

# COMMUNICATION

The Headmaster, together with the Deputy Headmaster is responsible for the day to day running of the school and parents may contact him at any time via email, cellphone or by visiting him at his office. The Headmaster has an open door policy and welcomes any communication.

All parents are encouraged to follow the correct channels of communication - as depicted below:

## Academic:



## Pastoral:



## Extra Curricular Activities:



All staff can be contacted by email: "firstname.surname@woodridge.co.za"

We believe that an open and co-operative relationship between parents and staff are important at Woodridge. Our primary source of communication is through the Engage Parent Portal. All parents receive login details for this and are required to register and check the portal regularly. The parent portal provides a Calendar, Notices (emails), Documents, Daybook entries, DMS (document management system) which can be viewed and utilised by the Parents. Daybook entries are Bus Hopper requests, Boarding Exeats, Excuse Notes for absentees and direct contact with your child's teachers and sports coaches.

The Documents section displays documents (various categories are available) that the school has published for you to view. It is important to check this daily/ weekly as the Weekly What's On and Sports Programme is published here. These are not sent via email. This area will also be used to publish any specific correspondence applicable to your child – eg a camp letter; or information regarding a match they are playing. Various policies and general school information – eg Term Dates, Tuition Fees, Hair policies, uniform requirements etc. are available here!

The pupils termly academic reports are also distributed via the Engage Parent Portal (within Assessments) and these are not sent to parents via email, therefore it is essential that you login to your Parent Portal. User Guides for the various aspects of the Engage Parent Portal can be found in the Parents DMS. (then we will add my contact details for the Prep and Lindi's for the college – if they need help).

Should you need any assistance with the above, please contact Lindi Clephane on 041 492 0344 / [lindi.clephane@woodridge.co.za](mailto:lindi.clephane@woodridge.co.za)

## IMPORTANT NUMBERS

College switchboard: 041 492 0005

Headmaster's PA: 041 492 0344

Deputy Headmaster's PA: 041 492 2442

Sanatorium: 041 492 2407

Travel arrangements: 041 492 2390

Clothing shop: 041 492 2406

Coffee shop: 041 492 2404

Debtors Administration: 041 492 2446

## COMMUNICATION - continued

If a parent is in any doubt as to who they need to speak to, then contacting the Grade Head is appropriate. If necessary, the Grade Head will redirect to the appropriate person.

Grade 8 - Mrs de Bruyn  
Grade 9 - Mr Leshem  
Grade 10 - Mr Baines  
Grade 11 - Mrs Vorster  
Grade 12 - Mr Klopper

### **Subject Matter Queries**

Contact either the subject teacher or the HOD of that specific subject. If the issue is of a more serious nature, contact the Director of Academics. If unsure of who to contact, then go directly to the Director of Academics who will assess and re-direct if necessary.

### **Behaviour Issues**

Contact the Grade Head. If of a more serious nature, contact the Head of Student Affairs, Mr Oppermann.

### **Boarding Issues**

Contact the House Parent. If of a more serious nature contact Mr Opperman, Director of Boarding. If of a more serious nature, contact either the Deputy Headmaster or the Headmaster.

### **House Parents**

Carter House: Mrs Bird | Founders House: Mrs Opperman | Kohler House: Mr Scheepers | Starck House: Mr Rathbone

### **Cultural Issues** (art, drama, music and cultural events)

Contact the Head of Culture, Mrs van der Ploeg. If of a more serious nature, contact the Deputy Headmaster.

### **Sport Issues**

Contact the sports Coach. If the issue is of a general nature, contact the Head of Sport, Mr Gerber. If of a more serious nature, contact the Deputy Headmaster.

### **Outdoor Education Issues**

Contact the Head of Outdoor education, Mr Teeton. If of a more serious nature, contact the Deputy Headmaster.

### **The Estate and Grounds**

Contact Mr Holmes. If of a more serious nature, contact the Business Manager, Mr Emslie. Thereafter contact the Headmaster of the Prep or the College if the matter has not been resolved.

### **Bussing Issues**

Contact Ms Els or, if of a more serious nature, contact The Deputy Headmaster.

### **Marketing Issues**

Contact either Mrs Niemann or Mr de Villiers.

### **Sanitorium Issues**

Contact Sr Baard or Scholtz. If of a more serious nature, contact either the Headmaster of the Prep or the College.

### **Disaster Issues**

Contact the Business Manager, Mr Emslie or the College or Prep Headmaster.

### **Operational Functions**

The operational functions of the schools are vested in the Business Manager, College Headmaster & Prep Headmaster. The headmasters of the respective schools are directly responsible to the Executive Committee of Trustees.

### **Accounts Issues**

Contact Mrs Taljaard on 041 492 2446. If she is unable to address your concern, contact the Financial Manager, Mr Kilfoil on 041 492 2392.