



LORETO CONVENT SCHOOL

Aftercare / Study Information

January 2026

Dear Aftercare Parents / Guardians

A new year is upon us and we would like to stress the importance of the continuation of the Aftercare Centre running smoothly, well organised and productive. In order to fulfil our aims, it is imperative that teachers and parents complement each other in all respects, for the benefit of our children. Education of children is a responsibility to be shared equally between parents and teachers.

"We are all like angels with just one wing ~ and we can fly only by embracing each other"

With this thought in mind, I would like to bring the following points to your attention regarding Aftercare for the year 2026..

- 1. The cost** for Grade 1 to 12 for Aftercare is **R430.00 per month** for February to November. Please note that Grade RRR, RR and R's Aftercare fees are included in their school fees, therefore we only need the completed form to confirm who will be staying for Aftercare in the afternoons.

Additionally, there is a charge of R60.00 per day for non-Aftercare children.

Aftercare children will **NOT** be provided with a meal after school so please ensure that you pack extra lunch for children who will be picked up late, or you can place orders at the tuckshop for lunch.

Fees are to be paid monthly in **advance** into the normal school bank account. Your Aftercare will have the same reference number as your school account but use the letter **A** in front of the reference number eg, A123456.

Learners whose Aftercare fees are in arrears will not be permitted to attend Aftercare until the outstanding fees are paid. He/she will have to go home immediately when school ends.
- 2. Aftercare Time:** Aftercare starts from after school until 17:30.

The penalty fee for late collection of a child from Aftercare is **R80.00** for the first half hour thereafter R160.00 per hour. Your school account will be billed with the amount.
- 3. Reply slips:** Learners will only be accepted into Aftercare after the children return this signed form which they can hand in directly to their Aftercare caregivers or school teachers. This rule applies to ALL Aftercare children as parent's details may have changed.

If you decide to take your child out of Aftercare **ONE MONTH'S** notice must be given to the caregivers or school teachers. Until such notification is received, your child will continue to be charged as attending Aftercare.
- 4. Aftercare Permission:** If your child has to use alternative transport (bus/taxi), a letter of permission MUST be sent.

If someone else fetches your child, he/she must present a letter from you with your ID number to the Aftercare caregiver. Only after your ID number has been verified will your child be allowed to go home with somebody other than yourself. This rule has been established for the safety of your child.

Please notify us if a child will not be attending Aftercare that particular day.

Parents can write a short letter in the child's diary or send an email directly to Aftercare at daycare@loreto.co.za or via Mrs Stoman at admin@loreto.co.za.
- 5. Tuckshop:** The children won't be allowed to buy anything from the Tuckshop from Monday to Thursday in the afternoons unless they are accompanied by their parent/guardian.

6. **Supervised study:** Please note that your child is responsible for completing his/her homework during the study session. The teacher is there to assist and guide your child, however, this cannot be achieved without his/her co-operation.

If learners have no homework, they MUST bring a library book to read during study.

Please make sure that your child is equipped with his /her OWN pen, crayons, pencils, eraser, ruler and required books, because ‘*borrowing*’ from a friend causes disruption and will not be tolerated.

All children need to take responsibility for their own belongings.

Junior supervised Study Times: Grade 1 to Grade 3

Monday to Thursday: 14h00 – 15h15

Senior and High School Study:

Grade 4 – 12: Monday to Thursday – 14h30 to 16h30

7. **Discipline:** We are certain that all our parents will agree that schooling cannot be successful or meaningful without discipline. It has been decided that learners who are guilty of inappropriate behaviour will be given a demerit. Five demerits will lead to a full detention on Fridays from 14h00 to 15h30.

If the child's behaviour does not improve the parents will be called in and the child will be suspended from Aftercare for ONE WEEK. Further misconduct will result in immediate expulsion from Aftercare for the rest of the year. *Please explain this procedure to your children.*

If you have any queries, feel free to contact daycare@loreto.co.za or call/SMS the number 082 973 9996 or 067 884 5136.

WE WOULD LIKE TO ASK YOU TO ENSURE THAT YOUR CELLPHONES ARE ON EACH AFTERNOON, SO THAT IF WE NEED TO CONTACT YOU WE CAN DO SO EASILY.

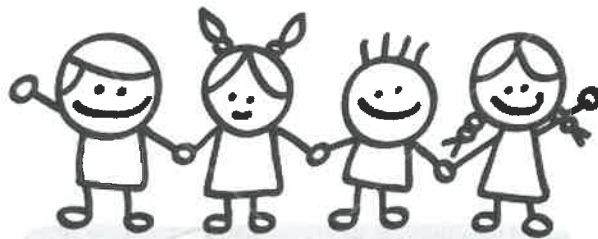
Thank you for your involvement and interest in your child and our school.



Mrs S. Truter
Executive Principal



Mrs F. Sequeira
Aftercare Manager



AFTERCARE INFORMATION SHEET AND REPLY SLIP - 2026

Learner Name & Surname: _____

School Account Number: _____ Grade during **2026**: _____

Date of Birth: _____

Reply Slip

1. I hereby acknowledge and clearly understand all the Aftercare procedures explained, and undertake to support the Aftercare Team.
2. Name of person/s, and relationship, to fetch my child each day.

Name	Relationship

3. My ID-number: _____ to be checked when I send a letter with someone who does not usually fetch my child.

4. Contact Details:

	Email	Tel Work	Tel Home	Cell
Mother				
Father				
Guardian				

5. Allergies: _____

Signed: _____ (Parent / Guardian) Date: 20 __ / __ / __

