

FROM THE PRINCIPAL'S DESK

“Be like a postage stamp. Stick to it until you get there.” Bob Proctor

LATE ARRIVAL & COLLECTION OF LEARNERS:

We request parents/guardians to make every effort to get children to school before, or by **07h45** and collect them promptly after dismissal.

It is of concern to us that too large a number of children repeatedly arrive late for school in the mornings and are collected too long after dismissal time in the afternoons.

In order to reduce the problems related to both these matters, kindly read the following with care:

LATE ARRIVALS:

GDE legislation and policies state that all school children should be on the school property and behind locked gates during school hours (GDE Circular 13 of 2002). This is an important security precaution.

If late, parents (or accompanying adult) are required to escort the child to "sign in" with admin staff.

Other very important reasons **why it is not in your child's best interests to arrive late on a regular basis, are:**

1. Children arriving late **disrupt lessons** that have already begun. The educator then has to stop and repeat what has already been taught and discussed. This **wastes teaching and learning time.** This disruption and waste of time is **unfair and detrimental to the majority** who arrive punctually.
2. Children arriving late **miss early morning announcements and instructions** regarding school activities for the day. **This leaves the latecomers at a disadvantage** while those children who arrive on time are well organised and can benefit more from their school day.
3. Persistent late arrival **may be a sign that a child's physical and emotional welfare are at risk.** For example,
 - Frequent lateness may be the result of chaotic early morning routines (or lack thereof!) which **unsettles the child** and can **negatively affect his/her learning and progress.**
 - Children may be forced to travel long distances on their own, **putting their safety at risk.** (Please ensure that your child does not have to walk a long distance to/from school and that young children are not walking alone.)
4. **Socially, children who arrive late miss out on the early morning "bonding" with friends.** Many playground games begin before school and continue throughout the day. **Children who arrive late often feel "left out" for this reason.** Ideally, children should have time to chat/play with friends before the school bell rings.

COLLECTION AT THE END OF THE SCHOOL DAY:

Children are not allowed to roam the school premises unsupervised after school has been dismissed. They have to wait in the designated waiting areas until they are collected.

1. **After school learners should go home immediately,** except if they are involved in after school activities.
2. Parents/Guardians/Care Givers need to make arrangements to collect children who are involved in after school activities, **immediately after that activity has been concluded.**
3. Learners have to be **fully dressed in their school uniform or their PE kit before they leave the school premises. They also have to have their shoes and socks on.** No child may leave the school grounds in swimwear, dancing outfits or barefoot.
4. Kindly ensure that **you know where your children are at all times,** and that your children are certain of **who** will be collecting them after school, **at what time** they will be collected and **at which gate** they will be collected.
5. **Children need to understand very clearly why they may NEVER ACCEPT LIFTS** from somebody else if their parents have not told them of such arrangements **in advance.**
6. **The names of children who are left at school late are recorded. Their parents are contacted because such children are extremely vulnerable to injury and/or crime.**

SCHOOL HOURS:

School starts at 7h45 for each grade, Mon to Thurs and at 7h40 on Fridays. All late arrivals are recorded and reflected on the learner's termly report.

Dismissal times are as follows:

Grade	MON	TUES	WED	THURS	FRI
R - 7	14h00	14h00	14h00	14h00	12h35

ABSENCE:

If your child is absent for the day, please send a letter to the educator on his/her return stating the nature of the absence (e.g. illness, domestic problem etc). A doctor's certificate is needed if children are absent for 3 or more days. Please let the educator know if you child will be off for 3 or more days. **A doctor's certificate is required if your child misses a cycle test, an exam or any formal assessment.**

No. Of Days Absent	Plan of Action by Parent	Plan of Action by School
1 to 2 days	<ul style="list-style-type: none"> Letter sent to school by parent/guardian detailing the reasons for the absenteeism when learner returns. Parent/Guardian to call the school secretary to relay the message to the class educator. 	<ul style="list-style-type: none"> None. School awaits for the learner to return or await a phone call by the parent/guardian to inform us of absenteeism.
3 days	<ul style="list-style-type: none"> Letter sent to school by parent/guardian with valid reasons for the absenteeism when learner returns. Medical certificate to be provided if learner was sick. 	<ul style="list-style-type: none"> School secretary/class educator to telephone parents to find out why learner is absent.
4 to 9 days	<ul style="list-style-type: none"> Letter sent to school by parent/guardian with valid reasons for the absenteeism when learner returns. Medical certificate to be provided if learner was sick. 	<ul style="list-style-type: none"> The Grade Head or Head of Department will call the parent/guardian to query the absenteeism. If Necessary the school will contact Social Services/District office or relevant authority.
10 days and more	<ul style="list-style-type: none"> Parent/Guardian must inform the school about the absenteeism. Letter sent to school by parent/guardian with valid reasons for the absenteeism when learner returns. Medical certificate to be provided if learner was sick. 	<ul style="list-style-type: none"> If the school has not received any information pertaining to the learner's absence, then an automatic de-registration of the learner will occur.

Your co-operation is appreciated.

KEEPING THE SCHOOL CLEAN:

Regretfully, at times some of our children seem to discard their litter (usually from their lunch packs) all too easily, resulting in the school grounds and buildings becoming quite unsightly. Please follow up this matter with your children and encourage them to take pride in their school by depositing their litter in the bins provided. Sweet papers and cool drink cans, in particular, attract bees. Needless to say, the no littering rule applies when in public places too. Please note, the school is taking this matter very seriously this year.

PRIZES:

Are there any parents who are able to source prizes for us to use for our various competitions? If you are able to assist us with items (large or small) for children or adults, we would be delighted. Please be kind enough to send these items to the School Office marked 'For Attention Mr Driver'. Please ensure that you include your name, so we can acknowledge your contribution in our school newsletter.

SUPPORT REQUIRED:

We welcome the support of educators in the community who are able to help us whilst our educators are on leave.

VISITORS ON THE SCHOOL PROPERTY:

Any parent entering the school property for meetings with teachers or for the 2nd hand uniform shop must enter through **Derby Road Gate ONLY** and report to the office first.

HOMEWORK:

Your child should have homework every day. Please do not allow him/her to tell you any different.

Homework must be done every day; where no written work is set, learners need to:

- 1 Read over the content of the learning areas taught that day.
- 2 Prepare for forthcoming tests.
- 3 Learn spelling.
- 4 Revise Mathematics.
- 5 Reading should be a daily activity.

Good progress and good marks cannot be achieved, if homework is not done. Please make a concerted effort to monitor your child's homework critically and sign his/her homework diary every day. After all is said and done, we want our children to achieve. Homework teaches children skills such as time management and organisation.

THEFT:

Every effort is made by the school to ensure that children's belongings are kept safe. Please help us eliminate theft by marking your children's clothing and possessions and ensuring that they do not bring valuable items to school. Cell phones, iPods, etc are not allowed at school.

ROAD SAFETY: (ESPECIALLY AS WE HAVE NEW GRADE R & 1'S)

We request all our parents to please talk to their children about the importance of road safety. Please stress with them the importance of not walking in the road, but on the pavement and tell them to be vigilant of passing vehicles at all times. Especially our older children who "KNOW THE RULES"; the tears simply aren't worth not having a conversation.

DROPPING AND FETCHING CHILDREN SAFELY AT SCHOOL :

Our priority is always the safety of our pupils when they are dropped or fetched at school.

- 1 **Please do not cross over on the wrong side of the road to drop your child. The width of the roads in the vicinity of the school only allows for single lanes of traffic in each direction.**
- 2 **Please consider other drivers.**
- 3 **Please do not ever park in the driveways of homes of residents in the area, as they are entitled to enter and leave their properties.**
- 4 **Please do not expect your children to cross the busy streets on their own.**
- 5 **Please do not text while driving.**
- 6 **Please do not react verbally to parents' careless attitudes.**
- 7 **Reports of unacceptable driving habits will be reported to the JMPD.**

EXTRA-MURAL ACTIVITIES – SLIP SLAP SLOP (SUN PROTECTION):

The extra-mural programme for this term commenced last Monday. Some days we experience brilliant sunshine and heat. We, therefore, recommend that our learners:

Slip on a school sport shirt – which has a high collar.

Slap on a Leicester Road cap or hat – preferably with a wide brim.

Slop on sun protection cream – especially on the face, neck, hands and arms.

We appeal to parents to ensure that all physical education and swimming outfits (including towels) are clearly marked with learners' names. We also ask parents to help their children pack their cases on the days they have these activities. Our office becomes inundated with items which have been 'left at home'. We are trying to teach learners responsibility and organisation skills and would appreciate it, if you could help us in this regard. An organised learner is a happy learner.

Please ensure that your children (boys and girls) bring a cap for swimming.
Children should also be reminded to drink water throughout the day.

ONE WAY TO BE A SUCCESSFUL SPORTS SUPPORTER AND SIDELINE PARENT:

Follow this off-field rule and you'll encourage good sportsmanship for the players – and their parents

Don't make negative comments about the referee. Referees try to be fair. Their mistakes are honest ones and your child needs to know that you believe this. Any criticism or questioning of the referee shows an exaggerated focus on winning and a lack of respect for authority.

CHARITY COLLECTION:

Thank you to those parents and learners who support our Charity Collection on Fridays. The money collected is used to support our families in need and is managed by Miss Van Der Walt, our school counsellor. Any amount is welcome – it adds up!

COVERING OF TEXTBOOKS:

Educators will be sending textbooks home to be covered. Please ensure that all books are covered in thick, good quality plastic or contact. Please understand that textbooks are expensive and need to last several years. If there are any parents who are willing to give off some of their time to come to school to cover books, please contact us on 011 615 7328 or email info@lrschool.co.za .

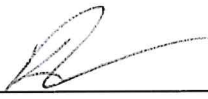
SGB NOTICE OF ELECTIONS:

Please be advised that the SGB Elections will be taking place in March this year. The current SGB has been in place for 3 years and it's time to elect a SGB who will govern for the next three years. If any parent is interested in this vitally important position on the SGB, please contact Mr Driver on 011 615 7328 or email pa@lrschool.co.za

THE FOLLOWING ARE OUR ADVERTISEMENT COSTS:

- Private type advertisements - R100 per insertion in newsletter
 - Business type advertisements - R350 per insertion in newsletter
 - Posters (on notice boards) - R200 each
 - Flyers to all learners from grade R to 7- R400
- Small type advertisements may be placed in our newsletter as a service to our community.

Yours in Education,
Mr KWM DRIVER
School Principal



Sign

29-01-2024
Date

SHAW-BUTLER DANCING STUDIO

Beginners - Advanced
Guys and Girls
Competitions, Exams,
Exhibitions & Shows

ALL AGES

HIGHLAND DANCING
HIGHLAND - SCOTTISH NATIONAL

IRISH DANCING
SOFTSHOE - HARD SHOE - CEILI

Trained by: **MERRYL HOFMEYR 082 871 5096**

HIGHLAND AND IRISH DANCING

KING'S AND QUEEN'S MONTESSORI

Daycare & Aftercare Center

NOW ENROLLING!
We offer:

- ✓ Montessori Preschool and Aftercare /Tutoring program - (Gr. R- 7)
- ✓ Preschool, Prekindergarten, and Kindergarten Programs
- ✓ School Break Programs: Winter, Spring, and Summer
- ✓ Free transport for Preschoolers within the area - 5km axis

CALL NOW TO SCHEDULE A TOUR
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