



May, 2018

Dear Parents,

On behalf of the faculty and staff, welcome to AISJ Pretoria. We are thrilled you are joining us for the 2018-19 academic year. The purpose of this letter is to highlight some important dates and events as part of our Orientation Program, leading up to the first week of school. Please mark your calendars for the following:

### **IMPORTANT DATES FOR THE START OF SCHOOL 2018-2019**

#### **Monday, August 6th: New Student Orientation Day – starting at 12:00pm**

At 12.00pm, there will be a brief welcome from Pretoria Campus' new Principal Amy Parish, and Pretoria Campus Assistant Principal, Sheena MacLeod. This will take place in the Lapa (directions to this venue will be posted and there will be staff and students available to help you find the way).

Following the introduction, there will be a presentation about our Middle School Classroom without Walls (CWW) for all families with students in Grades 6 to 8. This is an annual camp which all our Middle School students attend together. This year it will take place from September 3-6. Please see attached the pertinent documents regarding this. We ask that you read, sign and return the information at your earliest convenience. There is also the possibility of completing an on-line permission through E-collect. Please contact the Admissions Office for information in this regard. (Camps for Grades 4 and 5 take place later in the school year).

For those families with students in elementary school you will be able to view your child's class list, visit your child's classroom and meet your child's new teacher straight after the first presentation. Middle school families will be able to do the same following the CWW session.

Families will also be provided with the necessary information to ensure the first week of school runs as smoothly as possible. Please pass by each table prepared with different materials and run by members of our community. You will be able to meet our Office Staff, Operations Manager (who also looks after Transport), our nurse, and representatives from Pretoria Campus' Parent Association. You will be assisted by Pretoria Campus Student Ambassadors. Arrangements for lunch on the first day of school can also be made.

#### **First Day of School: Wednesday, August 8**

**Students should bring a school bag, water bottle and hat (all clearly named).**

<i>Start of School 7:40 a.m.</i>	On arrival at school, students will be directed to their classrooms. School begins at 7:40 a.m. For those requesting to use the school bus, all bussing information will be confirmed with parents prior to the start of school. Faculty and staff will be on hand to ensure your child is able to find their new classroom easily.
<i>Tears and Cheers Coffee Morning 7:30 a.m.</i>	There is a Parent Association Tears and Cheers Coffee Morning at 7:30 a.m. in the Parent Room. All new and returning parents are invited to attend.
<i>8.30 a.m. until 1.00pm</i>	Members of our Technology and Communications Departments will be available in the Pretoria Tech Center to help with any school connected technical issues and to introduce parents to our various platforms.
<i>1:00 p.m.</i>	Welcome Back Assembly. All parents are warmly invited to attend our Welcome Back Assembly which will take place in the Lapa.

<p><i>Early Dismissal</i> 1:30 p.m.</p>	<p>The first day of school is a Wednesday and as such it is an early dismissal day. All students will depart at 1:30 p.m. Parents can collect non-bus riders in front of the Pretoria Office Reception area, where they are required to sign them out.</p>
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**Middle School Open House: Tuesday, August 14**

<p><i>Pretoria MS Open House</i> 6:00 p.m.-8.30pm, starting in the Lapa</p>	<p>All MS parents are invited to an evening meeting with the Middle School Team. The evening will begin with introductions in the Lapa. Following this, there will be an opportunity to follow your child's schedule in a shortened version and to meet all of your child's teachers, hear more about the program and how we communicate with you all. We would like you to log in to our website during this meeting, so please bring along a device with which you can do so.</p>
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**Elementary School Open House: Wednesday, August 29**

<p><i>Pretoria ES Open House</i> 6:00-8:30 p.m., starting in the Lapa</p>	<p>All ES parents are invited to an evening meeting with the Elementary School Team. The evening will begin with introductions in the Lapa and then an opportunity to visit your child's homeroom for an explanation of the grade level program and information about how we communicate with parents. We would like you to log on to our website during this meeting, so please bring along a device with which you can do so.</p> <p>For families with more than 1 child, there will be multiple opportunities to visit each grade level.</p> <p>Specialist Teachers will be introduced to you all and will be available in their rooms to share their programs for the year ahead.</p>
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**Technology Support Session for Parents: Friday, August 17**

<p><i>Technology Support Session</i> in the Library Annex</p>	<p>This is a support session run by our Communications and Technology Departments aimed at helping parents access our online portal, classroom websites, Gradebook (for MS) and ePortfolios. This will be a working session and parents should bring their laptops and/or personal devices.</p>
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**Contact Information**

Our Pretoria Office will be open during the break. Please contact our staff, Petro Proudfoot, Office Manager or Alta Kruger, Personal Assistant to the Principal on +27 87 803 0453/5

We wish you all the very best as you finalize your plans to join AISJ and we look forward to seeing you soon.

Sincerely,

Rachel Caldwell  
Pretoria Campus Principal