LORETO CONVENT SCHOOL NEWSLETTER

Learning and Leading in Love and Justice

Volume 23 Issue 01 12 February 2021

Dear Parents,

"Life is like riding a bicycle. To keep your balance, you must keep moving." Albert Einstein

The 2021 academic year has commenced, and we are very excited about what lies ahead for our school and learners this year. Welcome to all our new learners and parents – we trust that you will settle in quickly and that you will feel at home at your new school.

Last year certainly proved to be a challenge, and we negotiated the obstacles that a pandemic strew across our path, with courage and with determination. Our learners and teachers certainly rose to the challenge, and we thank each one of you for taking responsibility for your health, education and for the greater good of our school community. You certainly achieved great levels of success.

We are excitedly awaiting our Matric results, which will be available on 23 February. We are certain that our learners will have made us very proud and that their success in light of the incredible difficulties faced last year will encourage our Matrics this year to achieve their own goals and dreams, no matter what we face this year.

We are by no means in the clear in terms of the Covid pandemic, and we need to continue to rise to the challenges that may face us this year. I am confident that we learned many lessons last year, and that we will be able to take those lessons into this new year so that we can make even better decisions and adapt even better to the new and evolving circumstances of 2021.

Welcome to Ms Padi - our new mathematics teacher in the High School. We hope that you are very happy here and that you quickly feel part of our Loreto family.

We have a number of staff and learners that have been directly and tragically affected by the Covid pandemic. We would like to offer our profound sympathy to all of those who have lost close friends, family members and whose lives have been forever changed by loss. You are certainly in our prayers and we hope that you will feel comforted, strengthened and uplifted on your most difficult days by the love and thoughts of those here at the school.

We pray a special prayer that the Lord will bless this new academic year and that He will guide us, protect us and lead us in His love, so that we can be a blessing to all those around us. May 2021 be a year in which His favour and grace is evident.

From the Principal's Office

pa@loreto.co.za

www.loreto.co.za
pa@loreto.co.za
012 326 6342

General News (HS and PS)

SCHOOL CONTACTS:

General Enquiries, Reception and Absentees – Mrs Mateka - reception@loreto.co.za

Executive Principal– Mrs Truter – principal@loreto.co.za

Executive Principal's Office – Mrs Stoman – pa@loreto.co.za

Admissions – Ms Westra – admissions@loreto.co.za

Finance and Finance Matters – Mrs Swart – finance@loreto.co.za

Primary School Deputy Principal – Ms Hill – michelleh@loreto.co.za

High School Deputy Principal – Ms Alves (previously Mrs Pinto) – mariaa@loreto.co.za

EMIS Officer – Mrs Swanepoel – admin@loreto.co.za

Sports and Physical Education Queries – Mrs Haupt – sherilynh@loreto.co.za

Uniform Shop - Danny Venter - 083 658 9859 - pmc@mweb.co.za

(012) 326 6342

Office Hours

Mon to Thu 07h00 to 15h00

Fridays 07h00 to 14h30

Admission Office and Card Payments to 13h00 daily

Our admin staff currently screen learners until approximately 08h00 every morning, so please be patient - they will attend to you as soon as they are able to. Also please note that our phone lines are extremely busy during the day - if possible, please send an email to the appropriate person instead, so that we can attend to your query as quickly as possible.

Website (for booklists, school fee info, bank details, calendar, newsletters and other information)

www.loreto.co.za

WELCOME BACK!

Welcome to every new parent and learner! We would like to take the opportunity to encourage parents to be involved in their children's' education. Please attend the Parent's Evenings, check your child's homework, speak to them about what is happening at school and try to be informed about all aspects of their lives. Our staff are always willing to assist wherever possible, but we can only achieve this if there is proper communication and assistance from parents.

Please do always visit our website on **www.loreto.co.za**, where you will be able to find school information, check the school calendar, find all information and all newsletters, as well as contact us for any information you may still require. If there is something additional that you wish to see on the website, please do inform Mrs Swanepoel, who will be able to process your request.

A **newsletter** will go out to parents approximately every second week. If you do not have an Email address, please do inform the school so that the newsletter can be printed in hard copy for your child. The newsletter will always be posted to the website, where it will be available for parents to download and print. We urge parents to **PLEASE** read the newsletter as most of the queries we receive from parents are already addressed in the newsletter. (www.loreto.co.za)

Please support our **fundraising efforts** at school, by purchasing items with your MySchool card as we receive money back that we can use for much-needed projects. Application forms for MySchool cards are available from Mrs Stoman.

No second hand **books or uniforms** are sold at school on parent's behalf. Should learners have books or items of uniform that they wish to sell, they will need to make contact with each other in order to sell their old books. Lost property items that are not marked, are kept in the Daycare room, and are available for purchase. Do visit our uniform shop on the school premises (next to the secretary's office) for new purchases.

We would like to appeal to parents once again to ensure that all items are **clearly marked** – books, uniforms, bags, etc. Items of lost property are taken to daycare, where the staff check for names and return items to their owners. Should the property not be marked, it is sold as part of fundraising for the school or is donated to charity. There is an astounding amount of unmarked lost property that is collected by the school annually. There are also boxes of unclaimed textbooks that find their way to lost property and are never collected or marked so that we can return them to the learners. We cannot emphasize

this point enough parents – **PLEASE MARK ALL ITEMS OF CLOTHING AND TEXTBOOKS AND LUNCHBOXES!**

Sick Room and Medical Information: Parents must please note that the School may not, by law, dispense any medication to a learner, unless that medication has been provided by the parents, is clearly marked and has clear directions for the time, dosage and route of the medication. We may not give learners Panado, Gaviscon, Allergex or any other over-the-counter medication. If your child is injured or ill, please seek medical attention for him/her! If your child has an allergy or suffers from asthma or any other chronic condition, please make sure that they have their medication with them at all times and please make sure that the school is aware of your child's condition. The School will call parents to collect injured or very ill learners – PLEASE make sure that you answer your phone or get back to us as quickly as you can, should we call. The school will never call parents, unless it is important. Should a learner need urgent medical attention, the school will arrange for an ambulance to take the learner to the nearest facility, regardless of whether the parents can be reached or not, at the parents' own expense.

We would also like to appeal to parents NOT to send any learner to School in the following situations:

- ☹ if the learner has a fever
- ☹ if the learner has any rash on the body (can be chicken pox, measles or other illness)
- ☹ if the learner has vomited/had diarrhoea (attend to by a doctor please) and do not send the learner back to school until vomiting/diarrhoea has completely stopped for more than 12 hours
- ☹ if the learner has influenza (temperature, coughing, runny nose, body aches or a sore throat)
- ☹ if the learner has a swollen, itchy or red eye(s) (first exclude pinkeye by a doctor)
- ☹ head lice (until successfully treated)

Learner safety. We would like to reassure parents that we take the safety and well-being of our learners very seriously indeed. Grade 7, 8 and 9 learners have the opportunity to participate in camps during a normal, non-Covid year (this year will be an exception due to the pandemic). Camps encourage learners to develop social skills, develop independence and decision-making skills, educate and make learners aware of the environment around them, learn new skills and develop leadership skills. Our camp venues are selected with very stringent safety guidelines in mind and we are very particular about not leaving learners unsupervised during any activities at camp. We send an adequate number of teachers with our learners, who are trained in First-Aid, and they are responsible for constant supervision and roll call of learners throughout the day. Our School has an active Safety Committee, which meets and discusses the important issues relating to the Occupational Health and Safety Act and we are proud of our four-star rating recently awarded by NOSA. Please know that we are fully committed to the safety of all our learners, both here at school, as well as on tours and whilst away from school.

LORETO CONVENT SCHOOL
School Calendar for 2021

	Start	**End**
TERM 1	25 January	26 March
TERM 2	13 April	25 June
TERM 3	13 July	23 September
TERM 4	05 October	08 December

Term 1

Support Staff Starts 04/01/2021
Admin Starts 12/01/2021
SMT Starts 15/01/2021
Teachers Start 18/01/2021

School Opens for All Learners 25/01/2021
Mid-Term Break 26/02/2021 - 01/03/2021
School Closes 26/03/2021

Term 2

School Opens 13/04/2021
School Closes 25/06/2021

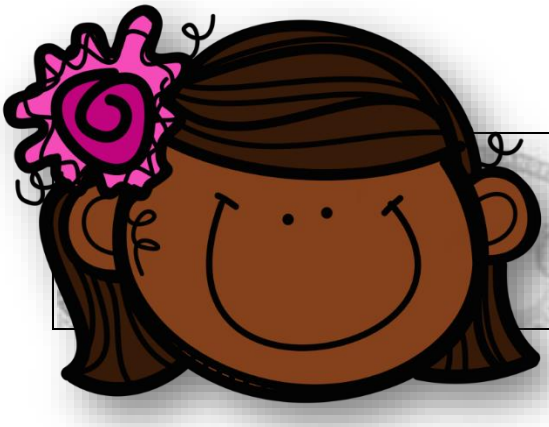
Term 3

School Opens 13/07/2021
School Closes 23/09/2021

Term 4

School Opens 05/10/2020
School Closes 08/12/2021

PLEASE NOTE THAT OUR CALENDAR HAS NOT CHANGED SIGNIFICANTLY AND THAT DATES ARE NOW DIFFERENT FROM THOSE GIVEN OUT BY THE DEPARTMENT OF EDUCATION FOR PUBLIC SCHOOLS.



PRIMARY SCHOOL

- **Welcome** back to school, and a very special welcome to our new children and parents. We hope to have a very long and happy association with you and that you soon feel part of the Loreto family. Please feel free to **contact us** with any query or concern you might have regarding your child. It is important that parents and teachers work together as a team so that we can always have the best interests of our children and their education at heart. Please contact Ms Hill on michelleh@loreto.co.za with any query, concern or information that you might wish discuss and she will be able to assist you.

- A reminder of our **rotational timetable**, which will continue until further notice:

Crèche, Grade R, 1 and 4 to attend school **every day**

Week A:

Grade 2, 5 and 7 on Monday, Wednesday and Friday

Grade 3 and 6 on Tuesday and Thursday

Week B:

Grade 3 and 6 on Monday, Wednesday and Friday

Grade 2, 5 and 7 on Tuesday and Thursday

On Monday 15 February, we start with Week A again.

On the days which the children do not attend school, they MUST continue with their lessons on **Google Classroom** to ensure that they are not left behind. The teachers will be issuing homework demerits for incomplete work. Please contact the teacher directly on Google

Classroom or using her Loreto email address should you be experiencing any difficulties completing the work.

- The learners have started with **Physical Education classes**, and must please wear their sports clothes on these days.

Grade/Class	Day
1D	Friday
1F	Monday
2D	Friday Week A
2K	Thursday Week B
3G	Wednesday Week B
3V	Monday Week B
4	Tuesday
5	Tuesday Week B
6	Thursday Week A
7	Friday Week A

- The **Grade 4 to 7 girls** must please bring a towel and a skipping rope (if they have one) on their Phys-Ed days.
- **Thank you** to all our parents who are assisting in the smooth running of the drop off and collection of the children. It is most appreciated!
- A reminder to **day care parents** of the service being offered by the tuck shop to prepare lunch for the learners. Please contact the **tuckshop directly**, Orlando, at 083 265 4768 with orders and payment.
- Please ensure that your child in **Grade 4 to 7 has all the necessary textbooks**. It is essential for her to have the books in order to keep up with the work and not fall behind. Should you be experiencing challenges in this regard, you are most welcome to email Ms Hill (michelleh@loreto.co.za) for assistance, and to be put in touch with parents who might have second hand books for sale.

- Please make sure that your child has all the **necessary items of uniform**. A reminder that the sports skirt may **only** be worn by Grade 4 to 7 girls. The **Foundation Phase** girls must please wear their **blue sports shorts** as part of their sports uniform. Please contact Mr Danny Venter on 083 658 9859 at the uniform shop to make an appointment should you need to purchase any items.
- Unfortunately, due to COVID-19 regulations, **learners may not bring** cake or party packs to school for their classmates on their **birthday**. Children, may, however, wear their home clothes on their birthday.
- All new children have been issued with a **Code of Conduct**. Please take the time to read through the booklet with your child to familiarise yourself with the school rules. Please ensure that you sign the back of the book. All learners must keep the booklet in the bags at all times. The teachers will check these signatures on 31 January.
- All Senior Primary girls must have a **name badge**. Badges have been ordered for the new girls and will arrive soon. Should a child need to replace the badge, a new one can be ordered from Mrs Haupt at R20 per badge.
- Children must be picked up through the **Visagie Street** gate by 14h15. Day care children must be picked up by **17h30 please**. Failure to collect learners on time from Daycare will result in a fine that will be billed to your account.
- Parents must please note that if your child is a **non-South African citizen**, must please supply a certified copy of the learner's passport, as well as a **valid** study permit (in the name of the School). If you have applied to Home Affairs, it is your responsibility to follow up with them regularly and provide the school with that evidence please. Home Affairs and the Department of Education will be following up on all learners whose documentation is not in place within the next few weeks. We are appealing to parents to please assist us in this regard.

HIGH SCHOOL

We have had our **Matric and Prefect Inauguration**. It is with great excitement that we announce the following learners as our prefect body for 2021:

Headgirl: Tshiamo Namethe

Vice Headgirl: Reabetsoe Moloi

Prefects:

Gugu Acha-Anyi
Ofentse Lekhuleni
Tiego Mokoena
Namhla Nkosi (St Gabriel's House Prefect)
Tshegofatso Ntshehi
Sundani Putu (St Raphael's House Prefect)
Naomi Raphela (St Michael's House Prefect)
Katleho Wolf
Ruth Wanjau

Prefect Elect:

Oratile Dibetle
Kgolagano Kgongwana
Naledi Motsoto
Khumo Shadung
Ntebogeng Shongwe

- **Assessment plans** have been handed out to all learners. Teachers will adhere as far as possible to the dates. However, if an assessment needs to be rescheduled, the teacher will liaise with the class. For parents' convenience, the Assessment Plans will be uploaded onto the school's **website**.

- Parents please note that our **terms differ** to those issued this week by the Department of Education. This means that certain assessments can only be done once the Department's subject facilitator has issued out common tasks to the various schools (us inclusive). It means that these assessments can only be done early April and therefore reports can only be issued after all admin has been done (marking scripts and recording of marks). We aim to email Term 1 reports on **19 April**. Dates are all subject to Covid and department regulations.

- **Matric results** will only be available on 23 February. We hope and pray for a very positive outcome as in previous years.

- Parents must please note that the School may not, by law, dispense any **medication** to a learner. Therefore, we would like to request that you **provide your High School daughter** with the following in a small tin or container, that she is able to **keep with her in her schoolbag** at all times, and can be used in the case of minor headaches, period pain, nausea and other problems that she may have during the school day.

  These medications are inexpensive and are available over-the-counter at Clicks or Dischem.

  - 1 x sanitary pad or tampon
  - 2 x Neurofen Period tablets
  - 2 x Buscopan tablets

- 2 x Valoid or Aculoid tablets
- 2 x Panado tablets
- 2 x Allergex Non-Drowsy tablets

We really appeal to parents to adhere to this request, as we **cannot** send learners home for minor headaches, period pains, allergies or other ailments that can be eased by taking over-the-counter medication that she has received from you, her parent.

If your daughter has chronic period pain or headaches, she **must** be seen by a doctor please and chronic medication must be supplied, depending on the doctor's recommendations and treatment plan. Please alert the school to any conditions which she may have – including allergies, asthma, heart conditions, and so forth.

FINANCE MATTERS

Firstly, we need to thank those parents who have faithfully been paying their school fees. In order for the School to stay operational, parents HAVE to pay their school fees on time. Loreto Convent School is not a State or no-fee paying school, and as such, we need to rely on the payment of school fees as the majority stream of income that must finance all expenses throughout the year.

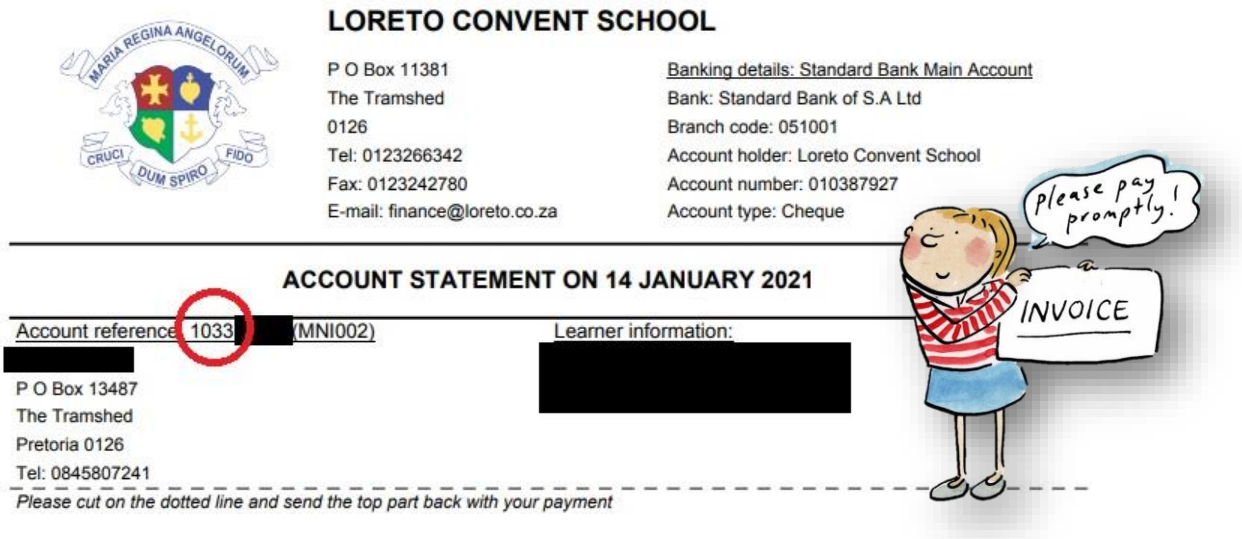
Statements have been sent out to parents. If you are not receiving our bulk mails, please do let us know.

Please note that school fees are payable **UPFRONT**, by the **7th of every month**. This means that all fees, up to and including January/February 2021 fees are already due and payable in full. Overdue accounts will be followed up and handed over to our debt collection company for recovery. Please note that you will be liable for any **interest** on the account and collection and/or legal **fees**, should the account be handed over. **Overdue accounts will be charged an interest rate of 2% per month, as per our contract**. We are going to be very strict regarding the payment of fees in 2021.

We have a large number of payments that have been made into the school's bank account that do not have any references, or incorrect references. If you have made one of these payments, please do send your proof of payment to Mrs Swart at finance@loreto.co.za so that she can allocate it.

We would also like to appeal to parents to **PLEASE** reference their payments correctly, as it is almost impossible to allocate correctly, or understand what is being paid for when the references are missing or incorrect. Examples of such references are "School Fees", "Loreto Fees" or "Cash Payment" – it does not indicate who is making the payment or what is being paid.

Reference payments as following please:



LORETO CONVENT SCHOOL

P O Box 11381
The Tramshed
0126
Tel: 0123266342
Fax: 0123242780
E-mail: finance@loreto.co.za

Banking details: Standard Bank Main Account
Bank: Standard Bank of S.A Ltd
Branch code: 051001
Account holder: Loreto Convent School
Account number: 010387927
Account type: Cheque

ACCOUNT STATEMENT ON 14 JANUARY 2021

Account reference 1033 [redacted] (MNI002)
[redacted]
P O Box 13487
The Tramshed
Pretoria 0126
Tel: 0845807241

Learner information:
[redacted]

Please cut on the dotted line and send the top part back with your payment

Reference: Your account number at school i.e. 1110 ** Take note that these references are only examples and must not be used. Please contact the accounts department to get your account reference. The reference will also appear on your monthly statement in the place indicated by the red circle above.

The reference is your four-digit family code number, NOT the old family code or your surname or the child's name.

Please also do try to pay correct amounts, as the system gets confused when large amounts are paid that do not match any specific billing amounts. When amounts are correct, and referenced in this way, the system is able to allocate to the account automatically and mistakes are avoided.

HOW ARE SCHOOL FEES STRUCTURED?

It has been our experience that parents are often confused about how school fees are calculated and how payment is structured. We would like to attempt to explain this.

Our Finance Committee meets regularly throughout the year, and one of the functions of this committee, is to spend time determining the budget for the following year. This means that they need to determine the following:

WHAT WILL IT COST US TO KEEP THE DOORS OPEN NEXT YEAR?

Some of the expenses that need to be taken into account may include the following:

- Staff Salaries, Staff Training
- Municipal Rates and Taxes, Water and Electricity
- Security Costs
- Stationery, such as paper, printer ink, pens, files, etc
- Annual Auditor and Accounting Fees
- NOSA Audit fees and Health and Safety Training and Equipment
- Printing and Photocopy Costs
- Internet and Phone Costs, IT Support costs, Software licencing
- Annual Subscriptions (Umalusi, Catholic School's Trust, Convent)
- Cleaning Supplies and Toilet Paper, First-Aid supplies
- Covid Related Costs
- Sport, Clubs and Transport Costs incl Sporting Body Subscriptions
- Trophies, badges and engraving Costs
- Workman's Compensation
- Repairs and Maintenance
- School Database System monthly fees

This list is of course by no means exhaustive, but illustrates the types of running expenses that the school needs to take into account when compiling its budget. Once the Committee has established what expenses need to be planned for, an amount per learner can be calculated. This amount comes to an **annual single fee**, for example, R50 820 for a Grade 7 learner in 2021.

Because we understand that parents are not able to settle this fee in one large payment, the school offers the option to pay off this amount in smaller payments, usually over 11 months. This means that a payment in January is not the payment of a fee for January only, rather, it is the first of 11 payments for the entire academic year. This fee does not change because running expenses for the entire year do not change - the school's bills still need to be paid across the academic year as normal and as budgeted for.

We hope that this illustration assists parents in understanding why it is so important to pay their school fees in full, and on time. When the debtor book exceeds the income received, there is simply no cash flow available to pay the school's suppliers, and it becomes extremely difficult to continue running the school effectively. During periods of online learning, for example, many parents and teachers had very creative ideas on how we could improve our technology and reach our learners. Unfortunately, the sad reality is, when the majority of parents are defaulting on the payment of school fees, the school simply does not have the funds to implement these fantastic ideas, no matter how much benefit our teachers and learners would draw from these improvements, or how much we would like to implement them.

We hope that parents will be encouraged to partner with us in ensuring that we receive our annual income so that we can continue offering our learners the best education possible! Again, we do need to thank those parents who are paying their fees - we appreciate you all greatly!