

# PRE PRIMARY HANDBOOK 2022



# CRAIGHOUSE

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## SCHOOL

### Contact information Colegio Craighouse

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Craighouse School

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Head of Primary  
Craighouse School



**Dear parents,**

Welcome to Craighouse School!

We hope you find this handbook useful and that it answers many of your questions. Before you read the information below we would like to let you know that you will be invited to a class meeting soon after the start of the academic year. In this meeting, you will be able to share with your children's teachers and find out more details about the way your children will be learning and developing during their first year at Craighouse School. If after the meeting you still have doubts or need to give us more information about your children, we suggest you request an individual meeting with your children's teachers.

We wish all our families the very best and look forward to a very happy and successful year ahead!

Cristina Russell-King  
Head of Primary-Craighouse School

### **Contact information**

Craighouse S.A.

Avenida Paseo Pie Andino 8837. Lo Barnechea, 7700494. Santiago

Phone : 56 22756 0200

Switchboard: 2 2756 0200

Pre Primary inspector: 2 2756 0243

Email: [headofprimary@craighouse.cl](mailto:headofprimary@craighouse.cl)

### **Welcome to PreKinder!**

We know that starting school is a new, challenging and enriching experience for our pupils and parents. Therefore, at Craighouse School we do our best to make the start of PreKinder an easy, safe and caring process!

We would like to reassure our parents by letting them know that children tend to settle into their classrooms quite quickly, confidently and happily once their mums and dads have left! In their classroom environment, they will be challenged and constantly motivated so that their adaptation process is a very happy and successful experience! In case a child finds it a little hard to settle, please be sure that we will contact you and, if necessary, we can discuss ways of making your child's adaptation process even more caring and gentle!

**School hours: From 8.20 am to 12.35 p.m.**

We kindly request all our parents to always be punctual when bringing and collecting their children from school.



In case you are unable to collect your children from school please send a note, stating the name of the person who will collect them either in the school diary or by email to Miss Joanne Berger, our Inspector, at [jberger@craighouse.cl](mailto:jberger@craighouse.cl) before 10:00 a.m.

### **Arrival in the morning**

Formal educational activities begin at 08.20 am but our gates open at 7.40 am, when the school is ready to receive our pupils who will be supervised by members of staff until 8:05 am.

In order to promote our pupils' independence and autonomy, we ask parents to leave their children at the Drop Off areas, respecting the instructions given by the teachers who will be helping the children get out of the cars and leading them to the sanitization area. There will also be parents, members of the Traffic Brigade, who will be supporting and helping this process. Once inside the school, teachers will accompany your children to their classroom.

### **Leaving time**

At 12.35 p.m. teachers will escort our pupils to the Drop Off area where they will be helped into their parents' cars. This process may be slow, especially at the beginning of the year, so it is very important to work as a community, showing respect, patience and always prioritising your children's safety.

Also, please place on the right-hand side of your car dashboard, your children's names and classes in order to make the process smoother and easier.

### **Autonomy and Independence**

**In order to help your children be more independent, we suggest you encourage your children to take the following initiatives at home:**

- Going to the toilet independently, wiping themselves and flushing the toilet.
- Washing and drying hands well after going to the toilet and before eating.
- Looking after their belongings such as putting their bags and coats away.
- Getting dressed by themselves.
- Recognising their names, for example on books, pencil cases
- Tidying up and taking responsibility for their toys, books, colouring pencils.
- Eating their snacks independently.

### **Snacks**

It is very important that children bring healthy snacks to school according to the following weekly chart:

Monday: Cereal bars.



Tuesday: Fruit

Wednesday: Yoghurt

Thursday: A Sandwich

Friday: Any of the healthy snacks above

We recommend children bring a bottle of freshwater to school. Please note that the bottles of water, as well as their snack containers, must be clearly labelled with their names.

Fizzy drinks are not allowed and sugary juices should be avoided.

**SchoolNet:** It is an online platform that provides parents with information regarding their children. In order to access, the following steps should be followed:

1. Access Craighouse website: [www.craighouse.cl](http://www.craighouse.cl)
2. Go to the “Sections” tab and press SchoolNet.
3. Put your user name and then your password. Should you not have it, please contact the Administrator, Miss María Eugenia Urzúa (ext. 203) or [meurzua@craighouse.cl](mailto:meurzua@craighouse.cl)
4. Tutorial available on the web page both in English and Spanish.

#### **School uniform for PreKinder and Kinder pupils**

- The uniform for pupils from PreKinder to Kinder is the official Craighouse School tracksuit and the official Physical Education uniform
- Pupils must bring a blue bag made of fabric with the school logo, their name and surname embroidered in white. Please note that backpacks are not allowed.
- Pupils must also have their book bags.
- The school sun hat is mandatory for pupils of this level and must be worn daily for all outdoor activities.
- A waterproof bib for art activities is also required.
- In winter, pupils must wear the official school navy blue parka, blue or black scarves, gloves and hats, with no logos.
- In cases of snow or heavy rain, pupils may wear snow or rain boots, which must be blue or black.
- Please send some spare clothes for your child to change into if necessary.
- Every piece of clothing must be clearly marked with the pupil’s name on the inside, in a visible place.
- We will be returning to our traditional Uniform Policy from the very first day of the 2022 school year. You can review the “School Uniform and Personal Appearance Policy 2022” on our website [www.craighouseschool.cl](http://www.craighouseschool.cl) .

**Our uniform suppliers are the following:**

- Claroscuro Av. La Dehesa 1939, Lo Barnechea.
- Trenino Av. José Alcalde Délano 10600. Local 27 - A2.
- Scolari Balmoral 163, Las Condes  
Av. Chicureo 170, Local 16, Las Terrazas de Chicureo.



**Special situations**

Parents are requested to organise all outside commitments such as doctors' appointments, visits to the dentist, medical exams, etc., out of class time so as not to interfere with their children's educational process. In case of an exceptional situation, please note that only those previously informed to the Primary assistant by email [headofprimary@craighouse.cl](mailto:headofprimary@craighouse.cl) at least 24 hours before will receive authorisation.

**Infirmary**

In case of illness or accident, the pupil will be immediately taken to the infirmary, where the need for transfer to the Clínica Alemana by his/her parents or in an ambulance will be evaluated.

The school accident insurance does not cover disease; therefore, if nurses suspect a serious medical condition, they will contact parents and inform them that, due to the school policy, their child will be taken to the Clínica Alemana in an ambulance.



Afterwards, parents will have to assess the transfer of their child to another health centre. This will involve a cost that will have to be handled by the parents. Should your child have any contagious disease, it must be reported to the infirmary (ext. 212 and 253) and to the inspector: Miss Joanne Berger.

### **Illness**

If your children experience any of these symptoms: temperature, diarrhoea, or any contagious disease or virus, we suggest parents refrain from sending them to school and evaluate the need for medical treatment with their paediatrician. We request you inform the section by mail ([headofprimary@craighouse.cl](mailto:headofprimary@craighouse.cl)) who will inform the infirmary if necessary.

The pupil who is sick and needs home rest must comply with the doctor's instructions and, when returning to school, on the first day back, must bring the medical certificate.

### **Medication**

All pupils must have a medical form in the infirmary, which must be filled in by parents at the beginning of the school year.

We would like to inform you that as of 2022 and in accordance with regulations issued by the Ministry of Health (Health Code, art 112 & 113), the Craighouse School infirmary is not authorised to administer medicines for acute symptoms (headaches, menstrual pain, abdominal pain, sore throat, etc.) and may only implement physical measures. If symptoms prevent a pupil from returning to class, he/she should be withdrawn from school by his/her parents.

If a pupil has to take medication regularly during school hours (for allergies, headaches, epilepsy, mood disorders, attention deficit or other health conditions), his/her parents must bring the doctor's updated prescription and the medication in its original packaging. The medication will be kept and administered in the infirmary. Please note that we cannot receive indications or instructions via phone or email.

### **Meeting and interviews**

Our first parents' meeting date for Prekinder will be informed by email and will be during the first days of school. As a community, we invite you to participate in all meetings in order to work together for the benefit of our children. Therefore, all meetings are mandatory for one or both parents.

Additionally, our Formative Area has workshops arranged during the year for each level. Details of the workshops will be sent in due course.



Absences to these meetings must be excused in advance to: [headofprimary@craighouse.cl](mailto:headofprimary@craighouse.cl) If we do not receive the excuse prior to the meeting, the absence will be registered in the family record.

### **PYP Primary Years Programme**

The Primary Years Programme is centred on students from 3 to 12 years of age and is part of the International Baccalaureate Programme which Craighouse School Educational Project embraces and teaches during the students' whole school life. The main purpose of the programme is the integral development of students and includes social, emotional, physical and academic areas as well as the development of various skills so that they can interact and participate as committed citizens, locally and globally.

PYP students learn how to take control of their learning. Teachers collaborate to guide and facilitate student learning and increase their confidence and self-motivation. Everyone, including parents, is viewed as partners in the learning process and they all actively contribute to holistic education.

The International Baccalaureate Organization (IB) aims to develop inquiry, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect.

These programmes encourage students across the world to become active, passionate and lifelong learners who understand that other people, with their differences, can also be right.

Craighouse School pupils have a very important role in their learning process. Their responsibility increases as they reach higher levels of independence and autonomy. As a community, we want to ensure the best learning environment inside and outside the classroom. The quality of learning, teaching and behaviour are the responsibility of the whole school community!