

Assumption Convent Primary School

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30 March 2017

Dear Parents/Guardians

This term is drawing to a close but before we can go on holiday there are still quite a few things to be done.

SCHOOL FEES

Thank you to the many parents who keep their school fees up to date.

Please be sure to keep your child's school fees up to date over the holiday period as well.

With the school closing next week and only re-opening on 2 May, there is a real concern that parents would be tempted to skip a payment, as has happened numerous times in the past.

Regardless of the school being closed, we still have financial commitments to honour, such as rates and taxes, salaries etc. Should parents skip a month's payment of school fees, it causes a lot of unnecessary problems for us, having to ask our debtors for an extension of the payment date etc.

In light of this we appeal to you to please co-operate in this regard.

PARENTS EVENING AND REPORTS

Reports for all grades will be issued in the first week of the new term.

Parents' evening will be held on 9 May where parents will have the opportunity to discuss their child's academic performance with the teachers.

EMERGENCY NUMBERS

We urgently appeal to ALL parents and guardians to PLEASE make sure that we have a suitable emergency contact number for your child. It is of no use to us if an emergency number is provided of a relative who lives in Rustenburg for example, or if the parents provide their own numbers as emergency numbers.

Last week we had an incident at school, where a child got injured on the playground. We could not get hold of the parents and the emergency contact lived too far away from the school to be of any use.

Preferably emergency contacts should have a working contact number, available transport, live relatively close to school and be familiar with the child. It is highly recommended that you inform that person that you have provided his/her details to the school as an emergency contact and also ask their permission to do so.

I understand that parents are busy during their day in meetings etc, but please get into the habit of checking your phone for voice messages. Many times we leave a voice message on a parent's phone and that parent would never call the school back.

You can imagine the crisis if we should have a really serious injury and we can't get hold of either the parents or the emergency contact. By law we are not allowed to take a child to hospital and even if we do – without the child's parents and a medical card, it is going to take forever to have the child actually admitted.

In cases that are very serious we arrange an ambulance but we still need to get hold of the parents a.s.a.p.

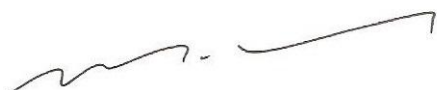
Please help us by making sure that the emergency number we have is functional.

GENERAL

- School closes next week Friday at 11 o'clock. Please make sure to make the appropriate transport arrangements. School will re-open on 2 May for teachers AND students.
- Do not forget about the Lenten boxes and to help your child to make a personal sacrifice by putting some of his/her pocket money into their box.
- **Please be reminded that parents are not allowed to see teachers during class time.**
- If you wish to leave a message for your child via the office for some reason, please do so before 13:00. After this time the children are busy with extra-murals all over the school grounds and it is then very difficult to get hold of them to convey your message.
- The Tuck shop will be selling wows rolls tomorrow at R15 each.

Have a wonderful weekend.

Kind regards



M. Enos (Principal)