



## NEW PARENT INFORMATION

The Nairobi Waldorf School Trust welcomes you and your child(ren). We hope you find the following information helpful as your family joins our school community.

### SCHOOL START & END TIMES

We encourage timeliness and ask that you ensure that your child(ren) is/are dropped off before class begins. Tardiness disrupts class and both teachers and classmates rely on everyone's commitment to the schedule and rhythm of the day. Your child(ren) should be picked up on time based on the schedule below.

#### *Kindergarten*

From 8:30am to 1:00pm

Children can be dropped off after 7:45am and picked between 12:45pm and 1:00pm

#### *Primary*

Class 1: Four days per week from 8:10am to 3:15pm; Fridays from 8:10am to 1:30pm

Class 2 - Class 8: Five days per week from 8:10am to 3:15pm

All: Break from 10:15am to 10:45am

All: Lunch from 1:00pm to 2:00pm

### CLASS PARENT - TEACHER MEETINGS

Class teachers and parents will meet once per term. During these meetings, the class teacher and subject teachers will discuss the curriculum, progress, and expected outcomes for the coming term. This is a time for general questions and feedback related to the class as a group. It is important for parents to attend these meetings as necessary information is shared as well as requests for volunteering, parent support, and classroom contributions. Each class meeting time and date will be shared in advance on the term calendar and on various channels as decided by the parent - teacher group (ie whatsapp, email, SMS).

### INDIVIDUAL PARENT - TEACHER MEETINGS

These meetings occur once per year in term two. Parents will have the opportunity to discuss their child's progress with the class teacher and subject teachers individually. These are important conversations for both teacher and parents and all parents are required to schedule and attend. Meetings are held on reserved dates and are to be booked in advance by parents.

### REQUIRED PURCHASES

#### *Games Kit*

Each child requires a games kit consisting of one green t-shirt with the NWST logo and a pair of green shorts. More kits can be purchased if necessary and the school encourages each child to have at least two kits. The cost is Ksh 700/ per shirt and Ksh 600/ per shorts and they are issued from the office. Children are required to wear or change into this kit on games days. Failure to do so will exclude your child from games participation.

#### *Recorder*

All of our children are introduced to music on the soprano recorder beginning in class one. Each child must purchase a recorder from the office at a cost of Ksh 1400/. In class five, children begin to play the alto recorder which can be purchased for Ksh 4500/ at the office once required.

#### *Kindergarten T-Shirt*

When kindergarten children take trips off campus, they must wear an official school shirt. These shirts are Ksh 600/ and are available for purchase from the office.

#### **BREAK**

Primary school children have a half hour break each day. Children are required to pack their own snack from home to carry them through to lunch. As outlined in our behavior policy, children are not allowed to bring crisps, candy, soda or other unhealthy, pre-packaged items. Break for kindergarten children is provided by the school daily.

### **SWIMMING**

Primary children go off campus for swimming lessons once per week when weather conditions permit. Each class timetable indicates their swimming day. Children should pack swimming costume, towel, goggles and their games kit on swimming days. Failure to pack swimming gear will exclude the child from participating and a guardian will be required to pick the child from school by 2:00pm. Transport to and from the swimming pool is provided by the school bus.

### **CLOTHING & SHOES**

Children should wear proper attire based on the weather and activities of their day. Please refer to the dress code for detailed information. All children should have a pair of indoor shoes/slippers for use in the classroom as outdoor shoes are not permitted inside. Gumboots, sport shoes, and a sweater or coat should be carried when necessary. The school does not allow open-toe shoes for outdoor play.

### **AFTERNOON CARE**

The school provides additional hours of care for Kindergarten children at an additional cost. Please refer to the admission packet or fee structure document for the daily costs. Children attending afternoon care should pack a healthy snack from home. Pick-up from afternoon care is 3:30pm.

### **BIRTHDAYS**

Children are welcome to celebrate their birthdays at school at the class teacher's discretion. In Kindergarten, parents are encouraged to visit their child's class to read a story and share a small treat or snack with the class. Primary students can bring a special treat or snack to celebrate with their class during break. We ask that parents do not send wrapped candy, crisps, or soda.

### **COFFEE MORNINGS**

We welcome parents to a coffee morning once per week, on Wednesdays in Lavington and Thursdays in Karen, from 8:00-9:00am. Coffee and tea are provided by the school. Snacks are provided by individual classes on a rotating basis. A schedule of hosting classes will be distributed by parent reps and the admin staff. All parents are encouraged to attend these informal, social gatherings.

### **PARENT REPRESENTATIVES**

Each class has a designated parent representative. This parent volunteers to communicate information from the school and teachers to the class parent group. They help to maintain the class email and whatsapp groups, take minutes at class meetings, and facilitate conversations between parents and the school. Be sure to join the class whatsapp group and email lists by connecting with your class rep.

### **WALDORF PARENT PARTICIPATION**

Parent participation is very important to the Waldorf experience. Our community relies on a balance of support between staff, teachers, students, and parents. Our school hosts many festivals and events during the year and we encourage parent involvement and attendance. Term calendars are distributed via email and are available on our website for planning purposes.

In addition, volunteer opportunities become available through the year. If you have a special set of skills or extra time in your day and you'd like to make a difference at the school, please reach out. Kindergarten class teachers can often use extra help before events, on class trips, and throughout the term. The library is run by volunteers and is a great place to spend time getting to know the children. Ongoing projects including gardening, class trips, promotional events, and festivals may require parent support. We ask that you join in whenever possible.