

31st August 2016

TO ALL EARLY YEARS 1 PARENTS

We welcome all our parents into our Early Years1 and look forward to teaching your child at Park House English School.

All the staff wish to create a safe learning environment for each child in their care. In order to achieve this, there are a few important points to take note of:

1. Welcome booklets were distributed at the end of last term concerning general and curriculum information. If you have not received this information please speak to your class teacher.
2. Early Years intake is staggered. **Please only bring your child on the start date provided.**
3. The teachers will accept children into their respective classrooms at 7.35am every morning. Kindly use the outside classroom doors only.
4. **ALL** Early Years children have to be handed over to their respective class teachers by a parent, recognised driver, maid or secondary sibling. Children are also to be collected from the classroom by a parent, driver, maid or secondary sibling.
5. No children are to be left unattended in the Early Years building. These rules are in place for the safety of your children and it is **very** important that your driver or maid is made aware of them. Older siblings will **not** be allowed to play in the Early Years Playground.
6. Early Years 1 children **must all be collected at 12:00 until the end of September.** Then, formal Early Years 1 school hours are from **7.35am to 12.00pm**, after which the children will have some resting time. The side gate next to the Early Years Department will be open from **12.00pm to 12.15pm for early collection.**
However should you wish to collect your Early Years child at 1.25pm together with a sibling, the side gate will open at 1.15pm for collection.
7. The staff are caring and professional. Please speak to your class teacher or myself (Mrs De Wet) if you have any problems or queries.
8. Information regarding P.E. days will follow at a later date.
9. At Park House English School we have a Healthy Eating Policy and snack boxes should **only** include sandwiches, fruit, vegetables, water and juice. Chips, crisps, chocolate and sweets are not allowed and will be sent home. Only send yoghurt or yoghurt drinks if your child is able to eat without spilling too much.
10. Please ensure that all clothing, bags, snack boxes and water bottles are clearly labeled with your child's name.
11. Please ensure that all children wear the correct school uniform and shoes.
12. **The last day of the Summer Term 2017 for the Early Years Department children this year will be 20th June 2017.**

The Early Years 1 Classes are staffed as follows:

Daisy Class - Mrs Annerien de Wet
Assisted by- Mrs Charlotte Bowers / & Mrs Simona Bures / Mrs Angela Little
Buttercup Class - Mrs Ronel Janse van Rensburg
Assisted by- Mrs Carmen Elsamadouny & Mrs Dawn Jones

Kind Regards
Park House English School



Mr Brian Allen
Head of Primary



Mrs Annerien De Wet
Head of Early Years

