



WOODRIDGE
COLLEGE AND PREPARATORY SCHOOL

SINCE
1936

3 December 2020

Dear Families,

We have reached the end of another busy and unusual year at the Prep and at all schools.

Unfortunately, due to the unpredictability of COVID 19, no one knows what to expect when we return to school in January 2021. We hope we will be returning to school as we were, full-time, with a co-curricular programme.

No one knows for sure at this point what we can expect—especially as the coronavirus continues to surge in our area. This uncertainty can create a great deal of unease, but this doesn't mean you can't start preparing for the year ahead.

This letter serves to assist you with planning for the return to school in January 2021. Please take note of these important reminders and keep this letter and its annexure handy as a reference.

COMMUNICATION - NB!!:

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. **New parents will be sent their login details and it is essential to register immediately.**

You are encouraged to fiddle around and try its features.

IMPORTANT INFORMATION FOR 2021

The health and safety of all staff, pupils, their families and the Woodridge community is of paramount importance. Due to COVID 19 protocols and the uncertainty that abounds, there might be changes in dates and times.

These are uncertain times and we are continually having to evaluate our situation, to ensure the health and safety of our pupil's, staff and families.

- The Preparatory School office will re-open on **Monday, 11 January 2021**.
- School re-opens on **Wednesday, 13 January 2021**. All grade 1-7 Prep pupils will wear sports clothes from the start of term 1. Grade 4 to 7s may wear their summer uniform on the days they don't have sport in the afternoon.
- Boarders need to arrive on **Tuesday, 12 January 2021**, before 17h00 (Grade 4 – 7 boarders travelling by plane to return in formal school uniform)
- All new pupils must meet at the Prep reception area where they will be shown to their classrooms. (please maintain social distancing while waiting)
- Pupils are to return with their hair neat and tidy. The hair policy will be available in the documents area of the Parent portal for you to check in January.
- Please ensure that all of your child's clothing and sports equipment is clearly marked with his or her full name – not just initials.
Buses – Buses will be returning to the pre-COVID bus schedule with the buses leaving school at 16h45 (Mon – Thursday) and at 15h15 on a Friday.

Please consult the bus booking form on the Parent Portal, for times and venues for departures and arrival of buses.

Should your child be making use of the early Sunridge bus (for Pre-Primary and Grade 1, 2 and 3 pupils only), which drops children off at Mayfair Avenue, please let Mrs Stamos (Lizaan.stamos@woodridge.co.za) know by Monday 11 January.

- **Co-curricular activities** will start on **Wednesday, 13 January 2021**. The co-curricular programme will be emailed to you on Tuesday 12 January 2021; following this, it will always be published weekly to the Documents area of the Parent Portal.
- During the summer terms please send a swimming costume, cap and towel daily – as if the weather is very hot, pupils will be taken for a swim.
- New pupils will be advised by their class teachers of their houses – Kingfisher (blue), Hoopoe (yellow) and Loerie (red) early in the first term, 2021. Our first inter-house events are our swimming gala and river race. You will be advised of the dates. These events will require children to be wearing their house shirt.
- Due to COVID-19, we shall schedule a virtual Parents' Information evening - parents will receive further information at the start of the term.
- Unfortunately, due to COVID, the normal Orientation Camps and family camp held at the beginning of the term, will not be taking place.

IMPORTANT DOCUMENTS

Visit <https://www.woodridge.co.za/important-dates-and-documents> for important information and the Foundation Phase or Preparatory school booklets, for more answers to any queries that you might have. This information will also be made available to you on the Parent Portal once you are registered as a user.

LABELS:

Labels for clothing, books and stationery were ordered for all pupils (unless you applied after the 5th of November, then you will need to arrange your own). They will be distributed on the first day of term, along with the children's bookbags. Both of these will be debited to your school account.

2021 VEHICLE ENTRY DISCS:

Email registration number of vehicles to Mrs Stamos (Lizaan.stamos@woodridge.co.za). Lizaan will contact you to arrange collection of the stickers. We need to reduce the traffic in and out of the front office, particularly on the 1st morning. Please place the disc on the right-hand lower side of your windscreen. This will give you access into Woodridge through the security gates.

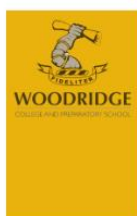
GENERAL:

Mrs Lizaan Stamos is the general secretary and she may be contacted on **041 492 0006** or lizaan.stamos@woodridge.co.za <<mailto:lizaan.stamos@woodridge.co.za>>. Lizaan can assist with any general information, including information regarding sports fixtures and the calendar. Please send any absentees, messages for children and any daily changes to the day scholar buses to Lizaan.

We encourage you to **send excuse notes from the Engage Parent Portal** (Daybook/Pupil Daybook/Add new entry – read the instructions, fill out the required fields and save. This will be sent as a notice to Lizaan. Bus Pass requests for hopper bus users may be requested here too, selecting Bus Pass. Please give it a try!

COVID 19:

Our COVID 19 Management Manual and Appendices is available on <https://www.woodridge.co.za/covid-19>
We need to ensure that all children complete their daily screening, wear their masks, remember social distancing and ensure to wash hands and sanitize regularly. Please keep your children at home should they be showing any of the symptoms.



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UNIFORM AND CLOTHING SHOP:

Shop hours for start of 2021 is as follows:

Thursday 7 January: 8:30 - 14:30

Friday 8 January: 8:30 - 14:30

Monday 11 January: 8:30 - 16:00

Tuesday 12 January: 8:30 - 16:00

Start of Term 2: Tuesday 27 April: 12:00 - 16:00

Start of Term 3: Monday 30 August: 12:00 - 16:00

All parents have to make an appointment for fitting of new uniform.

For all enquiries, appointments and orders, please mail requests to shopinfo@woodridge.co.za

The Clothing Shop is managed by Mrs Anne-Marié Botes, phone (041) 4922360.

Stationery may also be purchased from the School Shop. Grade 1 Stationery is provided.

IMPORTANT CONTACTS (see Annexure 1 for a list to print)

Day Scholar buses: Any changes to your child's transport arrangements on a particular day should be emailed or sent using the Engage Parent Portal day book before midday to lizaan.stamos@woodridge.co.za

Absentees: Should your child be absent from school please send an excuse note from the Engage Parent Portal daybook or email to lizaan.stamos@woodridge.co.za before 08h00am

Account queries: Contact Ranel on accounts@woodridge.co.za 041 492 2446

Sanatorium: sanitorium@woodridge.co.za 041 492 2407

Please do not hesitate to contact our office should you have any enquiries. We shall ensure continuous communication with you, to ensure you are kept updated at all times.

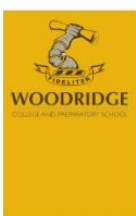
We wish you and your family a wonderful holiday with your children.

Regards



TREVOR VON BERG
PREP HEADMASTER

Please view the Annexure on the following page

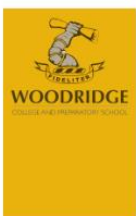


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ANNEXURE I

IMPORTANT LIST OF CONTACT DETAILS AT THE PREPARATORY SCHOOL

- PA to the Headmaster – Melanie Darlow – Melanie.darlow@woodridge.co.za
- Prep General Secretary (Absentees, Co-curricular activities, Prep Buses, Prep Odin App) – Lizaan Stamos – Lizaan.stamos@woodridge.co.za
- Student Travel arrangements – Jo Meyer – jo.meyer@woodridge.co.za
- Day Scholar Busses, – Steph Els – steph.els@woodridge.co.za
- Clothing Shop – Anne-Marie Botes – annemarie.botes@woodridge.co.za
- Parent Liaison (accounts) – Ranel Taljaard – accounts@woodridge.co.za
- Head of Pastoral Care - Cliff Reed – cliff.reed@woodridge.co.za
- Houseparent, Girls Hostel – Almarie Geyer – almarie.geyer@woodridge.co.za
- Houseparent, Prep Boys Hostel – Stuart Falconer – stuart.falconer@woodridge.co.za
- Houseparent, Junior Boarding House – Pamela Riekert - pamela.riekert@Woodridge.co.za



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