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PATERSON PARK PRIMARY SCHOOL

3 Tenth Street

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Registration No.: 131201

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Excellence in Christian Education

MEMORANDUM OF UNDERSTANDING

10 January 2022

Greetings and compliments of the new year! We wish you God's richest blessings and a fruitful 2022.

COMMUNICATION

All communication and queries should go through the school secretary, using the contact details displayed on the school's letterhead.

Our formal and recognised channels of communication are Grade-specific WhatsApp Groups for dissemination of information and learning and teaching; the school's Website, where newsletters will be posted from time to time; Emails and telephone numbers as displayed above; and ADEMIS, the NCSA School's database, and communication platform.

LANGUAGE OF INSTRUCTION

Our language of instruction and learning is English. Learners need to be able to understand English well enough to make progress academically, thus they are encouraged to speak English at all times except during IsiZulu classes (offered as a First Additional Language), and Afrikaans classes (offered as a Second Additional Language).

PUNCTUALITY AND ATTENDANCE

Learners are expected to report to school on time. Punctuality is a very important life skill, thus should a learner be late for more than two days in a week he/she will pay a fine of R30 on the spot or it will be charged onto the child's account. Regular school attendance is expected of all learners, except for cases where a learner is ill. In case of illness, parents should notify the school and provide a sick note upon the learner's return to school; or provide the school with a medical certificate if the child missed more than two school days.

MEETINGS

Parents are encouraged to faithfully attend and support **all** school programmes when called upon to do so.

SCHOOL RULES

Parents are urged to instil, in their children, the importance of respecting and upholding school rules and regulations as stipulated in the school's prospectus.

NOTICE

Written notice is required of intention to remove a child from the school and/or Aftercare class, except in the case of children commencing Grade 8 (High School) in the following January, where notice of one term is automatically assumed on 1 October of the current year. The required notice is: For January to October – 1 calendar month. For November and December – 2 months.

SCHOOL FEES

Timeous and consistent payment of all fees is highly encouraged. This practice makes it possible for the school to attend to its financial obligations and to continue to offer quality service to its learners and keep the stability of the school in check. Non-payment of fees upsets the smooth running of the school as the main source of income of private schools is school fees thus the survival of the school entirely hinges on the faithful payment of fees.

FINANCIAL CLEARANCE

-Financial clearance will be done at the beginning of every term to ensure consistency in the payment of school fees. We, therefore, appeal that parents should ensure that learners are financially cleared before the start of every term. In cases where a learner has not been cleared ahead of time, the parent/guardian should come to school with her/his child to ensure that she/he has been financially cleared. Financial clearance is the responsibility of the parent, **not the child**. We solicit your cooperation in this regard.

-For queries about financial matters, contact the accounts office at **010 824-0583/082 337 8779** or email our Senior Accountant, Mrs. Trish Ndlovu at the following email address: ndlovut@ncsaeducation.co.za.

SCHOOL BOARD

Paterson Park, like all private schools, is governed by the School Board, consisting of officers of the Northern Conference Church Organisation (ex-officio members), church representatives of the SDA Church within the conference, parent representatives, members of the School Management Team, and local church pastors.

SCHOOL TIMES

Learners should arrive at school by 07:15hrs from Monday to Friday. The Grades RR, R, 1, and 2 dismiss at 14:00hrs from Monday to Thursday, and Grades 3 to 7 dismiss at 14:30hrs Monday to Thursday. All learners dismiss at 13:00 on Friday. Punctuality is of utmost importance, so please stick to the stipulated times.

DROPPING AND COLLECTION OF LEARNERS

Learners should be dropped off and picked at the gate of no. 3 10th Street. The collection point shifts to no. 3 10th Street from 14:30 to 14:45. Please respect residents' entrances. **DO NOT PARK WITHIN THE YELLOW BOX**. Park in such a way that the residents can drive in and out without any inconvenience.

AFTERCARE

The school provides aftercare services from 14:45hrs to 17:30 Mondays to Thursdays and 13:30hrs to 17:30hrs on Fridays. The rates are R654 per month for registered aftercare learners and R65 per day

for casual aftercare learners. A late collection fee (of R20 per five minutes) applies when children are collected after 17:30hrs.

SCHOOL UNIFORM

The official uniform supplier is Bergstan Outfitters in Heidelberg (Bon Marche) & The NCSA Education Centre in 131 Oxford Road, Bedford View, with whom all NCSA Adventist Schools are contractually bound.

Learners are expected to wear the full and correct uniform at school and school functions; not wearing the correct uniform will result in a fine of R25 per item, payable on the spot or will be added to the child's account.

Please take note of the uniform specifications below:

The sports uniform should only be worn on sports days as follows:

DAYS	GRADES
Wednesday	All Grades
Friday	All Grades

Please note that the only PE shoes allowed are white or white and navy sneakers/training shoes worn with white socks.

ADVENTURER AND PATHFINDER PROGRAMME

The school has the Adventurer and pathfinder curriculum integrated into the school programme. Grades RR-3 fall under the Adventurer Division and Grades 4-7 fall under Pathfinder Division. Learners, who have the uniform should wear the respective uniform on the Induction Days, fairs, camporees, camps, testing days, and investiture programmes. Parents are therefore encouraged to secure the Adventurer and Pathfinder uniform. The uniform is available at the NCSA Junior Youth Ministries Department at the Advent Centre, 131 Oxford Road, Bedford View - Telephone: 011 856 4488, WhatsApp: 0780888149, email: juniorshop@nc.adventist.org.

SWIMMING PROGRAMME

Swimming lessons are conducted for all grades during summer, i.e. first and fourth quarter. Grades 4-7 go swimming on Wednesdays and Grades R-3 go on Fridays. Please provide the black/navy swimming costume and towel accordingly. Please note that swimming is compulsory, as it is part of the Life Skills and Life Orientation curriculum. **However, due to lockdown restrictions, swimming has been put on hold until restrictive regulations are relaxed.**

CIVVIES DAYS

Learners are required to be in uniform at all times when they come to school except on civvies days, during which they may put on their ordinary clothes, at a fee of R30. The money is used in development projects of the school and in meeting other budgetary needs.

LUNCH BOX

Please make sure you adhere to the following when preparing your child's lunch box:

- a) Pack wholesome unrefined food, fruits, and water
- b) Do not pack sweets, chips, fizzy drinks, gum, or 'junk food'
They contain a lot of sugar that makes the child restless, hyperactive, and inattentive.

PTA COUNCIL

By enrolling your child with us you automatically become a member of the Parent-Teacher Association (PTA). The PTA is headed by the PTA Executive and holds council meetings for all parents and teachers, at least twice a year. This is the platform that provides you with an opportunity to make a positive contribution to the school.

Kind regards,

Mrs. JT Hlanze
PRINCIPAL