

Assumption Convent Primary School

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Pretoria North

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24 January 2019

Please take note of the following important matters.

SCHOOL FEES

Please remember that school fees are payable by the 7th of each month.

Thank you to all parents who are making it a priority to see to it that their child's school fees are up to date.

PARENTS' INFORMATION EVENING

You are reminded of this evening's parent information sessions.

There will be three sessions, and each session will last for 30 minutes.

Session one will start at 17:30 up to 18:00 and is for all grade 1, 2 and 3 parents.

Session two will start at 18:05 up to 18:35 and is for all grade 4 and grade 5 parents.

Session four will start at 18:40 up to 19:10 and is only for the grade 6, and grade 7 parents.

The Grade 7 parents will have their meeting in the School Hall.

Please note that the purpose of this meeting is to provide you as parents with important information. It is NOT an opportunity to discuss individual cases with teachers, due to the time restraint of the sessions. We are doing it this way to accommodate parents who have children in more than one grade and who need to attend more than one session.

Should you wish to discuss a particular issue regarding your child with his/her teacher, you may do so after the session if you are not involved in any of the other sessions.

LOST PROPERTY

All parents are urgently requested to make sure that they mark ALL items belonging to their child, especially the junior learners.

Everyday teachers are contacted in connection with lost items and then the teacher must sacrifice valuable teaching time to go and look for the lost item. When things are not marked it makes it virtually impossible for the teacher to determine the owner, wasting even more time.

Also take note that as from today, lost items will only be kept on the school premises for a maximum of two weeks. After two weeks, items which have not been claimed will either be donated or sold in the second hand clothing store.

SCHOOL COMMUNICATOR

Our current usage rate stands at 80%, which means that only 20% of our parents are still not using the Communicator.

Thank you to those who have downloaded the app. We hope that you find it a very handy tool.

I would like to encourage those parents who have not yet installed it to please do so. For the sake of those parents who are not yet familiar with D6, I once again provide the information as published in our first newsletter this year:

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 School Communicator on your mobile phone. There are some specific apps available for Blackberry, iPhone and Android. 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.

NEWSLETTERS

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

A reply slip was sent out two weeks ago on which you should have indicated your preference regarding the newsletter. If you have not yet returned that reply slip, please do so by **tomorrow**.

Another reply slip has been attached to this newsletter in case yours got lost.

SURVEY

Every year we have to submit a survey to the Catholic Schools Office. One of the questions asked pertains to the amount of Catholic students in the school. We usually gather this information from the students' registration forms, but of late many parents simply indicate that they are Christians and do not stipulate the actual denomination.

We therefore request that **all parents please complete the attached survey slip, indicating their child's actual religious denomination, eg Catholic, Presbyterian, Methodist etc.**

The reason why CSO would like to have this statistic is in order to determine whether a school should offer additional religious services such as catechism and preparation for First Holy Communion. Obviously in a school where only 3% of its students are Catholic, this would not be feasible whereas the opposite is true for schools with a 40% or 50% number of Catholic students.

ALL NEW PARENTS!

An extremely urgent plea goes out to all parents/guardians of new students at Assumption to **please** submit their children's transfer card and November 2018 report from their previous school at the office, before 31 January 2019. We need these documents to confirm that your child has been correctly placed at our school.

Failure to submit these documents will lead to your child being refused placement at our school as we are obliged by law to have these documents in our possession.

CHILD SAFEGUARDING POLICY

All Catholic Schools implement a Child Safeguarding Policy. The aim of such is to protect children and children’s rights.

It is required that all parents are aware of this. For this reason we include a note regarding this policy which all parents/guardians should please sign and return to school by Monday 28 January.

GENERAL

- Please see to it that your child comes to school on time. We are still experiencing a lot of problems in this regard.
- Parents are again reminded that they need to collect their children personally at the gate in the afternoon. The teachers and security guard are not allowed to let the students go outside the school yard unsupervised. Please co-operate in this regard as this arrangement has been put in place for your child’s protection.
- Another plea goes out to parents to please obey the scholar patrol. Please do not park in front of the gate when collecting your child
- Tomorrow **is not** a civvies day and all students should be neatly dressed in school uniform.
- The Tuck shop will be selling Boerewors Rolls tomorrow at R20 a piece.

Have a blessed weekend, from all of us at Assumption.

Kind regards

M. Enos (Principal)

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:.....

.....

SURVEY SLIP

RELIGIOUS DENOMINATION

Name of child: Grade:

Please indicate which religious denomination your child currently belongs to by making a tick in the appropriate block:

Roman Catholic

First Holy Communion received? Yes/No

Methodist

Presbyterian

Other

Please indicate which:

Parent/Guardian signature: Date:

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Child Safeguarding Policy

Assumption Convent Primary School adheres to the Child Safeguarding Policy as set by the Catholic Board of Education.

This policy serves to ensure the safety and protection of the learners in the school and ensures that referral of suspected or known child abuse is dealt with in accordance with the law.

Undertaking by parent/s of _____ Gr. _____

I/We hereby declare:

- That I am aware that the school has a Child Safeguarding Policy.
- That I am aware that the policy is available for my perusal on request.
- That I am aware that the school is compelled by law to report any knowledge or suspicion of abuse to the relevant authorities.
- That I will do everything in my power to ensure the safety and protection of the child/ren in my care.

Parent/Guardian Signature: _____

Date: _____

