



INTERNAL CODE OF CONDUCT

School hours:	Willows Park	07h30 arrival - 12h30 to 12h45 departure
	Willows Garden	07h30 arrival - 12h45 to 13h00 departure
	Willows Primary	07h30 arrival - 14h30 (Mon – Thurs), 13h00 (Fri)
	Aftercare	13h00 - 17h00

The gates on 49 Garden Rd are opened at 07h00 for early arrivals.

Make your good-byes short and feel confident that your child's interest in his friends, teachers and the materials will over-ride his temporary anxiety about the separation from you. We will gladly talk to you about your child's adjustment at pick up time.

Please arrive well in time so that your child will derive the most benefit from the classroom situation, and thus will not cause a disruption of the programme or be a disturbance to the other children. The security gates will be locked at 8.30 am and will open at 12.30 pm. Keep the street free of cars. Use the school driveway on a stop, drop and go basis. Park your car in the Scout Hall parking (Garden Rd) if you intend coming into the school. Kevin, our guard, is on duty at 49 Garden Rd gate if you need to gain access to the school during the morning session.

DEPARTURES

It is imperative that the children are not taken off the premises, even by an authorised person, without informing a staff member. Children must be signed out in the register by the adult when collecting at home time.

Nursery children who are not collected by 13h10 will be accommodated at aftercare. Primary children who are not collected by 14h30 (Mon – Thurs) and 13h10 (Fri) will be accommodated at aftercare. Parents will be charged the appropriate aftercare rate. Parents are to be held responsible for payment.

BAGS AND HATS

The Willows school bags and hats are compulsory. We do not have the space in the lockers for the large knapsack type school bags. A bag and hat will be provided for each new child.

UNIFORMS

There is a uniform Primary children, which is stocked at the office. It consists of navy shorts or skorts and a short sleeved golf shirt for summer and a navy tracksuit and long sleeved golf shirt for winter.

A navy jersey can be purchased at PEP, Ackermans or Woolworths. Neutral takkies or sandals can be worn as footwear.



The Willows School
49 Garden Road
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info@thewillows-school.co.za

ILLNESSES

Please report your child's absence to the school office. Should your child take ill at school, we will call you or the persons indicated by you on the emergency form. We expect you to fetch the child within the hour, so as to provide for the child's comfort and the safety of the other children. Staff members are not permitted to administer medication at school.

CLASS LISTS

Please use the class contact lists to organise birthday parties. Parents seldom reply to invitations. *NO BIRTHDAY INVITATIONS WILL BE HANDED OUT AT SCHOOL.* Birthday rings are celebrated at school with muffins/popcorn and a timeline of your child's life. Please speak to your child's class teacher to arrange. Class contact lists may also be used to arrange play dates.

Class contact lists may not be used for business or marketing purposes.

SNACK

The school has a healthy eating policy. Mid-morning snack is supplied from home and should consist of a healthy brown bread sandwich/rice/corn cake with a nutritious filling, fruit or salad, and a bottle of water. It is a good idea to include a protein component such as cheese, biltong/dried wors, chicken, egg, etc. No sweets, yoghurts, biscuits, chips, chocolates or juice. Lunch and tea is provided by the school during aftercare.

TOYS

No toys from home are allowed at school. If equipment from school finds its way home in a pocket or bag, please return it to school promptly.

GATES

Gates may only be opened by the adult. Our gates work on a slam lock system. Please ensure that the gate is closed behind you.

CLOTHING

All school clothes and shoes must be marked with your child's name. For the Nursery, clothing must be simple, practical and manageable for your child. Children may not wear superhero/fantasy outfits to school such as Spiderman, Batman, Ben Ten, as this encourages chaotic play.

Please check lost property regularly to reclaim articles of clothing. Unclaimed lost property is sent to Woza Bona at the end of each term.

ACCOUNTS

Accounts must be settled promptly by the 5th of the month in advance. Aftercare is invoiced at the end of the month. The school reserves the right to request the withdrawal of a pupil if the account is more than one month in arrears.

Thank you for your understanding and co-operation.

Sincerely,
Claire Prince