

Assumption Convent Primary School

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Pretoria North

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10 January 2019

Dear Parents/Guardians

Welcome back after the long December holidays! I trust that you have all enjoyed a blessed Christmas season with your loved ones.

All of us at Assumption would like to extend our warmest wishes to you all for 2019.

A special word of welcome also to all our new parents. By enrolling your child at Assumption, you have made an excellent decision and we are looking forward to working with you and your child this year.

We have three new staff members on board this year – Ms Van Rensburg who has been appointed in Mr Venter's post, Ms Sekhoto, who has been appointed in Ms Dinath's post and Mrs Evershed who will substitute for Mrs Swanepoel who is on maternity leave this term.

We are very excited to have these colleagues as part of the teaching staff and hope that their association with Assumption Convent will be a very happy one!

We are also very happy for Mrs Swanepoel who has given birth to a healthy little baby girl in December.

IMPORTANT DATES

Please take note of the following important dates:

14 to 16 January	Prefect camp
18 January	School Mass
18 January	Grade 1 photo day
19 January	Pre-school Parents' day
24 January	Cycle tests commence
24 January	Parents' information evening – grade 1 to 7.
14 February	Civvies Day (Free)
22 to 25 February	School closed for Mid term break
1 March	Civvies day (Paid)
6 March	Ash Wednesday/School Mass
11 March	School Annual General Meeting
15 March	Swimming Gala
20 March	School Closes for term 1 and school Mass

SCHOOL TIMES

School hours are from 07:25 in the morning until 14:00 in the afternoon, Monday to Thursday, except on Fridays when school closes at 13:00.

Please note that the **school starts at 07h25** in the mornings. Every year we have a constant problem with learners being late. This causes a lot of disruption and we urge you to see to it that your child be at school on time.

AFTER CARE

The aftercare fees are R800.00 and payable at the SCHOOL OFFICE. No money will be accepted by the aftercare facilitators. We urge all parents to co-operate in this regard. Please note that the aftercare hours are from after school, (14h00 Monday – Thursday and 13h00 on Fridays) until 18h00.

NB !! NB!! After 18:00 there will be NO supervision!! Please be sure to collect your child before 18:00!!

Please note that a fine of R50 will be charged for every 10 minutes that a child is collected after 18:00!!

TRANSPORTING LEARNERS TO AND FROM SCHOOL

Please note that a learner **may only be collected after school and dropped off in the morning in General De Wet Street.**

Some parents are collecting and/or dropping off their children in the church yard or in Jan van Riebeeck Street, which is an extremely busy street. Please parents, we cannot allow this as it poses a serious safety issue to the children. All pick-ups and drop-off's are to be done in General De Wet Street only.

UNDER NO CIRCUMSTANCES will learners be allowed to enter the school yard via the pedestrian gate at the office block. Some drivers tend to drop learners off in the parking area next to the church, expecting the children to enter the school yard via the pedestrian gate. Please tell your child's driver to make sure that the children are dropped off in General De Wet Street and NO other place!

Some parents are parking right in front of the gate in the afternoon, which causes a lot of congestion. Please note that this is not permitted and that learners have to **wait inside the school grounds for parents or drivers to collect them. They are not allowed to leave the school grounds unattended!!**

Please be reminded that the vehicles transporting the children to and from school are not under jurisdiction of the school. As such, you are urgently requested to make sure that your child's driver is reliable, sober and in possession of the required Public Transport Permit and that his/her vehicle is in a roadworthy condition.

PLEASE make sure that we have THE CORRECT contact details of your child's driver written in your child's diary in the designated space.

I regularly receive complaints from the scholar patrol that some parents blatantly disregard the scholar patrol in the afternoon. This causes many problems and it sets a poor example to our learners. The scholar patrol is there to fulfill a specific function and as such you, as parents are requested to also obey their instructions in the afternoon. Your cooperation in this regard is highly appreciated.

BOOKS AND STATIONERY

Formal teaching has already started. Please see to it that your child has the necessary stationery and textbooks. Without a textbook in class your child cannot work or learn. Surely you would not like to have your child start out the year with a disadvantage? Please make sure that ALL your child's belongings (stationery included) are clearly marked.

There are still some second-hand textbooks available for sale at the school for grade 4 to 7 students.

The school also runs a small stationery shop where basic stationery can be bought if required.

Please note that as from next week Mrs Rodrigues will only be available in the mornings and during break times to sell books, as she will be tending to her classes.

SCHOOL DIARIES

Each learner has received a school diary. This is a very important document and you are required to please familiarise yourself with it. Inside you will find a complete set of school rules as well as the Code of Conduct.

You are required to read the Code of Conduct, together with your child, and co-sign it. It is very important that each learner has a signed Code of Conduct.

Your child will be required to write his/her homework down in the diary **on a daily basis. It is your responsibility as parent/guardian to check this daily and sign next to the specific homework for the day.** In this way you are keeping control of your child's homework and progress.

D6 SCHOOL COMMUNICATOR

Most of our parents are already familiar with the D6 School Communicator, as it is being used by many other schools and we started using it late in 2015. As this is the beginning of a brand new year, we would like to encourage all our parents to please download this app and install it on your laptop, pc, smart phone etc.

The School Communicator is an innovative and exciting new way of communicating with parents. It keeps you up to date with what's happening at the school and brings you all the latest news and calendar events. It also contains a photo gallery, contact list and range of useful links and documents.

One particular useful feature of the School Communicator is the 'Homework' tab, which you as parent or guardian can simply click on to view your child's homework for the day. We have had many problems with students not writing down their homework in the diary and when parents check the diary they are of the impression that no homework has been given. The School Communicator will solve this problem as the teachers will, on a daily basis, add homework onto the Communicator for you to check.

In order for us to make this system work, we request that you install the School Communicator App on both your computer and mobile phone or tablet. It can be installed on as many devices as you like. It is a good idea to also install it on your workplace computer. Every day when you start up your PC, the School Communicator will pop up and you can then quickly have a look at the latest news, homework and whatever else is available. It is safe and secure and is used daily by more than ¼ million people worldwide.

Getting started

Installing the School Communicator is dead simple. Download the installer from the School Communicator website at: **www.school-communicator.com/downloads**. Click on the dropdown list and select **Assumption Convent (PTA)**. Note – make sure to select Assumption Convent **(PTA)** as the other Assumption Convent is our sister school in Maryvale Jhb.

Then select whether you are on a Mac or Windows platform and click download.

You can also install the d6School Communicator on your mobile phone. There are some specific apps available for Blackberry, iPhone and Android in the Google Play Store and the App store for iPhones. Simply visit the above website from your mobile phone browser and download the app. Be sure to download the Assumption Convent **(PTA)** option.

Get only the news you want

News and relevant information is added regularly by the school and you can even choose which news and calendar information you would like to receive. Click on the 'Personalise' tab and select the relevant classes, grades or groups from the list provided.

How will the School Communicator affect your computer?

The School Communicator is a lightweight application and should have no noticeable impact on your computer. In some instances you might need to change your anti-virus or firewall settings to allow the School Communicator to run. If you are on a company network, you might need to ask your network administrator to assist you. Over 100 000 parents in South Africa are already successfully using the School Communicator both at home and at work.

Bandwidth

The School Communicator typically uses about 30 Mb of data per month. This will fluctuate a little from month to month depending how often we update the content, but should never be excessive.

Privacy

Any personal information shared with the School Communicator (including your registration details) is absolutely private, and may only be used by the school. It may not be sold or shared with any third party. The School Communicator servers are protected by Thawte to ensure no unauthorised access of your details.

Support

Please contact us if you have any questions or concerns. You can also contact the School Communicator support team if you experience any problems running the School Communicator. Contact them on: 0860 22 11 36 or support@school-communicator.com

In conclusion

The School Communicator can only be effective if it is being used by the community it is intended for. Replies from the questionnaires sent out early in 2015 regarding the school, indicated that many parents felt that communication between the school and parents could be improved. Some of our parents even suggested using the D6 School Communicator. This is exactly what we are doing now.

Please co-operate with us and install this application. You will be amazed at how it is going to benefit you and your child.

Should you have any problem installing it, you are more than welcome to come to school for assistance.

As from February, the weekly newsletter will only be made available on the D6 School Communicator. ONLY those parents who request a hard copy of the newsletter will be receiving one. This, of course, is in an attempt to bring down our printing costs.

Please complete the attached reply slip and return to school a.s.a.p. should you prefer to receive a hard copy.

SCHOOL FEES

Thank you to all parents who have paid their Registration fee as well as School fees. **You are kindly reminded that, based on a decision made by the parents at a parents' meeting in 2007, NO children will be allowed in classes as from 1 February 2019 if their registration fees have not been paid and/or if they are in arrears with their school fees for more than one month.**

Please parents, don't put your child through that agony and embarrassment and make sure that you have paid your dues, as this should be your number one priority. We have already this year had to turn students away due to school fees that are still owed from 2018.

Please be sure, when making a deposit at the bank, that you clearly quote the child's name or the account number as reference for the payment.

Account statements were sent out last Thursday. Note that these statements were dated 1 January and will therefore not reflect any payments made after that. Please contact Mrs Todd should you have any queries. Updated statements will again be sent out next week.

Parents who have not received their statements via email should please contact Mrs Todd at finance@acpschool.co.za. This also goes for all other parents who wish to receive their statements electronically.

SWIMMING

On Monday the students will start swimming during their PT lessons. It is imperative that each child has proper swimwear. Boys are NOT allowed to swim in baggy shorts. Girls must wear a one-piece black or blue swimming costume.

Please also bring along a towel and a swimming cap. Swimming caps can be purchased from school at R40 each as well as swimming bags at R60 each. **Learners who do not have the required swimming gear will not be permitted to swim and will be demerited for ignoring an order.**

PLEASE make sure that all of your child's items are VERY CLEARLY marked.

NEW STUDENTS

By law we are not allowed to accept children from other schools unless they provide their latest report from that school, as well as a transfer card.

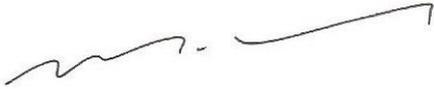
All parents of new children coming from other schools are therefore very urgently requested to submit their child's December 2018 report as well as the relevant transfer card to the office by 25 January 2019. Failure to do so will lead to your child forfeiting his/her space at our school.

GENERAL

- Please see to it that your child’s appearance is 100% according to the guidelines in the school diary. There are quite a few of our students with long nails, coloured hair and other unacceptable hairstyles etc. On Monday 14 January, an appearance inspection will be held and students will receive a demerit if they do not comply to the school rules regarding appearance.
- The Tuck shop will be selling mince and cheese sandwiches at R15 each tomorrow.

Good luck for the term and enjoy your weekend.

Kind regards



M. Enos (Principal)

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REPLY SLIP

I/We, the parent(s)/guardian(s) of.....in Grade.....

Wish to receive the weekly newsletter: (Choose an option)

As a hard copy

In electronic format via D6

Parent/Guardian signature:.....

Email address:.....

Current contact number:.....