



CIRCULAR NO. 1/2019

9 January 2019

Dear Parents / Guardians

1. **WELCOME**

It is wonderful to welcome each parent/guardian and pupil to our school on the first day of a new school year. A special word of welcome to all our new pupils and their parents. We sincerely trust that your association with our school will be a long and memorable experience.

Our wish is that our new pupils feel extremely welcome. Our best wishes for 2019 to all our parents and pupils and we trust that our school will always meet all your expectations.

2. **STAFF 2019**

Principal	: Ms A Daniell
Deputy Principal	: Mr K De Jager
Pre-Primary (English)	: Ms S Van Rooyen
Pre-Primary (Afrikaans)	: Ms M Theron
Gr R Afrikaans	: Ms R Cooke
Gr R English	: Ms J Conradie
Gr. 1 Afrikaans	: Ms H Nel
Gr. 1 English	: Ms K Teubes
Gr. 2 Afrikaans	: Ms M Ungerer
Gr. 2 English	: Ms A Coetzee
Gr. 3 Afrikaans	: Ms J Janse van Rensburg
Gr. 3 English	: Ms M Stow
Gr. 4 Afrikaans	: Ms K von Berg
Gr. 4 English	: Ms M Williams
Gr. 5 Afrikaans	: Mr W Bronkhorst
Gr. 5 English	: Ms Z Theron
Gr. 6 Afrikaans	: Mr D Puren
Gr. 6 English	: Mr A Faure
Gr. 7 Afrikaans	: Ms. N Blignault
Gr. 7 English	: Mr S Botha

Secretaries:  
N Bryant and I Noome

Bookkeeper:  
Z Terblanche

Caretakers:  
J Greeff and John Sikani

### **3. SCHOOL FEES 2019**

The school fees for 2019 are as follows: Gr 1-7 = R1050 per month x 11 months  
Pre- Primary and Gr R = R1200 x 11 months

**NB! The decision was taken by the Governing Body at the Budget meeting that school fees are to be paid on the last day of every month due to fees in arrears at this present moment. All outstanding accounts will be handed over to our Debt collectors for collection.**

**School fees can be paid into our bank account.** Banking details:

**Charlo Primary School**

**Bank: Standard Bank**

**Account number: 080351514**

**Branch code: 050417**

**Reference: Name, surname and Grade of child.**

**Should a parent want to apply for exemption or partial exemption, he/she should complete a form at the office. Exemption applications must be done annually. As soon as a parent's financial position improves, the exemption may be reviewed by the School Governing Body.**

No parent, who was handed over for collection of school fees, child will be accepted in Pre-primary/ Gr R or aftercare.

**NB!** Please note that school fees are compulsory according to law.

### **4. COVERING OF BOOKS**

All textbooks and other stationery must be neatly covered with plastic. Plastic will be provided. NO writing or drawing is allowed in or on any textbooks. If your child does write or draw in or on a textbook, you as parent will have to replace the said book with a new one. Textbooks are expensive and must be treated with care. All books must be covered by **Friday, 1 February 2019.**

## 5. **SPORT**

We would sincerely like to see that each pupil participates in at least one winter and one summer sport. Please encourage and support your child especially with attendance of all practices. We have a policy of **no practice – no play**.

Pupils at our school receive certificates of participation at our annual prize-giving. However, if a pupil does not complete the entire season, he/she will not receive a certificate. We would love to see our pupils achieve at sport as they did last year.

## 6. **APPOINTMENTS WITH THE PRINCIPAL**

I hereby invite any parent **to make an appointment through Ms I Noome** if you encounter any problems which you want to discuss with me. My office door is always open to our parents, but I also teach a class and will not always be available. Therefore, it would be in your best interest to rather make an appointment. That way I can also plan my day.

## 7. **PARENTS IN AND AROUND OUR SCHOOL BUILDING**

**NO** parent/guardian is allowed in our school building (passages or classrooms) without the necessary permission from the office. No adults will be allowed to visit their child at their class or on the playground after the first two weeks of this term. Please wait at the gates or along the fence, on the outside of school grounds. This arrangement of the first two weeks is only applicable to our Foundation Phase classes (Gr 1+2), because these pupils will need support as it is their first time at our school.

Codes for the small gates can only be used between 6:30 to 8:00 and from 14:00 in the afternoon. The Gr R, 1 and 2 teachers will unlock the small gates at the end of their school day. This rule is to ensure that everyone that wants to enter the school during school hours, make use of the main entrance (security reasons). All doors to the school building will also be locked during school hours and will only be opened at break time. Your child's safety is important to us. With these measures we can have better control.

## 8. **MARKING OF PERSONAL ITEMS AND CLOTHING**

All learners (grade 1 to 7) **MUST** wear the correct school dress. ***NO TACKIES OR OTHER CLOTHES will be allowed except on civvies day.***

**PLEASE MARK YOUR CHILD'S PERSONAL BELONGINGS.**

Please mark all stationery, textbooks, lunch-boxes, crayons, pencils, etc. The Staff cannot be held responsible if personal items disappear. Please encourage your child to look after their own belongings.

**Clothing:** During summer we request that boys wear short grey pants and do not bring jerseys or tracksuit tops to school unless necessary. These clothing

gets lost if they take it off during break time to play.

9. **SCHOOL HOURS**

Pre-primary	08:00 until 12:00
Gr R	08:00 until 12:30
Grade 1 to 2 learners	07:50 until 13:35
Grade 3 learners	07:50 until 14:05
(On Fridays the Gr 3's leave earlier)	07:50 until 12:35
Grade 4 to 7 learners	07:50 until 14:05

Pupils must be at school on time. Our discipline starts with punctuality and correct school uniform.

10. **CODE OF CONDUCT**

The revised code of conduct will be on D6.

11. **CLASS/GRADE MEETINGS – PARENT INFORMATION MEETING:**

- Gr R – Thursday, 10 January 2019
- Gr 1-3 – Monday, 14 January 2019
- Gr 4-7+ LSEN -Tuesday, 15 January 2019

We will first get together in the school hall at **17:30 and then adjourn to the different classrooms.** Important information concerning the school and your child will be conveyed to you. No pupils are allowed at this meeting. The prefects will be on duty to accompany you to your child's classroom. Please use only the hall entrance.

12. **TEAR-OFF SLIPS**

**EACH** circular you as parent receive will have a tear-off slip. Please complete in full and return the following day. We only issue a newsletter/circular to the oldest child in a family.

13. **TEXT BOOKS:**

Some brand-new textbooks are in an appalling condition. This is unacceptable. Parents will have to replace damaged books. The child will not receive textbooks in the new year until he/she has replaced the damaged book of 2018. The condition of every book that is handed out this year will be written up as we expect the book back at the end of the year in that same condition. More than 200 damaged textbooks had to be written off at the end of last year. This is an unnecessary expense.

**The Superintendent- General of Eastern Cape Education clearly gave all principals the instruction that no learner may receive textbooks, if the other in appalling condition or lost text books are not replaced.**

**Parents who have to replace text books will be informed – these text books on average cost between R140-R180 each.**

14. **IMPORTANT DATES**

7 January	School reopens for teachers
9 January	School reopens for learners Inauguration of committee members at 8:30
10 January	Gr R parent evening in hall
14 January	Gr 1-3 parent evening in hall
15 January	Gr 4-7 and LSEN parent evening
18 January	Parent -Teacher braai at the Lapa

Please refer to D6 for a full-term calendar

15. **AFTERCARE**

Aftercare fees for 2019 is R690 for full day care.

16. **SMS SYSTEM**

The school requires your cell number for our sms system. All important messages will be sent to you via sms. Please ensure that all number changes are reported to the office.

17. **SYMPATHY**

Our sincere condolences to all families who have lost a member of their family during the festive season – be assured you are always in our prayers.

Friendly Charlo greetings

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A DANIELL  
PRINCIPAL