



PRINCESS PARK COLLEGE ROSSLYN

20 January 2023
P1/2023

Dear Parents

We thank you for entrusting us with your child's education and would like to make use of this opportunity in welcoming you and your child to Princess Park College - Rosslyn and trust that you will become part of our proud Parkie tradition!

Kindly take notice of the following:

1. **MEET OUR MANAGEMENT TEAM**

Mr. JG Fourie - Managing Director
Mr. F Kufa – Executive Principal
Mrs. PE Malinga – Principal
Mrs. A Greeff – Financial Manager
Mr. Nico Greeff – Debtor's Manager
Mrs. M Fourie - Marketing Manager
Mrs. N Van Dyk – HR Manager
Mrs. A du Plessis – Operational Manager

2. **LANGUAGE OF LEARNING AND TEACHING**

Please take note that the language of learning and teaching at Princess Park College - Rosslyn is **ENGLISH**. No learner will be addressed in any other language than **ENGLISH**. Please set an example to your child by using **ENGLISH** when you enter the premises of the school. Please forward any correspondence to the school in **ENGLISH**.

3. **SCHOOL HOURS**

Day of the week	School Times	Sport & Culture Period
Monday	7:45 – 15:00	14:00 – 15:00 (Culture period)
Tuesday	7:45 – 14:00	-
Wednesday	7:45 – 15:00	14:00 – 15:00 (Sport period)
Thursday	7:45 – 14:00	-
Friday	7:45 – 14:00	-

Parents must make sure that learners are on time for school every day. Some learners arrive at 09:00 and this is unacceptable! Learners who arrive late at school will receive a warning, which might result in a learner being suspended. Please take note that learners are the responsibility of their parents when the school adjourns at 14:00 / 15:00. The school cannot be held responsible for learners after school hours. If you have a problem with collecting your child on time, please make use of the **AFTERCARE CENTER**.

4. SCHOOL HOLIDAY CALENDER:

CALENDER Term	Duration
1	27 March 2023 – 11 April 2023
2	26 June 2023 – 17 July 2023
3	2 October 2023 – 9 October 2023
4	18 December 2023 – 16 January 2024

5. AFTERCARE & TRANSPORT

There is an AFTERCARE & TRANSPORT service at school. The application form for aftercare is available at the office, or you can contact Mrs Reinett Diale (082 866 5099 / 079 096 8241) for further information. Contact number for TRANSPORT is 079 010 7929.

6. SCHOOL UNIFORM

Uniform is available at: SILVER CROSS SCHOOLWEAR
248 Eeufees Street
PRETORIA NORTH
(012 546 6525 / 076 841 3406)

All learners must now be dressed in summer uniform:

Girls – White school shirt
School skirt
Summer scarf (optional)
White / green short socks
Black school shoes
SPORTS WEAR – to be worn on PT days, Monday & Wednesday.
FRIDAYS – PT Shirt, Blue jeans & Tekkies.

Boys – White school shirt
Grey short / long pants
Tie (optional)
Grey / green long socks
Black school shoes
SPORTS WEAR – to be worn on PT days, Monday & Wednesday.
FRIDAYS – PT Shirt, Blue jeans & Tekkies.

7. SCHOOL VALUES

Respect, integrity, loyalty, and excellence.



Respect is our first value, and it will be emphasized during Term 1.

- Respect for myself
- Respect for others
- Respect for the environment
- Respect for the belongings of others

8. STUDENT CHRISTIAN COUNCIL (SCC)

We have established the SCC to help serve our community.

For now, we will be focusing on the needs of girls from very poor background.

Please donate items according to the list below (per grade). Boxes (marked) will be put in front of the office for the donations. We thank you in advance for your contribution. This project will end on 15 March 2022.

GRADE	ITEM
Grade RR	Toothbrush
Grade R	Toothbrush
Grade 1	Toothpaste
Grade 2	Bath soap
Grade 3	Face cloth
Grade 4	Shampoo
Grade 5	Body lotion
Grade 6	Roll-on / deodorant
Grade 7	Packet of sanitary pads

9. THERAPISTS

Princess Park College Rosslyn obtained the services of several therapists (Occupational, Speech, Educational Psychologist and Remedial Therapist) to assist us in correcting any learning barriers learners may have. Parents of learners who need such treatment will be notified in due course.

10. FORMAL ASSESSMENT

Grade RR – 7 will all administer SBA (School Based Assessment) throughout the term. The confirmed dates will follow soon.

No learner is allowed to miss any of the prescribed assessment for the set term.

11. COMPUTER CENTRE GRADE RR – 7:

We would also like to share the exciting news that our computer room will be up and running again. This will be implemented as an extra academic subject again for the 2023 academic year. Learners will be having computer classes during school hours for 1 hour per week for ALL learners.

12. SPORT & CULTURE:

We will have different types of sport and culture activities set out to accommodate all learners throughout the year, and in all seasons. The program for this will be going out during the month of January 2023.

13. CELL PHONES

The times we live in, make it understandable for parents to allow their children to come to school with a cell phone. However, this leaves the school with a huge problem – pupils tend to listen to music and play games during teaching time. Cell phones get stolen or are used to call parents to fetch learners who are not feeling well. You may only fetch a child from school if someone from the office calls you. Learners with cell phones should keep it out of sight and switched off, until the school adjourn at 14h00 / 15h00.

If a learner is caught playing or using a cell phone during school hours, the phone will be confiscated and kept safe in the office until the parent of the learner comes to collect it.



14. LEARNER BIRTHDAYS

When it is a learner's birthday, he / she may wear home clothes. If a birthday falls during a weekend the learner may wear home clothes on Monday or Friday. If it falls during the school holidays, he / she may wear it the last day of the term or the first day of the new term.



Party goodies are allowed at school. Please exclude the following items: bubblegum, whistles, small toys that can be swallowed or any small sweets that can cause a safety hazard.

15. APPOINTMENTS (ACADEMIC)

Please make an appointment with the Executive Principal or Principal who will set up a meeting with the relevant parties involved. Please do not come to school to see educators without an appointment. NO educators will be allowed to see parents during school hours. Appointments will only be allowed during break times or after school.

Foundation Phase: **9:30 – 10:00 (grades RR – 1)**
 11:50 – 12:00(grades 2 - 3)

Intermediate and Senior Phase: **10:30 – 11:00 (grades 4 & 6)**
 11:00– 11:30 (grades 5 & 7)



16. PARENTS INFORMATION & COMMUNICATION

Send a WhatsApp to **082 967 9929** to be added to our WhatsApp group. You will receive a link for the preferred grade – please click on the link and add yourself to the Grade WhatsApp group.



All communication and correspondence will be through email, SMSs, or WhatsApp. Please make sure we have your correct contact details and e-mail address. Please join the grade WhatsApp groups. Data verification forms will be sent out to parents during the last week of January.

17. PARKIES COMMUNICATION APP:

- We have our own "Parkies App" that all Princess Park parents, learners & educators can be able to download on their smartphones. This app is IOS & Android friendly.
- This app ensures that Princess Park College communicates effectively to all our learners & parents.
- To download the app, please do so by using the following link:

<http://ppcrosslyn.app>

18. SOCIAL MEDIA:

Remember to go and like our Facebook and Instagram page – **Princess Park College Rosslyn.**

We upload photos on a weekly basis about all happenings taking place at school.



19. FINANCE:

If you did not receive your account reference number – please email Anelle at finance@2office.co.za or call her on 079 669 7293. Financial statements will be emailed to all parents on the 30th of January 2023. As from February your monthly statement will be sent on the 20th of each month via email.



20. FUN DAYS:

After a discussion with our management team of Princess Park we have decided to invoice ALL learners an amount of R50 per term that will cover all fun days & the activities that the learners will have throughout each term. A calendar will be sent out in January 2023 with days set out for learners to have fun and what the theme will be (this will mostly take place on Fridays.) Please keep in mind that we will never expect of parents or learners to buy anything extra for these days, we do try and keep it as simple, fun, and affordable as possible. If we ask that learners need to dress up like a specific character – please do not go and buy extra items, we would like learners to be creative and use their own initiative to use something they have at home.

21. IMPORTANT CONTACT DETAILS:

Princess Park OFFICE:

CALL: 010 541 2350

WHATSAPP: 082 967 9929



Managing Director:

Gerrit Fourie / director@2office.co.za

Executive Principal

Francis Kufa / principal@2office.co.za

Principal:

Elizabeth Malinga / academics.college@lantic.net

Financial Manager:

Anelle Greeff / finance@2office.co.za

Debtors Manager:

Nico Greeff / debtors@2office.co.za

Marketing Manager

Minel Fourie / marketing@2office.co.za

Operational Manager:

Adelle du Plessis / adellep@lantic.net

Discipline Manager:

Corne Botha / bothacorn@gmail.com



22. **IMPORTANT DATES (JANUARY)**

JANUARY	
11/01/2023	<ul style="list-style-type: none">• School re-opens for learners• Grade 1 welcome done by prefects
20 /01/2023	<ul style="list-style-type: none">• Parents' letter out on all communication platforms
30/01/2023	<ul style="list-style-type: none">• Financial statements will be sent out via email.

The following activities will also take place during the month of February and dates will be confirmed:

- Interhouse Athletics Grade RR – 7
- Choir auditions

We are excited to have you part of our Parkie team. We promise to provide your child with the quality education that they deserve.

Regards
Princess Park College Management