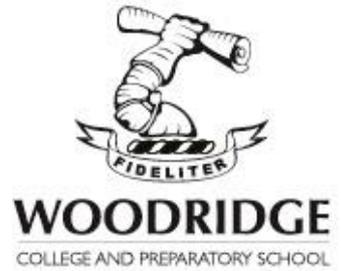


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15 January 2020

Dear Parents

A warm welcome goes out to all the new and existing parents. We hope 2020 is going to be a happy and prosperous year for all.

Please take special note of the following:

1. Weekend Arrangements

- a. Please can all correspondence regarding weekend arrangements be **e-mailed** to karen.opperman@woodridge.co.za .
- b. The girls will notify Mrs Opperman by Wednesday evening as to their plans and parents need to confirm these by Thursday 14h30.
- c. Weekly boarder's parents must send a once-off e-mail to inform us that their daughter/s will be going home every weekend unless otherwise communicated.
- d. If an email is not received regarding weekend arrangements, your daughter will be kept in for the weekend.
- e. If they are going to someone else's house for the weekend, their host parents must also notify Mrs Opperman by e-mail.
- f. If you are not happy with your daughter's weekend arrangements, feel free to email us with any queries.

2. Cellphones

- a. Cellphones will be collected during Prep time (18h45 – 20h30) from Monday to Thursday.
- b. At 21h30 all cellphones will be handed in for the evening, please do not try to contact them after this time as they should be sleeping. Their phones will be returned in the morning before school.
- c. Please help us with this matter and encourage your daughter to adhere to these rules.

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3. Some girls have a large amount of medicine in their cupboards. Over-the-counter medication is not permitted, as some of the girls self-medicate themselves and their friends. The Sanatorium has sufficient stock to medicate the girls. **The Sanatorium also needs to be informed if your daughter is taking scheduled medication.**
4. We, as House Parents, may not give your daughter permission for a leave of absence from school. Please notify and/or ask Mr Jacques Botha, jacques.botha@woodridge.co.za for permission if your daughter will be missing school. At the same time, also notify us as it affects the hostel as well.
5. There are quite a few girls with unmarked clothing in the hostel. Please ensure that all school uniform and civvies are marked properly. At the end of each term there is always a large number of unclaimed clothing items.
6. Too many girls are going home during the week without the proper correspondence from you as parents and we would like to encourage all the girls to stay in hostel for the entire week. Although the girls are expected to sign out, you as parents are also expected to notify Mrs Opperman via e-mail before 16h00 on that particular day. We need to keep tight control, as a girl signing out of hostel doesn't necessarily mean that she has gone home.
7. The girls have been informed of the Rules and Regulations for Founders Residence.

The school terms are always busy with academic, cultural, sporting and hostel obligations. We hope that your daughters will all settle down fairly easily, once they are used to the daily routine and that Founders Residence will become their 'home from home'.

Please feel free to contact us if you have any queries. We will get back to you as soon as possible, as we sometimes have our own emergencies at home and at work.

Yours sincerely

Karen Opperman
karen.opperman@woodridge.co.za
076-168-6797

Desree Neville
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071-325-9293

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