Geagte Ouers/Voogde

Ons sien uit daarna om u kind in ons gr. R-klas te verwelkom. Ons vertrou dat hy/sy 'n leersame tyd by ons sal ervaar en deel sal word van ons groot en gelukkige familie.

In hierdie onsekere tyd het ons dit goed gedink om soveel moontlik informasie deur te gee om u beplanning en begroting te vergemaklik. Ons vra u geduld t.o.v. die beplanning vir 2022, want weens COVID-19 kan inligting/datums moontlik verander.

Daar is 'n paar sakies wat ons graag onder u aandag wil bring vir 2022:

1. Oriëntasie-dag: Ongelukkig kan ons u nie na ons graad R-oriëntasie-dag nooi nie, maar ons het die tyd geneem om ‘n kort video te maak om die graad R-onderwyseresse en die fasiliteite aan u bekend te stel, asook om belangrike inligting deur te gee. Sien asseblief die skakel in die oorkoepelende e-pos.

2. Die skool begin op Woensdag 19 Januarie 2022. Die voorlopige kwartaalrooster vir 2022 is:

 19 Januarie – 25 Maart

 5 April – 24 Junie

19 Julie – 30 September

11 Oktober – 14 Desember

Veranderinge sal op die skool (Laerskool Lorraine Primary) se Facebook-blad geplaas word. Volg asseblief hierdie blad om op hoogte van aktiwiteite en gebeure te bly.

3. Skoolure: 08:00 tot 13:00 **(12:00 tot 28 Januarie)**. Leerlinge moet asseblief teen 08:00 by die skool wees en om 13:00 deur 'n verantwoordelike persoon BINNE die aangewese plek gehaal word. Indien u kind deur 'n ander persoon afgehaal word, moet u ons asseblief skriftelik in kennis stel. Onderwyseresse aanvaar geen verantwoordelikheid na 13:00 vir leerlinge nie, aangesien ons ander verantwoordelikhede na 13:00 het. **Let wel dat die skool** **12:50 op ‘n Vrydag** sluit.

Baie belangrik: Die graad R-onderwyseresse sal elke oggend vanaf 07:30 in hul klasse wees. Indien u u kind vroeër moet aflaai, kan u dit op eie risiko doen of u moet ander reëlings tref indien u nie gemaklik is om u kind sonder toesig by die gebou te los nie.

4. Ons nooi u kind vriendelik uit om op **Dinsdag 18 Januarie 2022** om 09:00 te kom kennis maak met die gr. R-onderwyseresse. Ons ondervind dat die leerlinge hul eerste skooldag met meer selfvertroue kan aanpak as hulle die vorige dag vertroud gemaak word met hulle omgewing en ook weet wie hulle onderwyseres gaan wees. Die besoek sal ± 30 minute duur.

**L.W. Bogenoemde besoek is slegs vir die leerlinge. Ouers/Voogde word vriendelik versoek om buite te wag.**

5. Trek asseblief ou klere vir u kind aan, aangesien ons baie "mors-aktiwiteite" aanbied en nie graag hul klere wil bemors nie.

6. Ouers/Voogde word versoek om **alle klere** (skoene ingesluit), tasse, kosblikke (ook deksels) ens. **te merk**. Rubbersandale kan aan die kant gemerk word.

7. Sorg asseblief dat u kind geen speelgoed skool toe bring nie. Ons aanvaar geen verantwoordelikheid vir speelgoed wat wegraak nie.

8. Leerders mag ‘n soet-dingetjie inkry vir skool, maar slegs 1 bederfie per dag. Ons probeer om by ons leerlinge gesonde eetgewoontes aan te kweek.

9.. Vrydae is koekiedag. Elke ouer/voog sal een of twee beurte kry om koekies of ‘n versnapering te verskaf. Met die geld wat ons insamel, kan ons voorsiening maak vir daardie ekstra, onbeplande uitgawes. Koekiegeld word eenmalig aan die begin van die jaar betaal teen R50 per jaar.

10. **Indien u kind medikasie neem, moet u ons asseblief daarvan in kennis stel deur middel van 'n brief**.

Indien u van die onderwyseres verwag om medisyne (bv. antibiotika) toe te dien, moet u skriftelike toestemming in die boodskap-leêr gee (tyd en dosis). Alternatief kan u ‘n “WhatsApp” aan u kind se onderwyseres stuur om haar in kennis te stel van bogenoemde. GEEN MEDIKASIE sal sonder toestemming en ‘n handtekening gegee word nie. Neem asseblief kennis dat ons nie medikasie vir ‘n hoofpyn, maagpyn of bysteek gedurende normale skoolure mag gee nie. Indien u kind allergies is vir bye sal u die medikasie moet voorsien, waar dié by die skool, met nodige toestemming, toegedien sal word.

11. Siek leerlinge moet liefs tuis gehou word totdat hulle heeltemal gesond is. Dit is nie net vir die welstand van u kind nie, maar ook in die beste belang van die ander leerlinge.

12. Uitstappies vorm ‘n belangrike deel van u kind se onderrig en ouers/voogde sal vooraf in kennis gestel word. (Dit hang ook alles van die huidige situasie rondom COVID-19 af).

Hier volg 'n lys van noodsaaklike benodigdhede:

1. **'n Skooltas** (minimum grootte 38 cm x 30 cm), sonder wieletjies, groot genoeg vir alle persoonlike besittings (Tekkies, sweetpak, A4-lêer, ekstra klere, kosblik, ens.).

2. **Graad R-Gholfhemp**: Neem asb. kennis dat ons graad R-leerlinge in die tweede en derde kwartaal aan sport deelneem en dit dus beter sal wees om 2 hempies te bestel. Die gholfhemp kos R120 en moet bestel en betaal word d.m.v. ‘n EFT in die skool se bankrekening in. Bestellings en betalings kan tussen 1 Oktober en 1 Desember 2021 gemaak word. Geen bestellings sal na 1 Desember aanvaar word nie.

 Aangesien die kantoor baie besig raak teen die einde van die jaar, sal ons u aanraai om bestellings so gou as moontlik te doen.

3. ‘n **Verpligte langmou voorskoot vir kuns, kan teen R130 gekoop word**.

4. ‘n Verpligte **skryfbehoeftepak** sal vanaf **25 Oktober 2021** by Trink, Newtonstraat 61, Newtonpark beskikbaar wees en al die noodsaaklike skryfbehoeftes vir die jaar bevat. Die pak sal ±R475 kos. Die kontakpersoon daar is Kirsty Daniels (041 365 7791).

Ons moedig u aan om die skyfbehoeftepak vroegtydig te koop, sodat u genoeg tyd het om elke item individueel te merk.

U moet asseblief die A3-kunsboek met enige mooi papier en plastiek oortrek en die leerling se naam op die voorkant skryf. Die A4 lêer sal vir kommunikasie doeleindes, soos briewe/kennisgewings gebruik word en die A5 koevert is vir geld en afskeurstrokies. Plaas asseblief enige gelde wat u stuur met die **korrekte bedrag** daarin, in 'n koevert of plastiese seëlsakkie, met die volgende daarop: naam van leerling, naam van onderwyseres, korrekte bedrag en waarvoor dit is.

Die kryte moet asseblief individueel gemerk word met kleefband of ‘n naamplakker en in die oorspronklike verpakking gehou word.

**Stuur die skryfbehoeftepak, saam met ‘n leë 2*l* roomysbak, terug skool toe wanneer u kind sy/haar klasonderwyseres op Dinsdag 18 Januarie 2022 ontmoet.**

5. 'n Houer sneesdoekies, 1 pak papierborde, 1 skuursponsie, 1 papier handdoekrol en ‘n waslap om hande af te droog moet ook op 18 Januarie 2022 saamgestuur word skool toe.

6. Ons sal dit waardeer indien u die volgende items vir ons bymekaar kan maak:

* Roomysstokkies (groot en klein)
* klein polistireenbakkies
* klein boksies bv. tandepasta, sop, ens.
* koerantpapier
* afvalpapier vir teken doeleindes
* x-strale
* leë toiletrolle

Ongelukkig word daar tans geen besoekers op ons skoolterrein toegelaat nie en is ons genoodsaak om ons normale prosedures te verander. Sien asb. die bestelvorm (volgende bladsy) vir die items wat deur die kantoor bestel kan word. **Slegs bestellings, met bewys van betaling, kan geplaas word.** U sal gekontak word om die bestelling by die hoofhek af te haal. **U bestelling en bewys van betaling moet gestuur word na** **info@lorraineschool.co.za**

*Gebruik asseblief die volgende verwysing vir bogenoemde betalings:* ***Req22 + kind se naam en van*** *(bv. Req22JohnSmith)*

Bankbesonderhede:

Bank : ABSA

Takkode : 632005

Rekeningnommer : 1400 490 224



Vriendelike Gr. R-groete

GR. R-ONDERWYSERESSE

2021-09-29

**BESTELVORM**

**(Voltooi asseblief en e-pos terug aan:** **info@lorraineschool.co.za** **met u bewys van betaling)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Koste | Grootte | Grootte en hoeveelheide | Totale Bedrag |
| Skooltas | R260 | X |  |  |
| Sportsak | R220 | X |  |  |
| Gholf-hemp | R120 | 5 – 6 jaar (Bors 72 cm)7 – 8 jaar (Bors 78 cm)9 – 10 jaar (Bors 84 cm)11 –12 jaar (Bors 90 cm)13 –14 jaar (XS Bors 96 cm) |  |  |
| Kuns voorskoot | R130 | Een grootte pas almal |  |  |
| Hoed | R130 | S – ML – XL |  |  |
| TOTALE BEDRAG |  |

Kind se naam : …………………………………………

Ouer/Voog se naam : ………………………………………... Kontaknommer : ……………………………..

E-posadres : ………………………………………………………….…

BEWYS VAN BETALING AANGEHEG : …………………………….

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.

In these uncertain times, we thought it would be good to give you as much information as we can to help you with your planning and budgeting. Please understand that all the planning we are doing is subject to the developments surrounding the state of emergency caused by COVID-19.

We would like to bring the following matters concerning 2022 to your attention.

1. Orientation Day : Unfortunately, we will not be able to invite you to our Grade R Orientation Day, but we have produced an online video to introduce the Grade R teachers, facilities and helpful information. Please see the link in the covering email.

2. School will start at 08:00 on Wednesday, 19 January 2022. Provisional term dates for 2022 are:

 19 January – 25 March

 5 April – 24 June

19 July – 30 September

11 October – 14 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 13:00 **(12:00 until 28 January)**. Pupils must please be at school by 08:00 and fetched at 13:00 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 13:00 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 12:50 on a Friday.**

 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, 18 January 2022** 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 could 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, but only one treat per day. 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. (This all depends on the current situation regarding the COVID-19 pandemic).

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 R120 and must please be ordered and paid for via EFT into the school’s bank account between 1 October and 1 December 2021. No late orders will be accepted after 1 December 2021.

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** at a cost of R130 each.

4. A compulsory **stationery pack** will be available at Trink Consumables, 61 Newton Street, Newton Park from **25 October 2021**. This pack will contain all the necessary stationery needed for the year. The cost will be ±R475. The contact person there is Kirsty Daniels (041 365-7791).

We advise you to purchase the stationery pack before the end of 2021 so that you have enough time to mark all the items. Please cover the the A3 drawing book 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, 18 January 2022 together with an empty 2l 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 18 January 2022.

6. It will be appreciated if you could collect the following items for us:

* ice-cream sticks (big and small)
* small polystyrene containers
* small boxes e.g. toothpaste, pill, soup
* scrap paper for drawings
* newspaper
* x-rays
* toilet roll inner cardboard

At this stage, to ensure the safety of our pupils and staff, no visitors are allowed on the school premises. This has forced us to change many of our normal practices. 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 to collect your order from the front gate.

*Please be very specific with your reference number. It will be:* ***Req 22 and your child’s name and surname*** *(e.g. Req22JohnSmith).*

Banking details : ABSA

Branch code : 632005

Account Number : 1400 490 224

Kind Gr. R regards



GRADE R TEACHERS

2021-09-29

**ORDER FORM**

**(Please complete and email to :** **info@lorraineschool.co.za** **with your proof of payment)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Cost | Size | Quantity and size | Total Cost |
| School Bag | R260 | X |  |  |
| School tog bag | R220 | X |  |  |
| Golf shirt | R120 | 5 – 6 years (Chest 72 cm)7 – 8 years (Chest 78 cm)9 – 10 years (Chest 84 cm)11 – 12 years (Chest 90 cm)13 – 14 years (XS Chest 96 cm) |  |  |
| Art Apron | R130 | One size fits all |  |  |
| Hat | R130 | S – ML – XL |  |  |
| TOTAL COST |  |

Child’s name : …………………………………………

Parent/Guardian’s name : ……………………………………….. Contact Number : ………………………..

Email address : ……………………………………………………

PROOF OF PAYMENT ATTACHED : ………………………….