



Wednesday, November 21st, 2018

Dear New Elementary School Parents,

On behalf of the faculty and staff, welcome to AISJ's Elementary School! We are thrilled you are joining us in January for the second half of the 2018-19 academic year.

I invite you all to access our [New Parent Website](#), which is intended to give you detailed information, tailored to the elementary school, regarding your child's entry into our school.

Below are some important dates and events as part of our orientation leading up to the first week of school. Please mark your calendars for the following:

Important Dates

If your child is entering into Pre-Kindergarten or Kindergarten they will have an individual assessment time with our counsellor, Mr John Gaston. If you currently reside in South Africa, this will be scheduled with Mr. Gaston before December 14th. For parents coming from overseas, appointment times will be made on either Monday, January 7th or Tuesday, January 8th. Appointment times will be arranged individually by Mr. Gaston.

Monday, December 10th, 2018: Bussing Requests Due

If you would like your child to use the AISJ bussing service on the first day of school (January 9th), please complete the bussing request form by logging into your PowerSchool account and submitting the appropriate transportation form.

Bussing requests close on the **December 10th, 2018** to allow us time to finalise, alter and communicate changes to existing bus routes. Any requests received after December 10th are subject to availability.

You will receive an automated reply confirming we have received your request after a successful submission.

**Please note: We are unable to accommodate requests for bussing outside of our predetermined routes and strongly advise parents check with the transport department, prior to relocating, to determine if they live within the current AISJ bussing routes, to avoid disappointment.*

Thursday, December 13th

The Elementary Office will individually email each new family with information regarding class placement. Attached to this email we be a welcome letter introducing your child's new teacher.

Wednesday, January 9th - First Day of School

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| New Families and Students Report to ES Office 7:15am- 7:30am | All new students and their families should report to the ES Office. From here, our staff will take students and their families to their classroom and introduce them to their new teacher. |
| New Parent Coffee 8:00am- 9:00am | Ben Hart (ES Principal) and Jill Bellamy (Assistant Principal) will be holding an informational session for all new parents in our Teaching and Learning Centre. Our Transportation and Communications team will also be available to assist with questions at this time. |
| Website Help Session 9:00am - 10:00am | This is an optional session, designed to help new parents navigate and access our website and school alerts. |
| Early Dismissal 1:30pm | The first day of school is a Wednesday and as such it is an early dismissal day. All students will depart at 1:30pm. Parents can collect non-bus riders at the top of the |



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| | ES stairs by the Parent Room entrance to the Elementary School. For those parents who arranged transportation prior to Dec 10th, their child will ride the school bus home. |
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If you have specific questions about the elementary school, please feel free to contact our Office Assistants Carol McDonald cmcdonald@aisj-jhb.com or Heather Marufu hmarufu@aisj-jhb.com.

We wish you luck as you finalize your plans to join AISJ and we look forward to seeing you soon!

Sincerely,

Ben Hart
Elementary School Principal