



# Penryn

Preparatory

SENIOR PREP INFO BOOKLET  
[THE ALL-YOU-NEED-TO-KNOW GUIDE]



*Preparing well-rounded, well-balanced  
young people for an ever-changing world.*

## **Introduction**

This is an information booklet aimed at providing you with answers to your questions and generally giving you the details you need as a parent of the Senior Prep. The items or topics are arranged alphabetically.

The Senior Prep consists of four grades—Grade 4, 5, 6 and 7. The scholars attend extra-curricular activities, in the form of Cultural Clubs and Sport. The nature of education is aimed at introducing and practising a wide range of skills that will not only prepare them for the Senior Prep, but also equip them for life.

Class teaching happens in Grade 4 and 5 with subject teaching happening in Grade 6 and 7. The scholars in Grade 6 and 7, in most cases, move from classroom to classroom.

New subjects are taught in this part of the School: Natural Science and Technology, Social Science, Environmental studies (Grade 6 & 7), EMS (Grade 7 only). Core subjects continue to be taught, such as English, Maths.

In Grade 7 the scholars get to choose their 1st Additional Language. The choice is between Afrikaans, SiSwati or Zulu.

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### ***Absenteeism***

It is important for a child to attend school daily. Work, learning experiences and time missed is difficult to be caught up.

- When time off is requested in advance, this request should be mailed to the Head of the Prep through the following email address: [prephm@penryn.co.za](mailto:prephm@penryn.co.za)
- If a child is absent from school due to ill health for 2 days or more, a doctor's letter must be provided.
- In the case of your child being absent from school, a note of explanation needs to be provided and given to the class teacher.
- No scholar may leave school during school hours unless previously requested via the Head of the Prep or Deputy Head: Senior Prep. A gate exit slip will need to be obtained from reception at the main Admin block.
- Should a child fall ill during the course of the day, the receptionist will phone you. A gate exit slip will need to be obtained from reception at the main Admin block.
- In the case of a scholar being too ill to attend school, homework and catch up work will not be sent home. Exceptions may be made for long term illnesses and at the discretion of the teacher.

### ***Aftercare***

The Aftercare Centre for the Senior Prep scholars is run by the school who has in turn appointed Mrs. Lara Toy (013 758 9000) to the Aftercare. The Aftercare is situated in the area between the Grade R and Grade 4 classrooms.

- Scholars must report to the Aftercare Centre before they go off to their extra-curricular activities for the day.
- Once extra-curricular activities are over the scholars make their way to the Aftercare Centre.
- Homework is done at Aftercare. Parents are however still responsible for checking the homework is complete, listening to daily reading and for the signing of the homework diary.
- Aftercare staff are not expected to do any research or project work activities. This is a parent/child related responsibility.
- The school requires that each child is signed out at the end of the day at Aftercare by a parent or the person authorised by the parents to collect a child.

### ***Assessments***

- Assessments in the Senior Prep are continuous and vary from informal (not studied for) to formal (studied for). Class tests, project work and exams (Grade 6 and 7 only) form part of these assessments.
- IEB Benchmarking Assessments for English and Mathematics are written bi-annually in Grade 6. These assist the school in maintaining the highest possible academic standard. Results of these are only obtained in the year after they are written. This is not for a parent's direct cost.
- For Grade 4 to 7 scholars, Conquesta assessments will be written annually as part of the extension of our academic programme / to extend our scholars and develop their formal test taking skills. The cost of these is included in the school levy.
- All academic matters can be found on our Intranet website. A link will be supplied by the class teacher.

### ***Bags***

- Any suitable school bag that protects school books may be used.
- Penryn branded "wheelie" bags and sports bags are available at the Uniform Shop.

### ***Birthdays***

- Scholars are allowed to wear civvies to school on the day of their birthday. Should this fall on a Saturday, Sunday or in the school holidays, scholars may wear their civvies on the following Monday or first day back at school.
- In order to build up the Senior Prep Library, a birthday book may be donated to the school. An insert bearing the child's name may be placed inside of the book.
- Scholars are welcome to bring cupcakes to share with their class to celebrate their birthdays.
- Teachers/ Class Moms are unable to give out copies of class lists with parent details due to the POPI Act.
- The child will receive a sucker during Senior Prep line up on a Wednesday close to the scholar's birthday.

### ***Bus Service***

- From 2019, a new service of transporting scholars from Nelspruit and White River has been established.
- For further information regarding routes, times etc. please contact [busservice@penryn.co.za](mailto:busservice@penryn.co.za)

### ***Calendars***

- This is in a Google Calendar format. It contains important dates for the year.
- Please consult it regularly in order to assist you and your child with organisational skills and to note any changes.
- Please use the link below to access the calendar.
- <https://calendar.google.com/calendar/b/1?cid=cGVucnluLmNvLnphX3JucG52ZXB2ODc3bG1obGZvbXBqN2pjaXRrQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20>

### ***Car Stickers***

- It is essential for each car to have a current Penryn car sticker. You will be required to sign in should you not have one.
- Car Stickers are obtained from the main reception desk in the Admin Building.

### ***Cell Phones/Tablets***

- Senior Prep scholars are permitted to bring cell phones or tablets to school. However, if scholars do so, they may not be visible before schools starts at 07h20.
- They may only be used during school in a controlled and supervised environment.
- They must be on silence for the duration of the school day.
- Cell phones or tablets are brought to school, at your child's own risk, and if broken, damaged or stolen, all costs are the responsibility of the scholars and their parents.

### ***Chapel***

- All Senior Prep scholars attend one weekly Chapel service on a Monday at 09h00. The Head of the Prep leads the Chapel and the content of services is Christian themed.



## **Choir**

- The Senior Prep Choir, made up of Grade 4 to 7 scholars, is chosen once the Choir Teacher has held auditions. They sing at various important occasions.
- Choir practice will take place on a Tuesday from 09h00 to 09h45 as per the timetable.
- Extra Choir practices will be communicated to the scholars and parents as and when they are needed.
- The Senior Prep Choir usually tours once a year.

## **Class Representative**

- A class representative is elected at the beginning of the school year, as voted by the parents of the class at the first meeting of the year. Any volunteers are welcome. If more than one person volunteers that particular class can have a rep and an assistant class rep.
- A brief description of the role of Class Representative is available on request from [prepadmin@penryn.co.za](mailto:prepadmin@penryn.co.za)
- A request for volunteers interested in this role for the following year will be communicated in the final newsletter each year. The names gathered will be used to help elect a class parent at the class meeting in January, in the respective classes.

## **Clubs**

- Clubs will take place during the school day as they are an integral part of school life. This is timetabled weekly.
- Clubs are therefore compulsory and scholars will be required to choose a club that they would be interested in attending.

## **Communication**

- Penryn has an open door policy and should you have any questions or any particular matters to discuss, please use the teacher or coach as the first point of contact.
- If you feel the query has not been handled appropriately by the teacher or coach, please follow the reporting lines below:

### Sport Queries:

1. Mr Monaheng Sililo – [spsport@penryn.co.za](mailto:spsport@penryn.co.za)
2. Mr Matt Reed - [prepsport@penryn.co.za](mailto:prepsport@penryn.co.za)
3. Mr Graham Roberts – [prephm@penryn.co.za](mailto:prephm@penryn.co.za)

### Extra-Curricular and Discipline Queries:

1. Mr Matt Reed - [prepsport@penryn.co.za](mailto:prepsport@penryn.co.za)
2. Mr Graham Roberts – [prephm@penryn.co.za](mailto:prephm@penryn.co.za)

### Academic Queries and Senior Prep Learning Support:

1. Mr Jason van Staden - [jvanstaden@penryn.co.za](mailto:jvanstaden@penryn.co.za)
2. Mr Grant Nel – [gnel@penryn.co.za](mailto:gnel@penryn.co.za)
3. Mr Graham Roberts – [prephm@penryn.co.za](mailto:prephm@penryn.co.za)

### School Fee Queries:

1. Mrs Jackie Hood – [jhood@penryn.co.za](mailto:jhood@penryn.co.za)

### Other General Senior Prep Queries:

1. Mrs Lyndi Rillema – [prepadmin@penryn.co.za](mailto:prepadmin@penryn.co.za)

- Head and Deputy Head Interviews can be made via Lyndi Rillema – Prep Head’s PA on 0137589000 or [prepadmin@penryn.co.za](mailto:prepadmin@penryn.co.za)
- **PLEASE NOTE: Under NO circumstances may a parent approach another scholar directly concerning a discipline issue. Please consult your child’s teacher as the first port of call.**

Many forms of communication are used and include:

- Weekly newsletter: contains classroom and sporting news of the week. This is emailed to all Prep parents on a Thursday.
- Webpage: contains general information about Penryn. Follow this link to access it [www.penryn.co.za](http://www.penryn.co.za)
- SMSs: used for urgent reminders and messages.
- WhatsApp Broadcast Group: each class teacher will create a broadcast group, after the first parent meeting in January, upon which important messages are placed. A parent will be given the teacher’s contact number which they will need to load on their phone as a contact before message from the Class Broadcast Group can be received.
- Teacher/Parent Information Evening: this is usually held within the first two weeks of the school year and is vital for parents to attend.
- Parent/Teacher Interviews: interviews are held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> terms where important feedback can be given to parents. Booking sheets are posted as a google form usually around two weeks before the time.
- Teacher/Parent meeting: when necessary and from time to time a teacher may request a meeting with you. Should you wish to speak to the teacher please use the teacher contact details as given to you by the teacher.
- Reports: An initial adjustment report is issued at the end of Term 1. Formal, more detailed reports are produced at the end of the 2<sup>nd</sup> and 4<sup>th</sup> terms. These are emailed to the parents at the end of the term.
- Wrap Meetings: a progress meeting is sometimes called by the school and involves all the relevant teachers, therapists and parents.
- Penryn Prep Facebook Page. Please follow the following link to access the Prep Facebook page: <https://www.facebook.com/penrynprep>

### **Concert / Prep Play**

- The Senior Prep will have one main event of the year, generally at the end of the first term or the beginning of the second term, in which all scholars participate.
- The Penryn Chapel, due to its excellent acoustics, is usually the venue used.
- The concert usually has two main evening shows.
- There is a nominal cost for tickets to the concert which is used to cover the costs of all costumes, make up, lighting, props etc.
- Senior Prep scholars are required to attend each show.

### **Curriculum**

The following subjects are taught in Senior Prep:

- English.
- Mathematics.
- First Additional Languages (Afrikaans and Siswati/IsiZulu).
- Natural Science & Technology (Grade 4 to 6).
- Social Science.
- Economic Management Sciences (Grade 7 only).
- Environmental studies (Grade 6 & 7 only).
- Bible Education/Life skills.
- Physical Education.
- Specialist teachers cover the areas of Afrikaans, Siswati, IsiZulu, Art, Physical Education, Natural Sciences, ICT, and Environmental studies (Grade 6 & 7 only), Bible Education/Life skills and MAD (Music and Drama).

### ***Discipline Policy***

- The goals of discipline and the details of both positive and negative consequences are outlined in this document.
- Rewards systems are used, as outlined in the Discipline Policy.
- Parents are required to read the Senior Prep Discipline Policy, explain it to their child and for both parents and the scholar to sign the attached form and return it to the class teacher at the beginning of the year.
- Some matters may be sensitive to scholars.
- Under no circumstances may a parent approach a child directly concerning a discipline issue. Please consult your child's teacher as the first port of call.

### ***Exams***

- These take place in the second term (Grade 7's only) and fourth term (Grades 6 and 7).

### ***Extra Lessons***

- Times of these, for scholars in need, as chosen by the teachers involved, will be allocated on the extra-curricular timetable.
- These are provided by Penryn and at no extra cost to the parent.
- Extra lessons **do not replace recommended therapies.**
- Feedback form these lessons will be given back to the class teacher.

### ***Final Assembly***

- The Senior Prep Final Assembly takes place on the last day of the school year.
- It is formal in nature and is attended by all the scholars, their parents and teachers.
- Academic certificates are awarded to each child from Grade 4 to 6.
- Grade 7 scholars who achieve a high level of excellence will receive a trophy for their achievements.
- A Book Prize is awarded to a pupil in each class, by the Librarian, for use of the library.

### ***Founders' Day***

- This is referred to as the school's birthday.
- Founders' Day is a compulsory school day for all scholars from Grade 4 to Grade 12.
- Founders Day usually takes place on a Friday in August.
- The Senior Choir performs at Founders' Day.

### ***General Knowledge***

- Senior Prep scholars are encouraged to have an awareness and knowledge of the world around them.
- The General Knowledge Test is written in the fourth term.
- A certificate is awarded to the top achiever in the Senior Prep at the Final Assembly.

### ***Hair and Uniform Policy***

- A hair and uniform policy will be mailed to all parents at the start of a new school year.
- Parents are to take note of this policy. Please go through this with your child.



- Please can the parent and scholar sign the attached form and return this to school on the first day of school.

### **Hats**

- Penryn has a strict “No Hat, No Play” policy.
- Penryn hats are compulsory and available from the School Shop.
- A suitable “substitute” hat may be used if the Penryn one has been lost. At the end of the month, however, a replacement school hat will need to be purchased.

### **Homework**

- Homework is given daily to scholars from Monday to Thursday.
- This may consist of reading, spelling and maths tasks and any work given in the other subjects. An outline of what is expected will be found in the child’s homework book.
- It is a parent’s responsibility to monitor and check homework daily. Assistance is sometimes required from a parent.
- Parents are required to sign the homework book and reading card daily in Grade 4 and 5.
- Research or project work activities are a parent/child related responsibility. Aftercare staff are not to be expected to fulfil this role.
- A daily guideline for time spent on homework is as follows;
  - Grade 4— 30 minutes
  - Grade 5— 35 minutes
  - Grade 6— 40 minutes
  - Grade 7— 45 minutes
- The purpose of homework is to:
  - Assist the child to establish a daily, working at home routine.
  - Practice and revise school work.
  - Establish good study habits with growing independence.

### **Houses**

- The four houses at Penryn Prep are as follows: Bateleur (red), Lanner (green), Osprey (blue) and Peregrine (yellow).
- Interhouse sport and cultural events are organised during the school year, these events are compulsory for all scholars to attend.

### **Illness or Infections**

- When a child is sick he or she must remain at home until better or not infectious. Please consult with your medical doctor if unsure.

### **Independence**

- All Senior Prep scholars are expected to pack their own school bags and sports bags. They will also be expected to walk to class without the accompaniment of their parents.
- Parents should arrange a meeting place for the end of the school day, either at their sports field after sport or from the Waiting Zone if directly after school.
- Scholars will not be permitted to wait in areas, other than those specified by the school.

### **Information Evenings**

- Near the start of the school year an important Information evening is held in each scholar’s class. Here important information is given to the parents regarding schoolwork, homework and extra-curricular activities.

- During the school year other evening meetings may be held regarding THRASS, Learner Support, PENTalks and informative talks given by specialists.

### ***Leadership Programme***

- Our Grade 7 group form the pupil leadership function within the Prep, from functioning as House Captains, taking classes to Chapel, doing scholar patrol, assisting at break times, discipline and many other aspects of school life.
- When they give instructions that comply with the schools code of conduct, scholars must obey them respectfully.

### ***Learning Support***

- A bi-weekly Learning Support Meeting is held which is attended by all therapists and representatives from the Junior and Senior Prep.
- Scholars who make use of the therapists are fetched at a suitably arranged time (with class teacher) during the school day.
- The therapists are not employed by Penryn; they are private. They make use of the premises provided.

### ***Lice***

- From time to time, your child's head may become infested with head lice. Parents are requested to regularly inspect their child's hair weekly. If your child has lice or nits (eggs) the child must stay at home until the infestation is under control and the insects, nits are removed or killed. It is also important to wash your child's hat regularly.
- If a child who is at school is found to have head lice or nits, the class teacher will telephone the parents who will need to collect the child. A pharmacist should be able to advise you on a variety of treatments that are available.

### ***Line Up***

- Line up takes place on a Wednesday in the Senior Prep quad at 07h20.
- The Deputy Head will run Line-up on a Wednesday.
- All scholars must be present at Line-up. Parents are responsible for their child's punctuality.

### ***Lockers***

- Lockers are available for the scholars to keep their books and personal belongings safe.
- Lockers can be hired through the PPA on an annual base. Scholars must supply their own lock for the locker. The PPA and school are not liable for any damage or theft to belongings in the locker.

### ***Lost Property***

- All school clothing, lunchboxes, bags, sports equipment and school items must be clearly and legibly labelled. Please check these regularly, as pen writing fades. Please re-mark when necessary.
- Lost Property collection points are in the D&T Centre where the Sports Co-ordinators offices are, below the Foundation Phase (College area) and at Carol's Aftercare.

## **Lunch**

- A nutritious, healthy lunch box must be packed daily.
- Senior Prep scholars can make use of the Tuck Shop.
- Extra lunch should be packed for a child attending Aftercare.
- If a parent does not get lunch ordered for their child through the school Lunch System, extra lunch should be packed for a child to eat during the Lunch Period and for Aftercare.

## **Lunch System (New in 2019)**

- Please email Carol Van Rensburg on [lunches@penryn.co.za](mailto:lunches@penryn.co.za) should you wish to apply to use Penryn's Lunch System for your child to have a delicious, varied, hot meal daily for which you will be charged.
- All Senior Prep scholars will eat at 11h40 as per the timetables time.
- All Senior Prep scholars will have their lunch in the school Dining Hall located near the Penryn Astro turf.
- A four week rotational menu will be used.

## **Mathletics**

- Mathletics is essentially an internet-based Maths resource where scholars can work through support exercises and tutorials to reinforce what they are learning in the class as required by the National Curriculum, and perhaps to provide alternate methods that may increase their understanding. Though the teachers will endeavour to provide opportunities for the scholars to work on Mathletics from time to time, **the aim is for the scholars to work independently from home or from other internet devices**. Scholar activity and progress can be monitored by the class teacher, and the site creates certificates to recognise scholar performance.
- As a school we have managed to secure an incredibly low subscription fee.
- Your child will be provided with a username and password to gain access to the website. **Please note that Mathletics needs to be parent motivated and worked on.**

## **Medication**

- Teachers and Admin staff may not administer medication to scholars. This is in accordance with the Health and Safety Act and Medicine Control Act, that unless one is a registered practitioner, one may not diagnose and administer medication.
- In the case of severe allergic reactions and other cases where medicine has been prescribed, a signed letter of permission along with the clearly marked medication (with the scholar's name on it) and copy of the script must be given to the class teacher. This will then be kept in a locked cabinet in the Remedial Centre.
- Medication may not be placed in a scholar's bag for self-medication by a scholar or with the expectation of the teacher administering it.
- If a medication must be administered during the day a signed copy of the prescription form must accompany the medicine. Parents must contact the teacher to discuss this.

## **Merit Folders**

- This forms part of the rewards system used at Penryn Prep from Gr 1-7, as part of the Discipline system.
- Each scholar from Grade 1 to 7 is issued with a Merit Folder at the beginning of the year.
- Merits are awarded by the teachers and can be achieved in many facets of school life.
- It is only after a few months that a Deputy Head's Award (12 merits), and a Head's Honour Award (24 merits), with a badge fetched from the Head's office, can be achieved.
- Many scholars go on to a second folder and achieve a 2<sup>nd</sup> Deputy Head's and 2<sup>nd</sup> Head's

- Honours Award during a school year.
- These awards are handed out either at Chapel services or during Line-up.

### **Money**

- When it is required of scholars to bring money to school for cake sales, civvies days etc. this money must be handed in to the class teacher during the register period.
- Large amounts of money should not be given to young children. In the case of it being requested e.g. to order photographs, PPA gear etc., all money must be placed in a clearly marked envelope (scholar's name, grade and what the money is for) with the correct amount in it. Teachers do not carry small change and will not be able to give change.
- School fees must be paid by the parent at the Admin Building or via a debit order. Teachers and scholars are not permitted to handle school fees.

### **Music Lessons (Private)**

- The Penryn Music Academy offers private, individual lessons. These will be arranged with the Head of College Music, Liz van der Merwe. These lessons will need to be during agreed times (like break or after school) so that school lessons are not missed. Please contact [lvandermerwe@penryn.co.za](mailto:lvandermerwe@penryn.co.za).
- Many different instrument and vocal lessons are on offer with specialised musicians.

### **Number Sense**

- Number Sense is a Maths programme being introduced in Grade 4 and 5 in 2019.
- The system was founded by a leading South African educationist Aarnout Brombacher, and it allows for differentiated education, individual learning support, independent engagements by scholars and a multitude of opportunities to experience mathematics as a meaningful sense-making activity.
- Group Maths teaching features daily in successful teaching of Mathematics, and we believe through the use of Number Sense, we will ensure individual Maths skills are better met in the classroom and will enhance learning.

### **Outings/Field Trips**

- Each class will go on at least one outing and one educational camp per annum to local places of interest, often tying in with the theme being studied in class.
- The school's buses and parent assistance with lifts are sometimes requested.
- The official Grade Field trips occur in the last week of the third term: **Venues are subject to change**
  - Grade 4s—Badplaas for 2 nights
  - Grade 5s—Hoedspruit and surroundings for 3 nights
  - Grade 6s—Waterval Onder for 4 nights
  - Grade 7s—KZN for 4 nights

### **Penreach**

- An important part of the Penryn ethos is to help others. Penreach is the largest outreach for teachers in Africa.
- Penreach is a fully registered and independent non-profit organisation that is funded by donor money. It is not funded by Penryn school fees.
- It is through Penreach donations that many buildings at Penryn have been built.
- Most Penryn Prep teachers facilitate workshops to enable and uplift education in the community through the upskilling of teachers.
- In an agreement with the school management and Penreach, each Penryn teacher who facilitates and works on a Saturday is allowed a day off in lieu of this service.
- Penryn scholars regularly take part in special days where collections are made that are given to scholars in need e.g:
  - Term 1: World Book Day –books are donated.
  - Term 2: Barefoot Days– shoes and socks are donated.
  - Term 3: Sowing Seeds– seeds are collected.
  - Term 4: Stationery Drive– stationery or toys are collected.
- Should you wish to know more or assist in some way please follow this link [www.penreach.co.za](http://www.penreach.co.za)

### **Penryn Parents Association (PPA)**

- There are representatives from each phase of the school on this committee.
- They fund many school “nice-to-haves” and larger projects, like playground development, The Music Lab, The Preschool Marimba Programme.
- A number of whole school FUN raisers will be organised during the year by the PPA.
- Various communiques will be sent out to the parent body during the year.
- An AGM is usually held in the early part of the first term, with monthly meetings for the nominated members to attend.
- Should you wish to become part of this dynamic group please email [penrynparentsassociation@gmail.com](mailto:penrynparentsassociation@gmail.com)

### **Photographs**

- Individual and Class Photographs are taken annually. These are for the cost of the parent. Information and an order form will be sent out prior to the date.
- Sports Photographs will be taken twice a year, once for winter sports and once for summer sports.

### **Physical Education**

- This takes place for one period a week, during the school day. All scholars attend.
- In the 1<sup>st</sup> and 4<sup>th</sup> terms scholars will rotate between swimming and field activities.
- In the 2<sup>nd</sup> and 3<sup>rd</sup> terms scholars will do activities on the field.
- Parents are requested to help children remember (remind, not pack) to bring the necessary clothing.

## **Punctuality**

- It is important for us, as teachers and parents, to impart to our scholars the importance of punctuality.
- Because school starts at 07h20 sharp, please ensure that your child is at school by 07h10, which would then allow them to put their bag in their classroom before returning to the quad area.
- Once a child arrives late for school for the third time, it will result in a demerit for punctuality being placed in his/her demerit folder. Three demerits will result in detention and a letter of warning from the Head of the Prep School.

## **Sport**

- Due to our belief that healthy bodies make healthy minds, sport is compulsory for all Senior Prep scholars.
- A termly extra-curricular timetable is released which needs to be consulted.
- A number of sports are offered each term and your child will be permitted to choose at least one sport in which they will participate.
- Each sport will have a minimum of two days practice days. Once the sport is chosen at the beginning of the term, the scholar will be required to commit to the chosen sport and attend **all practices and matches**. A daily attendance register will be kept.
- The days for a particular sport may vary from term to term during the year. This is important to note if a scholar takes part in activities outside of the school. Please note that school sport takes preference over outside activities.
- Sport will be played in age groups. Age groups are determined by the calendar year and a scholar's birth date. The sport year runs from 1 January to 31 December. Scholars are permitted to play in the age group based on what age they turn in that year. For example, if your child turns 10, at any stage in 2019 between 1 January to 31 December, they will play in the U/10 age group.
- Matches are played regularly. Some are during the week, others are on Saturday. Please refer to the google calendar for more details, fixtures are set on a term by term basis.
- Transport to and from matches is mainly provided by the school during the week, and only for fixtures that are not local during the weekend. There are times, however, when the school will ask for assistance in transporting scholars to the different events.
- More detailed communication will be provided via the coach closer to each match/gala/race
- The Sports Policy can be found on the school website or requested from our Deputy Head of Extra-Curricular Activities.
- Should you wish for your child to have additional coaching outside of school and sport times, the following options are available:
  1. **Tennis:** Tombie Pappas – 082 457 1921.
  2. **Swimming:** Uniswim – 074 444 0531.
  3. **Cricket:** Monaheng Sililo – 084 306 6269.
  4. **Soccer:** Sporting Soccer – 076 652 7991.

## **Stationery**

- A stationery list will be emailed to parents on the last day of the school year. All the stationery must be purchased and be clearly labeled.
- We advise that stationery be stored in an empty, labeled ice-cream tub. This can be stored in the teacher's storeroom, and any remaining at the end of the school year will be given back to the scholar to take home or donated to Penreach



### ***Teacher Devotions***

- Penryn is a school with a Christian Ethos and on a Friday, the entire school staff (Penryn College, Penryn Prep and Penreach) have devotions in the main staff room. This is until 7h30.
- Therefore on a Friday the school bell will ring at 7h30. Scholars are still expected to be at school for a 07h20 start.
- A teacher or student teacher will be on duty during at these times.

### ***THRASS***

- This stands for **T**eaching of **H**andwriting, **R**eading **a**nd **S**pelling **S**kills and a literacy programme used from Gr R to Gr 4.
- Each child will use the workbooks provided during class.
- Parents are invited to learn the programme online or attend an information evening held in this regard.

### ***Times***

- The academic day for Grade 4 to 7 scholars begins at 7h20 daily and scholars will be expected to be seated in their classes. **PLEASE NOTE THE CHANGE IN TIME.** Please ensure your children are at school by 07h10.
- The academic day ends at 13h45, except on a Friday when school will end at 13h00.
- The termly extra-curricular timetable must be consulted for specifics on all after school activities such as sport, extra academic lessons and cultural activities.
- On the last day of each term, school will close at 11h00 for the Prep and 12h00 for the College. The varied time is to balance the flow of traffic on campus.
- Aftercare closes at 14h00 on the last day of each term.
- **PLEASE SEE BELOW STRUCTURE OF SENIOR PREP DAY**

**Senior Primary Time Tables 2019**

<b>Time &amp; Lesson:</b>	<b>Monday:</b>	<b>Tuesday:</b>	<b>Wednesday:</b>	<b>Thursday:</b>	<b>Friday:</b>
<b>07h20</b>	<b>Register Period</b>	<b>Register Period</b>	<b>Register Period</b>	<b>Register Period</b>	<b>Register Period</b>
<b>1 07h30</b>					
<b>2 08h15</b>					
<b>3 09h00</b>	<b>CHAPEL</b>	<b>CLUBS &amp; CHOIR</b>			
<b>09h45</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
<b>4 10h05</b>					
<b>5 10h50</b>					
<b>11h35</b>	<b>BREAK Hot Lunch</b>	<b>BREAK Hot Lunch</b>	<b>BREAK Hot Lunch</b>	<b>BREAK Hot Lunch</b>	<b>BREAK Hot Lunch</b>
<b>6 12h15</b>					
<b>7 13h00</b>					<b>School ends</b>
<b>13h45</b>	<b>School Ends</b>	<b>School Ends</b>	<b>School Ends</b>	<b>School Ends</b>	

### **Uniforms and Uniform Shop**

- The Penryn uniform should be worn with pride and parents are asked to assist in keeping their children neat and tidy in the correct uniform, when in public.
- Parents and scholars are to consult The Hair and Uniform Policy for a detailed list of uniform requirements and colours.
- Note that 2019 begins with a two-year phasing-in period for the new items in the uniform.
- Best value choices and prices have been obtained for Penryn from 2019, through a thorough investigation by the Uniform Committee.
- The Uniform Shop is run by Mrs Ingrid Young (0837801454) for McCallaugh and Bothwell, the uniform providers for 2019. It is situated in the back or lower part of the Shalamuka Centre, near the entrance to Penryn's Astro turf.
- All uniforms and items are to be marked clearly to assist children looking after their belongings.

### **Waiting Zone / Drop Off Zone**

- The drop off zone for Senior Prep scholars is below the Grade R block.
- The waiting zone for all Senior Prep scholars is based at the Shonalanga Pavilion. There is an area allocated, with tables and chairs, for scholars to wait and be collected at the end of the school day.
- Scholars may wait there for 30 minutes only. After 30 minutes scholars will be taken to Aftercare by the teacher on duty, for which an hourly charge will be levied on your school account.
- Siblings (Penryn) collecting children must do so from the waiting zone.
- The parking at the swimming pool is for **STAFF PARKING ONLY**. When there is early morning swimming, the parking area needs to be vacated by 06h45. Parents must make use of the Grade R parking area.
- Scholars who use transport services will be required to wait in the waiting zone at the Shonalanga Pavilion until such time that they are being collected. They will then be allowed to make their way to the Shalamuka parking area.

### **Staff Contact Details**

Mr Graham Roberts	Prep Head	<a href="mailto:prephm@penryn.co.za">prephm@penryn.co.za</a>
Mrs Lyndi Rillema	PA to Head	<a href="mailto:prepadmin@penryn.co.za">prepadmin@penryn.co.za</a>
Mr Matt Reed	Deputy Head: Extra-Curricular and Pastoral	<a href="mailto:mreed@penryn.co.za">mreed@penryn.co.za</a>
Mr Grant Nel	Deputy Head: Senior Prep	<a href="mailto:gnel@penryn.co.za">gnel@penryn.co.za</a>
Mrs Sally Wakefield	Deputy Head: Junior Prep	<a href="mailto:sally@penryn.co.za">sally@penryn.co.za</a>
Mr Jason van Staden	HOD: Academics	<a href="mailto:jvanstaden@penryn.co.za">jvanstaden@penryn.co.za</a>
Mrs Taryn Berry	Teacher – Grade 7B	<a href="mailto:tberry@penryn.co.za">tberry@penryn.co.za</a>
Mr Steven van Rensburg	Teacher – Grade 7V	<a href="mailto:falconer@penryn.co.za">falconer@penryn.co.za</a>
Mrs Mandy Yeowart	Teacher – Grade 6Y	<a href="mailto:myeowart@penryn.co.za">myeowart@penryn.co.za</a>
Ms Jacqui van As	Teacher – Grade 6A	<a href="mailto:jvanas@penryn.co.za">jvanas@penryn.co.za</a>
Ms Adri Mantle	Teacher – Grade 6M	<a href="mailto:amantle@penryn.co.za">amantle@penryn.co.za</a>

Mr Jason Toy	Teacher – Grade 5T	<a href="mailto:jtoy@penryn.co.za">jtoy@penryn.co.za</a>
Mrs Lisa Bolton	Teacher – Grade 5L	<a href="mailto:lisa@penryn.co.za">lisa@penryn.co.za</a>
Ms Penny Clarke	Teacher – Grade 5C	<a href="mailto:penny@penryn.co.za">penny@penryn.co.za</a>
Mrs Sivani Naidoo	Teacher – Grade 4S	<a href="mailto:snaidoo@penryn.co.za">snaidoo@penryn.co.za</a>
Ms Natasha Coret	Teacher – Grade 4N	<a href="mailto:ncoret@penryn.co.za">ncoret@penryn.co.za</a>
Mrs Cynthia Jermyn	Teacher – Grade 4J	<a href="mailto:cynthia@penryn.co.za">cynthia@penryn.co.za</a>
Mrs Hannerie Strydom	Teacher – Afrikaans/ Choir co-ordinator	<a href="mailto:hannerie@penryn.co.za">hannerie@penryn.co.za</a>
Mrs Yvonne Buchner	Bible/ Life Skills	<a href="mailto:ybuchner@penryn.co.za">ybuchner@penryn.co.za</a>
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Mrs Nicole Dos Santos	ICT Teacher	<a href="mailto:ndossantos@penryn.co.za">ndossantos@penryn.co.za</a>
Mrs Loraine Codd	Art Teacher	<a href="mailto:lcodd@penryn.co.za">lcodd@penryn.co.za</a>
Ms Danielle Fisher	Music and Drama	<a href="mailto:dfisher@penryn.co.za">dfisher@penryn.co.za</a>

Should you feel that important items could be added to this booklet, please email your suggestions for the 2020 Booklet to [mreed@penryn.co.za](mailto:mreed@penryn.co.za)

### **CONTACT DETAILS**

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## **Penryn School Song**

To honour God and man  
Our vision bright and clear  
Penryn, we will stand for truth  
For one and all to share

Whether work or sport or play  
Our sights are always set  
Give of our best and strive for even more

With strength that comes from Jesus  
We'll soar on eagle's wings  
And together lift Penryn high