

**RUSTENBURG GIRLS'  
JUNIOR SCHOOL**

**GRADE R**

**INFORMATION GUIDE**

**2021**

**[www.rgjs.co.za](http://www.rgjs.co.za)**

## **GRADE R INFORMATION GUIDE 2021**

### **Welcome to Grade R 2021.**

The Reception Class teachers have compiled this booklet with hints and information to help you during your first year as a Rustenburg parent. This Information Guide is also available on the RGJS Site (<https://sites.google.com/rgjs.org.za/intranet/home>).



If there are any other matters 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 class teacher has a copy of the following information:

- Latest pre-school report (December 2020). We understand if you are not able to submit this due to the disruption of the school year.
- Speech, Occupational and Physiotherapy assessment reports (where applicable)
- Any other assessments (Sight, Hearing, Psychological, Medical reports, etc)

### **1. PARENTS' RESPONSIBILITIES**

- The first year is important for setting the groundwork for your daughter's entire school career. Parents and teachers alike have a major role to play in supporting the child in achieving their 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 bi-weekly school newsletter. This is uploaded onto the RGJS site.
- 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 of your time one morning a week to enjoy a fun reading experience with a group of 5 or 6 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 challenges 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 few 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.
- We encourage your daughter to 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 in advance 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 her full name: "Amy Smith", not just "Amy".
- Email is our main form of communication between the school and the parents. Please notify us immediately of any changes to your email address as you will receive weekly reminders via email.
- 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.
- Parents will be allowed to bring their daughters to the classroom for the first few weeks of the first term. 12:45 pick up is outside at the White House at the gate entrance on Burg Road. We will always bring the girls to you. Aftercare girls will go directly to their designated venues and parents will sign in at the gate when picking up their daughters. After the first few weeks, we encourage parents to drop off at the gate as per the rest of the school. We will have Grade 7 monitors to assist your child in getting to their classrooms.
- Books and stationery will be sent home in the first few weeks for covering and labeling. All necessary instructions will be sent via email.
- Your daughter's report will be emailed to you at the end of terms 1 to 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.
- On 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, she may 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/Whatsapp is the best option.
- 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, 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 your daughter has to leave early or miss part of the school day for any reason, a letter/email to the Headmistress (via the secretary, [gill@rgjs.org.za](mailto:gill@rgjs.org.za)) 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 inquiry. Cash must be taken to the Finance Office by you.
- Rustenburg Girls' Junior School uses Karri for school-related payments. Karri is a mobile payment app that allows you to make quick payments for school events. Instead of sending children to school with envelopes of cash for civvies days and class outings, you're able to make fast payments of exact amounts straight to the school. Please see the Karri brochure included in this pack for more information.
- Alternatively, EFT payments can be made and proof of payment sent to school. Please note that any money exceeding R50 will need to be sent as an online payment as we do not allow girls to carry more than this amount on the school premises.
- We are a Google school and request that you download the necessary apps to engage and collaborate with documents sent your way.
- If at any stage your physical address, email address or telephone number should change, please let the office (Mrs. Wallace: [alewal@rgjs.org.za](mailto: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-offs 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 (eg. a sandwich/roll, yogurt, fruit, and water). Friday is tuckshop and treat day for those yummy treats that are banned from Monday to Thursday.
- We have a mid-morning snack at around 09.15. Please ensure that you pack sufficient finger food for this (eg. nuts, biltong, dried fruit, yogurt, popcorn, etc).
- School starts at 07:50 when the bell rings. 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.
- The Grade R day ends at 12:45 from Monday to Friday. We will bring the girls out to you. Please wait at the White House at the gate entrance on Burg Road.
- Please inform us if your child is going to Aftercare.
- Your child will need 1 box of tissues and 1 bottle of liquid soap.
- Your child will be bringing stationery home for you to mark clearly. Please return all necessary items to school on the designated date.
- 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 the skills and knowledge required for her Grade One year. Our programme includes activities to improve fine and gross 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 that your daughter will be involved in are fantasy play, water play, and sand play. The girls will also take part in isiXhosa, Music, Physical Education and swimming during the school week. Singing, Art and Drama are included in the daily programme and the girls visit the Library once a week. We have our ICT team coming into the classrooms to do coding activities with the girls in small groups. They will also engage in activities using Chromebooks to extend and integrate their learning making sure we keep up-to-date with our forever changing world.

- 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. Reading daily to your child will expand her knowledge of the world and is a great way to build vocabulary.



## **6. YOUR CHILD IS ENCOURAGED TO BE ABLE TO:**

- say her full name, address and 1 parent's cell phone number
- say her birth date and age
- say please and thank you
- dress and undress herself
- recognise her name on items
- blow her nose without adult support
- 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:

- BVT Tennis
- Clay Station (Pottery)
- Curious Cubs (Science activities)
- Drama
- Girls Soccer League
- Heart Matters – 'developing kids EQ'. A programme that empowers social and emotional development by identifying, expressing and regulating one's emotions
- iBiliteracy Club (Interact bi/multilingually with the goal of developing proficiencies in isiXhosa. Collaborate through exploration, singing, play, reading and writing in all languages with a primary focus on isiXhosa and English. Open to all children regardless of language proficiencies and cultural backgrounds.)
- Learn to Swim Lessons (In our Learn to Swim pool at our Grotto Road Sports Facility)
- Madrassa
- PowerEd (Functional Fun Fundamental Motor Skills and Physical Literacy for kids)

Look out for the extra-mural timetable that will be sent out in the first week of Term 1. All information can be found on the RGJS Site. The extra-murals for Grade R's are privately run. You will need to make contact with the designated people and payment will be required.



## **8. SUMMER UNIFORM REQUIREMENTS (label ALL items)**

- Navy blue shorts
- Gr R “Rustybug” T-shirt
- Gr R “Rustybug” sweatshirt
- Blue Rustenburg cap/visor (the visor is more suitable for girls wearing pigtails, ponies and braids)
- Rustenburg Havaianas to be worn in Summer (Term 1 and 4)
- White Velcro takkies to be worn in Winter (Term 2 and 3) - no shoelaces unless your child can tie shoelaces independently.
- White socks

## **9. GENERAL REMINDERS**

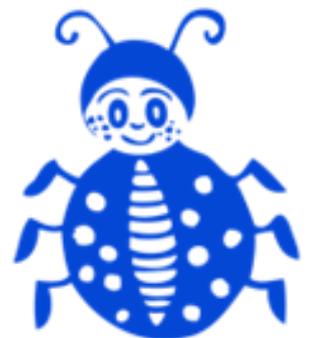
The following items are compulsory.

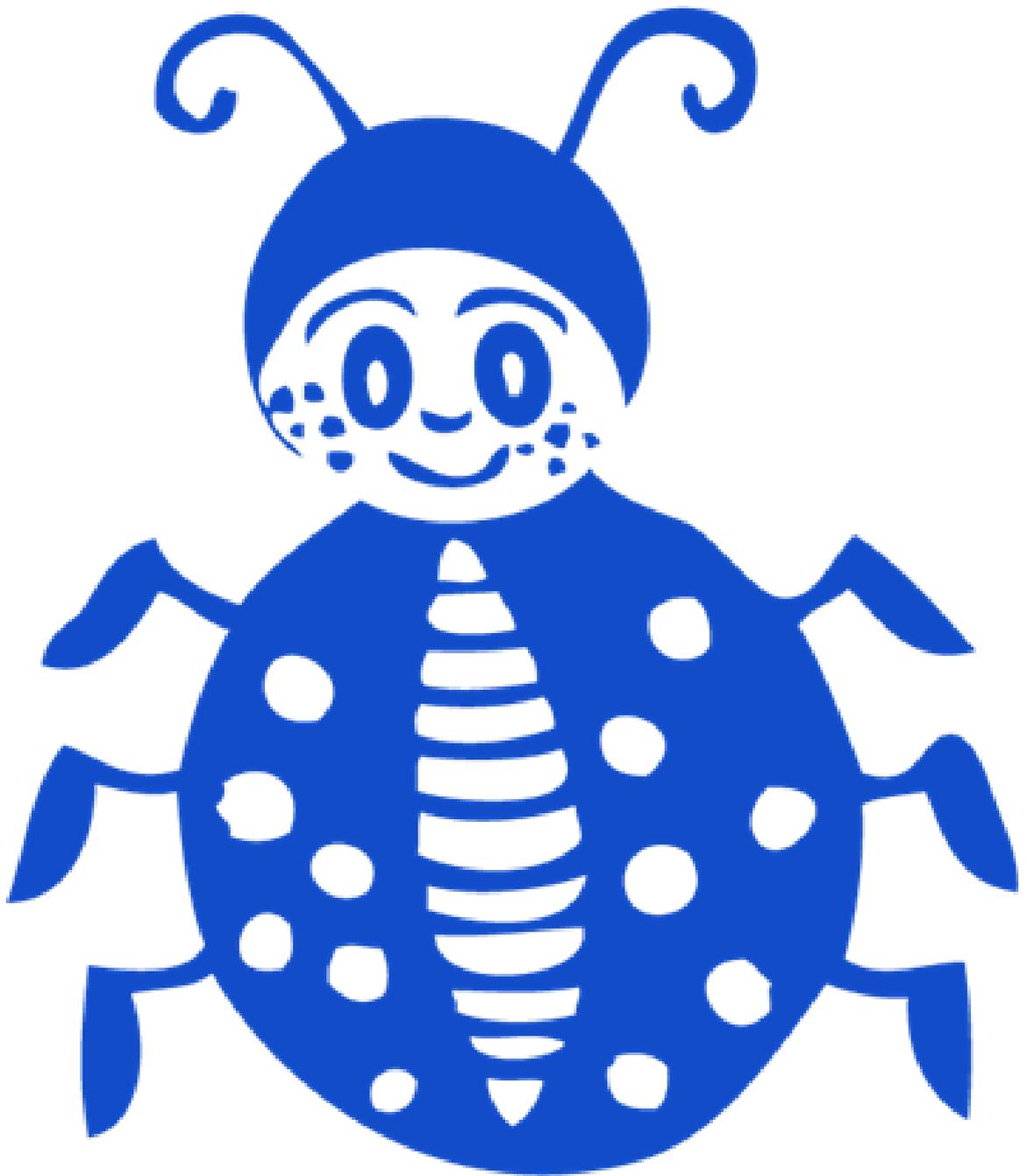
- Navy blue Rustenburg art apron with Velcro
- Chair bag
- Rustenburg Lunch bag
- Rustenburg Bookbag
- Plastic folder
- Pencil bag (denim)
- All hair accessories need to be navy blue or black
- All hair must be tied back unless short - if the hair touches the shoulders, we request that you kindly tie up the hair
- For pierced ears, small plain gold or silver studs may be worn (no hoops/diamond earrings)
- No other jewelry is allowed
- No nail polish or stuck on tattoos

## **10. CONCLUSION**

Grade R in a formal school environment is very different from some preschool environments. Please do not be alarmed if your daughter is tired in the first few weeks. Each child will adjust in their own time. We hope that you find this booklet useful and worthwhile. We look forward to seeing you and your daughter on the 27th of January 2021 and wish you a wonderful year in Grade R at Rustenburg Girls' Junior School.

**Kind regards**  
**The Grade R Team**





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