



KIIRA JUNIOR PREPARATORY



PARENT GUIDE

CONTACT DETAILS:

SCHOOL OFFICE:

Phone: [0794 789851](tel:0794789851) call, text or Whatsapp

email: info@kiirajuniorprep.com

HEAD TEACHER:

email: head@kiirajuniorprep.com

ADMINISTRATION:

Phone: [0797 294881](tel:0797294881) call, text or Whatsapp

email info@kiirajuniorprep.com

Phones will be answered during office hours (8:00am to 4:00pm).

WEBSITE: www.kiirajuniorprep.com

SOCIAL MEDIA: www.facebook.com/kiirajuniorprep

Director's Foreword

Thank you for considering KJP for the education of your child. We hope this guide will give you some insight into life at KJP and help you to decide if our school would be a good fit for your family.

To provide a bit of background, I acquired Kiira Junior Prep in September 2016 with the aim of creating an establishment where children will be well educated and cared for in a safe and nurturing environment. I myself have 3 young daughters and saw the lack of options as a challenge which I wanted to turn into an opportunity.

I am originally from South Africa, from a small farming community. I'm from a tourism service background and my main passion lies with people. My parents were both in education and looking back, in my opinion (and now experience) it is the single most precious gift that you can give to a child. I am personally and professionally 100% invested in trying to ensure that KJP is able to offer the highest quality education possible in Jinja at affordable and inclusive rates.

Our school is based on the British education system in terms of curriculum and term dates, however being in a unique setting and a private school we do what we feel is best for our own very diverse community of children. We are guided by our values and beliefs when making decisions for the present and the future of the school.

At KJP we have a holistic approach to learning. Inspiring, leading and instilling confidence and kindness is a very important part of our school ethos. We have created an environment where children can learn, ask questions, feel safe to make mistakes, explore and become well balanced young people.

We encourage parents to be involved in their child's education. We encourage you to ask questions, advocate for your child and be a part of the school community as much as you can.

When I took over the school we had only 28 students and 11 full time staff. Now we have 67 students and 20 full time staff. What a journey!

I am extremely proud of our achievements and how far we have come since September 2016. I believe a successful school relies on an efficient, passionate and well qualified team, a team that shares my own passion and values, a team which will care for your child as if they are their own.

We are continuously growing to meet the demands of an expanding community and I look forward to the next few years of cementing and building on all we have implemented over the past few years.

We hope you will consider placing your trust in us to educate and care for your child and become a part of our KJP family.

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OUR CORE VALUES

- **Kindness:** We consider each other's feelings; we love all creatures great and small.
- **Respect:** We embrace all cultures & religions and treat all people with dignity and accept people for who they are.
- **Integrity:** We believe in strong moral values and set examples through how we behave; we lead and guide others in the same way.

OUR CORE BELIEFS

- **Children First:** We place the interests of children first in everything we do and all decisions we make.
- **People are the key:** Guidance comes from passion; the right team will do the right thing.
- **Diversity:** We endeavor to embrace what makes us all different and harmoniously work together for the development of our children.



ABOUT US

We are a small, diverse, family oriented Early Years/Primary School catering for children from the age of 2 through 11. We base our curriculum on the British Early Years Foundation Stage, with some elements of the litany of Maria Montessori, and the Primary National Curriculum for England.

There is a strong focus on making learning fun and working together in a supportive and caring way. Our class sizes are small which enables us to provide for each child's individual needs. We encourage children to enjoy learning and interacting in a tolerant, inclusive environment, where they experience a range of different cultures.

Enrolment is not dependent upon ability and we do not test the children prior to entry, although we are likely to conduct some informal assessment once they are in school in order to ensure that we are meeting your child's individual needs. Unfortunately we do not currently have the facilities or resources to take children who have severe physical disabilities or severe special education needs.



Our management of behaviour focuses on rewarding good work, behaviour and effort. We incorporate our core values and beliefs into everything we do and our Primary school assemblies address themes such as generosity, humility, forgiveness, friendship, kindness, and honesty.

Although we are a small school we do appreciate the importance of balancing a rigorous curriculum with a range of extra curricular activities (dependent upon availability of staff), and have been able to offer football, swimming, dance, choir, tae kwondo, kayaking, and Swahili for example. For information about the current provision, please contact the school.

We encourage an appreciation for the environment and are fortunate to have our own garden which supplies vegetables for the school lunches, plus chickens which supply our eggs for the popular rolexes. We try to minimise our use of single use plastic, and we encourage the reduction, re-use and recycling of our plastic items. We are a drop off point for recycling of plastic waste in Jinja and send our waste paper to be reused. We also celebrate each child's birthday with the planting of a tree.



EARLY YEARS

TODDLERS AND NURSERY

Children learn in many different ways at this age and with our small classes and high teacher/child ratio we are able to provide opportunities for the young ones to encounter experiences which enrich their understanding as they play, talk, observe, plan, question, repeat, reflect and respond to adults and each other.

Our framework focuses on seven key areas:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding of the world
- expressive arts and design.



RECEPTION

Our Reception class bridges the gap between the play focused curriculum in Early Years and the more formal Primary curriculum. We use a termly topic to incorporate the elements of English, Maths, Science, History, Geography, Culture, Music and Art. The curriculum is fun and interactive whilst placing a balanced emphasis on learning through play.



During this very important year of preparing for Primary, we gently ease our children into a love for learning by exciting indoor and outdoor classroom sessions. We use many varied teaching methods and resources which foster a curious approach to learning whilst also beginning the more formal process of learning to read and write.

PRIMARY

YEAR 1 TO YEAR 6

Our Primary programme is based on the 2014 National Curriculum in England. It encompasses the core subjects of English, Mathematics and Science, together with the Foundation subjects of History, Geography, Art and Design, Music, ICT, and Physical Education which are taught through half-termly topics.



Where possible we use the local environment and culture as the basis of learning as we believe it is important for all students - whether permanently or temporarily living in Uganda - to gain an appreciation for and an understanding of Uganda's unique culture and past.

For more information about the Primary programme of study please refer to the separate curriculum guide.



HOMework

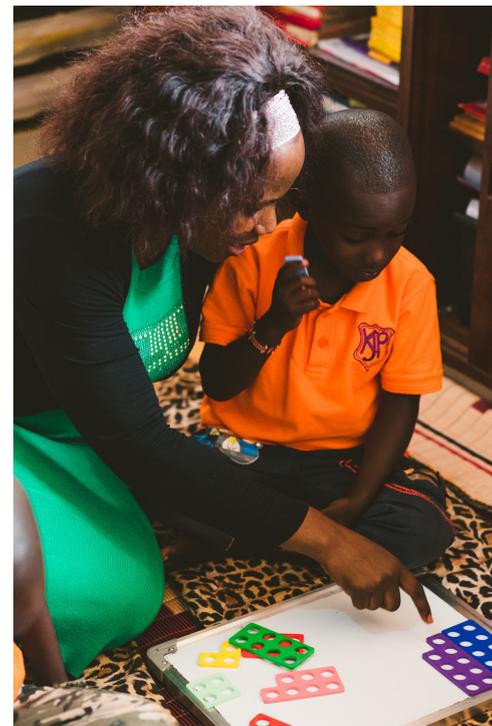
No homework is given to children in Early Years, but we do encourage parents to talk to their child as much as possible and read to them every day.

In Primary, children are given a Maths homework, spellings to learn and a reading book which they are expected to read every day.

(For more information on our Homework policy please see the Primary Curriculum Guide).

We encourage parents and children to read together every day, using all sorts of different written materials from books, magazines, newspapers, pamphlets, shopping lists – and many others.

We also ask that parents take the time to make sure that their child completes their homework assignments and practise their spellings as and when they are sent home.



PARENTAL INVOLVEMENT

We appreciate receiving valuable feedback from parents and welcome support, not only with homework, but also in the wider life of the school - such as with school productions, transport for school trips, sports days, cultural day, our environmental programme and other extra curricular activities, welcoming new parents to our school community and getting involved in fundraising activities for the school etc.



COMMUNICATION

VIA THE SCHOOL OFFICE:

We aim to provide as much information as possible to our parents, through regular newsletters and emails and we encourage parents to contact us via the school office with any queries or concerns or to pass on information. We also have a noticeboard at the front of school.

Parents who wish to speak to an individual teacher are asked to contact the school office in the first instance either via phone or email. We request that no parents call teachers on their personal phones, or try to contact them via Facebook or Whatsapp for school purposes.

For general enquiries or to let us know if a child is going to be late/absent/away for extended periods etc. call **0794 789851** or email info@kiirajuniorprep.com

For more specific queries or for concerns regarding a child's progress etc. call **0797294881** or email our Head of School at head@kiirajuniorprep.com

For information regarding fee payments or enrollment call **0794 789851** or email Celia at info@kiirajuniorprep.com

MEET THE TEACHER:

We schedule three Parent Teacher Meeting days through the year – one in each term. This is the opportunity for parents to come and speak to their child's teachers directly, to discuss their child's progress and answer any questions.

If parents would like to have additional meetings with the child's class teacher or the Head of School, they are welcome to email the office to make an appointment - we have an open door policy and actively encourage a dialogue between the school and parents.

We also hold occasional Parent Information meetings for any parents who are interested in supporting their child at home with reading, numeracy and other curriculum matters.

SOCIAL MEDIA AND THE INTERNET:



We have an active Facebook page which we use to share stories about what is happening at the school www.facebook.com/kiirajuniorprep. If parents do not want their child to feature in our Facebook posts there is the option to opt out on our enrollment forms.

We also have a Parent Page on Facebook which is a Closed Group and used only to share information with parents – such as notification of meetings, upcoming events etc.

Parents are welcome and in fact, encouraged to interact with our social media posts, but we ask them to bear in mind that these posts are public and to remember our core values & beliefs.

THE SCHOOL DAY



School starts at 8:50am with drop off between 8:30am and 8:50am. Children are supervised in the play areas during this time.

For Toddlers and Nursery school ends at either 1:00pm or 3:15pm (dependent upon whether the child is attending for a half or a full day) except for Wednesday, when school closes for all Early Years children at 1:00pm.

Reception class ends at 3:15pm every day except Wednesday when school ends at 1:00pm.

Primary Years (Years 1 to 6) ends each day at 3:15pm.

We ask parents to please be punctual as lateness can be very disruptive to the child and to other children in the class. It should also be noted that in Primary the Core subjects are taught in the mornings and therefore a child who is late could be missing work which is crucial to their basic educational development and progress. If parents are unavoidably detained, they are asked to call the office to let us know.

We also ask that parents arrive on time for pick up at the end of their day. Late arrival of parents can be quite distressing for some of the younger children and we do not have the staff available to supervise them safely.

We do appreciate that there may be unforeseen circumstances which delay a parent's arrival at school in the afternoon. If that should be the case, we request a call to the school office so that we can make the necessary arrangements for their supervision.

To ensure a child's safety, we will not hand them over at the end of the school day to someone who does not usually collect them. If arrangements have been made for a child to go home with someone other than the parent or the usual carer, again we request a call to the school office to let us know.

TERM DATES

As a school which is based on the English National Curriculum, we follow the British structure of three terms, commencing in September and ending in July.

Term 1: September – mid December

Term 2: January – April (subject to Easter)

Term 3: April – beginning July

The school also recognises Ugandan Public Holidays.

When scheduling family holidays, we ask parents to plan around our school holidays as far as possible. Although we completely understand the unique situation of many of our expat families who may need to visit families elsewhere, absence from school can be very disruptive to a child's learning.

Please see our website for a more detailed calendar of school events, mid term holidays, special days etc.



SCHOOL ABSENCE

If your child is sick and unable to attend school we request that you phone the office to let us know, preferably before 9:00am.

If you have a planned absence (such as a medical appointment) or your plans necessitate taking your child out of school for an extended period of time, we ask you to please let us know by sending an e-mail to office@kiirajuniorprep.com This will help us not to worry about them and will also help us with our planning.

(Please do not tell us in the pickup area – we are some-what super human, but cannot remember each detail of who comes and goes!)



SICK CHILDREN

As we all know, contagious illnesses are very easily passed from one child to another, especially in a school environment. We do take every precaution to prevent this and encourage positive hygiene. However we ask you to assist us in ensuring that the school remains a safe and healthy environment by keeping your child at home if he/she develops an infectious illness. It would be appreciated if you would also let us know as soon as possible so that we can be on the lookout for a possible outbreak.

Some of the more common infectious illnesses include:

Chicken Pox, Influenza, Mumps, Rubella, Conjunctivitis, Measles, Ringworm, School Sores, Whooping Cough.

A quick word about the "dreaded Head Lice": While not an illness; head lice are nonetheless a challenging, persistent and highly contagious issue. Isolated cases of head lice, if dealt with quickly and thoroughly, can be easily controlled but we ask for children with head lice to be kept at home until the lice have been completely eradicated.

NEW STUDENTS

Prospective parents are welcome to e-mail or call the school to make an appointment for an informal chat and a school tour. We will follow up your visit with an e-mail including electronic copies of the various documents which you might find useful.

If KJP seems a viable option for your family, you will need to send a request of enrolment e-mail to Celia at info@kiirajuniorprep.com. We will then send you an enrolment form as an e-mail attachment or these documents can also be printed at school if you prefer.



Once you have completed the forms they need to be returned to school with:

- the registration/enrollment fees (see fee structure document)
- the termly fees (see fee structure document)
- a copy of the child's vaccination card
- a copy of the child's birth certificate
- a copy of the child's passport
- a copy of the parent's ID
- a copy of a recent report from the previous school (where applicable and if possible)



UNIFORMS, CLOTHING, BAGS, PERSONAL ITEMS

EARLY YEARS: School can be a messy business at times - especially when we have a play based curriculum. Art and craft activities and outdoor activities can leave clothes pretty grubby. We do provide children with aprons for messy activities, but that most certainly does not guarantee clean clothes. In order that children can feel free to fully engage in such activities happily and without worrying about spoiling their clothes, we request that children are sent to school dressed in comfortable and relaxed attire.

Toddler/Nursery bags should be packed each day with: 2 changes of clothes, nappies & wipes where applicable. We also recommend that clothes are marked with the child's names to avoid any cases of lost property.



PRIMARY: We ask that all Primary children wear a school t-shirt which can be worn with any skirt, shorts or pants/trousers, preferably in black or dark blue. The shirts can be purchased at the school office. (Two styles each UGX 25,000). Hairstyles should be neat and natural.

On days when the children do PE we ask that they bring an appropriate change of clothes and footwear.

We expect our Primary students to carry a suitable school bag that can carry A4 size books to and from school without spoiling them or having to fold them to fit.

Year 3 to 6 children are expected to bring a clearly marked pencil case which includes: a pen, pencil, eraser, coloured pencils, ruler and basic geometry equipment.



We request that children are not sent to school with valuable items which may get lost or damaged unless we have specifically asked for them to be brought in.

We also ask that personal property is clearly labeled as it is much easier for us to identify and send home.

At the end of each term, all lost property will be donated to a charity of our choosing.

LUNCHES AND SNACKS



Early Years:

Each day includes a morning snack, a healthy balanced lunch and an afternoon snack.

Primary:

Each day includes a morning snack and an optional school lunch at a payment of 20,000 UGX per week paid in advance for each half term.

A SAMPLE MENU:

MONDAY

Popcorn & Pineapple
Chicken Pasta*, served with Cucumber & Tomato wedges
French Toast & Banana

TUESDAY

Yoghurt & Biscuits
Rolex, served with Avocado
Pumpkin Cake served with Passion fruit

WEDNESDAY

Muffins & Watermelon
Fish Nuggets & Potato Chips, served with Tomato Slices & French Beans or carrots
No snacks in the afternoon

THURSDAY

Pancake slices & Apple
Spaghetti Bolognese*, served with Cucumber & Tomato slices
Cow Pea Samosa & Oranges

FRIDAY

Crumpets & Watermelon
Warid (speckled) Beans and Rice, served with Carrots
Mandazi & Pineapple

Where possible we aim to provide for individual dietary requirements such as vegetarians, or those with lactose or gluten intolerance.

Filtered drinking water is provided by the school but children are encouraged to bring their own water bottle filled for the start of the day.

Parents are welcome to provide an alternative lunch on days when the child does not eat the food provided or to send juice or any other drink that you prefer your child to drink.

Parents are also welcome to pack extra snacks in addition to the provided school snack but we ask that it is healthy as it may be shared by other children.

Please note: parents are welcome to bring in a cake to share with the class on birthdays, however, we do not allow sweets or sodas at school, at any time.

SCHOOL FEES

For details of the fees for each year group please visit our website www.kiirajuniorprep.com. You can also contact the school office via email: info@kiirajuniorprep.com or call 0797 294881.

In Early Years there is the option of a 2 day, 3 day, 5 half day or 5 full day package (excluding Wednesday which is a half day for all children in Early Years and Reception). In all other years, the fees are based on 5 full days a week.

For Primary children, additional costs include:

- Uniform t shirts (mandatory)
- Lunch (optional)
- After school clubs (optional)
- Private after school tuition (optional)
- Group after school support classes (optional)
- Stationery sets (Years 3 to 6 only) (can be purchased through the school or brought from home)

FEE PAYMENT SCHEDULE

Termly: payable in the week before the start of each term.

Monthly: Spread over 10 calendar months payable on 5th of each month.

Fees are strictly non refundable and non negotiable.



PAYMENT METHODS

1. Payments can be made directly in cash or via bank transfer into our Orient Bank UGX or USD account and we ask that you supply a proof of payment email or a deposit slip in order to obtain a receipt. Bank charges for your account and any uncovered charges are billed to your next invoice.

Account Name: Kiira Junior Preparatory Limited
UGX Account: 22806534010102
USD Account: 22806502020512

2. Payments can be made in cash UGX or USD directly at the school office on Wednesdays between 1:00pm and 3:00pm. Please note USD notes need to be printed post 2013 and clear of any marks/ink. USD rates are set and non negotiable.

3. Credit Card payments can be made via Express Pay Orient and will be charged in UGX. Please note a 5% surcharge is levied – kindly request an updated invoice and a payment link.

4. International Currencies can be paid into our Transferwise Accounts via direct bank transfer – please note a 3% surcharge will be levied on international transfers.

For GBP Transferwise the details are as follows:

Account Holder: Kiira Junior Preparatory Limited

Account number: 55766480

UK Sort Code: 23-14-70

Address: TransferWise, 56 Shoreditch High Street, London, E1 6JJ, United Kingdom

Please request details from the school office for alternative currencies USD, EUR, CAD, AUS.

DISCOUNTS AND FEE REDUCTIONS

We currently offer:

- 5% reduction in fees for a 4th and 5th child out of each family.
- 50% reduction in the one-off Administration fee for subsequent siblings
- 5% reduction if families would like to pay a full year in advance
- 50% reduction for any child who is enrolled at or after the half-term break. Child's first term only.

Please note KJP is not able to grant discounts for children coming and going through term. If a child is taken out of school during term, parents are still be liable for the full amount, regardless of attendance.

We ask that any parents who foresee any payment difficulties contact the administration prior to the payment deadline so that a working solution can be found for each individual situation. Late fees without prior discussion will incur a late payment fee of 50,000 per week which will be added to your next invoice.

If your fees are more than 2 weeks late then your child will no longer be able to attend school until the fees are settled. We appreciate your understanding on this matter.

FOR MORE INFORMATION:



Email: info@kiirajuniorprep.com



Call: [0794 789851](tel:0794789851) or [0797 294881](tel:0797294881) during office hours (8:00am to 4:00pm).



Visit our website: www.kiirajuniorprep.com



Visit our facebook page: www.facebook.com/kiirajuniorprep

All parents are also invited to join our closed parent group on Facebook.

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