



Dear Parents / Guardians

We are looking forward to welcoming your child to our Grade R class. We trust that he/she will experience a meaningful time with us and become part of our large, happy family.

We thought it would be good to give you as much information as we can to help you with your planning and budgeting.

We would like to bring the following matters regarding 2024 to your attention.

1. We invite your child to come and meet his/her teacher on **Saturday, 25 November 2023**. It will be an informal meet and greet anytime between 08:30 and 10:00. Please make use of the Grade R entrance at the Pavilion when visiting us (not the main entrance). There will be signs to guide you to the Grade R building. This is the perfect opportunity for your child to meet his/her teacher and where he/she can explore their classroom and playground. You will also have the opportunity to meet Jahna Pheiffer (speech therapist), Wilene Wiggil (occupational therapist) and Malindi Jordaan (Kinderkinetics). They are professionals in private practice that offer their services at our school.

2. School will start at 08:00 on Wednesday, 17 January 2024. Provisional term dates for 2024 are:

17 January – 20 March
03 April – 14 June
09 July – 20 September
01 October – 13 December

Amendments will be published on the school's Facebook page – Laerskool Lorraine Primary. Please follow this page for daily activities happening in our school.

3. School hours: 08:00 till 12:50 (**12:00 until 26 January**). Pupils must please be at school by 08:00 and fetched at 12:50 sharp. A responsible person must fetch pupils from the designated Gr. R area. If a different person has to fetch a pupil, we must be informed about it in writing or via WhatsApp. Grade R teachers also teach senior pupils and have other responsibilities after 12:50 and therefore cannot be held responsible for the care of the Gr. R's after their official class hours. **Please take note that the school closes at 12:30 on a Friday** for the Foundation Phase (including Gr. R).

Very important: The Grade R teachers will be in their classes from 07:30 in the morning. Should you wish to drop your child off earlier than 07:30, it will be at your own risk or other arrangements should be made.

4. We invite your child to come and meet the Gr. R teachers on **Tuesday, 16 January 2024** at 09:00 for half an hour. We find that the pupils face their first day at school with more confidence once they have become familiar with their new environment and have met their teacher.

Please take note that only the pupils may attend. Parents/guardians should please wait outside.

5. Pupils should wear old clothes to school as we often do messy projects which may spoil their clothes.
6. Parents/guardians must please **mark all clothes** (including shoes), school bags, lunch boxes (lids as well) etc. Rubber sandals can be marked on the sides.
7. Pupils must please not bring any toys to school. We accept no responsibility for lost toys.

8. Pupils may bring something sweet to school on a Wednesday (only one treat). We would like to encourage and instill healthy eating habits.
9. Friday is "cookie" day. Each parent/guardian will get a turn or two to send cakes or any other treat. The money raised in this way will be spent on those extra, unplanned expenses. Cookie money is paid in one amount of R50 at the beginning of the year.
10. **You must please inform us in writing if your child is on medication.**

Whenever you send medication for your child to school, PLEASE write a letter/note and put it in the message file stating what time and the dosage we should give to your child. Alternatively, you can send a WhatsApp to the teacher to inform her of the above mentioned. NO MEDICATION WILL BE GIVEN WITHOUT WRITTEN PERMISSION AND A SIGNATURE OF A PARENT/GUARDIAN. Please take note that we may not give a child medicine for a headache, tummy cramps, bee stings etc during school hours. Should your child be allergic to bees, you will need to supply the necessary medicine which will be kept at school with written permission to administer it.
11. Sick pupils should rather be kept at home until they have recovered fully. This is not just for the well-being of your own child, but also for those around him/her.
12. Excursions form a valuable part of our curriculum and parents/guardians will be notified of details in advance.

The following items are a necessity.

1. A large enough **school bag** (minimum size 38cm x 30cm), without wheels, for a child's personal belongings (tackies, tracksuit, A4 folder, extra clothes, lunch etc).
2. **Grade R Golf Shirt:** Please remember that during the second and third term your child(ren) will have the opportunity to participate in sport and we are of the opinion that it will be better to order **two** golf shirts. A golf shirt costs R150 and must please be ordered and paid for via EFT into the school's bank account between 23 October and 1 December 2023. No late orders will be accepted after 1 December 2023. Lorraine Primary School also has its own second hand clothing shop should you want to look for a good second hand golf shirt. It is open on a Monday and Wednesday from 07:20 – 08:00. Only cash is accepted at the second hand clothing shop.

The office gets extremely busy towards the end of the year, it will be greatly appreciated if your order and payment is received as soon as possible.

3. A **compulsory long sleeve material art apron** is required at a cost of R150 each.
4. A compulsory **stationery pack** will be available at Trink Consumables, 61 Newton Street, Newton Park from **23 October 2023**. This pack will contain all the necessary stationery needed for the year. The cost will be ±R560. The contact person there is Kirsty Daniels (041 365-7791).

We advise you to purchase the stationery pack before the end of 2023 so that you have enough time to mark all the items. Please cover the A3 drawing books with paper of your choice and plastic. Remember to write your child's name clearly on the front cover. The A4 folder will be used as a communication platform for letters/notices and the A5 envelope is for money and tear-off slips.

All money sent to school must please be **the correct amount**, placed in an envelope or ziploc bag clearly marked with the name of your child, name of the teacher, amount inside and what it is for.

All crayons should be marked individually using sticky tape or name stickers and kept in the original packaging.

Please send the complete pack to school when your child meets his/her teacher on Tuesday, 16 January 2024 together with an empty 2l ice cream container. Please decorate and write your child's name on the ice cream container.

5. 1 box of tissues, 1 pack of paper plates, 1 scouring sponge, 1 roll of paper toweling and a face cloth for drying hands must also be sent on 16 January 2024.
6. It will be appreciated if you could collect the following items for us:
 - ice-cream sticks (big and small)
 - polystyrene containers
 - small boxes e.g. toothpaste, pill, soup
 - scrap paper for drawings
 - newspaper
 - x-rays
 - toilet roll inner cardboard

Please see the order form (next page) for items that can be ordered through the school office. **Orders can only be processed once we have received payment.** Proof of payment must accompany your order. Orders to be emailed to : info@lorraineschool.co.za You will be contacted once your order is ready for collection.

*Please be very specific with your reference number. It will be: **Req 24 and your child's name and surname** (e.g. Req24JohnSmith).*

Banking details : ABSA
Branch code : 632005
Account Number : 1400 490 224

Kind Gr. R regards

GRADE R TEACHERS



Mrs M.M. Martens
ACTING PRINCIPAL

2024-09-11