



# **EMMANUEL CHRISTIAN ACADEMY**

**INFORMATION BOOKLET FOR**

**GRADE 2 & 3**

**2022**

Dear Parents / Guardians

We welcome you and your child to our School and look forward to a long and happy relationship as we strive towards fulfilling the Emmanuel Christian Academy motto: **“Education is the most powerful weapon which you can use to change the world.”** (Nelson Mandela)

As such, it is important for parents to recognize that they play an equally important part in the education of their children and that there are three parties who contribute to the success of each learner, viz. the School, the Parent and the Learner. By working together we can achieve the best that your child is capable of achieving.

With this in mind, we have prepared this information booklet for parents in order to make your journey with us as smooth as possible. Please do not hesitate to contact us should you require any further information or clarity.

### **Contact Details**

Telephone : 021 592 2349

Fax : 021 592 1140

#### **Principal:**

Nic Young

E-mail: [ny007@telkomsa.net](mailto:ny007@telkomsa.net)

#### **Junior Administrator: (Gr1-6)**

Terry McEvoy

E-mail : [eca008@telkomsa.net](mailto:eca008@telkomsa.net)

#### **Accounts & Aftercare:**

Olivia Young

E-mail : [eca009@telkomsa.net](mailto:eca009@telkomsa.net)

#### **Banking details :**

Name : Emmanuel Christian Academy

Bank : Nedbank

Branch : Sea Point

Branch Code : 198765 (Universal)

Account No. : 1044004223

Reference : Learner's Name & Surname – Fees, uniform, text books, Aftercare, etc.

**All fees are payable in advance before or on the 1<sup>st</sup> of each month**

## A GUIDE FOR PARENTS

Practical skills your child needs for **GRADE 2 & 3**:

- Can follow instructions.
- Can write their own name.
- Can recognize numbers +1 – 100/200 depending on grade.
- Can tell left from right.
- Knows basic colours and shapes.
- Knows how to handle crayons, scissors and pencils.
- Can dress themselves and fasten buttons and zips.
- Can tie own shoelaces.
- Knows how to use the toilet on his / her own.
- Knows how to wash their hands.
- Knows a contact number for a parent or guardian.
- Can identify their belongings – bag, clothes and lunchbox.

### Helpful guidelines:

- Help your child to pack their school bag the night before school. Don't do it for them.
- Show them special notes and envelopes that must be handed in. (The A4 plastic envelope which they need to purchase as per the Stationery List must be used for this)
- Teach your child to have pride in his / her schoolwork by always keeping workbooks neat and tidy, e.g. we recommend flip files which have hard outer covers so that the work can be protected.)
- Make sure that you check your child's bag every day for any notices, homework, etc. so that they can see that you are interested in their academic wellbeing.
- Encourage your child to commit to an extra-mural and not give up after one or two lessons, e.g. Speech & Drama, table tennis, netball, etc.
- Get your child to school on time every day to minimise stress / anxiousness.
- As a courtesy, let the office know when your child is unwell before 09:00 in the morning.
- A doctor's note is needed if more than 2 days of school are missed, on a Friday or Monday, on an assessment day or before or after a Public & School holiday.
- Do not keep your child out of school for insignificant reasons as valuable work is missed.
- Remember to teach your child about **COMMITMENT** by setting a good example for them.

- Where parents think it necessary, always have an extra set of underwear and pants in your child's case of an accident during the day.
- If your child will be attending our Aftercare Centre, the Aftercare staff will collect them and take them to the Aftercare for the first week until they know where to go.
- Mark all your child's belongings so that they can be returned quickly in the event of their clothing being misplaced.
- Use stitch-on or iron-on labels.
- Tippex works well to mark shoes.

### **Dealing with anxiety at the start of a new school**

- "I don't want to go to school," your child tells you a few days before the start of the new school. Disappointed you want to respond with anger, but take a deep breath and spend some time listening to what is troubling your child as it will provide you with the information you need to help him / her cope with feelings of anxiety.
- Listening means giving your child the space to express himself / herself without judgment and criticism.
- Always acknowledge his / her feelings and reassure her that she has your love and support.
- Spend time with your child by going over his school work and any homework. This will instil a routine in your child so that doing homework becomes a good habit.
- Ensure that contact details are updated regularly to ensure that we can contact you at all times.
- An involved parent results in a happy child at school.

### **Children leaving the school early**

The following procedure must be followed if a child needs to leave school early:

- Where possible, notify the school beforehand of your intention to collect your child early.
- Parents must collect their child personally and sign them out.
- If a 3<sup>rd</sup> party will be collecting your child, this can only be done by prior written arrangement, given to the School by the parent in person. **Your child's safety is our priority!**

### **School Hours**

Gr1 : Monday Thursday 08:00 to 13:30  
Friday 08:00 to 12:35

Gr2 & Gr 3 : Monday – Thursday 08:00 – 14:00  
Friday 08:00 – 12:35

Grades 4 – 12 : Monday Thursday 08:00 to 14:50  
Friday 08:00 to 12:35

Please do not let your child run around unattended after school. It is a security risk as there is no one to supervise them after a period 15 minutes after their official school day has ended. We have an Aftercare facility available from 13:30 – 14:50 (Mondays to Thursdays) or from 13:30 – 18:00 (Mondays to Fridays) which you can make use of to ensure the safety of your child.

### **School Uniform**

It is vitally important that parents instil a sense of pride in their children's uniform and books so that they will always want to look clean and neat. Ensure that your child has enough uniform items so that they do not attend school wearing dirty / smelly clothes. Learners get hot from running around and tend to wipe their hands on their clothes, both of which result in dirty clothes.

Ensure that broken items are repaired immediately.

Hang clothes inside out to dry in order to minimise fading.

Teach your child to prepare his / her uniform the night before so that it doesn't cause tension in the morning when everyone is getting ready for the day.

*The school uniform consists of the following:*

*To be purchased through the School:*

- ECA Golfer T-Shirt
- ECA Junior Track Top
- ECA Windbreaker / Rain jacket
- ECA Tracksuit – may be worn to school with the ECA Golfer shirt
- ECA Sportswear – top & shorts for boys, top & skirts for girls. The Sportswear may be worn to school on the days when learners have PT. This is a concession given to Foundation Phase learners only.

The following items need to be purchased from Rothmans, 80 Surrey Street, Goodwood:

- Navy blue pants or bermuda shorts (for Summer)
- Navy blue skirt (optional). If the navy blue skirt is purchased, learners also need to purchase navy blue cycling pants to be worn underneath the skirt

Shoes : Black takkies or black school shoes. No colour inserts on black takkies

Hair accessories : these should be blue or black. No beading is allowed to be put in braided hair.

Please refer to our official Dress Code & Uniform Policy which is available on our website. A copy will also be given to parents during the enrolment process.

### **Your child's first day**

Please ensure that your child has a set routine at home and gets at least 8 hours sleep to minimise the possibility of daydreaming or falling asleep in class. Learners who do not get enough rest during the night can result in being uncooperative in class which can disrupt the teaching process.

It is vitally important that your child eats a good breakfast before coming to school so that he / she can function effectively. Just as a vehicle cannot run on empty, your child will not be able to focus on his school work if he is hungry. If your child leaves home too early to eat, ensure that they have something packed in to eat when they arrive at school over and above their lunch for break time.

### **What to expect**

- Your child must come dressed in his / her full and correct school uniform. Encourage your child to carry his/her own bag. All stationery items to be brought to school, clearly mark all items.
- Put a healthy packed lunch in your child's school bag and something to drink. Ensure that all lunchbox items seal properly to avoid a mess in their school bags. We have a tuck shop which is open during first and second break which sells toasted sandwiches, pies, fruit juice and other snacks.
- Plan to arrive by at least 07:45. Be prompt and punctual as being punctual is the first step in ensuring that your child arrives at school stress-free! Punctuality is important all year as learners that arrive late disrupt the class and effective teaching.
- As soon as you are able to, it is advisable to say a confident but reassuring good-bye. Do not linger unnecessarily as this can cause a child to become anxious or teary.
- Your child will be in the capable and loving care of his/her teacher.
- If your child is not going to Aftercare, he / she **must** be collected by the latest 14:15 outside the school.
- Children who are going to Aftercare will be fetched by the Aftercare staff and taken to the Aftercare for the first few days until they know their way around.
- Your child must be fetched at Aftercare and signed out by their parents or designated transport driver.

- Please note that Aftercare closes at 18:00.

### **At the end of the first day of School:**

- Remember to fetch your child on time so that they aren't traumatised at being left to wait for somebody to come and fetch them.
- Show you are pleased to see your child at the end of the day.
- Listen to what he/she has to say.
- TRY NOT TO ASK "What did you do at school today?" The normal response is likely to be "NOTHING". Rather ask your child whether they enjoyed the day, and what it was that they enjoyed the most to get the conversation going.
- Children thrive on love – reassure them regularly and give them hugs on a daily basis.

### **Birthdays**

- You are welcome to send cake and treats with your child for his / her birthday. If you choose to do this, please ensure that you send cupcakes or pre-cut cake in squares to make it easier to hand out to the class.
- Please supply paper plates and serviettes, as well as paper cups if you send cold drinks.

*The greatest gifts you can give your children are the roots of responsibility and the wings of independence – Denis Waitley*