

GENERAL INFORMATION

1. LOST PROPERTY

All lost property that is marked will be returned to your child. All unmarked lost property will be directed to the school shop where it will be sold. Please mark all clothing properly i.e. initials and surname or full names and surname. Not just a first name!



2. ROAD SAFETY

We're experiencing problems with some parents who insist on dropping their children off in front of the main gate or parking on the pavement. The traffic department often issues fines. This is unsafe as the children are forced to walk on the road. Please use the two parking areas as drop-off zones. No children may be dropped off in the school grounds. Please encourage your child to use the zebra crossing when crossing the road.



3. SCHOOL/SPORT EQUIPMENT

Parents must please ensure that their child/ren have the correct outfits/equipment **BEFORE** they leave for school in the morning. We will **NOT** interrupt the classes to call them to the office to collect belongings.

4. PUBLIC TELEPHONE

Please ensure that your child has a phone card. These can be purchased from the office at a cost of R20,00. Public telephones are available in the foyer.



5. **CHANGE OF ADDRESS, E-MAIL AND TELEPHONE NUMBERS**
Please inform your child's class teacher in the event of a change of address/e-mail and/or telephone number. It is imperative that our records remain up to date as emergencies may arise.

6. **MOTOR VEHICLES - EDUCATORS**
All children must please stay away from the educators' motor vehicles. The motor vehicles are being damaged by stones, sticks and school bags. We appeal to you to support us in this regard.



7. **MONEY SENT TO SCHOOL**
Teachers do not handle money that is sent to school. Envelopes with money are put into containers and sent directly to the office. We therefore ask that you **ALWAYS** send the correct amount of money in a marked envelope. Change will not be given. All extra money will be regarded as donations.



8. **THE FOYER**
No children may use the main entrance before and during the school day. Each grade enters and leaves the building at a specific entrance/exit. These exits are also utilized during evacuation procedures. Please note that the foyer is the **QUIET** area of our school. Should your child need to attend an extramural activity in the afternoon, please ensure that they move **QUIETLY** through the foyer area and up the stairs. Drop your child and leave. Please do not wait in the foyer area or at the top of the stairs. Any noise in this area disturbs library and computer classes, as well as the admin. department. Thanks for your co-operation in this regard!



9. **LEAVERS - AT THE END OF EACH TERM**

We kindly request all parents to inform the office in writing if their child/ren are leaving the school at the end of the term. This will allow us enough time to cancel or adjust any debit orders. The transfer forms will be placed inside the report envelopes at the end of the term.

10. **CELLPHONES FOR GRADE 6 & 7 LEARNERS ONLY**

Due to the fact that many of the Grade 6 & 7 learners take part in extramural activities, which end late in the day, we have decided to allow these learners to bring their cellphones to school. The following conditions apply to this arrangement:



- The cellphones must be switched off for the duration of the school day.
- They must be handed to the teacher who will lock them away for the day, and return them at home time. Not complying with this rule will result in the cellphone being confiscated until the end of the term.
- The school will not take responsibility for loss of or damage to any cellphone

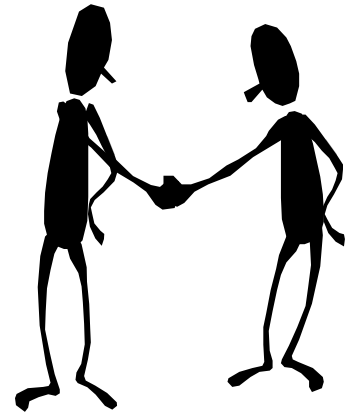
Cellphones are to be used in emergencies only, and not for social reasons. Other grade learners may use the call box in the foyer to make any necessary phone calls. Should your child have a cellphone at school, and is caught using it or receiving calls/messages at any time during the school day, it will be confiscated and kept in the safe until the end of term. Please support us in this regard.

11. **MEDICATION TO LEARNERS**

The school **MAY NOT** administer any form of medication to the children. Please **DO NOT** send children to school when they are ill. If a child falls ill during school hours, parents will be contacted to fetch them.

12. **PARENT SUPPORT DURING MATCHES**

We kindly request that parents only make positive comments of encouragement during matches. All referees are not on the same level of competence and experience. Positive comments build self-confidence. Negativity from spectators rattles even experienced referees. We encourage sportsmanship at all times.



13. **VISITOR'S TAG**

Anyone who visits the school must report to Reception to sign in and collect a visitor's tag. We request that parents do not gather in groups outside the Grade 3 classes that are still in progress. It distracts the learners.

14. **SIGNING OUT**

For the safety of our learners, we deem it necessary for parents/family members to report to reception and sign out learners when they have to leave the school premises before the official close of the school day.

15. **OUTDOOR ACTIVITIES**

Please ensure that your child wears sunblock and a cap during any outdoor activity. We encourage our children to bring along extra water bottles during the hot summer months.

