

Gryphon House - Orientation

Orientation 2024

Firstly, we would like to welcome all our new students to Gryphon House. We are excited to start this journey with you.

For our already enrolled students, we hope you have enjoyed your break and that you are ready to work hard this year.

There are a few things that we would like to highlight that are important for both parents and students to remember. Even though we are a small school, we are a school nevertheless and we have rules that need to be adhered to, to ensure that we can yield the best results possible. That means that everyone must give their 110% to make this possible.

The educators that we have, always give their all, we need absolute commitment from students and parents to ensure that the standards are kept high. Homework that is given is meant to assist the student with reinforcing the work that was done and addressed in class.

School Hours:

School starts daily, promptly at **07h30**.

Grade 1 – 3: 07h30 till 13h15 daily

Grade 4 – 7: 07h30 till 14h00 daily

School opens at 07h00 to allow parents to drop the students off, they can go to their classes and get ready and relax before their day starts.

Tardiness will not be allowed, as it delays everyone and that is not fair, so late students will receive offenses and if it is a regular occurrence, students will be sent home. We will not wait for students who arrive late and please remember that if a student **misses a class test or exam due to being tardy**, that student will score 0 if the exam or test is

finished. If a student arrives mid-test, they may join in and continue from where the rest of the students are, the teacher will not go back or if they are writing an exam, the student may write from the arrival time till the end of the session, **no extra time will be given**. Parents, please ensure that you have the students at school on time.

Uniform:

A uniform is important to create a structure for the students so that there are no distractions. Students are welcome to wear any part of the uniform throughout the year. If it is a school uniform, it will be allowed. On days that there is PT, the students need to wear their PT shots and their shirts or Tracksuits and shirts with sneakers.

Black sneakers as per the image shown.



Students who are still waiting to receive their uniforms may come by from the 9th of January 2024 to collect them. If there is any uniform outstanding due to stock delays, students are allowed to dress in blue jeans and a plain white shirt or T-shirt with their sneakers. **This will only be allowed for those students who don't have uniforms yet, once they receive their uniforms, this arrangement will no longer be applicable.** **No other jackets or jerseys will be allowed if it is not a school uniform.**

Should the students feel cold during the cooler days or the winter months, please let them wear frocks or long johns under their uniforms to ensure that we keep the uniform standard for all. Girls are allowed to wear grey winter stockings with their skirts during the winter months or cooler days.

Should a student arrive at school with the wrong attire **they will be sent home** unless it is part of the arrangements mentioned above. If it is allowed for one student, we must allow it for everyone and that will disrupt the structure that we are trying to instill.

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Rules, key points but are not limited:

Chewing gum is not allowed.

No phones or electronic items will be allowed at school.

No toys are allowed at school.

No attire other than school uniform unless as per uniform arrangement or event scheduled at school.

No Bullying is allowed in any form from any student, parent or educator be it physical/emotional/mental.

Self-presentation of students needs to be according to policies.

Nails need to be kept short and clean.

Uniforms must always be neat and clean and not damaged.

School shoes need to be clean.

No tardiness will be allowed, offenses will be issued, and students will be suspended according to policies for continuous late attendance.

The school must be informed of student's whereabouts if they do not attend school by no later than 07h45 in the morning. You may inform Mrs Boshoff via phone call or WhatsApp (084 217 7076). This is primary school, not pre-school, so please, if a student is absent, it needs to be for a valid reason.

If a student is off sick, a doctor's note needs to be presented. If any exams or tests were missed and if a student is absent for more than a day the same rule applies.

Continuous absence or regular absence will not be allowed.

Homework needs to be done and signed off by parents or guardians daily, offenses will be given for students who do not do or complete their homework. Students enrolled at the school aftercare will receive assistance with homework, but parents still need to check and sign off on it daily, if students do not complete their homework at aftercare it still needs to be done and signed off by parents and or guardians.

Projects/speeches need to be done by due dates by the parents and or guardians, they may be sent to school to practice as part of homework but teachers will not assist students with writing or preparing such assignments; offenses will be given to students who do not adhere to the guidelines and it may result in less favourable marks or even a zero mark if not completed. Assignments must be handed in on the due dates and extensions will only be given to qualifying circumstances. In any event, the policies will be followed in this regard.

Medication and Illness

Sick Children

The policy here is simple; ill children may not come to school, especially under the following conditions:

- Within 12 hours of a high temperature.
- Currently any temperature over 37.4
- Within 48 hours of going onto an antibiotic; (no medicine may be administered at school)
- Spots and rashes, ringworm, and impetigo (a skin infection that's very contagious but not usually serious. It often gets better in 7 to 10 days if you get treatment. Anyone can get it, but it's very common in young children).
- Sore throats, especially tonsillitis which is contagious.
- Whooping cough, croup, or any persistent cough.

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- Infected eyes.
- Gastro runny tummy or vomiting.
- Yellow, green, or brown discharge from the nose.
- Weeping ears.
- Lice – a clinic or doctor's certificate is required before the child may return to school.

The above childhood illnesses are normal. They are also highly contagious and can result in "crèche syndrome" (as it is sometimes referred to: is an ongoing cycle of colds, sniffles, and more serious illnesses (including gastro) this makes the other children and the staff ill and we do send ill children home.

Chronic Medicines

In the morning when you drop your child off at school please complete the Medication Administration Form or a WhatsApp with all the required information that must be sent to the Principal before arriving at school, which is used to administer the medicines at specific times. Please remember the following:

1. Never allow your child/children to carry their chronic medicines into school, please hand it in with the teacher on duty at the gate.
2. Notify us via WhatsApp (school and or Owner) that your child is on chronic medication.
3. **We are unable to administer any chronic medication unless the medicine form has been signed daily.**
4. **Parents and or guardians must please collect the medicine from the front desk upon collecting the student. We cannot take responsibility if medicine remains at school.**

The most important information needed is:

- Name and Surname of the CHILD must be on the label of the medication prescribed (by a pharmacist or doctor)
- Dosage and frequency of doses.
- Times must be signed by the parent, as to when the last dose was given, to prevent any unnecessary 'over' dosing occurring.

Never leave medicines in the child's bag. This is an extremely dangerous practice.

If your child is allergic to bee stings, please leave a bottle of antihistamine or an epi-pen at school, clearly marked with your child's information written on it. When it expires, we will let you know.

First day of school:

For the 1st day, parents are welcome to accompany students to their class to meet the teacher and see them off.

First week of school:

This is where the students and teachers get to know each other, and rules are addressed to make sure that everyone knows what is expected. Stationary is checked and marked, and books are covered. Students will be eased into the routine before the following week commences. The school will come out at 12h00 for the first 3 days of school. Thereafter, school hours will commence as previously stated.

Collection of students:

Students may not stand outside unattended, so please ensure that you are there on time to collect your child if they are not part of the aftercare at school, if a student is collected late parents and or guardians will be informed via WhatsApp and a fee will be charged.

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Regular late collection will result in the student being enrolled automatically into the aftercare and parents will be charged accordingly monthly. It is not fair for a student to wait at school without lunch and be delayed in doing their homework. We are not like other schools that allow students to walk out on their own as this poses a huge safety risk no matter the age.

Gates will be opened between 13h00 and 13h30 for the parents to park on the premises to collect the younger students. Older students' parents may park outside and enter through the Smiley Kids Glen Marais pedestrian gate to come and collect them from the main building. If there is someone else other than those who we know, collecting a student, parents need to inform Mrs Boshoff via WhatsApp who this person is, also send a picture of this person to help with identification as well as the car make, model, and registration number. It is for safety so please, do not be upset if this is not done and your child is retained at school.

We have an aftercare facility available. This is at an additional charge. We provide lunch as well as assisted homework and holiday care when schools are closed. For more information, you are welcome to contact the office and also to check the availability of placement.

Break times - brain foods.

Ensure they have breakfast before school starts.

The learners get 2 breaks a day. Please ensure our learners have a marked water bottle at school daily. We discourage juice and sweets as it is not ideal for a learning brain that needs protein and hydration.

The learners may be tired and overwhelmed as they learn something new every day. There is no nap or rest time, and we are learning to read and write. It's a lot for a little human, we ask that you have

patience and understanding but that you be firm and consequent with them regarding school.

Bedtime is important.

The learners need a minimum of 8 hours of sleep to ensure they are well-rested and ready for the day.

Try to limit screen time and encourage drawing, reading (even if they just look at pictures), and playing with a ball or hacky sack. Physical coordination ties with writing and helps them in the long run.

Homework

Phonics is how the letters sound and not their name "a" as in apple not A as in alien.

It is crucial they know their phonics before they can start reading. The sooner they know it the sooner the reading can start and the easier the year will be in all areas.

Spelling words are given weekly and tested on Friday along with a mental math test.

Word families are words that use the same pattern to spell them eg. -at family - cat hat rat.

Later this is also used for digraphs such as "th" and "sh".

Reading improves spelling.

"Labeling" your house with familiar words (sight words) will help with reading.

Not all words can be sounded. Words that can be sounded are discoverable words such as in, hat, and fun. Sight words are learned

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by seeing them often, they should be recognized by learners on sight (the more they see them the easier it is). High-frequency words are the most common words in print and are a part of sight words, but they are often not able to be spelled out and need to be learned such as, this, you and look.

Counting is of high importance and needs to be done daily. This will help all aspects of math as we go from rote counting (forward and back from 100) to counting in multiples of 2, 5, and 10.

When we start with bonds it is of great importance that it be done daily. Bonds is the addition and subtraction to 10 (for grade 1) You can make games or contact us for ideas on how to bring it into your day-to-day life for eg. Playing number plates where u ask them to add the numbers together. Bonds lay the groundwork for all math.

Afrikaans is done at school daily if homework is given it will be related to what the students covered in class, this will be for additional reinforcement of the lesson. We understand that Afrikaans might be a third or fourth language for some of the learners, you are welcome to contact us with any concerns. We are here to help.

Physical education forms part of life skills and takes place in school times and the days will be confirmed with all grades to ensure that you are prepared and know when the students need to dress accordingly, please remember the PT uniform on these days.

Important Notes and Notifications:

Please take note that information will be sent to parents via WhatsApp for exams, tests, and projects or speeches. It will be sent well in advance so please ensure that you follow it. If there is any confusion, please feel free to contact Mrs Boshoff to assist.

School calendars will be sent out between the 17th and the 19th of January 2024. We will also post it on our website and Facebook page for your convenience, so please ensure that you book your holidays according to our timetable. Should anything change, we will advise accordingly in advance.

Contact Details:

Principal Mrs. Boshoff: 084 217 7076

(For queries of accounts and schooling)

Shihan Adam: 084 620 2417

(For transport)

Office: 011 391 6201

Email: info@gryphon-house.co.za

Website: [to be confirmed once updated](#)

Facebook: www.facebook.com/TheGryphonHouse

Instagram:

https://www.instagram.com/ourgryphonhouse?utm_source=qr&igsh=NzJkeTBxamJqaWRk

CHOOSE YOUR DESTINY