



The Grove Primary School

Mrs Sally Shield
Principal

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23 January 2009

Circular No. 1/2011

Dear Parents

Welcome to Grove 2011.

A great deal of information is contained in this circular as well as attachments – please do read through carefully and respond where applicable.

The following forms will be sent home during the course of the week:

- Debit order
- Tuckshop Order form
- Tuckshop Assistance
- Class Representative request

NEW PARENTS' MEETING

A particular welcome to the families new to The Grove. A special meeting for all parents of pupils new to the school will be held on Tuesday 1 February 2011 in the school hall at 2000. The aim of this meeting is to give you an overview of how the school operates and to introduce you to the parent committees and their functions. We encourage all new parents to attend.

WELCOME TO OUR NEW STAFF

Cedric Poleman	Deputy Head
Kate Dudley	Pre Primary
Gail Watson	Grade 1
Kerry McKenzie	Grade 4
Terri Aubin	Remedial teacher
Janine Matthews	OT Support

Jenny Silberbauer	}	Private remedial teacher
Riza Said		Learnerships
Donna Samuels		
Darren Wedel		Sports coach
Trevor Arendse		Foreman

Welcome back Mrs Sarah Johl who is substituting for Mrs Yeo while she is on maternity leave (Her son Ross was born on 24/12/2010. Congratulations)

GRADE 4-7 SPORTS TRIALS

All children please bring sports kit and swimming kit to school on Thursday for trials.

GRADE MEETINGS FOR PARENTS' - At the meetings teachers will explain the particular issues and expectations in your child's grade this year. These are not individual parent-teacher meetings: those will take place at the end of the term: but rather an opportunity to hear and ask questions about your child's needs this year.

Tuesday 25 January	Grades R – 3
Gr R & 1	18:00 – 19:00
Gr 2 & 3	19:00 – 20:00

Wednesday 26 January	
Gr 4 & 5	17:30 – 18:30
Gr 6 & 7	19:30 – 20:30
18:30 – 19:30	Kathy McEvoy will be addressing all

Intermediate Phase parents on creating awareness around social networking and cyber bullying.

Tuesday 1st February	
Grade R – 3 Reading Meeting	19:00
New Parents meeting	20:00

SCHOOL FEES

Grade 0 R 18,860.00 (After 28 February)
R 17,445.50 (Annual before 28 February)
R 4,715.00 (per term)

Grade 1-7 R 16,440.00 (After 28 February)
R 15,207.00 (Annual before 28 February)
R 4,110.00 (per term)

As there is still a considerable amount of computer work to be done before statements are sent out, please use the information above to start paying fees.

After-care R 850.00 (until 14.30)
(per term) R 1,100.00 (until 14.30 including holidays)
R 1,250.00 (until 17.30)
R 1,700.00 (until 17.30 including holidays)

Receipts are issued every day between 0800 and 1400 only. Payments outside these times may be posted into the "Bursar" post-box in the reception area and a receipt will be forwarded to the pupil the following day.

Payment of After-Care fees – Please note that After-Care fees are processed by the After-Care. Please do not include After-Care fees with School fees. Fees must be paid directly to the After-Care Manager, Sue Boshoff. Please make sure the pupil's name, grade and amount paid appear on the envelope. **Please Note: All school fees, after care fees and pre primary fees must be paid into the school bank account Standard Bank A/C no 072 579 854 branch code 051001**

Reminder : After-Care and Music fees must be paid within the first month of the term or the facility has to be withdrawn. School fees have to be up to date to enjoy these facilities.

Grade 4, 5 & 6 Parents

A compulsory fee of R200.00 per term will be charged to your account for the access to a laptop computer.

Debit order – We encourage all pupils who are not annual payers to make use of our debit order system. We find that parents using the debit order system successfully spread the cost of school fees and so do not build up unmanageable arrears. As a school we also need an evenly distributed cash flow – most of our expenses are monthly – salaries (the bulk of our expenses), municipal accounts, telephone, etc.

Please support us in ensuring that all our monthly costs can be honoured by completing the debit order form attached and returning it to the Bursar by Friday 18 February. Please note that if you used the debit order facility last year you still have to complete this form for this year.

Also note that the debit order is for school fees only. If your child goes to After-Care or has music lessons, these have to be paid quarterly within the first month of the term.

INTERNET BANKING – ACCOUNT NUMBER

Many parents prefer to make use of this facility. The School's banking details are:

**The Grove Primary School
Standard Bank, Claremont (Branch code 051001)
Account No. : 072579854**

**Please then fax a copy of the transfer indicating what the payment is for to:
021-6833532**

Parents who wish to apply for school fee exemption (remission of fees) may collect an application form from the Bursar's office. Completed application forms **must be submitted by Friday 18 February 2011.** Please note that parents who were granted any form of exemption last year MUST re-apply this year.

SCHOOL TERM DATES FOR 2011

1st Term 19 January – 1 April
2nd Term 11 April – 24 June
3rd Term 18 July – 30 September
4th Term 10 October – 9 December

UNIFORM SHOP

A reminder that the Uniform Shop is open on Wednesday afternoons from 1300 – 1400 and Tuesday mornings from 0730 – 0815. The shop is situated under the school building and stocks many of our uniform items including summer sandals and the Grove school bag. Please ensure that all items (uniform and otherwise) are clearly marked.

GROVE TALK

Our short weekly newsletter will be sent home each Wednesday via email so please anticipate it each week. Please send your e-mail or changes to noelcase@grove.wcape.school.za to ensure you get your copy. If you do not have access to email please let Mrs Case know in writing and a hard copy will be sent home with your child.

The Grove Ads section of the Grove Talk is a very popular feature. You can find anything there from holiday venues to a bicycle. Should you wish to place an advertisement, please place it in an envelope and hand it in to Mrs Case in the office. Adverts in line form are R15.00 for private purposes and R30.00 if placed by a business. Please note that adverts are printed in the Grove Talk as soon as there is space.

GATES

Grade 1 – 3 Please use Grove Avenue Gate 1
Grade 4 – 5 Please use Bishoplea Road Gate 5
Grade 6 – 7 Please use Morris Road Gate 6
Feldhausen Gate remains closed for security reasons and to facilitate traffic flow around the school.

NB Please respect and obey the traffic laws.

MUSIC APPLICATIONS

Application forms for tuition are available from Mrs. Case at the front desk.

GRADE 7 PARENTS

Please note that you should apply for high schools by the end of February. I would advise you to apply for no fewer than **three** schools (one of which must be your closest school). Application forms have to be collected from high schools and must be

accompanied by a copy (please do not send the original) of the Grade 6 report. If you need any advice in terms of selection of schools please do not hesitate to contact us. Please heed the advice to apply for at least 3 schools as there is over demand for high school in the area.

GENERAL INFORMATION

All children are required to have a phone card. These are available from Mrs Case in the office at a cost of R 25.00. There are 2 Telkom card phones on the premises. Children are not permitted to use the office telephones.

Under no circumstances should parents go directly to the class room. Please report to the office first. Should your child need to leave school early for any reason, an exit slip will be issued by the office staff to be handed to the security at the gate.

Should your child leave something at home, it can be dropped at the office before 1030. The children will be called to the office at first break to collect it. **No deliveries will be made after 1030.**

Muslim children who attend prayers on Fridays may be collected from the tuckshop area between 12:30 and 12:40 after which time they will be sent back to their classrooms. A letter must be sent to the school each year requesting that your child be allowed to leave early on Fridays.

In order to access the schools mobisite to receive daily sport updates or other urgent announcements please enter the following URL in the window on your Internet Browser: <http://www.mobis.co.tgs> and go to Daily Alerts.

Best wishes

Sally Shield