

PINOCCHIO PRIMARY SCHOOL & PRE ~ SCHOOL

CONTACT DETAILS:

PHYSICAL ADDRESS:
18 Dunne Road

Empangeni
3880

POSTAL ADDRESS:
P O Box 11612
Empangeni
3880

EMAIL:
finance@pinocchioprimary.co.za
secretary@pinocchioprimary.co.za

TELEPHONE:
035 7724841

EMIS NO: 500250601



A Tradition of Excellence

PINOCCHIO PRIMARY SCHOOL



APPLICATION PROCEDURE FOR ENROLMENTS

Dear Parent/Guardian,

Thank you for applying at Pinocchio. Please read the following carefully to understand the application and enrolment procedures that we have in place at Pinocchio:

NB: ACCEPTANCE TO PINOCCHIO IS ESSENTIALLY BASED ON AVAILABILITY OF SPACE.

APPLICATIONS ARE BASED ON A FIRST COME FIRST SERVE BASIS.

SHOULD THERE NOT BE AN IMMEDIATE SPACE FOR YOUR CHILD, YOUR APPLICATION WILL BE PLACED ON A WAITING LIST AND YOU WILL BE NOTIFIED ACCORDINGLY.

Application forms are returned to the Administration office, accompanied by:

- ~ A certified copy of the child's ID or birth certificate
- ~ Certified copies of both parents' ID documents
- ~ Copy of lease agreement or municipal rates account (water & lights)
- ~ A copy of the child's clinic card
- ~ A copy of the latest school report
- ~ Financial clearance letter (attached) completed by previous school
- ~ NB: Please fill in and sign the School Fee Agreement page in Application form
- ~ Transfer card from previous school
- ~ 2 X ID photo's of the child
- ~ All documents must be completed otherwise your application will be rendered incomplete
- ~ These applications are only processed towards the end of term 3 or at the beginning of term 4.
- ~ For those families moving into the area, applications are also dealt with on an ad hoc basis during the year.
- ~ When a space becomes available and the child is accepted, the parents will be notified via phone/WhatsApp/email.
- ~ The parents should then come to the Administration office to confirm acceptance of the child to Pinocchio to complete the necessary documentation to complete the enrolment.

SCHOOL PROFILE & INFORMATION:

Staff

- A Principal, 12 Teachers, 5 Teacher Assistants, 1 Financial Secretary, 1 Administration Secretary / SA-SAMS Clark.
- 3 Domestic Workers, 2 Security Officials.
- 1 Maintenance officer
- Have teachers who have recognised teaching qualifications
- Has a Secretary responsible for the finances and a Secretary responsible for administration and SASAMS.
- A Teacher Assistant for Grade 1; 2; 3 Teacher Assistants for Intermediate phase and Senior phase;
- 1 Teacher Assistant for our Preschool.

Facilities

- Has home bases for all 3 pre-school groups and classrooms for Grade 1A, 1B 2A, 2B, 3, 4, 5, 6 & 7
- Has separate flush toilets for each group
- 2 sit down toilets and 1 urinal each for Grade RRR/RR
- Have urinals and 2 toilets for Grade 3
- 1 urinal and 2 sit down toilets for Grade R
- Has separate toilets for Primary school boys and girls
- Has carpets in all home bases
- Has ceiling and free-standing fans in all classes
- Has separate areas for fantasy; domestic; block play; creative activities; cognitive skill development; and 2 outside play areas (one includes large climbing apparatus and sand pit, the second focuses on senso-pathic play and adventure games in Preschool
- Have separate storerooms for fantasy; domestic; creative; cognitive and garden equipment
- Has separate playgrounds for Grade R - 7 boys and girls

Health and Safety

- Pinocchio has a written policy regarding HIV/AIDS. Teachers are responsible for imparting safe handling of blood to the children
- Teachers and Assistants are responsible for the care and safety of children during free play and organised activities, and during small break (Grade 1 - 7) and big break (Grade 3 - 7)
- Sick children especially those with infectious diseases are not allowed to attend school and may only return with a Doctors note confirming that they are fit to return
- Children with lice are removed from the school by their parents and may only return with a sick note from a doctor or clinic sister confirming that they are fit to return
- Medication is not allowed to be administered at school. Children who are on medication, especially antibiotics, must be kept home until they have recovered and the course of medication is complete.

Programme

- Doors open at 7:15 am.
- School runs from 7:30 am until 12:45 pm Monday to Friday for Grade RRR to Grade 2.
- School runs from 7.30 am to 2.00 pm for Grade 3 to Grade 7 Monday to Thursday.
- School closes at 12.30 pm on Friday for all children.
- Concentrates on providing activities during free play and group organised activities that promotes language development in English in the Preschool and is based on CAPS as is prescribed by the Department KZN D.o.E.
- Activities and opportunity for skills development is provided by early morning ring, free play and organised group periods which includes songs, stories, music, technology, opportunities for self-discovery, physical development and creative expression in art and music in the school
- Computer lessons are offered during school hours from Grade R – Grade 7
- Programmes are monitored by the Computer Educator
- Children work in groups of 15 - having approximately 45 minutes per week on the computer
- Children work at their own pace, each at their own computer

School fees

- Parents are liable for legal action if fees are not paid and all legal costs incurred are for their expense.
- Fees are used to fund all staff salaries including the Principal. As from 2018 There will be no assistance from the Department of Education as we are officially a Private School.
- Fees are also needed to pay for all equipment needed by the children, for indoor and outdoor play equipment, and for desks, chairs, chalkboards etc for the Primary School, for general running costs of the school, including electricity, water, telephone, for equipment for the running of the various educational programmes.
- We also have a very high standard when it comes to the maintenance to the school buildings, gardens and equipment – keeping the school building and grounds in top condition is imperative to the safety of our children and staff. This costs money.
- Reports
- Reports are issued at the end of every term and sent home for parents to view

Parent Contact

- Parents attend a general (class) meeting in the 1st Term; and individual meetings in the 2nd term to discuss progress / problems / intervention.
- Notebooks are sent home from Monday to Friday with notices of importance and are a means of communication between staff/office and parents
- Communication is via the Pinocchio Parents WhatsApp group correspondence and through the class WhatsApp groups via the teachers.

VISION STATEMENT

- To be a dynamic future focused innovative, respected institution of excellence.
 - In order to fulfill this vision, we are committed to:
 - Recruiting excellent, passionate and knowledgeable educators
 - Providing relevant, up to date opportunities of further education and training to empower staff
 - Ensuring that we remain abreast of the latest developments in technology
 - Providing up to date facilities, educational aids and equipment
 - Implementing the latest, proven learning and teaching techniques and education trends
 - Providing excellent services in order to cater for social, specialist educational and physical needs of the child
 - Providing a safe, homely, relaxed but orderly atmosphere in which children can learn and develop
 - Developing a sense of self-discipline, responsibility, self-esteem, respect and love for all mankind
 - Engaging regularly and meaningfully with all stakeholders: educators, learners, School Governing Body, parents and the community.
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MISSION STATEMENT

We, the staff of Pinocchio commit ourselves to:

- The development of the whole child. We strive to develop talents, potential and self-esteem through a well-balanced curriculum and/or programme in which each child is given encouragement and affirmation.
- Create a dynamic curriculum through constant evaluation and review and aspire to maintain realistic teacher expectations of the child's ability.
- The ongoing development of spiritual, personal and professional growth within ourselves, through continual interaction and exposure to the diverse elements of our environment.
- Strive for the ongoing spiritual development and growth of our children by encouragement.
- Strive for the ongoing spiritual development and growth of our children by encouraging a relationship with God and all mankind.
- Encourage respect for human dignity by:
 - accepting and being sensitive to our differences
 - striving towards unity through recognition of our similarities.
- Earnestly seek to promote open, relevant and honest communication by maintaining an open-door policy and warm, tolerant relationships at all levels.

ACTIVITIES OFFERED AT PINOCCHIO:

As a very small school, with not much ground space, it can be difficult to participate in numerous activities and sports with our children. That being said, we try our very best to make it as enjoyable and as interesting as possible for our children.

As the Preschool is based on an interactive Free – Play programmes many of the sporting activities will only begin in Grade 1.

- CHOIR
- DANCING
- DRAMA & ROLE PLAY ARE PART OF THE CURRICULUM
- ALL OF THE CLASSES ARE TAUGHT ON A VERY INTERACTIVE LEVEL, WHICH IS GREAT FUN FOR TEACHERS AND CHILDREN ALIKE.
- AMAZING ART CLASSES!!!
- COMPUTER CLASSES (from Grade R)
- A WELL STOCKED LIBRARY AND EACH CLASS HAS THEIR OWN READING STOCK (READING IS ENCOURAGED!!)

PHYSICAL EDUCATION & SPORTS - *(DUE TO COVID MOST OF THESE SPORTS ARE NOT APPLICABLE)*

Our PE teachers ensure the children follow the curriculum and try to experience as many sports as possible during the year – EG:

- SOCCER / NETBALL / VOLLEY BALL
- ATHLETICS
- THERE ARE SPORTS DAYS, SOCCER DAYS THROUGHOUT THE YEAR THAT YOU AS A PARENT / GUARDIAN CAN ATTEND.
- THESE ACTIVITIES ARE KEPT IN HOUSE AND WE DO NOT COMPETE WITH OTHER SCHOOLS, WITH THE EMPHASIS ON FUN IN EACH ACTIVITY

OTHER ACTIVITIES:

We invite numerous professionals, experts and entertainers to visit us throughout the year to entertain and educate our children on various subjects. For example:

- PUPPET SHOWS (WITH AN INTERACTIVE THEME)
- EDUCATIONAL SHOWS
- HEALTH AND HYGIENE TALKS
- SAFETY/STRANGER DANGER DISCUSSIONS
- DENTIST VISIT AND DISCUSSIONS

JUST FOR FUN.....

- CAKE SALES
- DRESS UP DAYS
- DANCING AND MODELING COMPETITIONS
- RAFFLES
- BAKER BAKER' FRIDAYS (PRESCHOOL)
- EASTER EGG HUNT (PRESCHOOL)

FINANCIAL INFORMATION:

~ADMISSION FEE: R500.00 (ONCE OFF)

~STATIONERY FEE: (YEARLY FEE) WILL BE GIVEN ON ACCEPTANCE.

2023 PRIMARY SCHOOL GRADE 1 TO 7:

R 2500.00 PER MONTH (12 X PAYMENTS PER ANNUM)

R 30 000.00 PER YEAR

2023 PRE-PRIMARY SCHOOL GRADE RRR TO R:

R 1900.00 PER MONTH (12 X PAYMENTS PER ANNUM)

R 22 800.00 PER YEAR

SCHOOL FEES ARE PAID IN ADVANCE PER MONTH/TERM/YEAR

- ALL PAYMENTS MUST BE ELECTRONIC AS WE ARE A CASH FREE SCHOOL

BANKING DETAILS:

PINOCCHIO PRIMARY SCHOOL

FIRST NATIONAL BANK

ACCOUNT NUMBER: 52160030948

BRANCH CODE: 220130

YOUR REFERENCE: CHILD'S NAME & SURNAME

QUESTIONS / QUERIES / ADVICE ON FINANCE & ACCOUNTS:

MRS. NAIDOO: 0357724841

UNIFORM REQUIREMENTS:

PLEASE NOTE: TO COMPLY WITH COVID RULES AND REGULATIONS, 2 FACE MASKS AND 1 FACE SHIELD IS COMPULSORY AND IS TO BE SUPPLIED BY PARENTS.
NO CHILD MAY ENTER THE SCHOOL PREMISES WITHOUT WEARING A MASK THE SECOND MASK SHOULD BE PLACED IN THE CHILDS SUITCASE AS A SPARE.

Our supplier of uniforms: KENARTS STATIONERS: (UNION STREET, EMPANGENI) 035 7721921

BOYS UNIFORM:

- NAVY BLUE SHORTS (WITH ZIP) (available at Kenarts)
- NAVY BLUE GOLF SHIRT WITH PINOCCHIO LOGO (available at Kenarts)
- LONG GREY SOCKS (available at Pep or your choice of store)
- BLACK LACE UP SHOES (available at most stores)
- PLAIN NAVY-BLUE V-NECK JERSY (available at Kenarts)
- NAVY BLUE SCHOOL BAG WITH PINOCCHIO LOGO not compulsory
- NAVY BLUE TRACKSUIT WITH PINOCCHIO LOGO (available at Kenarts)

GIRLS UNIFORM:

- NAVY BLUE DRESS WITH PINOCCHIO LOGO (available at Kenarts)
- SHORT WHITE SOCKS (available at Pep or your choice of store)
- BLACK BUCKLE UP SHOES (available at most stores)
- PLAIN NAVY-BLUE V-NECK JERSY (available at Kenarts)
- NAVY BLUE SCHOOL BAG WITH PINOCCHIO LOGO not compulsory
- NAVY BLUE TRACKSUIT WITH PINOCCHIO LOGO (available from Kenarts)

P.E. UNIFORM:

- NAVY BLUE PINOCCHIO T SHIRT (available at Kenarts)
 - NAVY BLUE OR WHITE SHORTS (available at Kenarts ,Pep or your choice of store)
 - PLAIN WHITE/BLACK/BLUE TAKKIES – NO BRAND NAME OR COLOURFUL TAKKIES/LACES WILL BE PERMITTED
- ** ENQUIRE AT SCHOOL WHICH COLOUR 'HOUSE' T SHIRT YOUR CHILD WILL NEED FOR SPORTS ****
(available at Kenarts)

STATIONERY:

- There is a required stationery and work book list for each grade.
- For your convenience the school will order the stationery from Waltons Stationer's Back to School program, and all required Textbooks.
- The stationery is handed directly to the teachers who take care of covering and labelling all the children stationery and books for the year.
- It is prepared and ready for use by the first day of school.
- As a new parent the stationery procedure will be discussed with you, and you will be informed of the amount owed and your payment options.

**THANK YOU
FOR APPLYING AT
PINOCCHIO**

