



**RUSTENBURG JUNIOR SCHOOL
FOR GIRLS**

GRADE R

INFORMATION GUIDE

2017

www.rgjs.co.za

Welcome to Grade R 2017. The Reception Class teachers have compiled this booklet with hints and information to help you during your first year as a Rustenburg parent. You should find most of the information regarding Grade R in this booklet. The Information Guide available on www.rgjs.co.za provides general information. Click on the link on the home page. If there are any other issues you would like to discuss or questions that need to be answered, please do not hesitate to approach us or contact us via email. We wish you all a long and happy association with Rustenburg Girls' Junior School.

Please make sure that the office has a copy of the following information:

- Latest pre-school report (December 2015)
- Speech, Occupational and Physiotherapy assessment reports
- Any other assessments (Sight, hearing, etc)

1. PARENTS' RESPONSIBILITIES

- The first year is important for setting the groundwork for your daughter's entire schooling career. Parents and teachers alike have a major part to play in supporting the child in achieving her full potential.
- Please regard your child as an individual and do not compare her to others. Don't pressurise your child – she is trying her best and it will only lead to anxiety.
- It is important for parents to take an interest in their child's school day. Talk to her about her day and encourage her to share her thoughts and feelings with you.
- When notices are sent home, please return the reply slips as soon as possible.
- Read the weekly school newsletter. It is emailed to both parents, using the addresses you provided when you applied for admission to RGJS. These can be changed if necessary: see below.
- If there are meetings or functions at school, we encourage you to attend so that you are aware of what is going on.
- Please try to help with shared reading. This requires 30 minutes on a Thursday morning to enjoy a fun reading experience with a group of 5 girls. You can read a story and help the girls choose their books.
- Remember that if you are organised with regard to your child's daily routine then your daughter will function well as she will feel secure and happy.
- Inform the teacher if there are any problems at home that could affect her at school. This information will be kept confidential and will help the teacher to be more understanding.
- Help your child to be independent and to accept more responsibilities each and every day.
- We appreciate that you may want to walk your child to the classroom each morning for the first two weeks, but thereafter, please encourage her to come in by herself. No child is allowed to walk through the car park at any stage, with or without an adult.
- After this two week settling-in period, we encourage your daughter to come in and leave the class on her own and meet you again at the arranged pick up point. It is important that she becomes independent.
- Always make sure that your daughter knows how she is getting home. Please let us know via email of any playdate arrangements or changes to lifts home.



- Please don't park in front of the school entrance gates when dropping or fetching your child. No parent is allowed to park in the staff parking as there are no extra parking bays available.

2. PLEASE TAKE NOTE OF THE FOLLOWING:

- It is important that your daughter has all that she needs for her first year at school on the first day. Bugs' Boutique has all the requirements for you to ensure that nothing is left out.
- Each and every Rustenburg item belonging to your daughter will need to be clearly marked. Please use e.g. "Amy Smith", not just "Amy".
- You will receive weekly reminders via email. Please notify us immediately of any changes to your email address.
- Any queries, questions or necessary information can be sent to us via email. However, be aware that we are teaching during school hours. If there is an emergency you can contact the office and a message will be relayed to us.
- Books, files and stationery will be sent home in the first few weeks for covering and labelling. All necessary instructions will be sent via email.
- Your daughter's report will be emailed to you at the end of terms 1-3. You will be given the opportunity to discuss the report with the teacher at scheduled report feedback meetings. The end of year report will be sent as a hard copy.
- Don't overload your daughter with too many after-school activities. A busy child is not always a happy child. Allow her time to play.
- Encourage new friendships and allow her to enjoy playdates with her peers.
- If it is your daughter's birthday, you may send in cupcakes or party packs for the class to enjoy. Your daughter may come to school in civvies on her birthday, unless the day coincides with an outing or formal assembly. Should she have a birthday in the holidays then she can pick a day to celebrate in class when returning in the new term.
- The teacher will only hand out party invitations if all the girls in the class are invited. Please be sensitive when handing out invitations as little girls do not understand why they are being left out. Email is best.
- No toys are to be sent to school unless requested by the teacher for show and tell purposes or for the theme display table.
- Please do not send your child to school if she is sick. If there is a risk of her spreading the infection to the rest of the class then please keep her at home.
- If your daughter is ill and misses school, an absentee note or doctor's note is required on her first day back at school. Likewise, if you take your daughter out of school for any reason, a letter to the Headmistress will be required.

3. EFFECTIVE CLASSROOM MANAGEMENT

- All letters sent to school will only be accepted in a clearly marked envelope. The envelope would need your child's name, grade, teacher's name and subject relating to the enquiry. Cash must be taken to the Finance Office by you.
- Please note that any money exceeding R50 will need to be processed as an EFT payment. You will always need to send proof of payment to the school.

- If at any stage your physical or email address or telephone number should change, please let the office (email alewal@rgjs.org.za) and teacher know immediately.
- We have an open door policy and are available most days for you. Please ensure you take the time to make an appointment to see us at a time that is convenient for both of us.
- The classroom will be supervised every morning for early drop off from 07:30. One teacher will be on duty and all class assistants will be present.



4. THE FIRST DAY

- Your daughter needs a good night's sleep before school starts. 19:00 is the recommended time to settle in bed.
- A healthy lunch is recommended for each day. E.g.: a sandwich/roll, yogurt and a fruit. Friday is Lunch Shop day and treat day for those yummy treats that are banned Monday to Thursday.
- We have a mid-morning snack at 09.15. Please ensure that you pack sufficient finger food for this. E.g. nuts, biltong, dried fruit, yogurt, popcorn, etc.
- School starts at 07:50 when the bell goes. We encourage you to arrive early to settle your child and then leave. Please do not linger in the classroom.
- Separation anxiety is very real for some children. Keep your good-byes short and trust that we are experienced in dealing with this. Allow us to assist you should there be a problem.
- School closes at 12:30 Monday to Friday. We will bring the girls out to you. Please wait at the Lunch Shop area.
- Please inform us if your child is going to Aftercare.
- Your child will need: 1 box of tissues and 1 liquid soap for the class
- Your child will be bringing stationery home for you to mark clearly. Please return all necessary items to school the following day.
- Establish a daily routine from day 1 – this allows for predictability and security.
- Be cheerful and excited for her on the first day. We know it is a big day for both of you.

5. THE GRADE R PROGRAMME

Grade R is the year that your daughter will build up the skills and knowledge required for her Grade One year. Our programme includes activities to improve gross and fine motor skills as well as auditory and visual perception. Later in the year we concentrate on pre-reading skills. We use Jolly Phonics, together with shared reading and pre-writing skills to assist our girls in Home Language. Other activities which your daughter will be involved in are: fantasy play, water play and sand play. The girls will also take part in Xhosa and Gym during the school day.

- Increasing your child's vocabulary: By the age of 5 a child should have a vocabulary of approximately 3000 words. A good way to enrich her vocabulary is to read regularly and engage in meaningful conversations.
- We encourage you to join your local library to foster a love of reading and books. We challenge you to read daily to your child as this can build knowledge of the world and is a great way to build vocabulary.

6. YOUR CHILD WILL NEED TO BE ABLE TO:

- say her full name and address
- say her birth date and age
- say please and thank you
- dress and undress herself
- recognise her name on items
- blow her nose correctly
- be independent in using the toilet
- tidy up after herself
- identify her left from her right
- recognise numbers up to ten
- recognise shapes and colours



7. EXTRA-MURALS

The following extra-murals are offered in Grade R:

- Modern Dancing
- Ballet
- Drama
- Clay Station (Pottery)
- Tennis
- Gymnastics
- Soetlief (Programme that empowering social and emotional development by identifying, expressing and controlling emotions)
- Curious Cubs (Science activities)

Look out for the extra-mural timetable that will be sent out in the first week of Term 1 (and will be available on the school website, www.rgjs.co.za). The extra-murals are privately run and you will need to make contact with the designated people and payment will be required.

8. SUMMER UNIFORM REQUIREMENTS

- Navy blue shorts
- Gr R “Rustybug” T-shirt
- Gr R “Rustybug” sweatshirt
- Blue Rustenburg sun-cap
- Rustenburg Haviaanas to be worn in Term 1
- White Velcro tackies to be worn in Term 2 (no shoe laces)
- White socks

9. GENERAL REMINDERS

- Navy blue Rustenburg art apron with Velcro needed
- Hair requirements: all hair accessories need to be navy or black.
- All hair must be tied back unless short
- Rustenburg Lunch bag
- Rustenburg Book bag
- Navy tog bag can be used for extra-mural days



- For pierced ears, small plain gold or silver studs may be worn
- No other jewellery is allowed
- No nail polish or stuck on tattoos

10. CONCLUSION

Formal schooling is very different from some pre-school environments. Please do not be alarmed if your daughter is tired in the first few weeks. Each child will adjust in her own time. We hope that you find this booklet useful and worthwhile. We look forward to seeing you and your daughter on the first day of next year. Good luck for a wonderful year at Rustenburg Girls' Junior School.



Regards from the Reception Team

Grade Ra – Mrs Avril Fick: avrfic@myrgjs.org.za
Grade Ra assistant – Miss Carla Jacobs

Grade Rb – Miss Diana Johnson: diajoh@myrgjs.org.za
Grade Rb assistant – Miss Mimi Fani

Grade Rc – Miss Caroline Lunn: clunn@myrgjs.org.za
Grade Rc assistant – Miss Mandy Jacob



Notes:





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