

NEW ENGLAND PRE-PRIMARY SCHOOL  
 81 New England Road Scottsville,  
 PIETERMARITZBURG 3201

Telephone: (033) 386 3442 or 067 388 5748  
 Facsimile: 086 509 5210  
 E-mail: admin@nepp.co.za (General)  
 finance@nepp.co.za (Accounts)  
 Website: www.nepp.co.za



1. Thank you for applying at New England Pre-Primary School.
2. Kindly complete the Application Form and return it together with the following

A certified copy of your child's unabridged birth certificate		Latest 3 month's bank statements (to verify salary deposits) (fee paying parent/s / guardians)	
Certified copies of <u>both</u> parents / guardians ID documents		Proof of residence i.e. your most recent electricity account or other account in parent / legal guardian's name received at residential address (Fica Process) Letters completed by ward Councillors are NOT acceptable as proof of residential address.	
A certified copy of your child's immunisation card (please ensure that this is up to date)		Latest 3 months of Certified salary slips of fee paying parent/s or legal guardian/s or if self-employed: proof of registration of business with SARS and latest company bank statements for 3 months	
2 recent ID photos of your child		Please note: <b>R1350 acceptance fee</b> will be payable on acceptance, of which <b>R1000.00</b> will be allocated to the <b>Sundry fee</b>	
Financial clearance certificate to be completed by previous day care or pre-primary school		If a Guardian completes the form, proof of Guardianship from the Court must be attached.	
General indemnity and consent form - signed by <u>both</u> parents / guardians		In the case of a divorce, please attach a copy of the final order	
Proof of payment of <b>R350 application fee</b>		<b>Banking details:</b> <b>New England Pre-Primary School</b> <b>Nedbank</b> <b>Account No. 134 021 9271</b> <b>Hayfields Branch</b> <b>Branch No. 134 025</b> <b>Ref: Child's name and surname + App</b>	

3. Completed application forms must be returned to the school with **all** the above documents and photos attached.
4. Return of the application forms does not guarantee acceptance.
5. Successful applicants will be contacted telephonically to arrange an appointment for a personal interview during the second or third term.

**PLEASE NOTE: Incomplete forms, including those which have been faxed or e-mailed will not be accepted or considered. Please drop off original completed forms.**

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**Office Use Only**

App Fee   
Acc Fee   
Sundry Fee

**APPLICATION FOR REGISTRATION OF ENROLMENT**

I request registration of my child on your waiting list for admission to your school in: **2024** Group .....

<b>SURNAME OF CHILD:</b>	<b>FIRST NAMES:</b>
<b>DATE OF BIRTH:</b>	<b>GENDER: (MALE/FEMALE)</b>
<b>HOME LANGUAGE:</b>	<b>RELIGION:</b>
<b>ALLERGIES:</b>	
<b>CHRISTIAN NAME &amp; SURNAME OF FATHER:</b>	<b>OCCUPATION:</b>
<b>I.D. NUMBER:</b>	<b>MARITAL STATUS:</b>
<b>HOME ADDRESS:</b>	<b>PLACE OF WORK:</b>
<b>HOME TELEPHONE NO: ( )</b>	<b>E-MAIL:</b>
<b>CELL. NO:</b>	<b>WORK TELEPHONE NO: ( )</b>
<b>CHRISTIAN NAME &amp; SURNAME OF MOTHER:</b>	<b>OCCUPATION:</b>
<b>I.D. NUMBER:</b>	<b>MARITAL STATUS:</b>
<b>HOME ADDRESS:</b>	<b>PLACE OF WORK:</b>
<b>HOME TELEPHONE NO: ( )</b>	<b>E-MAIL:</b>
<b>CELL. NO:</b>	<b>WORK TELEPHONE NO: ( )</b>

Child lives with: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Has the child previously attended a daycare, playschool or registered Pre Primary School? Yes/No \_\_\_\_\_

When? \_\_\_\_\_ Where? \_\_\_\_\_ Name of School? \_\_\_\_\_

Have any members of the family attended NEW ENGLAND PRE-PRIMARY SCHOOL previously?

Yes/No \_\_\_\_\_ When? \_\_\_\_\_ Name of Child: \_\_\_\_\_

To which Primary School do you intend sending your child? \_\_\_\_\_

Other children in the family: (NAME AND DATE OF BIRTH)

At which other Pre-Primary Schools have you placed your child's name on the waiting list: \_\_\_\_\_

**SCHOOL FEES:** Fees are subject to change by the School Parent Committee. Fees for 2023 are **R3 120.00** per month for Grades RRR and RR, and **R3 205.00** per month for Grade R over eleven months payable monthly, February to December.

**APPLICATION/ADMISSION FEE: R350.00** Application/Admission fee proof of payment must accompany this application form in order to be placed on the waiting list. **This fee is not refundable or transferable.** Selections for the following school year are made during the 3rd Term. Parents will then be notified as to whether or not their children will be attending New England Pre-Primary School. We interview the parent to inform them about our school. Parents then have one week after the interview date to accept the enrolment, and to make EFT payment of **R1350 which is the non-refundable acceptance fee. R1000 of the acceptance fee will be allocated towards the sundry fee. These amounts are not refundable or transferable.**

All information required is collected and used to admit and then correctly educate children in our ECD Centre. By signing the form, you consent to the processing of the personal information for the intended purpose.

**GENERAL INDEMNITY AND CONSENT**

I, \_\_\_\_\_, the parent, guardian of  
(Print your name and surname)

\_\_\_\_\_ of the following address  
(Print child's name and surname)

**which I choose as domicilium citandi et executandi**

\_\_\_\_\_ Code: \_\_\_\_\_

apply for admission of the above child, subject to the attached conditions of entry and regulations, which I have read and accept without reserve.

I/we understand that the official school hours are 7.30 am to 12.30 pm daily. Should I need to bring my child to school at 7.15am I understand that they will be in the care of Mrs. Toni Puttick until 7.30 am each morning. Although due care will be taken to ensure the safety of my child, I hereby absolve the school from any liability, should my child be injured during this time.

I/we acknowledge that should I fetch my child after 12.40 pm, I/we will be liable for aftercare fees, based on the casual rate of R50.00, if they are not booked into aftercare.

Furthermore, I/we give the Principal (or Staff member in authority) of New England Pre-Primary School permission to act in "loco parentis" during the course of the school day, should the occasion arise that neither parent/guardian/emergency number is able to be contacted in an emergency. I/we accept the responsibility for all medical costs which may be deemed necessary.

**DURATION AND AMENDMENT**

This agreement shall come into effect upon the successful admission of the learner to the School and shall remain in force until the learner leaves the School and until all financial and other obligations have been met. The agreement may only be amended in writing and no verbal variations shall be of any force until reduced to writing and signed by the parties.

**FINANCIAL INFORMATION**

Please note that it is a condition of enrolment that both parents are responsible to the school in respect of payment of school fees. The school will, where possible, address the school account to a nominated parent but reserves the right to proceed against both parents in respect of payment of outstanding fees. **Please note that school fees are due in advance each month. No exceptions to this rule will be allowed.**

**CREDIT INDEMNITY**

I hereby provide my expressed consent to New England Pre-Primary School to process my personal information as defined in legislation for the purpose of providing financial services and to send my personal information to a third party in order to provide services to me.

**BURSAR'S OFFICE HOURS**

Please be advised that the bursar can be contacted via e-mail on a **Monday to Friday morning between 8.00am and 1:00pm** or by phoning our secretary, Laura Currin, to make an appointment with her.

**NON-ATTENDANCE:** The fees and expenses, as determined from time to time, shall be payable irrespective of whether the learner attends the School during the relevant period or not. No refund shall be given by the School for absence of the learner due to any cause whatsoever.

**COSTS:** Parents undertake to pay costs for matters handed over which are to be on a scale between the attorney and own client.

**LIABILITY:** Parents accept that their liability shall be joint and several, the one paying the other to be absolved, for the full amount at any time owing. In the event that the parents are separated or divorced then, by their signature hereto, they acknowledge their joint and several liability and confirm that any agreement between them regarding the payment of school fees is not binding upon the School.

**NOTICE OF WITHDRAWAL:** I/we agree that one full term's notice must be given in writing before withdrawing my/our child/children from the school. Such notice must reach the Principal on or before the first day of the last term of attendance at the school. If a terms notice is given, I/we shall still be liable for payment in full for the fees for the last term or 25% of the Annual School fees in lieu thereof, whether the student attends or not.

**Signature:** \_\_\_\_\_

SCHOOL FEE PAYMENT AGREEMENT

Child's name: \_\_\_\_\_ Class 2024: \_\_\_\_\_

1. Fees are payable annually in advance by **EFT**, as cash deposits incur bank charges which are for your account and will be recovered from you, or via debit order over 11 months from February to December.
2. Any costs incurred by the school due to insufficient funds in your nominated bank account/s are for your account and will be recovered from you.
3. Should your debit order fee payment not be honoured two (2) times owing to insufficient funds, the balance outstanding will become payable immediately, and will be handed over to J. Leslie Smith and you will be liable to pay costs which are on a scale between the Attorney and you. **Your child will not be able to return to New England Pre-Primary.**
4. The Finance Committee meets on a monthly basis to determine how outstanding accounts are to be dealt with.

Father's/Guardian's contact details:

Mother's/Guardian's contact details:

Father's/ Guardian's name: \_\_\_\_\_

Mother's/ Guardian's name: \_\_\_\_\_

Surname: \_\_\_\_\_

Surname: \_\_\_\_\_

Residential address: \_\_\_\_\_

Residential address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Work Tel: \_\_\_\_\_

Work Tel: \_\_\_\_\_

Cell No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_

ID No.: \_\_\_\_\_

ID No.: \_\_\_\_\_

I/we the undersigned select to make payments to New England Pre-Primary School as follows:  
(Kindly indicate your method of payment with a tick in the appropriate box.)

1. Pay school fees in full for the year by the 31<sup>st</sup> January 2024.   
This payment is to be made by **EFT** as cash deposits will incur banking charges to your account.

2. 11 equal payments for school fees from February 2024 to December 2024 via debit order.

**Mandatory requirement: Debit Order Form must be completed upon acceptance.**

Should my child be accepted, I undertake to abide by the school rules.

Signed: (Mother) \_\_\_\_\_ Signed: (Father) \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Principal) \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE THAT ACCEPTANCE OF THE CONDITIONS OF ENROLMENT SIGNED IN THE PARAGRAPHS ABOVE ARE LEGALLY BINDING. KINDLY ENSURE THAT YOU FULLY UNDERSTAND THESE CONDITIONS**

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### FINANCIAL CLEARANCE CERTIFICATE

Name and Surname of Father / Guardian: \_\_\_\_\_

I. D. Number of Father: \_\_\_\_\_

Name and Surname of Mother / Guardian: \_\_\_\_\_

I. D. Number of Mother: \_\_\_\_\_

Name and Surname of Pupil: \_\_\_\_\_

Name of school where pupil is currently enrolled: \_\_\_\_\_

Annual Fees for \_\_\_\_\_ (year) Amount: \_\_\_\_\_

i) Fees paid to date: Amount: \_\_\_\_\_

ii) Fees outstanding: Amount: \_\_\_\_\_

Comment: \_\_\_\_\_

This is to certify that the above parent has paid school fees as indicated.

\_\_\_\_\_  
Signature of Principal / Bursar

Date: \_\_\_\_\_

**SCHOOL STAMP**

## INFORMATION SHEET

### PERSONAL DETAILS:

Name of Child:		Nickname:	
Full Name of Father:		Email:	
Postal address:		Contact No:	
Full Name of Mother		Email:	
Postal address:		Contact No:	

<b>In the case of an emergency, which parent should be contacted first?</b>		
<b>Emergency Contacts - Must be different to Mother and Father</b>		
	<b>Contact 1</b>	<b>Contact 2</b>
Name		
Relationship to child		
Telephone numbers		

<b>MEDICAL AND HEALTH</b>								
Name of Doctor					Phone No:			
When last was your child at the doctor?								
Has your child had any of the following:								
	Yes	No		Yes	No		Yes	No
Asthma			Bladder infection			Chicken Pox		
Croup			Encephalitis			Eye infections		
Scarlet Fever			Respiratory Tract Infection			Rubella (German Measles)		
Seizures			Any Others?					
<b>ALLERGIES AND INTOLERANCES</b>								
	Yes	No		Yes	No		Yes	No
Analgesics			Antibiotics			Bee stings		
Dust			Fish			Gluten / Wheat		
Lactose (Dairy)			Peanuts			Preservatives		
Analgesics:			If yes, Please specify					
Antibiotics			If yes, Please specify					

Has your child ever been to the dentist?	Yes	No
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Name of Dentist:		Phone No:	
<b>GENERAL MEDICAL AND HEALTH</b>			
	Yes	No	If yes, please specify
Has your child ever broken a limb?			
Has your child had any type of surgery? At what age?			
Is your child currently being treated for any medical condition?			
Does your child take regular medication?			
Does your child have any physical condition we should be aware of?			
<b>Medical Aid Details</b>			
Scheme Name			
Plan			
Membership Number			
Principal Member			
In the event that your child is very ill and we cannot get hold of you or your emergency contacts, may we take your child to a local doctor / hospital? <i>You would be liable for all the associated charges</i>			YES NO

<b>MILESTONES (At what age did your child...?)</b>		
<b>COMMUNICATION</b>	Start talking?	
	Does he/she stutter ?	
	Have a lisp?	
	Battle to find words	
	Speaks clearly	
<b>GROSS MOTOR - At what age did your child ..?</b>	Start walking	
	Did your child crawl?	

<b>FAMILY HISTORY</b>				
Child's place of birth and nationality:				
Is your child adopted?	Yes	No	If yes, what age?	
Does your child know about the adoption?	Yes	No		
Names and ages of siblings:	Sibling 1:		Sibling 2:	
	Sibling 3:		Sibling 4:	
Child's place in the family?	Youngest		Middle	Oldest
Parent's marital status	Single		Married	Divorced/ Separated
If divorced / separated, who does the child live with?				
What are the visiting arrangements with the other parent?				
Does Mom, Dad or child have dual citizenship?				YES / NO
If yes, where?				
Do you have a family history of Dyslexia?	Yes	No	If yes, please specify	
Do you have a family history of hyperactivity?	Yes	No	If yes, please specify	
Do you have a family history of any other learning difficulties?	Yes	No	If yes, please specify	
<b>DISCIPLINE</b>				
Who disciplines your child?				
What form of discipline?				
How does your child react to discipline?				
Does your child have temper tantrums?				
If yes, how do you deal with them?				
Is it easy to console your child once he/she has had a tantrum?				
Does your child have an imaginary playmate?				
Does your child have any fears?				
Has your child experienced any frightening or unpleasant experiences?				



<b>GENERAL INFORMATION</b>	
Has your child been to school before?	If yes, where? When?
Have any family members attended New England Pre-Primary School previously?	If so, name and year attended
To which Primary School do you intend sending your child?	
What does your child do with Dad for fun?	
What does your child do with Mum for fun?	
<b>SLEEP HABITS</b>	
What time does your child go to bed at night?	
What time does your child wake up in the mornings?	
Does your child sleep through the night?	
Does your child have a nap during the day? Yes / No. If yes, at what time?	
<b>EATING HABITS:</b> Does your child .....	
Have a good appetite?	
Have any food dislikes	
Use a spoon / fork	
<b>TOILETING HABITS:</b>	
Is your child completely controlled?	
Is your child independent?	
Does your child wet the bed at night?	
Does your child wet themselves during nap time?	
What term do they use when they need to "poo"?	
What term do they use when they need to "wee"?	

<b>SECURITY AT SCHOOL</b>
Who will bring your child to school?
Who will collect your child from school?
Names of people who may <b>NOT</b> pick up your child:

Any other information (death, adoption, accidents, fears, likes, dislikes etc.) about your child which you feel may be helpful to us in making his/her preschool experience positive.
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What do you hope for your child this year at New England?

Remarks:

Billing Information		
Person responsible for payment of school fees. (NB the parents are ultimately responsible for payment of school fees, even if somebody else has undertaken to pay them and defaults)	Name	
	Postal Address	
	Residential Address	
	ID Number	
	Office landline	
	Home Landline	
Next of kin not living with you	Cellphone Number	
	Name	
	Residential Address	
	Telephone Numbers	Home: Office: Cellphone:

### SIGNATURES

Father / Guardian:

I, ....., ID Number ....., hereby Confirm that all the information supplied on this form is true and correct at the time of signing this document.

Signed at .....on this ..... day of ....., 2023

.....  
Father/Guardian Name

.....  
Father/Guardian Signature

Mother / Guardian:

I, ....., ID Number ....., hereby Confirm that all the information supplied on this form is true and correct at the time of signing this document.

Signed at .....on this ..... day of ....., 2023

.....  
Mother/Guardian Name

.....  
Mother/Guardian Signature

# NEW ENGLAND PRE-PRIMARY SCHOOL

## AFTERCARE - INFORMATION / RULES

The Aftercare at New England Pre-Primary School has been absorbed by the school. It is run by an Aftercare Supervisor, who is employed for the benefit of working parents who have children at school. We try to keep our aftercare as homely as possible. The children have their lunch at 12.35pm (**Please note: no treats in lunch boxes**) and then have a free play until 1.15 pm when they have rest time until 2.15 pm. The children have a snack at 2.45pm The children then have art activities/games/free play etc until they go home.

**TIMES OF OPERATION:** The Aftercare operates from 12.40pm - 5.00pm during the school term. Parents have the choice of two different times with a related fee structure ie. Until 2.40pm or for the full afternoon until 5.00pm. **For your child's safety, and to avoid being fined, every child MUST be signed out when they are collected from aftercare.** The file is kept outside the secretary's office.

**PLEASE NOTE:** Parents are required to give a **TERMS NOTICE** should they wish to withdraw their child/children from aftercare.

**AFTERCARE FEES:** Aftercare is run in conjunction with the school term. Fees are payable monthly, for 11 (eleven) months. This amount has been calculated on the actual number of school days, therefore holidays and public holidays have been taken into account.

**INCIDENTAL EXPENSES:** Parents understand and accept that in addition to the aftercare fees, the children, who are picked up from school after 12.40pm and are not booked in permanently, will be charged a casual rate of R50.00, regardless of how long the child is at aftercare.

**NO CHILD MAY ATTEND AFTERCARE IF THEIR SCHOOL FEES ARE NOT UP TO DATE.**

My child/children may be attending aftercare until the indicated time (please tick required box for planning purposes) \* subject to change in 2024

12.40pm - 2.40pm (R360.00 per month + R20 once off admin fee)

12.40pm - 5.00pm (R815.00 per month + R20 once off admin fee)

Aftercare application forms can be obtained from the Secretary, Laura Currin in January when school opens.

Signed: \_\_\_\_\_

Mother

Signed: \_\_\_\_\_

Father

\*\*\* Please keep pages 12-16 for your reference

## NEW ENGLAND PRE-PRIMARY SCHOOL

### GENERAL RULES

1. **FEES:** School fees are payable in advance each month. Fees are payable as usual during a child's absence due to illness or holidays.
2. **NOTICE OF WITHDRAWAL: ONE TERMS** notice of withdrawal in writing is required in lieu of which a **FULL TERMS** fees are payable. Such notice must reach the Principal on or before the first day of the last term of attendance at the school.
3. **SCHOOL FUNCTIONS:** You will be provided with a calendar of events for each term.
4. **TERMS AND HOURS:** The terms generally coincide with those of Private Schools. The hours of Pre-Primary schools are from **7.45am - 12.30pm**, Mondays to Fridays. Our gates open at 7.15am and close promptly at **12.40pm**. Parents please note that **NO child may be left unattended and must be accompanied at least to the gate** by the person bringing the child to school each day. If your child comes to school by taxi / hired transport please make sure the driver is aware of this rule as well as our opening and closing times. **PUNCTUALITY IS ALSO REQUESTED.** Children must be fetched by no later than 12.40pm unless aftercare facilities are requested. If a child is not collected by 12.40pm they will be absorbed by the aftercare and you will be charged accordingly. On the last day of each term, school closes at 10.30am, but aftercare will be available for our regular aftercare children.
5. **REQUISITES:**
  - (a) **ALL CLOTHES, SCHOOL BAGS AND SHOES MUST BE CLEARLY MARKED WITH THE CHILD'S NAME.**
  - (b) It is advisable for children to wear comfortable play clothes to school. Old clothing that may get dirty is best. (The children need to paint, work with sand and water etc). It is requested that during winter, shorts and t-shirts are worn under a tracksuit.
  - (c) Children are required to **BRING A CHANGE OF CLOTHES** in their suitcases **EVERY DAY** in case of accidents / changes in weather.
  - (d) Please do **NOT** allow your child to bring toys, sweets and money to school, unless specifically requested.
6. **GENERAL:**
  - (a) The school must be advised **IN WRITING IN YOUR CHILD'S NOTE BOOK** of any change in lift schemes, addresses and **TELEPHONE NUMBERS.**
  - (b) If, for some reason, you need to fetch your child early, please do so before 12 noon so as not to disrupt story time.
  - (c) Please inform the school before 9.00am should your child not be attending school that day.
  - (d) Children suffering from severe coughs, colds or any infectious condition should be kept at home until the infection has cleared. **NO MEDICINES ARE TO BE BROUGHT TO SCHOOL.**
  - (e) The school does not supply a daily snack for the children. Each child is to bring their own **healthy snack and juice.** (**NO** chocolate bars, cakes, chocolate muffins, chips, sweets, fizzy drinks are allowed. Only when the children go on an outing, may you add a **SMALL** treat, together with their regular healthy snack).
  - (f) It is customary for the children to have a small celebration at school on their birthday. It would be appreciated if you could send one iced cupcake (or similar) for each child in the class on such an occasion. No other party fare is required. **PLEASE NOTE** : Party invitations will be placed in each book only **if the whole class, or if all boys or all girls in the group are invited.** If not, please **DO NOT** ask the teachers to do so - the onus to distribute these invitations is on you.
  - (g) Each child will be provided with a notebook for messages to and from school. Newsletters and calendars will also be placed in these books. Please make a habit of looking in the notebook **EVERY** day and **SIGN** the notes and letters so that we know you have received and read them.

**THE CO-OPERATION OF PARENTS ENSURES THE SMOOTH RUNNING OF OUR SCHOOL  
AND HELPS THE STAFF TO CARE FOR YOUR CHILDREN EFFECTIVELY.**

**THANK YOU FOR YOUR CO-OPERATION.**

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Dear Parents,

Welcome to New England Pre-Primary School. I would like you and your child to settle down into our school life as easily as possible, and so I have a few hints to help the transition.

1. Please **mark all** belongings with your child's name.
2. Please provide your child with a suitcase he/she knows how to open and close, and which is **large enough** for him/her to pack by him/herself.
3. Please teach your child from Day 1 that the Message Book is his/her responsibility.
4. Please dress your child in clothes he/she knows how to manage i.e. if he/she does not yet know how to do a zip, choose clothes without zips etc.
5. Please teach your child that his/her shoes must be taken off and placed in his/her locker before climbing the outdoor structures.
6. Please familiarise your son with the urinal in an easy-going manner before he joins us in January.
7. Please use slops and Velcro shoes whenever possible until you have taught your child to tie his/her own shoelaces.
8. Please send your child's snack in a plastic lunch box. It would be a good idea to teach your child how to open and tighten a juice bottle top, and lunch box lid. Your child's name must be on his/her lunch box and juice bottle. (A separate lunch box and juice bottle is required for aftercare)
9. Please teach your child that his/her shoes, socks etc., are to be put into his/her locker for safe keeping. These items will then reach home at the end of the day! **THE STAFF ARE NOT RESPONSIBLE FOR YOUR CHILD'S BELONGINGS.**
10. **NO TOYS** may be brought to school. This keeps the teachers and assistants happy, as it eliminates tears, search parties and annoyed parents when the toy breaks or disappears.
11. Please pack a sun hat into his/her suitcase every day for outdoor play, remembering to mark it with your child's name.
12. Please pack a set of spare clothes daily.
13. On hot days the sprinkler is switched on in the garden. Please pack a costume or spare underwear and a small towel.

These are all very simple, yet important tasks that will make your child feel that he/she is grown-up and independent. In the past all the teachers have spent many hours pacifying a child because of a simple problem. We will continue to reassure your child when necessary, but it will certainly help if you could prepare your child incidentally by giving them suitable suitcases, snack boxes, snack etc. When new children arrive, a simple thing like not being able to open/close a suitcase can become a big problem for the child.

Let's avoid these feelings of "I can't do it" by preparing our children before they get here.

We look forward to seeing you all after the December holidays.

Sincerely

Toni Puttick  
Principal

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Facsimile: 086 509 5210

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## WHAT YOU WILL FIND AT NEW ENGLAND PRE-PRIMARY

School Hours : 7.15am to 12.30pm

### STAFF

New England Pre-Primary School is a Private school for young children catering for the pre-primary and Grade (R) years. The teachers, all specialists in this field, are dedicated and ready to guide the children to develop socially, emotionally, physically and intellectually. These teachers all work together, helping to plan the educational programme, implement it and evaluate its success. The Principal as well as the five teachers each have a group of children with whom to observe and plan activities, where an active fun approach is used to enhance the growth of the children through work and play.

### PROGRAMME

The programme is structured in such a way that there is time for each teacher to be with the children individually as well as in groups. The teachers are there to talk with the children, share ideas and listen as they make decisions and evaluations. There are many opportunities for the children to choose and start their own activities with a wide range of play materials.

The children may play outdoors on our tractor, sandpit, climbing structures and other playground equipment. They may decide to explore the Fantasy Area where they can dress up or act out different roles. The children may choose to work in the Art Area with painting, cutting and sticking, or they can work quietly with Lego, construction kits, puzzles or blocks in the Cognitive Room or learn a new skill in our Fringe Area.

2012 saw the introduction of CAPS (Curriculum and Assessment Policy Statement) around which our lessons are planned. These lessons fall under three main headings:

Life Skills which include; Creative Arts (both visual and performing arts); Beginning Knowledge and Personal and Social Wellbeing (e.g. colours, days of the week, my body); Physical Education (e.g. Locomotor, rhythm, balance, spatial orientation, sports and games).

Mathematics incorporates Space and Shape (Geometry; e.g. shapes, sorting, symmetry); Numbers, Operations and Relationships (e.g. counting, sequencing); Data Handling (e.g. pictographs, classification); Measurement (e.g. mass, size, capacity); and Patterns, functions and relationships, (e.g. patterning)

Home Language English covers Emergent reading, emergent writing, listening and speaking.

Each lesson is age appropriate and encourages plenty of talking and creative decision making. The children are encouraged to become actively involved in each lesson - exploring the various concepts using all their senses to reach their own solutions.

Through this "hands on" approach we believe, as Pre-Primary specialists, that the children learn many important life skills. The children learn to share and tolerate opinions, offer suggestions, make choices, adapt to changes and accept consequences by working in this flexible and sociable school

environment. Their problem solving skills, thinking skills and language skills are developed by the content and themes we incorporate into the programme.

### **SPECIAL DAYS**

Our Arts and Crafts Festival is three days of learning new arts and crafts. The children get to choose from at least 16 different crafts and learn how to use the correct materials to complete items such as sun dyeing, candle making, batik, marbling, clay work, bead work, fabric painting etc.

### **PREPARATION FOR FORMAL SCHOOLING**

The overall programme we offer at our school provides many opportunities for the children to do pre-maths and pre-reading activities without actually teaching reading and writing, which is done in Grade (1). We set aside time in each day for the pre-school and Grade (R) children to work on a more structured programme. We also maintain close links with the local primary schools in order to facilitate the child's transition to formal schooling.

### **FAMILY INVOLVEMENT**

We believe that our children benefit most from our programme if the parents, older brothers and sisters and other family members know and actively support the programme. New England Pre-Primary prides itself in being a "family" school.

New England Pre-Primary School has over the years built up an enviable reputation for the extent of the parent involvement in the running and maintenance of the school. The school relies on the parents to help with various tasks, and events during the year. Parents with suitable skills may be called to assist where necessary. We need **ALL** parents to get involved in these endeavours so that we are not forced to increase fees substantially. Although the demands made by the school are not onerous, the help given by the parents is an essential ingredient in the successful functioning of the school.

The staff also make themselves available to every parent to discuss their child's progress during informal chats, consultations, parent evenings and contact with parents during school excursions.

School excursions depend on the generosity of the parents as they supply private transport for each outing. We try to arrange outings that relate to our themes and they vary from a visit to the museum to a safari. Parents may supply a small treat **with a healthy snack** on these outings.

At New England Pre-Primary we try our best through constant parent contact and our stimulating daily programme to create for each child the best possible learning environment. We really do care about each family and the school is seen as an extension of the child's warm, caring home environment where they can feel safe, secure and happy. All we ask from each family is that we work together to give every child the best possible start to his / her school career.

Our school has a waiting list so you are advised to make application in good time - it is never too early to apply. Parents and children wishing to visit the school for tours and interviews are invited to pop in or to phone the Secretary at the following address or telephone number:

NEW ENGLAND PRE-PRIMARY SCHOOL  
81 New England Road  
SCOTTSVILLE  
Pietermaritzburg

TELEPHONE : (033) 386 3442  
FACSIMILE : 086 509 5210

E-MAIL : admin@nepp.co.za (General)

E-MAIL : finance@nepp.co.za (Accounts)

E-MAIL : principal@nepp.co.za (Principal) WEBSITE: [www.nepp.co.za](http://www.nepp.co.za)

**We look forward to welcoming children between the ages of three and six years to enjoy a vibrant, stimulating, happy time with us all at New England Pre-Primary.**

**CURRENT SCHOOL / AFTERCARE FEES - 2023: \* subject to change in 2024**

School fees for the year 2023, are as shown below, payable annually in advance by 31<sup>st</sup> January or monthly by Debit Order, over 11 months, **from February to December 2024.**

School fees:

Grade RRR and Grade RR:	R 3 120.00 per month
Grade R:	R 3 205.00 per month
Aftercare Fees: (12.40 - 14.40)	R 360.00 per month (R3 960.00 per annum)
(12.40 - 17.00)	R 815.00 per month (R8 965.00 per annum)

- There is a sibling discount of 5% per month, for a 2<sup>nd</sup> and 3<sup>rd</sup> child.
- If fees are paid in full (for the year) by 31<sup>st</sup> January you qualify for a 5% discount against your annual school fees.

**Herewith our banking details: New England Pre-Primary School  
Nedbank  
Account No. 134 021 9271  
Hayfields Branch  
Branch No. 134 025  
Ref: Child's name & Surname**

**SUNDRY CHARGES (Once off payment)**

This amount includes development levy, fundraising levy, insurance, photographs, hearing screening, (for **Grade R ONLY**), stationery, outings, arts and crafts, visitors, catering, toilet rolls, tissues, towel, cup, fun days, Easter, Christmas, grandparents. The levies are utilized to maintain and upgrade the school facilities. The outing and visitor charges are in respect of the various visitors and outings that are organized during the year, which enhance your child's education.

**The sundry payment per grade for 2023 is as follows: \* subject to change in 2024**

Grade RRR	R3 133.00
Grade RR	R3 168.00
Grade R	R3 580.00

**NB: The above sundry amount is due and payable before the child can start school.**

**Please note: All children not collected timeously from these activities will be sent to aftercare and charged a casual rate of R50.00 per afternoon irrespective of the time you collect them.**