



# **Bizweni Primary School**

## **Information Guide**

**Grade 1-7**

Dear Parent /Guardian,

A very warm welcome to Bizweni Primary School!

Please see the important information below:

## 1. COMMUNICATION:

Our main channel of communication is via the class WhatsApp group. All important messages and communication from the school and teacher will be sent home via these groups. **Please notify us should you not be a part of this group by the end of 2024.** For all other queries please see the contact details below:

- Administrative inquiries: Marilee at [admin@bizweniprimaryschool.co.za](mailto:admin@bizweniprimaryschool.co.za),
- Finance: Nikki at [accounts@bizweniprimaryschool.co.za](mailto:accounts@bizweniprimaryschool.co.za)
- Principal: Nicole at [principal@bizweniprimaryschool.co.za](mailto:principal@bizweniprimaryschool.co.za)
- Vice: Jessica at [vice@bizweniprimaryschool.co.za](mailto:vice@bizweniprimaryschool.co.za)
- Grade 1: [Grade1@bizweniprimaryschool.co.za](mailto:Grade1@bizweniprimaryschool.co.za)
- Grade 2: [Grade2@bizweniprimaryschool.co.za](mailto:Grade2@bizweniprimaryschool.co.za)
- Grade 3: [Grade3@bizweniprimaryschool.co.za](mailto:Grade3@bizweniprimaryschool.co.za)
- Grade 4: [Grade4@bizweniprimaryschool.co.za](mailto:Grade4@bizweniprimaryschool.co.za)
- Grade 5: [Grade5@bizweniprimaryschool.co.za](mailto:Grade5@bizweniprimaryschool.co.za)
- Grade 6: [Grade6@bizweniprimaryschool.co.za](mailto:Grade6@bizweniprimaryschool.co.za)
- Grade 7: [Grade7@bizweniprimaryschool.co.za](mailto:Grade7@bizweniprimaryschool.co.za)

Newsletters are sent out during the term to keep parents informed. Please follow us on Facebook and Instagram as well to keep up with exciting events and view photos of what is going on at school.

## 2. AFTERCARE FACILITY:

Aftercare facilities are offered at Bizweni Primary. The Aftercare runs from 13h00 to 17h30, Monday to Friday. Should your child not be enrolled in the Aftercare program, please collect your child promptly after school. **There is a waiting class for younger siblings which runs from 13:00 to 14:15 which parents are not charged for.** The Aftercare offers a supervised Homework Period. Registration forms are available from the office or our school website: [www.bizweniprimaryschool.co.za](http://www.bizweniprimaryschool.co.za).

Ad-Hoc aftercare arrangements can be made at a daily cost of R110.00 per day.

### **3. BIZWENI UNIFORM:**

All school uniform items can be purchased from our online supplier on [www.helderbergschoolclothing.co.za](http://www.helderbergschoolclothing.co.za) or in their retail store in Helderberg Village Walk, Somerset West. Our uniform is as follows for the Grade 1-7 learners:

#### **Summer:**

##### **Boys:**

- Golf Shirt
- Shorts
- White/Grey Socks
- White/grey tekkies or green/grey slip slops
- Sports shirt (to be worn on PE days or for sports after school)
- Green school cap

##### **Girls:**

- Golf shirt
- Skorts/shorts
- White socks
- White/grey tekkies or grey or green slip slops
- Sports shirt (to be worn on PE days or for sports after school)
- Green school cap

#### **Winter:**

##### **Boys:**

- Tracksuit jacket and pants
- Golf shirt
- Fleece
- Rain jacket
- White/Grey socks
- White/Grey tekkies
- Green scarf/beanie and gloves

##### **Girls:**

- Tracksuit jacket and pants
- Golf shirt
- Fleece
- Rain jacket
- White socks
- White/Grey tekkies
- Green scarf/beanie and gloves

**A plain black school bag is compulsory for all learners.**

#### **4. CURRICULUM**

Our school follows the CAPS curriculum. We follow the Jolly Phonics/Grammar Program from Grade R-7. Being an Independent School allows us the flexibility to extend the children's learning and offer some additional learning opportunities and programs while still remaining CAPS compliant.

#### **5. CULTURAL & EXTRA MURAL**

##### **Internal (included in school fees):**

We offer weekly, specialised visual art lessons, Bible lessons, Coding and Robotics Lessons and Library lessons for learners from Grade R-7 as part of the school day.

After school our teachers offer a variety of extra-mural activities which children have the option of participating in. Some of these extra-murals are offered throughout the year, such as Gymnastics, Choir and Chess, and others change on a termly basis. Some of the programs which have been offered this year are Athletics, Netball, Hockey and Volleyball.

##### **External (not included in school fees)**

We also have external service providers who come into the school and offer services at an additional fee paid directly to the service provider. Contact details of the various coaches will be supplied at the start of the first term and parents can then communicate directly with the relevant coach. These service providers are as follows:

- Rugga Roots
- Wicket Cricket
- Music
- Ballet
- Karate

#### **6. PAINTING SHIRTS**

The learners will be using paint and other exciting mediums from the beginning of their school year. A T-shirt or an old, short sleeved shirt or an apron is ideal to send to school to ensure they do not ruin their uniform or clothing items.

#### **7. STATIONERY**

A stationery list is sent out for the Grade 1-7 learners on the class WhatsApp groups. If you have any items remaining from the previous Grade that are in good condition please feel free to reuse them. The container on the list will be reused each year.

**Please label all items with your child's name and surname. Please do not cover the books as the teachers will create book covers with the children during school time.**

**Please make sure all items are sent to school, labelled, on the first day of school.**

## 8. RESOURCE FEE

An annual resource fee is due each year which is allocated to providing textbooks and workbooks for the children in each new grade.

## 9. ABSENTEE LETTERS

When your child has been absent from school please notify the school via e-mail or WhatsApp on the school phone as this notification is needed for record keeping purposes. **If your child is absent for three or more days they will need a note from a doctor. If your child is absent for an assessment they will also need a doctor's note.**

## 10. ILLNESS

Please do not send your child to school if he/she is feeling unwell. Should a learner present with symptoms during the school day, our office administrator will notify parents.

## 11. MEDICATION

Should you need us to administer any form of medication, we will need written consent and detailed instructions from the parent/guardian before any medication will be administered. Any chronic medication will need a script to accompany these instructions. **Medication is not allowed to be sent to school in a learner's bag, but must be handed directly to a teacher or to the admin staff in the office.**

## 12. LUNCHBOXES

We encourage sending wholesome, healthy snacks to school. **Please do not send sugary biscuits, sweets, fizzy cool drinks, lollipops or chips.** We do allow the learners to bring a treat on Friday's or to bring money to spend at the school tuck shop which is open during playtime on a Friday only. Toasted sandwiches are available to order through our Taptuck App only and must be pre-ordered. If ordering on the same day, it needs to be ordered before 8am. These sandwiches will be handed to the learners at 13:00.

## 13. MONEY

We make use of the Taptuck App for all events. Please download this app and familiarize yourself with it as it is a more convenient and safer payment method. We try and limit the amount of cash on the school premises as far as possible. Please feel free to contact admin should you encounter any problems.

#### **14. MY SCHOOL CARD**

We urge all Bizweni parents to join our exciting method of fundraising which runs throughout the year. MySchool cards are available at our Admin Office. One can also download the MySchool App to register or alternatively visit [www.myschool.co.za](http://www.myschool.co.za) and apply online.

Simply present your card at the till point of the participating stores and ensure that the transaction is captured. A percentage is then sent to Bizweni as fund-raising money, which helps with the ever -increasing financial needs of our school. This in turn helps us to cater for any improvements that will benefit our children.

#### **15. NOTICES**

During the term important notices are sent home with the learners. Please return all reply slips and information promptly.

#### **16. MARKING OF ITEMS**

**We ask that you mark all clothes, lunchboxes and bottles clearly with the child's full name and surname.** When marked items are found, it is easier for us to return it to the owner. **Items that are left at school for more than a month will be donated to charity and school uniform that is not marked will be sold at the end of each term.**

#### **17. SCHOOL HOURS**

Please take note of these times. Punctuality is of utmost importance, ensuring that learners and educators are not disrupted by latecomers. Your support in this is appreciated.

<b>Grade 1 &amp; 2</b>	<b>MONDAY TO THURSDAY FRIDAY</b>	<b>07:45 – 13:15 07:45 - 13:00</b>
<b>Grade 3 – 7</b>	<b>MONDAY TO THURSDAY FRIDAY</b>	<b>07:45 – 14:15 07:45 – 13:15</b>