



CHARLTON VOS COLLEGE

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New Learner Information 2018

WELCOME to all the new enrolled learners and parents for 2018. It is the start of a brand-new chapter in your life. Thank you for choosing Charlton Vos College.

School re-opens on 17 January 2018.

INFORMATION DAYS:

- **24 November 2017 – Grade R learners.**

Parents and learners must be at school at 8h00 so that they can meet their class teacher, and the bus drivers.

Time: Starting at 08:00 and ending at 11:00.

- **1 December 2017 – Grade 1 - 3 new learners.**

Parents and learners must be at school at 08:00 so that they can meet the class teacher, and the bus drivers.

Time: Starting at 08:00 and ending at 11:00.

Please make sure you sign the class register for attendance.

DAY WHEN SCHOOL STARTS:

Bring your child's stationery to school on the 17th of January 2018, and hand it in with the class teacher **Grade R – Grade 3 only**.

Each learner will receive a school diary from the register teacher during the first few weeks. Please make sure you read it and understand all the rules and regulations. The parents must please sign the code of conduct.

Each class teacher will give parents an information sheet containing all necessary details regarding the class and what's expected of parents and learners. They will start at 08:00. Please be on time or you will miss important information.

After you have been to the class teacher, make sure you see the drivers on the square next to primary classes.

PARENTS MEETING:

A scheduled Parents' Day will take place at the end of January, it gives the teachers some time to learn the names of the learners and to enable the teacher to get to know each learner. The dates will be given through on the information sheet.

NAMETAGS (GR R – 3):

Each new learner from grade R – grade 3 will be wearing a nametag with important info on. Parents must complete such tag with the register teacher. They will need to wear the nametag for the first month. If they lose it, you can just make a new one so that other teachers can identify your child if necessary.

It is crucial that learners know the following off by heart – address, telephone numbers of mom and dad, and the bus number on which they will be travelling.

OWN TRANSPORT:

If your child will be going to after care, make sure that the person collecting the child will know in which class the child is and whom the class teacher is. The children need to know that they must NOT go on the bus, but go to the main gate where the after care or home transport will pick them up. They need to have the name and contact number of the after care.

The school do not have after care and therefore, if your child is not making use of the school bus transport, you need to fetch your child from school no later than 14:15 every day.

SCHOOL TIMES:

The school will be out at 12:00 the first week, 17 January – 19 January 2018. We need to take time to load the buses and make sure that all learners are on the right bus. If you transport your child yourself, you can fetch them at 11:50 from the class.

As from Monday, 22 January 2018, school will be out at normal time.

TUCK SHOP:

We do have a tuck shop at school and prices will be communicated to you early in next year.

STATIONERY GR R – 3:

Stationery packs will be available on the open days for Grade R to Grade 3 ONLY:

| | |
|-------------|---------|
| Gr R | R 900 |
| Gr 1 | R 1 100 |
| Gr 2 | R 1 000 |
| Gr 3 | R 1 000 |

Preferably, you should do a card payment. (Debit & Credit cards are welcome)

Stationery lists for all grades will be available on the website from end of September 2017. Make sure that your child has all the stationery, including textbooks when the school re-opens in January 2018. Textbooks are available at all major bookstores.

LEARNER BIRTHDAYS:

When it is a primary school learner's birthday, he / she may wear casual clothes to school on the special day. If it is over a weekend, they can wear it on Friday or Monday. Parents may send cupcakes and party packs to school for the celebration if it is dropped off before break (no later than 10:00).

SCHOOL FEES:

Remember that school fees for January 2018 must be paid and reflect on the school's bank statement on the 3rd of January 2018. No proof of payment needs to be send to bookkeeper or school. The school's accountant works from the bank statements and capture the payments to the indicated accounts. It is the parents responsible to ensure they use the correct reference when making a payment.

MONTHLY STATEMENTS:

Learners receive statements every month around the 25th of each month. Please check your statement and make sure that the full amount outstanding is paid by the 3rd, of the following month and that all the payments you've made does reflect on it. Payments you've made are indicated with a – (Minus) in front of the amount.

VERY IMPORTANT:

Please remember that payments are in advance. You pay in the beginning of the month for the month. Parents whose salary get paid on the 15th of the month must pay double on or before the 3rd of January 2018 so that they are one month in advance and not in arrears throughout the year. Alternatively, the can pay on 15 December 2017 already for January 2018.

Please note that no cash payment for school fees will be accepted at school. All school fees must be paid into the bank account with the correct reference.

ONLY school fees and re – registration fees can be paid into the school's bank account.

HANDLING OF MONEY:

Money for outings, fun days and fundraisers must be given to child to pay in with teacher during register period in Cash only.

Camp monies must be paid in the office in either cash or a card transaction where upon receive a receipt will be issued.

UNIFORM:

School uniform is available at
Silver Cross,
Madelief Centre,
Dorandia (Shopping centre next to High school Gerrit Maritz).

MEDIUM OF INSTRUCTION:

Remember that English is our home Language and the language of instruction. It is of the utmost importance that you speak English with your child always. To be able to excel they need to be fluent in English and they can only do so if you as parents take hands with the school and let them read a lot of English books and speak English always.

DISCIPLINE:

We have a zero-tolerance policy when it comes to discipline. We do believe that it is very important that all learners behave properly always. Parents will be contacted to come to school immediately if a learner gives any problems. It stays the responsibility of the parents to educate their children on how to behave around other children and to show respect towards adults. Parents need to make sure they know where their children are always.

NEWSLETTERS:

The latest newsletters are posted on the school's website each Friday.

www.charltonvoscollege.co.za

Some parents complain that they do not receive any communication from the school, but it is because they do not check the website on a weekly basis. You can also subscribe on our website to receive the latest newsletter per email.

TIMES:

| | |
|-------|---|
| 07:35 | All learners must be at school |
| 07:40 | First bell, all learners go to designated assemble points |
| 07:45 | First bell – learners go to their classes |
| 14:00 | School out: Mondays to Thursdays |
| 13:00 | School out: Fridays |