

Tom Newby School
Grade 1-3
Parent Information Booklet
2023

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Letter from the Principal



Dear Parents and Students

Welcome to Tom Newby School. We are delighted to have you join our school community and trust that your association with Tom Newby School will be a happy one.

This information guide has been drawn up for your convenience and to serve as an easy source of reference as to how the school operates.

Please ensure that you have read the Code of Conduct and other relevant policies and procedures provided in your child's homework diary and on the Tom Newby School website. These policies and procedures define the ethos of our school and explain how the school operates as an educational institution.

Should you have any concerns or queries that are not addressed in this document or the homework diary, please feel free to ask your child's class teacher or a member of the School Management Team.

I wish you a happy and productive year at Tom Newby School.

Giselle Mynhardt
Principal

General Information

Telephone	:	011 849 5311
Fax	:	011 849 7316
Email	:	info@tomnewbyschool.co.za
Postal Address	:	PO Box 13077. Northmead. Benoni. 1511
Website	:	www.tomnewbyschool.co.za.

Key Staff Members

Principal

Giselle Mynhardt principal@tomnewbyschool.co.za

Governing Body Chairman

Adrian Naicker naicker.adrian5@gmail.com

Deputy Principal and Head of Academics

Barend de Bruyn barendd@tomnewbyschool.co.za

Department Heads

Michelle Fourie michelleftns@outlook.com
 Ashika Singh ashikatns@outlook.com
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Head of Sport

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Head of Cultural Activities

Sharon Reynolds info@tomnewbyschool.co.za
 Charmaine Lubbe info@tomnewbyschool.co.za

Head of Student Support

Cyndie Borsattino cyndieborsattino@gmail.com

PA to the Principal

Carin Croucamp carinc@tomnewbyschool.co.za

Admissions Co-ordinator

Janusha Naicker janushan@tomnewbyschool.co.za

Accounts

Karlien Du Preez karliend@tomnewbyschool.co.za

BOFFS Chairlady

TBA info@tomnewbyschool.co.za

Introduction to Tom Newby School

Tom Newby School is a visionary and innovative co-educational school that caters for students from Grade 1 to Grade 7. We are learner-centred and strive to deliver holistic education.

Our outstanding and committed teachers ensure that we have a strong and relevant academic focus. Specialised coaches and trainers cater to the physical and cultural development of students.

Tom Newby School has made a significant contribution in the area of outreach programmes and charities, and components of our disciplinary code include community service as a restorative consequence.

Vision

It is the duty of every educator to inspire in every child, in a positive and nurturing environment, the motivation to succeed to his or her full potential. There must be an unconditional acceptance of the child and the Educator must, at all times, be mindful of his or her immense responsibility.

Mission

To provide the pupils of Tom Newby School with the best possible academic, cultural, sporting and social conditions to ensure that they develop to their maximum potential.

Values

To create learners who:

- Are linguistically and emotionally equipped to deal with constructive criticism;
- Have the confidence to voice their opinions and the ability to motivate them;
- Have a strong sense of self-discipline;
- Have a strong sense of loyalty to themselves and their school;
- Have the ability to defend their beliefs and seek ways in which to ensure that discrimination and abuse are eradicated, both at school and at home.

To create adults who:

- Are literate;
- Have good reading, writing and mathematical abilities;
- Can work as part of a team;
- Have good work ethics;
- Display good thinking and decision making skills;



- Are environmentally aware;
- Have economic and financial insight;
- Have good communication skills;
- Are motivated, creative and technologically literate;
- Are socially aware and morally upstanding.



Term dates 2023

	1 st Term	2 nd Term	3 rd Term	4 th Term
Inland cluster	11 Jan - 24 Mar	12 April – 23 June	18 July – 29 Sept	10 Oct – 13 Dec
Number of weeks	11	11	11	10
Number of school days	51	49	52	47

Public Holidays 2023

New Year’s Day	1 January
Public Holiday	2 January
School Holiday	20 March
Human Rights Day	21 March
Good Friday	7 April
Family Day	10 April
Freedom Day	27 April
School Holiday	28 April

Worker’s Day	1 May
Youth Day	16 June
National Women’s Day	9 August
Heritage Day	24 September
Public Holiday	25 September
Day of Reconciliation	16 December
Christmas Day	25 December
Day of Goodwill	26 December

Structure

Tom Newby School operates as a Section 21 fee-paying school. This means that 90% of the costs required to run the school are raised through fees paid by parents and school fundraising ventures.

The Board of Governors is a democratically elected group of representatives that is responsible for the governance of the school. It has strategic and fiduciary responsibility and is responsible for appointing all non-government employees.

The Finance Committee is a sub-committee of the Board of Governors and oversees the finances of the school. It is also responsible for compiling the annual budget and setting the school fees.

The School Management Team is responsible for the educational leadership and operational management of the school. It also plays a role in strategic planning and financial management.

The BOFFS (Building our Future Fundraising Society) plays an active role at the school. The objectives of the Society are threefold: liaison, social interaction and fundraising. All parents are welcome to join this society as active or infrequent members. For further information contact our BOFFS Chairlady (tnatalie.waldeck@icloud.com).

Organisation

Tom Newby School caters for children from Grade 1 to Grade 7 and is divided into three Phases:

Foundation Phase	:	Grade 1-3
Intermediate Phase	:	Grade 4-6
Senior Phase	:	Grade 7

All students are divided into classes of mixed ability, with a maximum of 28 students per class, except:

- In the event of late admissions to local residents' children;
- To replace a future leaver;
- Where a new family joins with more than one child and the other children need to be accommodated;
- For consolidation/acceleration.

The teacher to learner ratio is generally lower in the Foundation Phase to accommodate individual attention during the formative years.

General Information

The Academic Year

Tom Newby School operates a four-term academic year. The term dates and public/school holidays are published in the school homework diary.

Events during the school term are published in the weekly newsletter, on Class Dojo and on the D6 Communicator.

School attendance

It is a legal requirement for children to attend school. Absence from school will not be condoned unless the student is ill; or there are exceptional circumstances requiring the absence; or the absence has been occasioned by infectious/contagious diseases. Any contagious disease should be reported to the school immediately. A note from the parent is required to explain all absences. A doctor's certificate is required if a student is absent for more than three days or if, as a result of absence, the student has missed an examination or formal assessment.

Parents are requested to arrange their holidays to coincide with official school holidays. Requests for students to miss school during term time will NOT be considered, except under exceptional circumstances.

Prompt arrival at school is strongly encouraged. Excessive and frequent late arrival has an adverse impact on academic progress and social cohesion.

Lice: If a student has lice, he/she will not be allowed to return to school until a clearance certificate from a clinic/doctor has been presented to the school.

School hours

Grade 1 and 2

Monday – Thursday: School begins at 07:30 and ends at 13:15.

Friday: School begins at 07:30 and ends at 12:45.

			1	2	3	4	5	Break	6	7	8	9	10
	07:00-07:30	07:30-07:45	07:45-08:15	08:15-08:45	08:45-09:15	09:15-09:45	09:45-10:15	10:15-10:45	10:45-11:15	11:15-11:45	11:45-12:15	12:15-12:45	12:45-13:15
Mon	Register	Reading											
Tues	Register	Reading											
Wed	Register	Reading											
Thurs	Register	Reading											
Fri	Register	Reading											

Grade 3

Monday – Thursday: School begins at 07:30 and ends at 13:45.

Friday: School begins at 07:30 and ends at 12:45.

			1	2	3	4	5	Break	6	7	8	9	10	11
	07:00 – 07:30	07:30 – 07:45	07:45-08:15	08:15-08:45	08:45 - 09:15	09:15-09:45	09:45 – 10:15	10:15-10:45	10:45-11:15	11:15-11:45	11:45-12:15	12:15-12:45	12:45-13:15	13:15-13:45
Mon	Register	Reading												
Tues	Register	Reading												
Wed	Register	Reading												
Thurs	Register	Reading												
Fri	Register	Reading												

Grade 4-7

Monday – Friday: School begins at 07:30 and ends at 13:45.

			1	2	3	4	5	Break	6	7	8	9	10	11
	07:00 – 07:30	07:30 – 07:45	07:45-08:15	08:15-08:45	08:45 - 09:15	09:15-09:45	09:45 – 10:15	10:15-10:45	10:45-11:15	11:15-11:45	11:45-12:15	12:15-12:45	12:45-13:15	13:15-13:45
Mon	Register	Reading												
Tues	Register	Reading												
Wed	Register	Reading												
Thurs	Register	Reading												
Fri	Register	Reading												

Security matters

Security system: Strategic camera coverage is operational.

Security guards and traffic control: Please treat all personnel with courtesy should they need to stop you or inconvenience you in any way during the course of their duties. Please remember: They are there for your child's protection.

Morning and afternoon security and access control: Learners arrive at and depart from allocated gates at specified arrival and departure times. These gates and times will be communicated via the school website, D6 communicator or Class Dojo. Visitors and parents may not enter school premises for arrival or departure except if authorised by the principal or a duly appointed representative.

Should any suspicious activity be observed, parents are requested to alert a TNS staff member that is on duty or, in the event of an emergency, contact: **CMS Security on 0861 425 493**. Please store this number on your phone.

Please notify the school administration office, during school hours, if you make a call to CMS regarding such an emergency, as they might not have alerted the school to your call or the outcome of their response.

Afternoon security and care

Tom Newby School runs an on-site aftercare centre, through a private service provider, that provides lunch, a snack, homework supervision and approved adult supervision. This service is available to all TNS learners from Grade 000 – Grade 7. Contact Mrs Carin Croucamp on 011 849 5311 for further information.

Learners who do not make use of the TNS aftercare are only, officially, permitted to remain on school grounds for 15 minutes after the school bell has rung or until 15 minutes after an extra mural activity has ended. Learners must wait at the Late Departure Gate if they are leaving premises outside of regular departure times.

A security official is on duty at the Late Departure Gate but this service does not include 'babysitting'. Parents are respectfully requested to refrain from abandoning their children in the afternoon and assuming that the school security official will take responsibility for parental duties.

Academics

Class teaching predominates in the Foundation Phase. Subject teaching takes place from Grade 4-7. Specialist teachers present lessons in Computers, Music and Physical Education.

Subjects

Grade 1 – 3:

Life Skills (Incorporates History, People skills, Environmental Studies and Health)
Numeracy (Mathematics)

Literacy (Grade 1: English, Afrikaans and Zulu. Grade 1-3: English and Afrikaans.)

Grade 4 – 6:

English (Home Language), Afrikaans (First Additional Language), Maths, Natural Sciences and Technology (Science, Biology, Problem Solving, Designing and Technology), Social Sciences (History and Geography), Life Skills (Health, Religion, Phys Ed and Life Skills, Music and Art).

Grade 7:

English (Home Language), Afrikaans (First Additional Language), Maths, Natural Sciences (Science and Biology), Technology (Problem Solving, Designing and Technology), Social Sciences (History and Geography), Life Orientation (Health, Religion, Phys Ed and Life Skills), Creative Arts (Music and Art), Economic Management Sciences (Finance, Business and Entrepreneurial Skills).

e-Learning

Most subject content from Grade 5-7 is in electronic format. It is compulsory for all Grade 5-7 students to own an android tablet to store and interact with this electronic data. Grade 5-7 teaching is interactive and students will have access to the school's Wi Fi provided they have registered their devices with the IT department.

Homework

All students are expected to complete homework although the level and intensity of work required will be specific to each grade. Homework offers students the opportunity to develop independent study skills and affords parents the opportunity to interact with their children and observe how they are progressing academically.

Learner Support

Back to basics academic support is available to all learners at no cost. This after school support programme is designed to assist learners with gaps in prior concept acquisition.

The Academic Performance Improvement Programme (APIP) is also offered as an after-school support strategy. This programme begins in Term 3 each year and is designed to assist learners whose Term 2 academic performance indicates a need for consolidation of Term 1 and 2 concepts.

Teacher Assisted Learning (TAL) is an ongoing afternoon support strategy designed to assist Grade 4-7 learners who would like current teaching concepts to be re-explained or clarified. Educators are available for one afternoon per week to assist learners who book a place in a TAL session.

A full-time support teacher and social worker are available to all students. This service is provided by the school and carries no additional cost.

An occupational therapist, speech therapist and educational psychologist are also available. The cost of these additional therapies is for the parents' account – all therapists are registered and covered by most medical aid schemes.

Communication

The D6 Communicator: The D6 Communicator is an electronic communication system that can be downloaded onto desktop computers, tablets and smartphones. It is compatible with Android and Apple operating systems. It is free of charge to all parents and learners at Tom Newby School and is an efficient way of delivering news, important alerts, homework, photos, the Quo Vadis and other forms of notification. Please register by visiting the D6 link at:

<http://www.school-communicator.com/download.php>



Class Dojo: This is an App that is compatible with most devices and allows parents to communicate directly with teachers. Parents require an authorisation code to join Class Dojo. If you do not receive a code from the school, then please request a code by emailing the Deputy Principal: info@tomnewbyschool.co.za.

Newsletters: The weekly Quo Vadis is distributed on Wednesdays. It is distributed via Class Dojo – hard copies are only issued to learners whose parents have not registered on Class Dojo. The weekly Quo Vadis may also be downloaded from the school website and D6 Communicator.

Homework Diary: The procedures for communication with the school and the communication pages that can be used to communicate with class teachers can be found in the school diary. The communication pages are useful for informal communication between parents and teachers. Students are expected to bring any parent communication to the attention of the relevant teacher as diaries are not monitored on a daily basis.

Parent Teacher Conferences: Formal parent teacher conferences take place on a quarterly basis. However, should parents have a concern about their child's progress, they may request individual meetings, with the relevant teachers, as the need arises.

Reports: Reports are distributed at the end of each term. Normally, parents are required to collect the reports from the school as the reports may not be issued directly to learners.

Behaviour Management

Tom Newby School has an assertive developmental approach to behaviour management that is based on core values of Pride, Respect, Integrity, Development and Etiquette (PRIDE). The **Code of Conduct** and **Rights and Responsibilities** are listed in the school diary. Bullying of any kind is strongly discouraged. The school has implemented a HUGA (Help Ugliness Go Away) programme to track, report, record and take action in response to all forms of bullying. Please refer to the school homework diary for information in this regard.

Extra-curricular activities

A wide range of activities are on offer at Tom Newby School. We believe that a focus on sport helps our students to develop healthy and active lifestyles and develops good social skills. Cultural and Community Service opportunities provide skills for life and an enriched educational experience.



Once students have enrolled for any extra-curricular activity, they are expected to meet their commitment to it for the full season of that year. Registers will be taken and students are expected to excuse themselves in advance if they are unable to attend practices, matches or lessons.

A schedule of days and times for practices/matches is published on a quarterly basis. Achievement in school related extra-curricular activities is acknowledged through an Accreditation and Colours Policy. The criteria for each code are revised annually and may be downloaded from the school website. The following activities are offered:

	Grd 1	Grd 2	Grd 3	Grd 4	Grd 5	Grd 6	Grd 7
Art Club	√	√	√	√	√	√	√
Athletics	√	√	√	√	√	√	√
Chess		√	√	√	√	√	√
Choir	√	√	√	√	√	√	√
Mini Cricket	√	√	√				
Cricket		√	√	√	√	√	√
Eisteddfod	√	√	√	√	√	√	√
Individual music: Piano, violin, guitar, vocals.	√	√	√	√	√	√	√
Karate	√	√	√	√	√	√	√
Marimba Band			√	√	√	√	√
Mini Netball (Girls) and Soccer (Boys)	√	√	√				
Netball				√	√	√	√
Soccer				√	√	√	√
Softball				√	√	√	√
Swimming	√	√	√	√	√	√	√
T Ball	√	√	√				
Table tennis (NEW)	√	√	√	√	√	√	√
Tennis		√	√	√	√	√	√
Tumbling	√	√	√	√	√	√	√
Dancing	√	√	√	√	√	√	√

TNS Activity Outsourced Private Activity

School houses

The three houses at Tom Newby School are Springbok (Yellow), Protea (Green) and Blue Crane (Blue). Students are allocated a house once they have enrolled at the school and siblings are placed in the same house.

School Uniform

Learners are expected to comply with the uniform regulations and be neatly presented at all times. School uniform requirements are provided in the school diary and posted on the school website. Various sporting codes/activities are also governed by a dress code – please refer to the school website for details.

A Tom Newby Tiger T-shirt is compulsory for most sporting codes and various other non-compulsory uniform components (Tiger shorts, socks, costumes, etc.) are also available for purchase.

A school cap is available to all learners. In view of the dangers posed by the South African 'sun', it is recommended that all students wear these caps during recess and when participating in outdoor activities.

Please mark all clothing items clearly and permanently. It is difficult to return clothing to learners if the items are not labelled. Unclaimed clothing will be donated to the School Shop after a period of 2 weeks.

School Shop

The BOFFS operate a School Shop that sells second hand clothing as well as some new items such as ties and lap blankets. Basic stationery can also be purchased. The School Shop operates on an appointment basis. Contact Mrs Maryanne Williams for further information: 011 849 5311 or info@tomnewbyschool.co.za

First day of Term 1

Grade 1

Learners, who have already been allocated a teacher, should report directly to their allocated register teacher's classroom.

Grade 2-7

Register class teacher allocations will be posted at the hall and outside each classroom. Learners should identify their register teacher for 2023 and report to that classroom once the bell has rung for the start of the school day.

Learners who have not yet been placed in a grade or class should report to the Administration Office.

Gate Arrival & Departure

Grade 1-3 Arrival Arrangements

Day	Gate	Time
Monday-Friday	2	07:00- 07:30
Monday-Friday	3	07:30 onwards

Group arrival (Transport/Siblings/Lift clubs):

All learners to be dropped off at the gate allocated to the oldest learner.

PARENTS: PLEASE PASS THIS INFORMATION ON TO THE DRIVER/TRANSPORT

Grade 1 Departure Arrangements

Day	Gate	Time
Monday – Thursday (School ends at 13:15)	1	13:15 – 14:00
	5	From 14:00
Friday (School ends at 12:45)	1	12:45 – 14:00
	5	From 14:00 onwards

Grade 2 Departure Arrangements

Day	Gate	Time
Monday – Thursday (School ends at 13:15)	11	13:15 – 14:00
	5	From 14:00
Friday (School ends at 12:45)	11	12:45 – 14:00
	5	From 14:00 onwards

Grade 3 Departure Arrangements

Day	Gate	Time
Monday – Thursday (School ends at 13:45)	11	13:45 – 14:00
	5	From 14:00
Friday (School ends at 12:45)	7	12:45 – 14:00
	5	From 14:00 onwards

From Monday to Thursday, Gate 7 and Gate 11 will be used as a departure gate for learners participating in extra murals until 15:30.

Siblings: Where there is a younger sibling, arrangements for departure gates must be made with the register teacher/s.

Public/Shared transport: Learners to be collected at the gate allocated to the oldest passenger unless alternative arrangements have been made with the school principal.

Reminder: It is your parental responsibility and constitutional duty to collect your child within 15 minutes of the end of the school day or extra mural activity. If you are unable to arrange timeous collection, then please enrol him/her in an aftercare centre.

Traffic control

The **speed limit** on all roads around the school, except Aerodrome Drive, is 15 km/h during drop off and collection times.

One-way streets

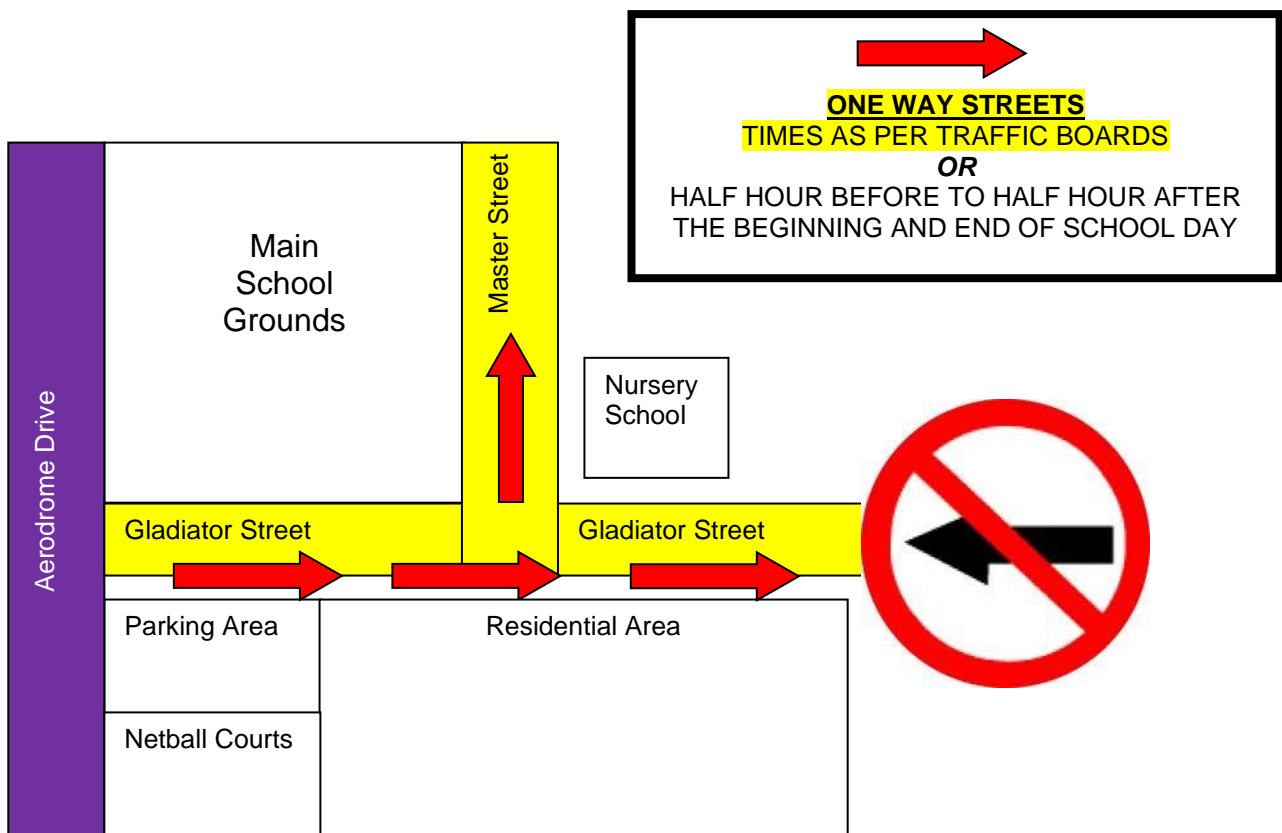
A one-way system of traffic flow operates on Master Street and Gladiator Avenue for 30 minutes before and after the official school hours. The cul-de-sac in Lancaster Road (also called Lollipop Road) is a **no-stopping zone**.

Parking on both sides of the street

Gladiator Street and Master Street are regular residential streets and therefore cannot easily accommodate parking on both sides and through-flow traffic. Parents need to park on the side that is closest to the school grounds to ensure that traffic flows smoothly. This practice also ensures that children do not have to cross a busy road to reach the school pavement.

Parking in front of driveways

Tom Newby School is located in a residential area and neighbours need to be treated with respect and consideration. Parents should not park in front of driveways or on pavements adjacent to residential premises.



Music 2

Aftercare

Southern
Playground

