

29 October 2019

Dear 2020 Parents,

We extend a warm welcome to our new parents at Woodridge Preparatory School. We trust that your association with the school is going to be a long and happy one.

### **IMPORTANT INFORMATION FOR 2020**

1. School re-opens **on Wednesday, 15 January 2020**. Pupils are to wear their summer uniforms on the first day of school. Foundation Phase – sports clothes (see note in Uniform document).

All new pupils must meet at the Prep reception area.

2. Boarders need to arrive **on Tuesday, 14 January 2020**, before 17h00 dressed in their formal uniforms.
3. Pupils are to return with their hair neat and tidy. [View the hair policy for boys and girls.](#)
4. Please ensure that all of your child's clothing and sports equipment is clearly marked with his or her full name – not just initials.
5. **Extra-murals** will start on **Wednesday, 15 January 2020**. **The extra-mural time table will be emailed to you on Tuesday 14 January 2020.**
6. During the summer terms please send a swimming costume daily – as if the weather is very hot pupils will be taken for a swim.
7. New pupils will be advised by their class teachers of their houses – Kingfisher (blue), Hoopoe (yellow) and Loerie (red) early in the first term, 2020. Our first inter-house event is the swimming gala for Grade 3 to 7's on 11 February. And our annual river race on the 27 February.
8. The Preparatory School office will close on **Wednesday, 4 December** and will re-open on **Monday, 13 January 2020**.

### **COMMUNICATION**

In an attempt to streamline our communication we will be moving over from the D6 School Communicator to the Engage Parent Portal. More information about the Parent Portal: <https://engagesmis.co.za/engage-school-management-information-system/parent-portal/>

The Engage Parent Portal will be rolled out grade by grade from the start of the first term. The school will communicate the process with you. We kindly request your patience in this regard.

While this is rolled out all necessary information will be sent out via email (from a [noreply@woodridge.co.za](mailto:noreply@woodridge.co.za) address – please mark us as a safe sender and not junk) and important documents placed on the website. [Read More](#). A pdf Calendar of important first term dates will be published here too.

**[View the website:](#) 2020 Term Dates, Uniform Explanation & requirements, Stationery, Kingfisher & Oriole boarding houses and Outdoor Education Kit Lists.**

Please ensure that your email addresses and contact details are kept current.

Should your medical aid details change, please also inform us of the new information. Part of our launch of the parent portal will be to review all parent information we have on file to ensure that all the information is up to date.

## **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 information regarding sports fixtures, the D6 communicator. Please send any absentees, messages for children and any daily changes to the day scholar buses to Lizaan by midday.

## **IMPORTANT CONTACTS**

**Day Scholar buses:** Any changes to your child's transport arrangements on a particular day should be emailed to [lizaan.stamos@woodridge.co.za](mailto:lizaan.stamos@woodridge.co.za)

**Absentees:** Should your child be absent from school please email [lizaan.stamos@woodridge.co.za](mailto:lizaan.stamos@woodridge.co.za) before 08h00am

**Account queries:** Contact Ranel on [accounts@woodridge.co.za](mailto:accounts@woodridge.co.za); 041 492 2446

**Sanatorium:** [sanitorium@woodridge.co.za](mailto:sanitorium@woodridge.co.za); 041 492 2407

## **PREP INFORMATION BOOKLETS**

*Printable booklets are available on our website - these are too large to email.*

### **Preparatory School (Grade 1 to 7)**

<https://www.woodridge.co.za/wp-content/uploads/2019/05/April-2019-Woodridge-Preparatory-Booklet-1.pdf>

### **Foundation Phase (Grade 1 to 3)**

[https://www.woodridge.co.za/wp-content/uploads/2019/07/April-2019-Foundation-phase-booklet-2\\_compressed.pdf](https://www.woodridge.co.za/wp-content/uploads/2019/07/April-2019-Foundation-phase-booklet-2_compressed.pdf)

### **Pre-Primary (Grade 000 to R)**

<https://www.woodridge.co.za/wp-content/uploads/2019/05/April-2019-Pre-primary-booklet-1.pdf>

## **IMPORTANT DATES FOR JANUARY 2020**

Grade 4 Orientation Camp	- Monday, 20 January
Grade 5 Orientation Camp	- Tuesday, 21 January
Grade 6 Orientation Camp	- Wednesday, 22 January
Grade 7 Orientation Camp	- Thursday, 23 January
Grade 1, 2 & 3 Family Camp	- Friday, 24 January

## **ORIENTATION CAMPS**

The Orientation camps are more of a 'Getting to know you' camp than anything else. Establishing a strong teacher-pupil rapport at the beginning of the year is crucial. A short hike through the gorge and ice-breaker activities will help pupils and teachers learn about each other and feel more at ease in their new setting. An overnight camp on the neighbouring Yellowwoods' farm provides many opportunities to have fun, learn and remind us all how lucky we are to be given the opportunity to experience learning in a different setting.

## **FOUNDATION PHASE FAMILY CAMP**

All grade 1, 2 and 3 families are welcome to camp on Bobart Field. Bring and Braai, braai facilities will be available.

## **PARENTS' INFORMATION EVENING**

Please note that a special Parents' Information Evening will be held on **Monday, 20 January 2020, 18h00** at which you will have the opportunity to meet your child's class teacher. More details will follow early next year.

## **CLOTHING SHOP**

The Clothing Shop will be open on **the following dates prior to school re-opening:**

Thursday 9 January: 8:30 – 14:30  
Friday 10 January: 8:30 – 14:30  
Monday 13 January: 8:30 – 16:00  
Tuesday 14 January: 8:30 – 16:00

All new parents have to make an appointment for fitting of new uniform. For all inquiries, appointments and orders, please mail to [shopinfo@woodridge.co.za](mailto:shopinfo@woodridge.co.za)

We encourage all local parents to purchase uniform during November this year to avoid the January rush.

The Clothing Shop is managed by Mrs Anne-Marié Botes, phone (041) 492 2406 or [Annemarie.Botes@woodridge.co.za](mailto:Annemarie.Botes@woodridge.co.za).

Stationery may be purchased from the School Shop.

**2020 list of Stationery Requirements and Prep Uniform list and detail of Summer, Winter and Sport Uniform is available [here](#)**

## **2020 VEHICLE ENTRY DISCS**

Please collect vehicle entry discs from Mrs Stamos' office at the start of the term. Please ensure you have your vehicle registration number. Please place the disc on the right-hand lower side of your windscreen. This will give you access into Woodridge through the security gates.

My personal assistant is Mrs Melanie Darlow and she may be contacted on [melanie.darlow@woodridge.co.za](mailto:melanie.darlow@woodridge.co.za).

## **IMPORTANT NAMES & CONTACT DETAILS**

- PA to the Headmaster – Melanie Darlow – [Melanie.darlow@woodridge.co.za](mailto:Melanie.darlow@woodridge.co.za)
- Prep General Secretary – Lizaan Stamos – [Lizaan.stamos@woodridge.co.za](mailto:Lizaan.stamos@woodridge.co.za)
- Student Travel arrangements – Jo Meyer – [jo.meyer@woodridge.co.za](mailto:jo.meyer@woodridge.co.za)
- Daily Busses – Steph Els – [steph.els@woodridge.co.za](mailto:steph.els@woodridge.co.za)
- Clothing Shop – Anne-Marie Botes – [annemarie.botes@woodridge.co.za](mailto:annemarie.botes@woodridge.co.za)
- Parent Liaison (accounts) – Ranel Taljaard – [accounts@woodridge.co.za](mailto:accounts@woodridge.co.za)
- Houseparent, Girls Hostel – Almarie Geyer – [almarie.geyer@woodridge.co.za](mailto:almarie.geyer@woodridge.co.za)
- Houseparent, Prep Boys Hostel – Cliff Reed – [cliff.reed@woodridge.co.za](mailto:cliff.reed@woodridge.co.za)
- Houseparent, Junior Boarding House – Pamela Riekart - [pamela.riekert@Woodridge.co.za](mailto:pamela.riekert@Woodridge.co.za)

Please do not hesitate to contact our office should you have any enquiries.

Regards



**TREVOR VON BERG**