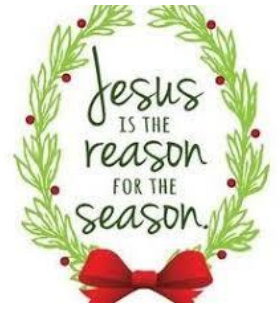




120yrs

St Patrick's CBC Weekly Information Sheet 43 - Term 4 2017

8 December 2017



Dear Parents and Guardians,

Some of you may be on holiday with your children already, but I do realize that many of you are still hard at work. Having said that, I do assume school communication is probably the last thing on your list of priorities at the moment, but this letter is purely 'administrative', in order to make the settling back into school routine in January as easy as possible.

The **Admin office** will close on Friday, 15 December at 15h00 and will re-open on Monday, 8 January 2017.

The Crèche officially opens on Monday, 8 January 2018, even though the rest of the **school** (from Grade PR) **opens on Monday, 15 January 2018 at 07h25**. Crèche parents may choose when they would like their little one to start. Please remember to supply all food and beverages should you choose to start on the 8th already as the Boarding House is not yet operational at that time.

Please be reminded that a **'Newcomers Day'** for new Grades 2 – 11 pupils (joining from another school) will be held on Thursday, 11 January 2018 at 11h00 to 13h00 at the McManus School Hall. Pupils and parents are welcome. **Pupils should please bring a copy of their term 4 reports with on the day.**

The **textbook and stationery suppliers** have now closed for the year, so unfortunately we will not be accepting any more orders. Please remember to still pay your **copy fee** at the Finance Office, even if you order the textbooks online, the copy fee is for the school diary and name badges which has to be ordered for your child.

The **Clothing Shop** hours for next week will be from 08h00 – 13h00 daily. It will close on Wednesday, 13 December 2017 and will re-open again in 2018. The normal trading hours are as follows: Monday to Thursday from 07h30 – 15h00 and on Fridays from 07h30 – 13h30.

From next year, only the Foundation phase (Grades 1-3) will finish at 13h00 on Fridays. **The Senior Primary will finish at 14h00 on Fridays – the same time as the rest of the week.**

To summarize **school times**:

- The Primary School and High School day begins promptly at 07h25 every morning.
- The Grade R and PR's finish at 12h00 Monday to Friday.
- The Grade 1 day ends at 13h00 every day.
- The Grade 2 day ends at 13h30 Monday-Thursday, and 13h00 on Friday.
- The Grade 3 day ends at 14h00 Monday-Thursday, and 13h00 on Friday.
- Grade 4-12 ends at 14h00 every day of the week.

I did refer to the **chain of communication** in last week's WIS, but to make it easily understandable, please find the relevant information for each of the sections of the school:

CRÈCHE/PRIMARY SCHOOL	HIGH SCHOOL: Grade 8 & 9	HIGH SCHOOL: Grade 10-12
1. Class/subject teacher	1. Class/subject teacher	1. Class/subject teacher
2. Grade Head	2. Phase Head: Mr Vertue	2. Phase Head: Mrs Murray
3. Head of Department - Pupil Affairs: Mr Hauman	3. HS Deputy Head: Mr Hloma	3. HS Deputy Head: Mr Hloma
4. PS Deputy Head: Mrs Isaacs	4. Executive Head: Mr Tredoux	4. Executive Head: Mr Tredoux
5. Executive Head: Mr Tredoux		

Your respect for and cooperation with this chain of communication will be much appreciated.

As previously mentioned, **Mrs Anne Solomon**, will head up the *School of the Arts* from January 2018. Mr Elvin Mokwena will remain her assistant, and will also move to the *School of the Arts* building. His very big shoes will be filled by Ms Nina Seaward, who has proven her efficiency and dedication over the past year as Crèche Secretary.

We welcome the following new staff members to our family from January 2018:

- Mr Samuel Ferreira – High School
- Mrs Minette Schneider – High School
- Ms Lauren Harvey – Primary School
- Mrs Linda Sibinda – Primary School
- Mrs Charmaine Andrews – Primary School
- Ms Micaila du Toit – Primary School
- Ms Maruschka Engelbrecht - Crèche
- Ms Charmaine Smith - Crèche

The **Finance Office** is still open for payment of fees and general finance queries every Monday to Friday from 07h15 to 15h30 until 15 December 2017, when the entire Admin Office closes for Christmas. **Kindly note that should you wish to qualify for the 10% annual discount on school fees, the amount due, should be paid in full by 31 December 2017.** You may also opt for the 8 % discount on school fees if the full amount is paid by 28 February 2018, or the 4 % if paid in full by 30 June 2018.

Carefully check the **Term Calendar**, also included in the report envelope. We often send out sms reminders, but the Term Calendar and WIS weekly calendar should please be checked regularly. The Information evenings for the respective grades/phases are all highlighted on this document.

And finally, a very big thank you to each and every parent who completed the **satisfaction survey** in September this year. It was distributed to all parents and a total of 404 completed surveys were received – 50 surveys from Crèche Parents, 302 from Primary School Parents and 52 from High School Parents.

We found the feedback extremely helpful and insightful. It has all been captured and processed and based on the averages scored per category, 90.65% of the 404 respondents (from a potential 525 families) rated the school between good and excellent and is satisfied with the product and service offered by the school. Please know that we have read every single comment. Many of the items have been actioned or incorporated in the systems we put in place for next year, and the rest have been added to the long list of 'to do's' that we have already drawn up for next year.

Have a wonderful Christmas. May it be filled with your favourite things and the people you love.

Yours sincerely,

Jacques Tredoux
Executive Head



St Patrick's CBC - 2018 School Term Dates

*** Please note that only Public Holidays falling during term time are shown.**

Term 1 (50 days)

Crèche and Admin office open Monday, 8 January

PS & HS open Monday 15 January

Close Thursday 29 March

Public Holidays

Wednesday 21 March (Human Rights Day)

Term 2 (46 days)

Open Tuesday 17 April

Close Friday 22 June

Public Holidays

Friday 27 April (Freedom Day)

Monday 30 April (School Holiday)

Tuesday 1 May (Workers' Day)

Saturday 16 June (Youth Day)

Term 3 (47 days)

Open Tuesday 17 July

Close Friday 21 September

Public Holidays

Thursday 9 August (Women's Day)

Friday 10 August (School Holiday)

Term 4 (43 days)

Open Tuesday 9 October

Close Friday, 30 November