



## PATERSON PARK PRIMARY SCHOOL

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*Excellence in Christian Education*

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### MEMORANDUM OF UNDERSTANDING

02 February 2021

Welcome to the 2021 academic year! We thank God for the privilege of working with your children. May God grant us peace, wisdom and success, as we traverse 2021.

We would like to bring your attention to the following matters which will serve as new information to our new learners and parents, and a reminder to our continuing learners and parents:

#### **COMMUNICATION**

All communication and queries should go through the school secretary as opposed to making inquiries through a fellow parent.

Our formal and recognized channels of communication are Grade-specific WhatsApp Groups, created by teachers; the school's website where newsletters will be posted from time to time (hard copies will also be provided); Emails; SMSs, and telephone numbers as displayed above.

#### **LANGUAGE OF INSTRUCTION**

The school's medium 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 when a learner is sick, at such a time, parents should notify the school and provide a sick note on his/her return to class, and provide the school with a medical certificate if the child needs to miss 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 of intention to remove a child from the school and/or Aftercare Class is required, 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 months of 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. The survival of the school entirely hinges on the faithful payment of fees.

## **FINANCIAL MATTERS**

For queries about school fees, contact the accounts office at **010 824-0583/0823378779** or email our Senior Accountant, Mrs. Trish Ndlovu at the following email address: [ndlovut@ncaeducation.co.za](mailto:ndlovut@ncaeducation.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 07:30hrs from Monday to Friday. Grades 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**

During the current Covid-19 season learners should be dropped off and picked at the gate of no. 3 10<sup>th</sup> Street. Please note that the collection point shifts to no. 2 11<sup>th</sup> Street after 14:30hrs. We plead with parents to avoid parking on residents' entrances. **DO NOT PARK WITHIN THE YELLOW BOX.**

## **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 new SAU Adventist School Uniform was officially rolled out in 2019, however, Paterson Park decided to roll it out in 2020. Due to the change, as a school we decided to gradually phase out our old uniform, however, at the beginning of 2022, all learners will be expected to be in the full SAU School Uniform. We kindly request that as we endeavour to acquire the new uniform, let's stick to the **official uniform supplier, Bergstan Outfitters in Heidelberg and 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 all our 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. Uniform specifications are outlined in the attached school's prospectus.

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

DAYS	GRADES
Wednesday	All Grades
Friday	RR to 3 Only

Please note that the only PE shoes allowed are white or white and navy blue 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 R-3 fall under the Adventurer Division and Grades 4-7 fall under the Pathfinder Division. Learners are encouraged to wear the respective uniform on induction days, fairs, camporees, camps, testing days, and investiture programme. The uniform is available at the Advent Centre, 131 Oxford Road, Bedford View. NCSA Junior Youth Ministries - Telephone 011 856 4488, WhatsApp 0780888149, email – [Juniorshop@nc.adventist.org](mailto: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 for 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 R25. 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 unrefined food, fruit, and water
- b) Do not pack sweets, chips, fizzy drinks, gum, or 'junk food'  
They contain excessive amounts of sugar that make the child restless, hyperactive, and inattentive.

### PTA COUNCIL

By enrolling your child, 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 platform provides you with an opportunity to make a positive contribution to the school.

Sincerely yours,



Mrs. JT Hlanze  
PRINCIPAL

PATERSON PARK SCHOOL  
No. 3 10th STREET  
ORANGE GROVE  
TEL: 640-4126