



MAX KROON HOUSE INFORMATION



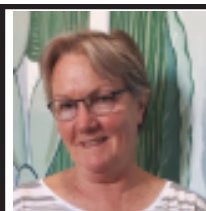
Contact Us:

Plasket Street, PO Box 53, Graaff-Reinet, 6280
 Eastern Cape, South Africa
 Tel: 049 892 3848 Fax: 049 892 2311
 Email: upssec@unionschools.co.za

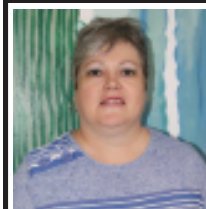
VERITAS-FIDELITAS-JUSTITIA

Truth - Faith - Justice

MEET THE MATRONS



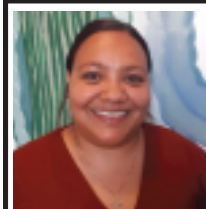
Matron **ROS RUBIDGE** is the head matron at Max Kroon House. She lives on the premises full-time and has served as Max Kroon House's matron since 2006. Ros plays a very important role in the lives of the boarders as she ensures the smooth running of the domestic side of school life.



As Assistant Matron, **NOELINE LANSER** supports Matron Ros Rubidge in creating a happy and well-disciplined atmosphere throughout the hostel.

Ms Lanser moved to Graaff-Reinet mid-2019 from George.

She also resides on the premises full-time.



Many of the kids will already be familiar with **ELEANOR JOHAAR**. Eleanor, who also serves as Assistant Matron at Max Kroon House, teaches the 3 to 4-year-olds at UPS. She has been at the hostel since April 2019 and assists Matron Ros Rubidge in looking after the health and well-being of the little learners in her care.

ABOUT THE HOSTEL

Max Kroon House is ideally situated in the centre of the Union Schools Campus.

From Monday to Friday this charming house serves as home-away-from-home to Grade 1-4 boys and girls who live too far from Graaff-Reinet to be able to commute to school daily.



Our dedicated matrons, domestic staff and high school prefects ensure that the children are well cared for in a comfortable, happy and loving environment.

Children bring their own linen, toys, books and activities which help them to settle in easily and contentedly.

Max Kroon House is above all a happy place.

Rules and regulations are in place to ensure that a stable and secure living space is created while allowing the children sufficient playtime for fun and relaxation.

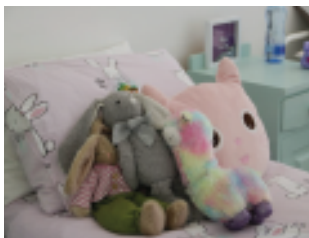
Contact numbers for:

Hostel Superintendent	- Mr Rory and Mrs Martie Sullivan
	049-891 0263
Max Kroon House Matron	- Mrs Ros Rubidge
	049-891 0264
School Secretary	- 049-892 3848

Accommodation

Accommodation at Max Kroon House is a combination of dormitories and bedrooms.

Boys and Girls are accommodated separately. Each child is provided with a bed, bedside table and a cupboard.



Hostel Times

At the start of a year, children must book into the hostel between 14:00 and 16:30 on the day before school starts. Parents may then unpack their child's belongings and prepare his/her area in his/her dorm for him/her.

Pupils are then expected to go to supper in a group with the matron at 17:30 in order for them to settle down and to familiarize themselves with their new surroundings.

Parents are expected to say their goodbyes by 17:00. All boarders in Max Kroon House are expected to sleep in the hostel that evening.

At the start of terms 2-4, pupils may be brought to the hostel on the morning that school starts.

A receipt of payment for hostel fees is compulsory, as fees are paid in advance for the term.

The hostel caters for the pupils in its feeder area. This means that the hostel operates from Monday morning 06:30 till Friday afternoon 14:00. All pupils must go home over weekends.

Time of closure is to be respected by those concerned as matrons are not responsible for children after 14:30.

Meals

Max Kroon boarders eat in the Herby Arnott House Dining Hall, where they receive three balanced meals per day.

Meal substitutes are only allowed at breakfast and supper time. For example: cereal for breakfast or instant packet of soup or noodles for supper.

Children are encouraged to eat everything that is provided at a particular meal. Parents should inform the matrons of foods that their children may or may not eat. Special meals are not made for vegetarians. Children who make a habit of not eating their food will not be allowed to take tuck on that particular day.

Basic table manners are expected from the children:

- Correct use of cutlery
- Washing hands before a meal
- Not talking with food in their mouths
- Using a serviette when appropriate
- Passing items of food to others at the table
- Greeting and thanking kitchen staff

A packed lunch, consisting of a sandwich, is also sent to school daily with each child.

On a Friday, a takeaway lunch is provided.

Meal times are as follows:

Breakfast: 06:30

Lunch: 13:30

Supper: 17:40



Tuck

At an allocated time every afternoon, children are allowed to take items from the padlocked tuck tin. These tins are kept in locked cupboards in the common room.

Suggested daily tuck should consist of one sweet, one packet of chips, dried fruit and/or juice.

No food of any description may be kept in the dormitories.

Fridge space is provided at Max Kroon House for perishable extras such as fruit, yogurt and juice.

A table tuck locker is provided for each child. Items may included:

- Cereal
- Hot chocolate/Nesquick
- Condiments (ie, Bovril/Marmite)
- A healthy snack (rusks, Provitas, rice cakes)
- Mix on cooldrink

Homework

Supervised Homework sessions take place in the Prep Room daily in the afternoon. This is done in small groups and is supervised by the Matrons. The matron will send out a homework schedule, worked out based on school sporting events. All private extra murals need to be outside of the homework times. Please try to avoid arranging extra murals in meal times. Some parents like to stay after school on a Monday to do homework with their children. This is permitted once the child has settled into the hostel routine.



Extra-murals

A roster is drawn up with each child's extramural schedule for staff reference. Boarders may easily participate in extramural lessons offered outside the school ie. Ballet & Private Coaching. Transport must be arranged by the Service Provider.

Visitors

Children may be taken out by grandparents or friends. Parents are responsible for giving written or telephonic permission to the matrons for such outings. Signing in/out rules apply when children leave and return to the hostel. All children are to be back at the hostel by no later than 17:00. Parents and other visitors are most welcome. We ask that on arrival visitors get permission from the matron to enter the dormitories. This is both a courtesy and a precaution.

Dress Code

Full school uniform is to be worn when leaving or returning to the hostel. Whites or school uniform must be worn if boarders leave hostel premises during the week. Civvies may be worn at the hostel when boarders do not have sport or any other extra-mural commitments.

Hygiene

Boarders must adhere to the school's regulations for hairstyles. They must have their own hair brush and showering accessories at all times: soap, towel, face cloth or sponge, shower cap for girls, slip slops (one pair to be used only for showering)



Bus Service

To assist Parents who live far from the school, the Union Schools offers a bus service to a number of surrounding towns on a Friday afternoon. Fees vary according to destination and routes are subject to demand. Current Routes: Jansenville | Middleburg | Cradock | Hanover. A list is available at the hostel on a Monday morning, where parents can indicate whether their child will be making use of the bus service. Alternatively, parents can contact Mrs Moos at the high school on 049-891 0262. The fee for this is added to your termly account.

Laundry Facility

The Union Schools hostels provide an on-site laundry service for school uniform, sports uniform and bedding. This is done twice a week.

All items of clothing must be visibly and clearly marked in an obvious place with a well attached label or a permanent ink pen. Please note—only bedding, towels, school and sports clothing will be washed—NO CIVVIES.

It is very important that boarders making use of the service must have the required amount of school and sport clothing.

Valuables

Dormitory cupboards must be kept locked at all times with a combination lock or padlock. (Should your child have a padlock, a spare key must be given to the matron for safe-keeping. A padlock, however, is not advised) Any valuables must be kept in the locked cupboard and not in the bedside locker. Money must not be kept in the dormitories, but rather given to the matron or paid into the pocket money fund.

Cellular phones are not permitted.

No watches are allowed for Grade 1 to 3 pupils.

Phone Calls

Parents may phone their child between 15:00-17:00 daily on the following numbers :

- 040 555 1001 (Boys VoIP phone)
- 049 555 1031 (Girls VoIP phone)

It is suggested that you do not phone your children too late during the afternoon or early evenings, as this tends to cause upset.

Recommended phoning times:

06:00—06:20

06:45—07:00

15:00—17:30

Matrons may be phoned on 049-891 0264. They will **not** be available for calls from:

07:40—08:00 (Matrons' breakfast)

09:00—12:00 (Matrons' off time)

Please do not phone your child on the office number.

A VoIP phone is available for children to make calls. Each family needs to pay R50.00 at the beginning of each term for this, it will get billed to you from the bursar.

Pocket Money

Pocket money must be paid into the pocket money book at Herby Arnott House. An amount of R100 per year should suffice.

The pocket money is used for:



- The occasional visit to the high school tuck shop after supper
- Movie nights
- Other needs such as civvies day, cake sale, etc

Illness and Medicines

Max Kroon House does not have a sickbay for children who are not well enough to be at school. These children will stay in Herby Arnott House sick-bay during the time that the matrons are off duty. (09:00—12:00).

If a child becomes ill during school time, the school secretary will laise with the matrons to come fetch the sick child and take him/her to the Herby Arnott sick bay. If, however your child becomes ill at home on the weekend, he/she should stay at home till he/she is healthy and ready to attend class again.

If children require any sort of medication, i.e. vitamin pills or for a chronic ailment, parents must fill in the required information on the weekly medical request form and give the necessary medication to the matron.

This information is then transferred into a dispensary register. Verbal instructions from the children will not be accepted. Only telephonic or written instructions from parents will be accepted.



The hostel is only able to supply basic medicines for general ailments. Parents are therefore required to supply a small medical kit for their child's needs (i.e. tummy cramps, vomiting etc)

CLOTHING LISTS

GIRLS' UNIFORM

Summer

- 8 pairs of green panties/ black ski-pants (short -must not show)
- 4 school dresses
- 1 bottle-green V-neck jersey (with white stripes) (also in winter)
- 6 pairs of white socks
- 1 school tracksuit (possibly 2 in winter)
- 3 pairs of green shorts (also in winter)
- 5 white T-shirts / Golf shirts (also in winter)
- 1 black regulation bathing costume
- 1 bathing cap (available at the clothing shop)
- 1 pair of regulation black school shoes
- 1 pair tennis shoes (predominantly white)
- Alice bands, ribbons, elastics – bottle green, white, black or brown

Winter

- 5 pairs of green bobby socks
- 3 pairs regulation bottle green school slacks
- 5 white long sleeved collared school shirts
- 1 UHS fleecy top UHS scarf & beanie (optional)
- 1 pair of green gloves (optional)

SUGGESTED GIRLS LEISURE WEAR

Summer

- 5 pairs of coloured underwear
- 3 summer tops
- 3 pairs of shorts/ski pants
- 1 casual tracksuit (colder weather)
- 2 skirts or dresses
- 1 pair slippers
- 1 pair slip-slops
- 2 pairs summer pyjamas / nighties

Winter

- 5 pairs coloured underwear
- 2 pairs long pants
- 4 warm shirts/tops/jerseys
- 3 vests
- 2 casual tracksuits
- 2 pairs winter pyjamas
- 1 warm dressing gown
- 1 pair closed shoes / extra tennis shoes
- 1 pair warm slippers

BOYS' UNIFORM

Summer

- 8 pairs of underwear
- 5 pairs of long grey socks (also in winter)
- 5 khaki shorts
- 5 white short-sleeve open neck school shirts
- 1 bottle-green V-neck jersey (with white stripe) (also in winter)
- 6 pairs of white P.T. shorts (also in winter)
- 5 white T-shirts / Golf shirts (also in winter)
- 1 school tracksuit (possibly 2 in winter)
- 1 black regulation bathing costume (speedo)
- 1 pair of regulation black school shoes
- 1 pair tennis shoes (predominantly white)
- 5 pairs of white socks (also in winter)

Winter

- 5 pairs of grey school socks
- 4-5 pairs grey slacks
- 5 white long-sleeved collared school shirts
- 1 UHS fleecy top
- 1 rugby jersey
- UHS scarf & beanie (optional)
- 1 pair of green gloves (optional)

SUGGESTED BOYS LEISURE WEAR

Summer

- 3 pairs of shorts
- 3 T-shirts
- 1 casual tracksuit (colder weather)
- 2 pairs of summer pyjamas
- 1 pair of slip-slops
- 1 pair of tackies

Winter

- 4 warm shirts
- 3 vests
- 2 casual track suits
- 2 pairs of winter pyjamas
- 1 warm dressing gown OR large tracksuit to use as dressing gown
- 1 pair closed shoes / extra tennis shoes
- 1 pair warm slippers



Hostel requirements

Bedding

- 1 Inner duvet
- 2 duvet covers
- 2 fitted sheets
- 1 pillow
- 2 pillow-cases
- 1 mattress cover (Optional)
- 2 flat sheets (Optional)

Toiletries

- Toothbrush & toothpaste
- Shower gel & shampoo
- Body lotion
- Sponge & face cloth
- Hairbrush
- Sunblock
- Mosquito cream
- Tissues
- Lip-Ice
- Nail brush

Miscellaneous

- 2 bath towels
- 1 swimming towel and bag for swimming kit
- 8 coat hangers
- 1 School tog-bag
- 1 Laundry bag
- 1 Shower slip slops
- 1 Bedside mat (Optional)
- 1 Teddy Bear (Optional)
- Colouring book/crayons/etc
- Pencil case with extra pencil, rubber, ruler & sharpener (Homework)
- 1 Tuck tin
- 2 Combination locks
- 1 Big black shoe polish(for the year) -this is to be given to the matrons at the beginning of the year
- 2 Small cereal containers (optional)
- 1 Lunch box (sized for a sandwich)
- 2 Water bottles (1 school & 1 hostel)
- 1 Plastic Cup and plate
- Vitamins
- Wallet for weekly pocket money

HOSTEL FEES & MONEY MATTERS

ALL HOSTEL FEES ARE PAYABLE BEFORE PUPILS ARE BOOKED IN AT THE HOSTEL FOR THE TERM.

You may be required to show a proof of payment before admission to the hostel.

2019 SCHOOL FEES

Application/Registration Fee R3145.00 (Equivalent to single term fee. Will be set off against first term fee, if application is successful.)

School Fees: R4100,00 Per Term/ R16,400.00 Per Year

Book & Stationery Levy: R560.00 Per Year (Grade 1-3)
R720.00 Per Year (Grade 4)

Hostel Fees: R8 580.00 Per Term/ R34 320.00 Per Year

Annual Discount: 5% Applies to school & hostel fees paid annually in advance

Methods of Payment: Debit Order, Electronic Payment and or Direct Deposit only. No receipting of fees done at school.

Annual Fee Changes: Budgets and thus School Fees are reviewed on an Annual Basis and are approved at the AGM in November of preceding year.

Money to be given to the Matron at the beginning of the term

- R10 per term for entertainment
- R100 pocket money
- Milk Money should your child want a glass of milk on Tuesdays and Thursdays, this is dependant on the number of weeks per term.

HELPFUL HINTS FROM MOMS

1. Always have a permanent marker handy
2. Hide a small surprise in your child's cupboard at the beginning of the year - gives them something to look forward to when you leave
3. Monday mornings are coffee mornings in the common room. Here you get to know and catch up with other parents
4. If your child is crying when you leave them... chances are they are fine by the time you get to the front gate
5. Make little cards with telephone numbers on to stick in their cupboards
6. Stick a sports programme (with pictures of the sports) on their cupboards. Helps them to also know their routine
7. Make sure your child knows to wake the matron or prefects up if they are sick during the night
8. Have a picture of your family next to their bed
9. Children love to see their parents involved in school functions. Help out where you can.
10. Let your child "walk" their school shoes in before they start the school year, so as to avoid blisters
11. Speak positively about hostel life
12. Try to relax... YOUR CHILD WILL IN GOOD HANDS!



FREQUENTLY ASKED QUESTIONS

- Can I phone my child in the first week?
⇒ It is advised that no telephonic contact be made by the parents during the first two weeks. Should you want an update on your child, it is best to phone the hostel matrons during the day.
- Hostel postal address?
All children like to get post at some stage. Should you wish to post something, the postal address to use is:
PO Box 53
Max Kroon House,
Union Prep School
Graaff-Reinet, 6280
- Who will help my child get ready for school in the mornings?
⇒ We currently have two very sweet domestic workers who are available in the mornings to help the matrons and prefects get children ready for school. They will help with dressing, teeth brushing, hairstyles etc.
- What happens on a child's birthday?
⇒ This is really up to each parent. The children, do, however like to have a cake/a treat to give to all the hostel kids in the evenings. (i.e. cake or ice-cream)

- ⇒ Children are allowed to wear civvies to school on the day of their birthdays. Should their birthday be during the weekend or holiday, they can wear civvies the week prior to or following their birthday.
 - ⇒ Many kids also take cake to school for their class.
 - ⇒ A slab cake is best, as it is easier to cut evenly
- Where can I buy school uniform?
 - ⇒ The clothing shop, that caters to all the school's uniform needs, is conveniently located on the high school's premises.
 - ⇒ Run by Mrs Hestie Clegg, the shop sells new, and second-hand uniforms and sportswear, throughout the year.
 - ⇒ The shop also stocks supporter gear and accessories as well as the new Centenary Clothing range.
 - ⇒ The shop is open from Mondays to Fridays from 08:00 to 13:00.
 - ⇒ Please note the clothing shop is closed on public holidays and school holidays.
 - ⇒ If you would like to query prices or if there's anything you would like to see in the shop, please feel free to contact Mrs. Clegg on 082 825 1380, send an e-mail to clothing@unionschools.co.za or contact her via the school's switchboard on 049 891 0262.
 - ⇒ PAYMENT with cash or credit/debit cards only.

OTHER USEFUL INFORMATION

The School Communicator App

The D6 School Communicator, WhatsApp and Facebook keeps you up-to-date with what's happening and is the primary way of communicating with parents at the school.

The communicator updates automatically, and brings you all official documentation and the latest news and calendar events. It also contains a photo gallery, contact list and a range of useful links and documents. We ask that all UPS Parents install the D6 School Communicator on both your computer, tablet and mobile phone. It is safe and secure and is used daily by more than ¼ million people worldwide.

The primary way for day to day communication will be through WhatsApp, and the UPS facebook page is updated continuously with happenings in the life of the school.

Phys Ed

On days when children have Phys Ed they may wear whites to school unless otherwise stipulated.

Special Assemblies

All Parents are welcome to attend the Special Assemblies, our quarterly prize giving, which are held on the last day of each Term.

Fundraising

Fundraising is overseen by the School Governing Body and all Parents are encouraged to get involved where they can.

School Governing Body

In accordance with the SA Schools Act, UPS depends on a body of dedicated parents to govern and oversee certain functions at the school.

Official notices and nomination forms are given to all parents when an election is pending.

Hostel & School Tours

Please contact the school secretary 049 892 3848 to arrange for a hostel tour with Mrs Brenda Murray (SGB Hostel Portfolio). Alternatively contact Mrs Murray via email allendale.frm@gmail.com for an appointment to view the hostel. A school tour will be arranged to follow this meeting.

Union Preparatory School Office

Secretary

Mrs Linda Greyling 049 892 3848
email upssec@unionschools.co.za

For more information on the Union Schools, stationary lists etc, visit www.unionschools.co.za.

Click on Union Preparatory School, Administration, Guide for Prospective parents.

Final school lists, term planners and sports timetables will be posted early in December.