

28 January 2010

Dear Parents

The year has got off to a really busy start. Over the past two weeks I have enjoyed roaming around campus, watching the girls taking part in trials and trying out a variety of new sports. Most of the girls have now selected the sport in which they are going to participate and the teams have been finalised. All their other extra-murals have now been scheduled and they are in a position to set up a weekly schedule with all their commitments.

Over the past couple of years we have noticed that an increasingly large number of girls are at School for a long time each afternoon, often waiting for an extra-mural to begin, or waiting for a sibling to finish an extra-mural session.

We are concerned about the fact that many of the girls have been trying to do homework on the deck, or simply leaving it until they get home, often very late in the afternoons, which puts undue pressure on them and the family.

We do not feel that it is a good idea for the girls to be waiting around the School for more than half an hour after School has finished. As we find that they often get bored and this at times leads to them getting up to mischief, having disagreements with friends or simply wasting the time smsing friends.

We have therefore decided to extend the Prep Programme from this year, separating the girls into smaller groups and offering Prep from Grade 1 – 7.

This letter serves to inform you about the Prep classes which are on offer each afternoon. The Prep Programme has already begun and the schedule is attached to this letter for easy reference. It will also be available on the webpage from this afternoon.

Some of you may not be familiar with the concept of Prep.

Prep is in the form of a supervised homework class. It allows for the girls to work in a quiet venue, completing some, if not all, of their homework for the following day. Girls may select to go to Prep for a number of different reasons. For some of them it is the best place to get some homework done before they attend one of the extra-mural sessions on that particular afternoon. They may also go because they have a sibling who is attending an extra-mural session and this allows for parents to reduce the number of lifts that they have to do. The younger girls may go so that parents only have to fetch once when the older sibling finishes School.

Teachers across the School supervise the Prep sessions. We have tried, as far as possible, to allocate teachers to Prep classes in the phase in which they teach. We also have some Learnership students who run some of the Prep sessions. In the younger grades it is sometimes necessary to have two teachers on duty at a time, as the little girls often require more one-on-one assistance. During Prep the girls will, with the permission of the teacher on duty, be permitted to go to the library to do research or take out books as well as go to the computer room to work on Mathletics, or any other project work or homework that requires a computer.

The Prep programme runs from a Monday to Thursday at different times, in different venues for the various grades. As teachers are supervising these sessions, they close at 16h00.

A register will be taken at the start of each Prep session. In order for us to be able to organise the session effectively, we need to have an indication of the number of girls that will attend each session.

In order to ensure the safety of your daughter it is important for us to know whether your daughter will be collected, will be going to After Care, will be attending an extra-mural, or will be attending Prep on each day of the week. However, Prep is also available on an ad hoc basis should the need arise and you are unable to fetch your daughter.

Please complete the reply slip below in order to facilitate this process.

I hope that the information in this letter will be of assistance to you as you and your daughter finalise her schedule for the rest of the term.

Should you have any concerns with regards to Prep, please contact Mrs Baikoff (Grade 6) as she coordinates the Prep Programme.

Yours sincerely

A handwritten signature in cursive script that reads "B. Heidmann".

Mrs B Heidmann
HEAD OF PREPARATORY

**INFORMATION FORM RELATING TO EXTRA-MURALS, AFTER CARE & PREP
TERM 1 - 2010**

DAUGHTER'S NAME					
DAUGHTER'S GRADE & CLASS					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WILL BE COLLECTED FROM SCHOOL WITHIN HALF AN HOUR OF THE END OF THE SCHOOL DAY					
WILL ATTEND AFTER CARE (PLEASE NOTE THAT THIS IS BY ARRANGEMENT WITH SHEILA DAU AND IS AT A COST)					
WILL ATTEND PREP					
WILL ATTEND AN EXTRA MURAL – PLEASE SPECIFY					
SIGNED BY PARENT/GUARDIAN			PLEASE PRINT NAME IN THE SPACE PROVIDED		
DATE					