(if child is participating parent will be informed regarding fees and times)

LEP - Limited English Proficiency for all learners who require assistance.

Media Centre (available for all children from Gr.1 to Gr.7)

Mini Cricket - Mini Netball - Beginners Tennis

Netball

Soccer

Swimming

Tennis

\* **Fees are payable for these activities:**

\* **Aston Goosey (Private)**

\* **Aftercare (Private)**

\* **Karate (Private)**

\* **Computer Club (Gr.4 – 7)**

**fee charged per term**

### **EXTRA-CURRICULAR ACTIVITIES**

There are occasions during the school year that activities are organised for our learners. These could take the form of a visit to a place of interest or perhaps an organisation or culture group visits our school. We do sometimes request a fee for these activities, in certain circumstances the school will pay for these activities.

### 15. **TRANSFERS**

- a. The parents / guardians of a learner transferring from one school to another must, in compliance with departmental regulations request official transfer in writing, stating when your child's last day at Aston will be.
- b. These written requests are addressed to the **CLASS EDUCATOR** and not to the Principal or Administrative Staff.
- c. A transfer card will only be issued if your child has returned all outstanding text books or media books.

### 16. **TESTIMONIALS**

When requesting a testimonial please be so kind as to do so a week in advance. These need to be compiled by numerous educators (particularly in the upper grades) and cannot be compiled in a day or two.

### 17. **TUCK SHOP**

Learners are required to order their tuck no later than 08:00 in the morning. If children forget their tuck money at home, please do not bring the cash, but rather purchase an item of food to be handed over to your child. If you are interested in assisting in our tuck shop for 2 hours a week, please contact the school office.