



# Manor Gardens Primary School

Newsletter No. 1

17 January 2017

***"Patience, persistence and perspiration make an unbeatable combination for success" – Napoleon Hill***

## **WELCOME**

The School Management Team and School Governing Body of Manor Gardens Primary School warmly welcomes all returning and new children, their families and staff to this new academic year.

We extend a hand in friendship and collegiality to the following new staff members who have joined the School: Mrs Louise Penman as a Grade 4 teacher, Mr John Connellan as the Grade 5 Joubert locum tenens teacher and Mrs Glenda Samuels as the half day financial assistant. We look forward to the school benefiting from their special talents and new ideas and are confident that they will enjoy being members of the Manor Gardens Primary family.

We warmly welcome Miss Andrea Peters, a fourth year Bachelor of Education student from Embury Institute of Teacher Education, who will be doing her 6 week practice teaching in Mrs Annie Andrew-Govender's Grade 3 class. We look forward to working with her and sharing new teaching ideas with each other.

We were sad to have said goodbye to Mrs Colleen Van Heerden during the December holidays because she decided to take up one of Port Natal School's newly created, state paid, Grade 4 English medium teaching posts this year. We are looking forward to her being the guest of honour at the Senior primary Gala in February. We were also sad to bid farewell to Mrs Kasthuree Gounden as she decided to focus fully on completing her master's degree this year.

Miss Amanda Bega has happily moved to Grade 3 and Miss Mia Hortop to Grade 7. We thank them for readily making these grade changes and look forward to the positive impact their presence will make.

Mrs Tory Joubert gave birth to Michael James Joubert in early January and she will return after six months maternity leave on 1<sup>st</sup> July. We wish Tory, Marc and Michael Joubert much joy and love as they build their new parent/son relationship. We are looking forward to meeting Michael soon.

We congratulate Miss Charlene May and Jason, her fiancé, on their engagement during the December holidays. They will be getting married on Saturday 28 January and going on honeymoon at the end of June. We wish them everything of the best as they enter the new chapters of their romantic journey.

A hearty welcome to all MGPS parents, our partners in education, as Marzee Woodward's poem titled, 'A Message for You' aptly conveys:

### A Message for You

As sugar and flour come together to make  
A wonderful cookie creation that you bake,  
Parents and teachers join as one  
To create an educated daughter or son.

It takes lots of love, caring and understanding  
But an individual will emerge who is special, notwithstanding.  
We will work together to help each child bloom  
So they can grow and prosper as they learn in their classroom.

So we share this little poem with you as we say  
We are committed to helping your child grow each and every day.  
Yes, the road is long, but the journey's begun  
As we strive to educate your daughter or your son.

Stacy Bonino's poem titled, 'I'm So Much More Than Just A...TEACHER' pertinently communicates the viewpoint of our teachers.

### I'm So Much More Than Just A...TEACHER

I am a counselor and psychologist to a problem-filled child,  
I am a police officer that controls a child gone wild.  
I am a travel agent scheduling our trips for the year,  
I am a confidante that wipes a crying child's tear.  
I am a banker collecting money for a ton of different things,  
I am a librarian showing adventures that a storybook brings.  
I am a custodian that has to clean certain little messes,  
I am a psychic that learns to know all that everybody only guesses.  
I am a photographer keeping pictures of a child's yearly growth,  
when mother and father are gone for the day, I become both.

I am a doctor that detects when a child is feeling sick,  
I am a politician that must know the laws and recognize a trick.  
I am a party planner for holidays to celebrate with all,  
I am a decorator of a room, filling every wall.

I am a news reporter updating on our nation's current events,  
 I am a detective solving small mysteries and ending all suspense.  
 I am a clown and comedian that makes the children laugh,  
 I am a dietitian assuring they have lunch or from mine I give them half.  
 When we seem to stray from values, I become a preacher,  
 But I'm proud to have to be these people because-  
 I'm proud to say, "I am a teacher."

We are mindful that our parents are teachers too and also perform these numerous roles!

We look forward to your contribution and collaboration in accomplishing the MGPS vision and mission statement which is, 'To nurture children to their full potential in a harmonious and dynamic learning environment and to develop innovative, responsible individuals who are able to contribute positively within a diverse and changing society.'

Manor Gardens Primary opened its school doors for the first time in 1967 so we celebrate 50 years of nurturing, innovative education. Consequently there are events each term to commemorate this milestone. New computers were installed in the children's computer lan before school opened in January. The painting of all the classrooms is underway with the Grade 2 classrooms being the first to look brighter and fresher.

2017 promises to be a wonderful year for all associated with the School.

**PARENT INFORMATION EVENINGS – A child minding service will be provided.**

Date	Day	Grades	Venue	Time
16 January	Monday	Grade 2 and 3	Grade 2 classrooms, Grade 3 SP Aftercare Room	17h30
17 January	Tuesday	Grade 6 and 7	Grade 6 Media Centre Room, Grade 7 Hall	17h30
18 January	Wednesday	Grade 4 and 5	Grade 4 Hall, Grade 5 SP Aftercare Room	17h30
19 January	Thursday	Grade R + 1	Classrooms	17h30

**MGPS WELCOMING GRADE R AND 1 PARENTS FUNCTION**

All Grade R and Grade 1 children and their parents are invited to attend our "Welcome to Manor Gardens Primary" hot dog social function on Thursday 19 January in the Grade R area after the Grade R and Grade 1 parent information evenings. Invitations have been sent home with your children. Please RSVP as requested.

**DATES TO DIARISE**

16 January	Extra-Mural programme begins for Grades 2 - 7
23 January	Extra-Mural programme begins for Grades 1
26 January	Grade 3 Cake Sale
31 January	Reading Talk – New Grade 1, 2 and 3 parents are invited to a reading talk at 18h00
1 February	High School Expo
9 February	Pre-primary Principal's Breakfast
9 February	Senior Phase Gala
13 February	SGB Parent Representative By-Election Meeting
14 February	Valentine's Day - Civvies
17 February	Open Day for Grades R – 7 pupils: 2018
21 February	Inter-school Lit Quiz
22 February	Grade 4 Cake Sale
24 February	MGPS 50 <sup>th</sup> Tea Party
27 February	Adjourned SGB Parent Representative By-Election Meeting
1 March	National Lit Quiz Finals
3 March	Family Social (Tentative)
6 – 7 March	Grade 5 at Roselands
8 March	Grade 4 Excursion to Tala Game Reserve
15 March	Grade 6 Cake Sale
24 March	Foundation Phase Gala
24 March	End of Extra-Mural Programme
25 March	MGPS 50 <sup>th</sup> Fun Walk
28 March	Foundation Phase Movie Night
31 March	Break-up Day
18 April	Second Term Starts

**SCHOOL TIMES**

<b>Starting time</b>	Monday – Friday	Grades R – 7	07h30
<b>Break times</b>	Monday - Thursday	Grade R - 7 1 <sup>st</sup> Break 2 <sup>nd</sup> Break	09h50 – 10h10 12h30 – 12h50
<b>Break Times</b>	Friday	Grades R - 7	10h00 – 10h30
<b>Closing times</b>	Monday – Thursday	Grades R, 1 and 2 Grades 3 – 7	12h30 13h50
<b>Closing times</b>	Friday	Grades R, 1, 2 and 3 Grades 4 – 7	12h30 13h00

### EARLY ARRIVALS

Please note that children are not allowed entry onto the school grounds before 07h00. MGPS staff members, including Mr S'bongiseni Mshibe, our Security Guard, are not responsible for supervising children who arrive too early. The pedestrian gate on top of the stairs is opened at 06h50 and children may wait quietly on the benches outside the hall until the green gate next to the office is opened at 07h00. Your full co-operation in this matter will be appreciated.

### LATE ARRIVALS

It is important that children arrive at school on time and begin their academic day in a calm, positive, cheerful and organized manner. You are requested to make the necessary arrangements to have your child arrive at MGPS before 07h30 every day which gives them enough time to report to their classroom before the bell rings. Your co-operation in training your child to be punctual will be greatly appreciated.

Parents are to bring late children to the office to sign the 'Late Arrivals' register before children may go to their classroom. If your child is late more than 3 times, they will have to attend a Friday afternoon detention class.

### TIMEOUS DEPARTURE AFTER SCHOOL ACTIVITIES

**Children may not remain unsupervised on the school grounds after school hours.** They must be collected **within 15 minutes** after class lessons and extra mural activities, or they **MUST** go to Aftercare.

Children may not wait unsupervised for older siblings. If you are going to be late to fetch your child on a particular day, please write a note to your child's class teacher and arrangements will be made for your child to go to Aftercare. If your child has an extra-mural activity later on in the school afternoon, he/she must attend Aftercare between the end of school and the time the activity begins.

Please note that children are required to report to the relevant Aftercare assistant, when they are leaving Aftercare and they may not go to the stairs to wait for their parents or lift club driver to collect them. Please park diagonally in the carpark and walk to the Aftercare area to sign out and collect your child.

### NATIONAL PUBLIC AND SCHOOL HOLIDAYS

<b>11 January – 31 March</b>	<b>First Term</b>
20 March	School Holiday
21 March	Human Rights Day
14 April	Good Friday
17 April	Family Day
28 April	School Holiday
<b>18 April – 30 June</b>	<b>Second Term</b>
27 April	Freedom Day
01 May	Workers' Day
16 June	Youth Day
<b>24 July – 29 September</b>	<b>Third Term</b>
09 August	National Women's Day
24 September	Heritage Day
25 September	Public Holiday
<b>9 October – 6 December</b>	<b>Fourth Term</b>
16 December	Day of Reconciliation
25 December	Christmas Day
26 December	Day of Goodwill

### STAFF MEMBERS

Principal	Miss Carol Lottering
Grade R	Mrs Mandy Hayes
Grade 1	Mrs Michelle Oosthuizen, Miss Charlene May, Miss Trisha Anderson
Grade 2	Mrs Cynthia Devere-Loots (FP HoD), Miss Debi Oosthuizen
Grade 3	Mrs Annie Andrew-Govender, Mrs Michelle de Fleuriot, Miss Amanda Bega
Grade 4	Mrs Peggy Marshall-Connellan, Miss Amy Williams, Mrs Louise Penham
Grade 5	Mr John Connellan/Mrs Tory Joubert, Miss Fathima Sader
Grade 6	Miss Yvonne Sullivan, Miss Kim Day
Grade 7	Mrs Judith Sibson (SP HoD), Ms Mia Hortop
isiZulu	Mr Adam Grest, Miss Zamaswazi Mkentane
Afrikaans	Mrs Anien Le Roux, Mr Will Heathcote
Media Centre	Mrs Isobel Sobey
Music	Miss Mandy Wilken
Remedial	Mrs Beryl Winter
SP Sports	Mr Brett Goodwin
JP Sports	Miss Teagan Botha
Administration	Mrs Youlene Daniels, Mrs Dianne Merchant
Bursar / Finance	Mrs Aniel Dekker, Mrs Glenda Samuels
Maintenance	Mr Rod Hallet (Manager)
General Assistants	Mr Wellington Xulu (Supervisor), Mr Norman Xulu, Miss Prunella Shezi, Miss Beryl Shezi, Mr Siphwe Kweyama, Miss Christina Thato (Grade R)
Aftercare	Mrs Shiralee Mill (Supervisor), Mrs Leone Lemmer, Mrs Mandy Barnes, Miss Katherine Stillies
Gym	Mrs Gail Adamson and Assistant, Mr Sandile Ntombela
Sport Coaches	Mr Daniel Muller, Mr Daniel Crouch, Mr Praise Mgenge, Miss Keomi McGregor-Langley
Swimming Coaches	Beavers Swimming Club - Mr Ryan Fincham
Security	Mr S'bongiseni Mshibe

## SCHOOL GOVERNING BODY (SGB) MEMBER CONTACT DETAILS

NAME	REPRESENTATIVE	CONTACT DETAILS	EMAIL CONTACT
Mr Johan Van Der Molen	Chairperson - Parent	Cell: 074 294 6808	<a href="mailto:johan.ecotopic@gmail.com">johan.ecotopic@gmail.com</a>
Mr Ben Roberts	Treasurer - Parent	Cell: 084 523 0374	<a href="mailto:broberts@hsrc.ac.za">broberts@hsrc.ac.za</a>
Mr Sibongile Sidlayi	Parent	Cell: 083 601 1350	<a href="mailto:sibongiles@legal-aid.co.za">sibongiles@legal-aid.co.za</a>
Mrs Barka Mistrey	Parent	Cell: 083 289 7854	<a href="mailto:barka.mistrey@gmail.com">barka.mistrey@gmail.com</a>
Miss Carol Lottering	Principal	(W) 031-261 1401 Cell: 083 6432 212	<a href="mailto:clottering@mgps.org.za">clottering@mgps.org.za</a> <a href="mailto:principal@mgps.org.za">principal@mgps.org.za</a>
Mrs Judith Sibson	Educator	(W) 031-261 1401	<a href="mailto:jsibson@mgps.org.za">jsibson@mgps.org.za</a>
Mrs Isobel Sobey	Educator	(W) 031-261 1401	<a href="mailto:isobey@mgps.org.za">isobey@mgps.org.za</a>
Mrs Aniel Dekker	Non-educator - Bursar	(W) 031-261 1401	<a href="mailto:bursar@mgps.org.za">bursar@mgps.org.za</a>

### SGB PARENT REPRESENTATIVE BY-ELECTION MEETINGS

A SGB Parent representative by-election meeting will be on Monday 13 February to fill the vacancy created by Roy Ballantine departure. Should a quorum of 15% of voters on the parent voters roll not be present, the by-election meeting will be adjourned to Monday 27 February. Details to follow later.

### COMMUNICATION WITH STAFF REGARDING PROFESSIONAL AND CURRICULUM MATTERS

We enjoy a close rapport with the parent body and encourage discussion between the teaching staff and parents. However, it would be too disruptive if parents simply walked in unannounced to see teachers before school, during lessons, lunch breaks or even after school, when the teachers are still working. Furthermore, parents should not phone teachers at home. Please write a note in your child's homework book or contact the school secretary [secretary@mgps.org.za](mailto:secretary@mgps.org.za) should you wish to make an appointment with the teacher. Teachers may also be contacted through email, but be aware that they do not open their emails on a daily basis. The email address for staff is the initial of the first name followed by the [surname@mgps.org.za](mailto:surname@mgps.org.za) e.g. [yDaniels@mgps.org.za](mailto:yDaniels@mgps.org.za) except for Mrs Le Roux ([afrikaans@mgps.org.za](mailto:afrikaans@mgps.org.za)), Miss Botha ([jpsport@mgps.org.za](mailto:jpsport@mgps.org.za)) and Mrs Dekker ([bursar@mgps.org.za](mailto:bursar@mgps.org.za)).

### PROTOCOL – LINE OF COMMUNICATION FOR PROFESSIONAL AND CURRICULUM MATTERS

a) When you have a particular concern about an aspect of your ***child's performance***, the **correct channels** to follow are:

- Step 1: Phone the school secretary to request an appointment with the **child's teacher** or place your concern in writing for the teacher's attention;
- Step 2: If the matter is unresolved or you feel that you cannot talk directly to the class teacher, then the next point of contact is the appropriate **Head of Department**;
- Step 3: If you remain dissatisfied after following the above steps, then approach the **Principal**; contact Mrs Daniels (principal's secretary) to make an appointment or send an email to [yDaniels@mgps.org.za](mailto:yDaniels@mgps.org.za)
- Step 4: **As a rule, the Governing Body does not get involved in professional matters**; however, if after following the above procedure you feel that your concerns have not been adequately addressed, write a letter to the **Governing Body Chairperson**.

b) When you have a particular concern about the ***performance of a MGPS staff member or the quality of MGPS curriculum provision***, please immediately contact the **Principal** via letter; email ([principal@mgps.org.za](mailto:principal@mgps.org.za)); telephone or appointment.

### ENTRANCE TO THE SCHOOL

Please use the stairs and main entrance gate to come into the school. It is not safe for children to walk across the staff car park or to come through the electronic vehicle gate. **Children may NOT use the administration block as a thoroughfare to their classrooms.** Please say goodbye to your child at the main entrance gate and allow him/her to walk to his/her classroom in the morning and to meet you at the gate at home time. This will develop your child's independence.

### PARENTS MUST REPORT TO THE OFFICE DURING THE SCHOOL DAY

Parents are reminded that they must report to the office during school hours and may not accompany late children or take forgotten items to the classrooms. Teaching and learning may not be disturbed under any circumstances.

### NAME BADGES – IMPORTANT FOR COMMUNITY BUILDING

All children are requested to wear their name badges to school every day so that that can be referred to by their names. This will promote a sense of identity and a sense of belonging within the school community.

If your child needs a replacement name badge, please send R20.00 in a clearly marked sealed envelope to the class teacher by Friday 10 February 2017.

### MGPS UNIFORM SHOP

The School Uniform Shop is open every Wednesday morning from 07h00 to 08h30 and Friday morning during the school term from 07h00 to 08h00. A debit/credit card machine is available for card payments.

### TUCK SHOP

The tuck shop will open again on Friday 20 January 2017. Orders must be placed with the class teacher on Wednesday and paid for by Friday. Any parents, who would like to offer assistance once or twice a term, from 08h00 to 11h00, please contact Margie Erasmus on 084 771 8620.

## SCHOOL FEES

The school management, governors and teachers at Manor Gardens Primary strive to provide an excellent education for your children. Whilst the expenses incurred to provide this education have been kept to an absolute minimum, they are covered by your children's school fees, payable in advance either as a single amount in January (take advantage of the discounts), or monthly (over 10 months). We urge all parents to ensure that your children's fees are kept up to date throughout the year so that the school's financial commitments can be met. Many thanks to those committed parents who are on track, having already paid their school fees.

### Please Note:

- Public School fees are a statutory duty in terms of the South African's Schools Act No.84 of 1996 (as amended). These school fees are payable annually in advance at the beginning of each school year.
- Please do not send cash with the children. Bank deposits and EFT's are preferred due to safety issues.
- With respect to credit card payments, the discounts mentioned below will be adjusted by 2,3% on the amount payable, to account for the cost of the school processing the payment.

### GRADE R R 24 020.00

- In Full **R 22 660.00** before 31 January 2017. This allows for a discount of R1 360.00
- In Full **R 22 890.00** before 28 February 2017. This allows for a discount of R1 130.00.
- Monthly **R 2 402.00** X 10 months from 31 January 2017 to 31 October 2017.
- Monthly Debit Order **R 2 402.00** x 10 months as specified on the Debit Order form.

### GRADE 1 - 3 R 23 320.00

- In Full **R 21 960.00** before 31 January 2017. This allows for a discount of R1 360.00
- In Full **R 22 190.00** before 28 February 2017. This allows for a discount of R1 130.00.
- Monthly **R 2 332.00** X 10 months from 31 January 2017 to 31 October 2017.
- Monthly Debit Order **R 2 332.00** x 10 months as specified on the Debit Order form.

### GRADE 4 - 7 R 22 870.00

- In Full **R 21 510.00** before 31 January 2017. This allows for a discount of R1 360.00
- In Full **R 21 740.00** before 28 February 2017. This allows for a discount of R1 130.00.
- Monthly **R 2 287.00** X 10 months from 31 January 2017 to 31 October 2017.
- Monthly Debit Order **R 2 287.00** x 10 months as specified on the Debit Order form.

**Debit Order forms will be sent home on request for completion and to be returned with acknowledgement in the homework book.**

### Bank Details:

Name of Account : Manor Gardens Primary  
Name of Bank : FNB  
Account No. : 507 102 870 68  
Branch Name : DAVENPORT  
Branch Code : 250655  
Reference : Child's name and surname **and** SF (School Fees) or AC (Aftercare Fees) ie: Brian Adams **SF** or Brian Adams **AC**.

### AFTERCARE SUPERVISOR

Mrs Shiralee Mill is the supervisor and she can be contacted on 082 061 1777 or 081 820 9162.

### AFTERCARE FEES FOR 2017

PERMANENT RATE	TIME SLOT	2017 ANNUAL FEE INVOICED IN ADVANCE	PAYABLE MONTHLY 1 JAN - 1 NOV 2017	HOURS
1	12h30 - 14h00	R 2 662 .00	R 242 .00	1.5
2	14h00 - 17h00	R 4 543 .00	R 413 .00	3
3	12h30 - 17h00	R 6 479 .00	R 589 .00	4.5
CASUAL RATE	TIME SLOT	2017 RATE PER DAY	PAY-BEFORE-YOU-GO IN ADVANCE	HOURS
A	12h30 - 14h00	R 40 .00	R 120 .00	1.5
B	14h00 - 17h00	R 45 .00	R 135 .00	3
C	12h30 - 17h00	R 60 .00	R 180 .00	4.5
D	R12.00 PER DAY FOR LESS THAN 1 HOUR WAITING FOR PRIVATE LESSONS (i.e. HIP-HOP)		R 48 .00	Less than 1 hour

### Please note:

- Children may not attend the Aftercare Centre under any circumstances if their School Fees are in arrears.
- Children may not attend the Aftercare Centre under any circumstances if their Aftercare Fees are in arrears.
- The Casual 'D' Fee rate may only be used for pupils waiting for an hour or part of an hour for private lessons. This option is only available to pupils whose names are provided by the private lesson tutor to the Aftercare facilitator. Parents will pay the casual timeslot rate if the waiting period is longer than an hour. Children returning to Aftercare after their private lesson will be charged at the normal daily rate. Parents **must** pay these fees in **advance**.

### **PAYMENT OF AFTER CARE FEES:**

Fees for permanent attendance are payable monthly in advance from 1 January 2017 to 1 November 2017. Fees for casual attendance, including rate D, are payable in ADVANCE on the 'Aftercare Pay-Before-You-Go' system. Any credits on permanent and casual accounts will carry over to the next year or be refunded on written request. Nonpayment of fees will result in children not being able to attend Aftercare.

### **LATE COLLECTION OF CHILDREN FROM AFTERCARE**

Children must be collected by no later than 14h00 or 17h00, whichever is their respective end of the Aftercare Centre period. A **penalty for late collection of R75.00 per 15 minutes** will be levied and charged to your Aftercare Fee account. If late collection persists, then the use of the Aftercare Centre facility will be terminated.

### **NEWSLETTER VIA D6 COMMUNICATOR**

In the interest of MGPS being an eco-friendly school, newsletters will be put onto the D6 communicator for parents to easily access. Kindly complete the reply slip at the end of this newsletter specifying whether you would require a hardcopy of the newsletter.

### **CAR PARK RULES**

Every family has been issued with a copy of these rules which were developed to ensure your child's safety. Should you have misplaced your copy, please make a note in your child's homework book and the class teacher will send you another copy.

### **CO-OPERATION NEEDED REGARDING CARPARK**

Traffic cones have been placed in the car park to stop parents from parking parallel with Dale Road and obstructing the view of pedestrians and motorists and putting their lives and vehicles at risk.

We urge parents to stop parking on the pavement on either side of Dale Road to drop off and collect children because you increase the risk of children and adults being involved in an accident. The allocated car park has been designed for quick, efficient and safe collections.

### **CAR PARK SAFETY**

In the interest of safety, please comply with the following:

- Drive slowly
- Do not park parallel to Dale Road. This reduces the number of children crossing the car park and endangering themselves by not being visible to the motorist of oncoming or reversing vehicles.
- Only park on one side of the car park, in the diagonal parking bays.
- Additional parking is available on the grass verge beyond the parking area in Dale Road.

### **ALWAYS IN FULL MGPS UNIFORM**

Children leaving school must be dressed in their full school uniform or PE kit, *including their shoes*. Under no circumstances may children go to public places (such as shopping centres) wearing only part of the school uniform. The swimming squad must change back into their uniform before going to the gate.

### **LOST PROPERTY**

Please ensure that all items of clothing are clearly marked with your child's name as this makes it easier to identify and return to the rightful owners. If you have any items of clothing which do not belong to your child, please return it to the school as soon as possible.

### **PLASTIC INSTEAD OF GLASS WATER BOTTLES**

Parents are advised to refrain from sending their children to school with glass water bottles as they are breakable and it is extremely dangerous when a glass bottle shatters because glass shards become airborne and then lie on the ground. Please remember that at MGPS, our children have the freedom to walk around the school barefoot, and broken glass will cause injuries. Please purchase a safe, reusable plastic water bottle instead.

### **SPORTS MATTERS – Mr Goodwin and Miss Botha**

#### **EXTRA MURAL ACTIVITY ATTENDANCE AND COMMITMENT**

The first term extra-mural activity programme began for the Grade 2 – 7 children on Monday 16 January and will begin for the Grade 1 children on Monday 23 January. The Grade R ball skills extra mural lesson will commence next term when the children have settled into their new environment and routine and the afternoons are cooler.

#### **EXTRA MURAL ACTIVITY PROGRAMME**

Participation in the cultural and sporting life of the school is important to children's holistic development. Children register for extra mural activities on the first day that they are offered in the new school term. Signed extra mural commitment forms must be returned to the class teacher during the first week of each term. Once registered, children are expected to show commitment and to continue with that extra mural until the end of term and to attend all meetings, practices, matches and performances for which they are selected to represent Manor Gardens Primary school. They must uphold the values of sportsmanship, teamwork and loyalty to their fellow pupils and school.

#### **ABSENCE FROM EXTRA-MURAL ACTIVITY**

If a child is unable to attend for any reason, a letter of explanation from the parent must be given to the teacher/person in charge of that activity. Children may not leave an extra mural activity earlier than the scheduled time unless there is a valid reason which has been communicated in writing to the teacher/person in charge of that activity and their parent reports to the reception office and waits for them there.

#### **SPORT KIT FOR MATCHES**

Please be advised that if your child is chosen to play for a match, Mr Goodwin or Miss Botha will send notices home for you to acknowledge and sign. If your child does not come home with a notice, then he or she is not playing in the match. Please ensure that your child comes to school with the correct sports kit required for that particular match. Please teach children to be responsible by making sure that they do not leave their kits at home, but pack it in their bags the night before.

**MGPS RAINY DAY EXTRA MURAL ACTIVITY POLICY**

1. No activity will be cancelled. The children and coaches will remain at school until the time the activity usually ends.
2. Indoor activities will proceed as usual and outdoor activities will be conducted indoors.
3. Outdoor coaches will be prepared for the event of a rainy afternoon and keep their children occupied with tasks related to their outdoor activity.
4. Children may depart at the end of their school day (12h30 or 13h50) if a match has been cancelled, for whatever reason, provided they have already had two afternoons of practice and their parents have been notified accordingly.
5. When a match is cancelled, for whatever reason, coaches will remain at school until the time when the match usually ends to supervise children until they are collected.

**PRIVATE LESSONS OFFERED AT MGPS**

Lesson	Teacher / Contact	Day	Grade	Time
<b>Kokusai Karatedo Renmei S.A.</b> Karate	Nick – 083 797 6592 nick@kkdr.co.za	Monday	Grades R - 2	13h00 – 14h00
<b>Speech and Drama</b> Centre Stage Studios	Sally-Anne Garrioch 083 799 2725 / 031-7017332 <a href="mailto:centrestage@telkomsa.net">centrestage@telkomsa.net</a>	Monday	Grades 1 – 3 Grades 4 – 7	15h00 – 15h45 15h45 – 16h30
<b>Code Kids</b> Computer programming for kids	Johan van der Molen 074 294 6808 durbancodekids@gmail.com	Tuesday	Grades 5 – 7	15h30 – 16h30
<b>Cecchetti Ballet</b> The Amy Rotheroe Dance Studio	082 509 7614 <a href="mailto:amyrotheroe@vodamail.co.za">amyrotheroe@vodamail.co.za</a>	Tuesday	Grades 1-7	14h00 – 15h00
<b>Experi-buddies</b> Science Programme	Dominique Hadlow 078 633 4094 <a href="mailto:dominique@experi.co.za">dominique@experi.co.za</a>	Wednesday	Grades R - 3	14h00 – 16h00
<b>Gemma Schumann</b> Spanish Dance	076 791 7212 <a href="mailto:gemaschumann@yahoo.com">gemmaschumann@yahoo.com</a>	Thursday	Grades R - 2	14h00 – 15h00
<b>Art</b>	Janet Wilken 031 – 465 6841, 083 756 7160	Wednesday Thursday	Grades 4 – 7	15h00 – 16h00 15h00 – 16h00
<b>Hip Hop Dancing</b> Nicole Caetano School of Dancing	083 271 7565	Friday	Grades 1 – 7	13h00 – 14h30

**PRIVATE LESSONS PAYMENTS**

Please be advised that all payments for the private lessons offered at MGPS (Karate, Dancing, Ballet, Art, Speech & Drama, etc.), must be paid directly to the private teachers or into their bank accounts. **No monies may be sent to school with children at any time or be dropped off at the front office.** Please contact the private teacher in charge with regards to obtaining their bank details.

**CAROL LOTTERING  
PRINCIPAL****REPLY SLIP: Newsletter hard copy**

I, \_\_\_\_\_ parents of \_\_\_\_\_ (name/s of child/ren)

in Grade/s \_\_\_\_\_ would like to receive a hardcopy of the newsletter.

Signature: \_\_\_\_\_