



Primêre Skool Wilgehof Primary School

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24 July 2015

Dear Parents/Guardians

Security of the school premises

You have received various notices about this matter. As from Monday 3 August all learners staying at school after 14:45 will have to be picked up on the western side of the school. As all gates will be locked, parents must have a tag to get access to the school yard. Ensure that you get the tag by paying a deposit of R500 for it before 3 August.

Academic and behaviour reports

Your child will get his report today as well as the behaviour report. Please ask your child for these documents.

Class visit for parents

On Monday 27 July the parents of all learners from grade 1 to grade 7 get the opportunity to visit their child's teachers in their classes from 17:00 until 19:00. Please use this opportunity to meet your child's teachers and to sort out problems there may be.

Grade R parents will be called for a visit later in the term.

Parents' visits to the school

Parents must please take note that all visits to the school must be done by appointment with the office. We do not allow parents to visit teachers during school hours as this is disruptive for teaching time.

A specific teacher may phone you and request you to come to school during school hours. These teachers will inform the office that they have an appointment with you in a free period. Only then you will be allowed to go to the teacher's class.

Parents are not allowed to approach any learner on the school premises. If you have a problem with a specific learner, make an appointment with the principal or the deputy principal.

School fees

Please pay regularly before the 7th day of the month. Unfortunately we cannot manage the school without money. A number of parents are already in arrears with their accounts and we have no alternative than to hand you over. Please prevent this at all costs because it will cause you to pay extra money.

Contact details

Last term we put in a big effort to update all parents' contact details. Please ensure that the school has at all times your complete and correct details.

We don't want to get into a situation where we have to urgently contact you and get a voice message saying, "The number you have dialled does not exist." Please parents!

Our office staff have been instructed to ask you every time that you visit the school to confirm your details. Please don't get rude with them.

LJ van Biljon
Acting Principal