

PLEASE READ ALL NEWSLETTERS CAREFULLY

And

Please sign the last page of this letter and return to CLASS TEACHER

Dear Parents

A very warm welcome to the 2021 School year and may we continue to grow Wychwood Primary and support each other through this year.

NO MASK NO ENTRY

School Diaries are COMPULSORY

Grade R and Grade 1 will be issued a diary as part of their stationery payment received at enrolment.
Grade 2 to Grade 7 – R30 must be paid to class teacher before 28 February 2021.

School Attendance:



Week 1
School Starts
Monday
15 February TO FRIDAY
19 February

ONLY FOR

Grade R
Grade 1
Grade 3
Grade 5
Grade 7



Pupils leaving school early:

Please try to make doctor and dentist appointments for the afternoons or school holidays.

If your child is being fetched during school hours for any reason please note the following:

1. **PUPILS MAY NOT BE FETCHED FROM THEIR CLASSROOMS.**
Please report to the office and your child will be called. Please make sure that you sign for their release.
2. You must send a letter with him or her notifying the school that he or she will be leaving early – please write a letter in your child's diary.
3. You will be required to produce your ID book or drivers license to identify yourself.
4. If you send someone else to fetch your child they must have a letter from you with your ID number and they will be asked to identify themselves. You will also be phoned before your child will be allowed to leave so please **make sure that we have your correct phone number. Please do not send a phone number with the person collecting your child, as we will NOT accept it.**
5. If your child takes ill at school we will phone you to fetch him/her. You will be required to identify yourself before you take your child. We will also phone you before anyone else will be allowed to take your child.
6. **IF WE ARE IN ANY DOUBT ABOUT YOUR CHILD BEING FETCHED AND CANNOT REACH YOU ON THE PHONE YOUR CHILD WILL NOT BE ALLOWED TO LEAVE EARLY.**
7. **UNDER NO CIRCUMSTANCES WILL ANY CHILD BE ALLOWED TO LEAVE SCHOOL ON THEIR OWN DURING SCHOOL HOURS**

Absentees: If a child is absent for one or two days a letter must be brought by the child on his/her return to school. For more than two days a doctors certificate is required.

School fees: **THIS IS A SCHOOL FEE PAYING SCHOOL.** School fees are R 4 500.00 per pupil per year. Accounts are sent out once a month and fees must be paid regularly – either once a month or once a term. R 450.00 per month from January to October. ALL school fees must be paid by **End October 2020**. If school fees are paid in full by the end of February, a 5% discount will be given. We do not accept cash at our school so please deposit fees directly into the bank, please ask the secretaries at the office for details. **We DO accept debit or credit cards FOR SCHOOL FEES ONLY.**

**Please make sure the office has your EMAIL ADDRESS
should you wish to receive your statement or newsletters via email.**

My staff and I make every effort to give your child the best education possible, and we appreciate parents who pay school fees regularly. I regret that those parents who have not made arrangements to settle their overdue balances are now facing legal action as accounts are handed over to CEEBEE.

PLEASE parents, we need school fees to ensure the continued smooth running of the school.

NB – CHEQUES ARE NOT ACCEPTED AT OUR SCHOOL . When you enrolled your child at this school you undertook to pay school fees and if you do not pay your fees as promised, the full amount for the year will become due immediately after the first missed month and legal action may be taken against you.

Subsidies: If you feel that you need assistance with your school fees a letter requesting a subsidy must be delivered by the parent to the office and forms will then be sent to you. Parents who applied for subsidies in the past must apply again as all subsidies are granted for one year. **All letters requesting assistance must written on paper and addressed to the School Governing Body be in by the end of February 2021. Children may not bring the letters to school – only parents can come to the front office and hand deliver them.**

Messages: Only in cases of emergency will messages be given to the pupils through the office. Please plan your day in advance – ie lifts, lunches, keys after school activities etc.

School Hours for 2020:

Grade R to Grade 7	: 07h15 to 14h00	Monday to Thursday
	07h15 to 13h00	Friday

Latecomers: All pupils who arrive late for school **MUST** report to the office.

3 late arrivals will result in a detention

Security: Please collect your child as soon as possible after school but no later than 14h00 (2pm) unless they are staying for extra-mural activities, as it is not safe for them to be left unattended at school after hours. You will be advised when extra mural activities start.

Pupils are to use the bottom gate (the gate by the cars). Parents wishing to come to the office may use the top gate (office gate). Parents bringing or fetching their children must please do so **outside the gate and not in the classrooms. Cars MAY NOT drive onto the school property or block the driveway. Please report to the office if you come to the school during school hours.**

Please note that scholar patrol is on duty in the mornings and the afternoons and drivers who do not obey the rules of the road will be reported to the traffic-department

Uniform: School uniforms are sold at the school on a Monday from 09h00 to 12h00 but orders and money will be taken at the office during the week. Please contact Lenny 082 685 0028 for all queries regarding uniform. Order forms are available at the office. I expect **ALL** pupils to be **clean and neatly dressed in proper school uniform every day**. Please parents, also see that your child wears socks and laces in their shoes if they are lace-ups. Uniforms – **Lenny 082 685 0028**

Please ensure that boys and girls hair is neat and school appropriate.

Phone Calls: Please do not phone staff members at their homes or cell phones. The office is open from 07h00 to 14h00 every school day when all school business will be attended to.

Cell phones: Cell phones are **NOT ALLOWED** at school. If pupils bring cell phones to school they must please take care of them. We are not responsible for any cell phones which are stolen or get broken. If your child plays on his/her cell phone, or if it rings during class time, it **WILL** be **confiscated till the END OF THAT TERM**. Cell phones will only be handed back to parents and not to the child.

Attendance at School Functions: Please note that **all pupils** are expected to attend school functions, especially concerts, sports days, etc. Excuses such as “transport problems” or “going out for the day” will not be accepted. Doctors certificates will be required if a child is sick on these occasions.

School Stationery: Each child received a list of stationery LAST YEAR for requirements for 2021. Parents were reminded that you were required to purchase your own stationery before January 2021 as they will not be able to work in class without it. If not, please see that your child’s stationery is bought as soon as possible. The cost of Grade 1 and Grade R stationery was included in the enrolment fee.

Lunch: Due to Covid regulations please make sure that he/she brings a sandwich or other snacks with them to school. There is no facility to purchase food at school. Children cannot be expected to concentrate in class if they are hungry so please make sure they have a good breakfast.

Pupils left at school after hours: If your child is left at school after 14h00 (2pm), you do so at your own risk. School gates are locked daily at 2pm to enable our staff to sanitize each and every class, desk and chairs as well as toilets – ready for the next day.

NB!! NB!! Address and Telephone numbers: PLEASE TEACH YOUR CHILD YOUR CONTACT NUMBER. Please inform the office if you have changed your address or telephone numbers. If your child takes ill or gets hurt at school we need to be able to contact you immediately. Please write your name and contact number onto your child’s school bag.

