



# *Primêre Skool Wilgehof Primary School*

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5 May 2015

Dear Parents/Guardians

## **1. Parent Meeting**

Please take note that an urgent parent meeting will take place in the school hall on Wednesday 6 May at 17:30. It is really important that as many parents as possible will attend this meeting as the School Governing Body wants to address parents on a number of extremely important issues.

## **2. Access to the school**

In 2014 the previous SGB approved the upgrading of the school's security. They became aware that the safety situation at our school is not what it should be. Hence we have to look seriously into this problem. The progress has been very slow, but gradually we are coming there.

Parents have been informed on several occasions about this; again last week per sms.

Access will function as follows:

### **In the morning:**

Buses drop of learners at the Western side of the school.

Parents and taxis can drop off their children in the morning in front of the school or in Jansen van Rensburg Street at the Western side of the school; whatever is the most convenient for them. All learners dropped off in front of the school must move immediately inside and are not allowed to play in front of the school.

### **After school:**

We have different categories of learners:

- (1) Learners who use the buses. They are picked up at the Western side of the school.

We are busy with negotiations with the Mangaung Municipality. If these negotiations are successful, there will be a slightly different system in place, but for the time being, the following will apply:

- (2) Learners picked up by their parents, taxis or anyone else immediately after school, but not later than 14:45: These learners come and wait in front of the school until their transport arrives. They are not allowed to play in the garden and must stay on the paving.
- (3) Learners who are picked up after 14:45 but before 17:30: The school gates will be locked and these learners will be picked up at the Western side of the school.

Their parents must have a tag to get access to the school premises. Parents have to pay a refundable **DEPOSIT** of R500 for the tag. Once their children are no longer in the school or their transport situation has changed, parents can return the tag and get their full deposit back. Should the tag gets lost, they forfeit the R500 and must pay another R500 to get a tag. Tags are not given to children, only to the adult who is responsible for the learner's transport. All parents with children in this category must have a tag by Friday 8 May. As from Monday 11 May, no parents will gain access if they do not have a tag.

(4) Learners who are picked up after 17:30:

Exactly the same rules as for learners in group 3 apply for these learners. Parents, we have been lenient for many years to all parents as far as transport and personal circumstances are concerned. Although the school has no legal responsibility towards learners after school closure, we have realized that some parents really have difficult circumstances, and we have been trying to help them as far as possible. Unfortunately some parents are very unreasonable towards their own children by let them waiting for the whole afternoon. Some of these learners are picked up as late as 19:00 in the evening. This is really not acceptable and is definitely not good education practice.

Thus, parents picking their children up after 17:30 will have to pay a fine of R200 for every day that a child is picked up after 17:30.

### 3. Newly Elected School Governing Body

Mr TS Sealome	–	Chairperson
Mrs G Mohapi	–	Deputy chairperson
Mr B Kat	–	Treasurer
Mr R Mokalapa	–	Secretary
Mrs B Masia-Poss	–	Deputy secretary
Mrs B Lephaila	–	Member (parent component)
Mrs P Mosiea	–	Member (teacher component)
Mrs N Mostert	–	Member (teacher component)
Mrs A van Niekerk	–	Member (teacher component)
Mr F Maeyane	–	Member (non-teaching component)
Mr LJ van Biljon	–	Ex-Officio

### 4. School fees

We are extremely worried about a huge number of parents whose school fees are outstanding. Some parents have not yet paid any money for 2015 while some others are still in arrears for 2014.

No school can function without money and since we are NOT a free school, parents must pay school fees.

Parents are however allowed to apply for exemption of paying school fees. We have received the applications and the outcome of these applications will be communicated to the applicable parents in the next couple of weeks. The outcome may be one of the following: Full exemption, partial exemption or no exemption.

We have been phoning parents since the beginning of the second term to remind them about their financial responsibilities. And we will be phoning some more parents

in the weeks to come. In the near future our debt collectors will contact you regarding outstanding money.

May we request you to rather pay before they visit you as you will have to pay administrative costs once they have visited you, and we want to prevent that at all costs.

### **When is an account in arrears?**

Our school fees are R4200 per year which is payable before the end of February. Should a parent not be able to pay this amount before the due date, they have the choice on the application form (which they have to fill in before the child is allowed to the school) to pay the R4200 in 10 equal payments of R420. Thus: if you skip one payment for a month which must be paid before or on the 7th of the month for which it is due, you are in arrears. An example: The school fees for May are due before or on 7 May. If your account (for February up to and including May) is not fully paid before or on 7 May, it is in arrears and you will be contacted to make the necessary payment. If your account is not settled by the 7 of June for June, it is in arrears!!

### **5. Account statements not given to parents**

Every month parents get a statement of their school account. Unfortunately a considerable number of learners do not give these statements to their parents. Parents, please ask your child for the statement. All of you know that you must get a statement; thus when statements are due (approximately two/three days before the end of the month) claim the statement from your child. If you need any information in this regard, do not hesitate to contact your child's register teacher or the office.

### **6. Bus issues**

We are experiencing a constant problem of not so good (not to say bad) relations between parents and bus inspectors. We expect respect and cooperation from both parties. Please keep in mind that it is the bus inspector's responsibility to keep discipline on the buses with your child's safety in mind.

We do get cases where learners are simply uncontrollable and make it very difficult for inspectors to maintain order. We will take these learners off the buses and they will not be allowed onto a bus. Using a bus is a privilege, it is not a right as it is not the school's responsibility to provide transport for learners.

Parents, you must also please keep in mind that bus inspectors cannot take responsibility when buses are late. Circumstances (like accidents, road works, etc) may cause delays and bus inspectors have no control over these situations.

### **7. Home work**

Too many learners simply do not do any homework or do not complete homework. Parents, we take responsibility during school hours; after school hours academic performance is your and your child's responsibility.

### **8. Learners' safety and security on the school premises**

Whilst we take every possible step to ensure that the school premises is safe for our learners, parents must realize that teachers cannot have learners every second of the day under their eyes. Hence we need your support in this regard. Sometimes learners are really irresponsible by doing reckless things, such as hanging from the rails of the second floor or throwing stones around, etc. Talk to your child and see to it that we have your contact detail. See paragraph 9 in this regard.

## 9. Contact details

Please contact **the school** when your contact details or a child's surname have been changed. In some instances learners provide us with their own cell numbers. The result is that we cannot contact parents in a case of emergency or when we send out sms messages regarding important information.

May I request you to change details in one of the following ways:

- (1) change it personally in the office – a form for this purpose is available at the receptionist.
- (2) e-mail changes to admin@wilgehof.co.za
- (3) sms it to my cell number: 081 304 2712

## 10. School clothes and general appearance

Parents, please follow instructions in the Parent-Learner Guide (PLG) carefully.

Too many of our learners simply do not obey the rules set out in the PLG. In general many learners are mixing winter and summer clothes this time of the year.

**Girls:** We have especially many problems with wrong hair style and cutex on nails.

**Boys:** It is sad to say, but our boys are poorly dressed. Too many boys do not wear belts and the result is shirts hanging out especially when shirts are too small. Shoes are dirty and shoe laces not fastened.

Patterns in boys' hair are not allowed whatsoever.

Parents we keep you responsible for your child's appearance. If this problem continues we will have to call you to take your child home to get dressed properly. Clothes go hand in hand with good discipline. Take our hands and help us please.

## 11. Cell phones

This problem is continuing despite our requests. Cell phones must be switched off and may never be visible during school hours, break time included. Transgression of the rule will lead to a fine of R200. Confiscated cell phones are never returned to learners; only to parents. The school cannot take any responsibility for lost or stolen cell phones

## 12. Identification of clothes and other school property

Make sure that your child's clothes are marked properly, especially beanies. This time of the year it becomes very frustrating for all parties if beanies are not marked. There are always some learners who try to be funny by grabbing off other learners' beanies from their heads. Your child must be able to identify his/her beanie.

## 13. Appreciation

Serious matters have been addressed in this circular and it was shown where parents and/or learners do not abide by rules, etc. Allow me to express our sincere thanks and appreciation to parents and learners who are doing everything in their power to cooperate and do the right thing.

Kind regards

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LJ van Biljon  
Acting Principal