

Established 1950



# GLENRIDGE

## Pre-primary

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## School Policies and Procedures

as of April 2026



Please note that throughout this document, the use of 'parents' will refer to biological parents, adoptive parents or legal guardians/caregivers.

## **2. SCHOOL POLICIES AND PROCEDURES**

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### **2.1 GLENRIDGE PRE-PRIMARY ADMISSION POLICY:**

- There will be no unfair discrimination on the grounds of children's or parents' race, gender, sex, pregnancy, marital status, HIV status, ethnic or social origin, colour, sexual orientation, age, disability, conscience, belief, culture, language or birth.
- No admission test will be administered.
- The rights and wishes of parents whose children have special educational needs will be considered. As long as the child will benefit from group instruction, and it will not negatively impact the other children's right to education.
- Age requirements for the admission of learners to Grade one will be determined by the Minister of Education only.

### **Application and Acceptance Procedure of Glenridge Pre-Primary School**

- The completion and submission of an application form needs to be accompanied by the Registration fee.
- On receipt of this application form and the required registration fee, the child's name will be placed on the waiting list.
- Parents will be notified approximately six months before enrolment whether the child has been accepted at the school. Admission to the school is not automatic, but depends upon the balance of age groups attending Glenridge at that particular time. Children can be accepted at school from the age of two and a half, provided they are toilet-trained. This is subject to change depending on the average age of applicants.
- The completion and submission of an application form by no means guarantees the child a place in the school; his / her name will be placed on the waiting list, and siblings will be given priority placement.
- The parents are notified in writing of the child's acceptance / non-acceptance into the school, and an application interview with the parents and Principal will be scheduled.
- The Principal, supported by the Management Committee, shall have sole and complete discretion to decide whether any child shall attend Glenridge Pre-Primary School.

### **Application to Grade One: Procedure**

- Parents will be informed when applications for feeder schools open, and parents are advised to apply timeously.
- Acceptance into Glenridge Pre-Primary School does not guarantee acceptance into any Primary School. A separate application for Grade One is required.

## 2.2 HEALTH POLICY

### **Injury**

Glenridge Pre Primary School's Staff (level One first aiders) will, to the best of their ability, ensure the safety and well-being of all children in their care at all times. However, given the very nature of young children in a large group, occasional accidents and injuries do occur, from grazes to broken bones.

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Parents are reassured that the necessary first aid will be administered to a child on discovery of an injury. Parents will ONLY be informed of the injuries deemed more serious by the educators or Principal, and not for the usual minor daily incidents.

### **Illness**

- A child who is ill (i.e., has a temperature, rash, headache, stomach ache, aching body, infected eyes, paleness or is generally miserable) must be kept at home until better. Parents are asked to use their discretion in this regard.
- If a child becomes unwell at school during the day, Glenridge Pre Primary School's Principal or Secretary will telephone the parents or emergency contact person as listed on the emergency cards for the child to be collected and treated accordingly. This is the responsibility of the parent.
- It shall be at the sole discretion of the principal to send home at any time an unwell child, and such child shall be kept away from school until the school is satisfied that it is safe for the child to return.
- Should the child be an "AT RISK" child, possibly requiring urgent medication at any unspecified time during the day for whatever illness, kindly notify Glenridge's principal, and she will enter into a formal agreement with parents regarding the child's health and safety. **PLEASE ENSURE THAT ALL THE DETAILS ON FILE ARE CORRECT AND UPDATED.**
- Childhood illnesses are common amongst children of pre-school-going age. Chicken pox, mumps, and measles are notifiable diseases and require a doctor's certificate on return to school.

### **Medication**

- Since sick children should not be at school, no medication will be administered by any member of the Glenridge staff.
- In the case of diabetes or any other condition needing immediate attention (e.g. asthma), the relevant emergency treatment will be delivered.

### **Nutrition**

- Glenridge follows a healthy food policy.
- Parents must ensure that their child starts the day with a substantial, healthy and nutritious breakfast.
- Aftercare lunch boxes are also required to be healthy and nutritious. Foods and drinks high in sugar, colourants and preservatives are not allowed. Parents are to pack sufficient food for children staying the whole day. Educators will liaise with parents on the suitability of lunchbox contents.

### **HIV / Aids Policy**

HIV/AIDS is a reality and is present in South African schools, but it cannot be transmitted through day-to-day social contact. It is scientifically known to be transmitted through blood, semen, vaginal and cervical fluids and breast milk.

Because of the nature of HIV and its "window period", it is impossible to know with certainty who is or is not infected with the virus. Therefore, precautionary measures will be taken in the treatment of all physical injuries, especially those where blood or open wounds are involved, as well as in cases of infection. **ALL** persons will be considered to be potentially infected, and the blood and body fluids will be treated as such. Glenridge will ensure that all reasonable preventative precautions are taken and cannot be implicated if a learner is found to be HIV positive.

The following universal precautions will be followed:

- Children with bleeding injuries will be asked to remain seated at the accident site
  - Gloves will be worn when dealing with blood or wounds
  - If possible, the child will be encouraged to clean his / her own spillage
  - Surfaces will be cleaned with running water and JIK
  - All cleaning and washing will be done under running water
  - Blood-contaminated material will be sealed in a plastic bag and disposed of responsibly
  - All sores and wounds will be covered with non-porous dressings
  - A First Aid kit is available outside and from the office sick room
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- Blood-stained clothing will be changed and sealed in plastic bags
  - Any child with open wounds will not be permitted to participate in water play.
- (Ref: Government Gazette Vol. 410 Pretoria – 10/08/99 No. 20372)

All information about children infected with HIV will remain strictly confidential. No child will be discriminated against, and all children will be admitted to the school as long as they can physically and emotionally cope with the school day.

## 2.3 SAFETY AND SECURITY POLICY

A Daily Register will be completed by 09h00. The number of children at school for the day will be confirmed. Latecomers will be "ticked off" on the register. No child will be released from school unless accompanied by an authorised person. If a change is made to the lift arrangements, this must be communicated via the notebook or telephonically before 12:00.

In the event of a mass evacuation being necessary, group representatives will be contacted to initiate an emergency phone call. The Governing Body Executive members and the Security Representative will also be alerted to the situation.

### **Emergency Support**

Home Land Security is Glenridge pre-primary school's selected security company, and their number is 031 – 579 7850 / 082 087 5819

### **Access Control**

Rif Road gate: Intercom and office control (including CCTV)

Foyer gate: Buzzer and office control

Arrival hours: 07h00– 08h00 – Gates will be open

Departure hours: 12h15 – 12h30 – Gates will be open

Aftercare: Rif Road and foyer gates will be controlled by the Aftercare Supervisor

Regular Security Procedure during other times entails identifying the caller on the intercom and identifying the purpose of their visit to Glenridge. Should there be uncertainty, the gate is not opened until the identity of the visitor has been determined.

On departure, ensure visitors exit the school correctly. Parents entering or exiting may not open the security gates for other parents. This is the sole responsibility of the Glenridge Staff. Aftercare must not entertain any enrolment queries or viewing of the school once the office is closed. Visitors wishing to view the school may make an appointment to do so.

## 2.4 INTERACTION BETWEEN CHILDREN AND NON-STAFF MEMBERS

A variety of people visit the school during school hours and after hours (during 'aftercare' time) for a range of reasons. People who have cause to visit the school, outside of normal drop-off and pick-up time, include:

- Parents/guardians and children's family members to pick up children early, for example, if they are ill
- Service providers, who are contracted by the school to maintain, install or deliver things, such as plumbers, gardeners
- Guest speakers, who present 'special lessons' to the children, such as first aid
- Members of the school committee, who need to carry out work in accordance with their portfolios
- Parents/guardians and children's family members who come to assist staff or committee members with their work, such as attending functions, committee meetings, assisting with art preparations, cleaning books, and equipment maintenance
- (Prospective) Parents/guardians and children's family members who come to meet with teachers or other staff to discuss school matters
- Police officers and government officials

In recognition of the high rate of child abuse, sexual and violent crime in South Africa and because the school cannot vouch for the morality, intentions or behaviour of any adult not in its employ, the following principles and procedures will guide the activities of non-staff members when inside the school premises:

- When dropping off children in the morning, adults will endeavour to leave their children in the foyer, allowing the children to walk to their classrooms themselves.
- When fetching children, adults may walk to the classroom, where they should promptly collect their child and exit the school
- Parents wishing to discuss matters with other parents should do so away from the children (in the car park or the foyer)
- Parents wishing to discuss matters about their child's progress at school are encouraged to make an appointment with the teacher to do this at an agreed time, and not when fetching the child. The child's notebook should be used to correspond with the educator to set up such appointments.
- External service providers will be contracted to work at the school after 12:15 or when a staff member is able to accompany them for the duration of their work at the school
- When fetching children from aftercare, adults should promptly collect their child and exit the school after signing the register.
- Committee members who do work or conduct meetings at the school should do so in a venue allocated by the principal. Wherever possible, this will be away from the children, preferably in the foyer or in the secretary's or principal's office.
- No adults should be interacting unnecessarily with children (other than their own) at the school, unless asked to do so by a teacher or the principal and in the presence of the teacher or principal.
- At social functions, the parents are directly responsible for their own children

This policy will be implemented where possible by the entire Glenridge staff, but specifically by the principal.

## 2.5 COMMUNICATIONS POLICY

Glenridge Pre-Primary School will endeavour to maintain transparency between the school and parents.

### **Emergency and Updating of Personal Details:**

Parents are expected to keep the office updated on any changes of address and contact telephone numbers/ email addresses.

**Notebooks:**

Glenridge Pre-Primary requests that the parents check the notebook daily for communication from the educator and use the book to send messages to the school. The Educators will endeavour to communicate concerns/incidents via the notebooks, where this is deemed necessary. Please sign all notes and messages in the book.

**Weekly Newsletters:**

A weekly newsletter is emailed to parents on a Tuesday. Please keep these newsletters on record for easy reference to dates, etc.

**Parent / Educator meetings:**

Feedback regarding children will be made directly to parents. Parents and educators may request meetings between the hours of 12h30 and 14h30. Glenridge will try to accommodate parents who are unable to make it at these times. Parents are asked NOT to query their child's progress on arrival at school or when fetching children from school. The educator's priority is to facilitate the children at this time. All discussions must take place after school hours.

**Assessment and Reporting:**

Continuous assessment takes place throughout the year. Personal portfolios on each child's development and progress are kept. Weekly staff meetings ensure an appropriate educational programme and management of the needs of the children in our care. Parent/Educator meetings are held where necessary, and parents will be advised of any professional recommendations for Speech and Language assessments, Occupational therapy assessments and Educational Psychology assessments.

Parents will receive biannual reports at the end of the second and fourth terms.

Parent / Educator meetings are also set up in the first and third terms.

## 2.6 LANGUAGE POLICY

- At present, Glenridge Pre-Primary is an English medium school, but we are aware that we operate within a multicultural and multilingual social context.
- No student will be excluded from the school because they do not speak English fluently – speaking English fluently is not a requirement for admission.
- All teaching and education programmes will be conducted in English.
- Children attending the school will be encouraged to communicate with other school members in English.
- Students who are unable to communicate effectively in English, and who speak another of South Africa's official languages, will be assisted, where possible, by school staff members who are able to speak the child's mother language until the child is able to communicate fluently in English.
- Given that the school is based in the province of KwaZulu-Natal, we will strive to introduce learners to conversational isiZulu.

## 2.7 POLICY ON HIRING OUT OF SCHOOL FACILITIES

- The school premises and facilities will only be hired out for the purpose of children's parties and pre-primary educational events.
- Hiring out of school facilities will only take place on the weekends, during the day.
- The school will consider hiring out its facilities in the evening for educational or child development occasions/events.
- All outside functions that take place at the school on weekends must be finished by 16:00 so that maintenance staff have adequate time to clear up hired facilities and to travel home at a reasonable time.
- The full amount due must be paid directly to the school at least two weeks before the planned function/event.

- Individuals or groups who hire out school premises and facilities must ensure that they leave the premises clean and tidy when they leave. Any materials/food/furniture that do not belong to the school must be removed when the function is concluded.
- Should the caretaker's services be required, he is to be paid directly.

## 2.8 FINANCE POLICY

Glenridge Pre-Primary School is an independent school (Section 21 company/Association not for Gain) and is entirely financially self sufficient. The Management Council aims to keep the school fees as affordable as possible. Parents will receive a school and aftercare schedule along with choices of various options of payment. The school depends on the commitment of parents to their financial obligations in order to run an effective school programme and to ensure quality staff, curriculum supplies and school buildings. Monthly reports are made available at all monthly Committee meetings and parents are presented with the Financial Statements and Annual budgets at our AGM.

### **Notice of intent to leave:**

One month's written notice is required should you remove your child from Glenridge pre-primary for whatever reason.

One month's fees are payable in lieu of notice.

### **The school management council is legally empowered to pursue any outstanding monies owed to the school in this regard**

Please note the following procedure, which the school will follow to inform parents and ensure payment of fees:

- Reminder in the weekly notice.
- Statement.
- Telephone call/ email reminder
- Letter of final demand, which will be sent if the parent has not contacted the school to arrange a mutually acceptable method of payment.
- When school fees have not been paid by the end of the term, the child cannot be accepted back for the following term.
- Legal action will be taken.

Parents will receive a monthly statement in respect of school fees and aftercare fees. School fees are due by the 5<sup>th</sup> of the month. Please address any queries to the school fee administrator/secretary.

## 2.9 CLOTHING POLICY

- Children are expected to wear practical clothing that is appropriate for play and the development of independence
- Every item of clothing and shoes needs to be labelled with the child's name
- Lost items may be claimed from the "Lost Property" Box in the foyer
- Unclaimed items will be donated to charity at the end of the year
- All clothing must be suitable for the weather
- A DAILY change of clothing must be packed into each child's school bag
- Children are required to remove their shoes and socks for the day's play in order to develop muscles and physical skills. The educators will use their discretion in the case of cold, miserable and wet weather.

## 2.10 RELIGIOUS POLICY

The constitutional right of all learners and educators to have their religious views respected will be recognised.

- Glenridge will attempt to expose children to a variety of religions equally, not favouring one above the other.
- Parents who would like to conduct a celebration or a particular religious festival at the school are encouraged to do so.
- Parents who follow religious practices that are less mainstream should be encouraged to provide the school with information about religious ceremonies and their meanings. The school can choose to celebrate these festivals or share information about various religious festivals with learners.
- A non-denominational prayer is said before snack. However, no learner will be forced to participate in this or any other religious meeting or ceremony.

## 2.11 SMOKING POLICY

Glenridge pre-primary is committed to:

1. Provide employees with a healthy workplace environment
2. Protect learners from any health risks, including exposure to second-hand smoke
3. Comply with all relevant legislation with regard to public smoking
4. To educate all staff and learners about health problems associated with smoking.

Our school is thus a SMOKE-FREE zone.

Designated smoking area: The car park

## 2.12 SPONSORSHIP POLICY

Each year, as part of our social responsibility programme, the Governing Body may, at its discretion, decide to sponsor a child's school fees or part thereof. This sponsorship will be determined by the particular child's personal (family) circumstances and the potential that the child is showing at the school. Glenridge will appeal to other parents and donor organisations to contribute to the sponsorship scheme. The name of the child who is being sponsored will remain confidential.

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**Glenridge Pre-Primary School's vision is to be a world-class centre for Early Childhood Education, characterised by educational innovation and excellence, effective and efficient management and financial independence.**

**Welcome to this vision!**

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The Management Committee reserves the right to make relevant changes to the Policy Document from time to time.

First Ratified June 2007  
Last updated on 6 April 2026