



## INFORMATION FOR THE PERIOD 10 JANUARY 2025 TILL 12 DECEMBER 2025 INLIGTING VIR DIE TYDPERK 10 JANUARIE TOT 12 DESEMBER 2025

### 1. AFTERCARE HOURS

- Hours are daily from **12h00** until **17h45**. (Promptly)
- Collect your child at the aftercare gate in Piet Retief Street.
- Lawrence Kunene, our security guard will be on duty at this gate.
- **Children are, for control and safety reasons, signed out at the aftercare office. Please make arrangements with aftercare when your child will be collected and signed out by anyone else not specified on the data form.**
- **No parent** is allowed to enter the school premises past the aftercare office without the presence of an aftercare member of staff.

### 1. NASORGTYE

- Die nasorgkantoor is daaglik vanaf **12h00** oop en dit sluit stiptelik om **17h45**.
- Gebruik die nasorghek in Piet Retiefstraat wanneer u kind afgehaal word.
- Ons sekuriteitswag, Lawrence Kunene, is by hierdie hek aan diens.
- **Kinders word, vir kontrole en om hul veiligheid te verseker, by die nasorgkantoor uitgeteken. Tref asseblief reëlings met nasorg indien enige iemand anders, wat nie op die datavorm verskyn nie, u kind kom afhaal.**
- **Geen ouer** mag die skoolterrein betree sonder die teenwoordigheid van 'n nasorgpersoneelid nie.

### 2. ACADEMIC SUPPORT

This excellent service that the aftercare staff offers with the participation of the academic staff takes place from Mondays to Thursdays for all aftercare learners and is conducted in the school venues. **We urgently appeal to all parents that they do not fetch their child/ children during the supervised consolidation class.** Should an emergency arise and your child needs to be fetched at an earlier time, the aftercare office should be informed as soon as possible so that arrangements can be made.

The times are as follow:

- **Grade RR, R, 1 & 2:** 14h30 – 15h30
- **Grade 3, 4 & 5:** 14h30 – 15h30

- **Grade 6:** 14h30 – 15h30 and if necessary 16h00 – 17h00
- **Grade 7:** 14h30 – 15h30 and 16h00 – 17h00

During these times enrichment and academic support are offered. No remedial intervention will be offered by the staff. It is important to note that **the completion of the day's work remains the responsibility of the parent. Please sign the consolidation work off daily.** The aftercare teachers assist in completing the work as far as possible. Extra-mural activities leave us with limited time to finish consolidation work. **NB:** Learners that require additional assistance or take longer to complete tasks will probably not complete everything in these allocated time slots. Limited individual assistance can be given. Preparation for tests and exams will not be completed if the learner requires a lot of repetition.

A variety of interesting activities are offered on Fridays to further develop the learners' creativity and motor skills.

## 2. AKADEMIESE ONDERSTEUNING

Hierdie puik diens wat die nasorgpersoneel bied, vind op Maandae tot Donderdae vir alle nasorgleerders plaas en word in spesifieke lokale aangebied. **Ons doen 'n ernstige beroep op ouers om nie hul kinders gedurende vasleggingsklasse te kom afhaal nie.** Indien u kind wel dringend gedurende vasleggingsklasse afgehaal moet word, moet die nasorg vooraf in kennis gestel word sodat reëlings getref kan word.

Die tye is soos volg:

- **Graad RR, R, 1 & 2:** 14h30 – 15h30
- **Graad 3, 4 & 5:** 14h30 – 15h30
- **Graad 6:** 14h30 – 15h30 en indien nodig 16h00 – 17h00
- **Graad 7:** 14h30 – 15h30 en 16h00 – 17h00

Hier word verryking en akademiese ondersteunings aktiwiteite aangebied. Personeel bied geen remediërende hulp aan nie. **Voltooing van die dag se werk bly die ouer se verantwoordelikheid. Gaan dit asseblief elke dag na en teken daarby.** Die nasorgonderwysers bied bystand aan leerders sodat vaslegging so ver moontlik afgehandel kan word. As gevolg van buitemuurse aktiwiteite is tyd soms beperk vir huiswerk. **LW:** Leerders wat meer ondersteuning benodig en langer neem om take te voltooi, sal nie alles in die toegekende tyd kan voltooi nie. Individuele hulp word slegs in 'n geringe mate voorsien. Voorbereiding vir toetse en eksamens sal nie ten volle gedoen kan word as die leerder baie herhaling t.o.v. voorbereiding nodig het nie. Op Vrydae word verskeie interessante aktiwiteite aangebied om die leerders se kreatiwiteit en motoriese vaardighede verder te ontwikkel.

### **3. AFTERNOON PROGRAM**

- The aftercare teachers receive their children (Gr RR to Gr 2 learners) at their classrooms and accompany them to the clubhouse where a cooked lunch will be provided.
- Gr 3 to 7 learners make their own way to the aftercare for lunch.
- Consolidation classes start at 14h30 and continue until 15h30.
- Consolidation classes start at 13h30 and continue until 14h30 during exams in term 2 and 4.
- Snack time.
- Organised and free play activities.

### **3. MIDDAGPROGRAM**

- Sodra die skool uitkom, ontvang die nasorgonderwysers die Graad RR tot Graad 2-leerders by hulle klaskamers en vergesel hulle na die klubhuis waar hulle 'n gekookte maaltyd geniet.
- Gr 3 tot 7 leerders beweeg self na die klubhuis.
- Vasleggingsklasse begin om 14h30 tot 15h30.
- Vasleggingsklasse begin om 13h30 tot 14h30 tydens die eksamentyd in kwartaal 2 en 4.
- Versnaperings.
- Georganiseerde- en vryspel.

### **4. MEALS**

- A nutritious meal is served in the clubhouse.
- A weekly menu is available on the WhatsApp groups.
- Unfortunately, we cannot accommodate any food preferences or allergies.
- The learners enjoy late afternoon snacks which include juice, fruit, biscuits or sandwiches.

### **4. ETES**

- 'n Voedsame middagete word in die klubhuis bedien.
- 'n Spyskaart verskyn weekliks op die Whatsapp groepe.
- Ons kan ongelukkig nie kosvoorkeure en allergieë akkommodeer nie.
- Die leerders geniet later in die middag verversings wat toebroodjies, vrugte, koekies en sap insluit.

### **5. SPORT AND EXTRA-MURAL PARTICIPATION**

- We support participation in sport and other extra mural activities.
- We expect effective communication between learners, parents, coaches and aftercare teachers with regards to extra-mural arrangements.
- Learners that have matches/activities immediately after school eat during second break. Learners must first report to the aftercare teachers before attending these activities.
- Parents must let the aftercare know in writing which extra-mural their child will be participating in and if there are any changes. Please state each child's name, grade, the activity and on which day it is happening.

## 5. SPORT EN BUITEMUURSE DEELNAME

- Ons ondersteun deelname aan sport en ander buitemuurse aktiwiteite.
- Ons verwag effektiewe kommunikasie tussen leerder, ouer, afrigter en nasorgonderwysers, sover dit buitemuurse reëlings aangaan.
- Leerders wat wedstryde/aktiwiteite direk na skool het eet gedurende tweede pouse. Leerders moet op hierdie dae eers by nasorgonderwysers aanmeld voordat hulle hul aktiwiteit bywoon.
- Ouers moet die nasorg skriftelik in kennis stel t.o.v. buitemuurse deelname en enige veranderinge wat plaasvind. Gee asseblief elke kind se naam, graad, aktiwiteit en op watter dag dit plaasvind.

## 6. END OF THE DAY

- Learners **must** be signed out by their parents at the aftercare office.
- The above mentioned is compulsory in order to promote learner safety.
- For safety reasons, no parent will be allowed to move around the school property unattended.
- If you are late to collect your child more than three times without a valid reason, your child will be suspended until you have made other arrangements for your child's timely collection from aftercare.

## 6. EINDE VAN DIE DAG

- Leerders **moet** deur hul ouers by die nasorgkantoor uitgeteken word. Dit is verpligtend om sodoende elke leerder se veiligheid te bevorder.
- Geen ouer sal toegelaat word om tussen die leerders op die terrein rond te beweeg nie.
- Indien u, sonder 'n geldige rede, meer as drie keer laat is om u kind af te haal, sal die kontrak opgeskort word totdat u alternatiewe reëlings kan tref.

## 7. SCHOOL HOLIDAYS

- Aftercare is open during the holidays from 7h15 to 17h45 without any additional costs.
- Lunch is served as per normal.
- It is advisable to pack in a healthy breakfast and additional snacks for the day.
- There aftercare will be closed for a period over the December holiday.
- In 2025, aftercare will be operational from Friday 10 January to 12 December.
- Aftercare is closed on public holidays and official special holidays. Parents will be informed of these arrangements in advance in writing.

## 7. SKOOLVAKANSIES

- Nasorg is gedurende vakansies oop vanaf 7h15 tot 17h45 sonder enige bykomende kostes.
- Middagetes sal soos normaal bedien word.
- Dit sal raadsaam wees om 'n gesonde ontbyt en ekstra versnaperinge vir die dag in te pak.
- Daar is 'n sluitingsperiode tydens die Desembervakansie.
- Nasorg sal in 2025 vanaf 10 Januarie tot 12 Desember oop wees.
- **Nasorg is gedurende openbare vakansiedae gesluit, asook offisiele, spesiale skool vakansiedae.** Ouers sal vroegetydig geskrewe kennisgewing hiervan ontvang.

## 8. BEHAVIOUR OF LEARNERS

- Exemplary behaviour is expected at all times at the aftercare.
- Learners still need to adhere to the school's Code of Conduct.
- Any incident will be recorded in the incident file.
- Parents will be informed when misbehaviour is presented by the head of the aftercare.
- Serious and continued misbehaviour will be referred to the aftercare management who has the authority to terminate a child's aftercare contract if serious misbehaviour persists.

## 8. GEDRAG VAN ONS LEERDERS

- Onberispelike gedrag word te alle tye by die nasorg verwag.
- Leerders is steeds verbonde aan die skool se Gedragskode.
- Enige voorvalle sal in die insidentelêer aangeteken word.
- Ouers sal deur die nasorghoof ingelig word wanneer wangedrag voorkom.
- Ernstige oortredings en voortdurende wangedrag word verwys na die nasorgbestuur wat die reg voorbehou om die leerder se kontrak te beëindig indien ernstige wangedrag volhou.

## 9. EMERGENCIES AND CONTACT WITH PARENTS

- Data forms must be completed and updated with the latest available information.
- Parents will be contacted when a learner is sick or injured by the aftercare office.
- Medication that is sent from home must be handed over to the office at arrival. All information regarding the dosage and administration must be fully communicated otherwise medication will not be administered.

## 9. NOODGEVALLE EN KONTAK MET OUERS

- Verseker asseblief dat ons altyd oor u mees onlangse besonderhede beskik.
- Ouers sal deur die nasorgkantoor gekontak word, indien 'n leerder siek of beseer is.
- Medikasie, wat van die huis af kom, moet aan die nasorgkoördineerder oorhandig word, sodra die leerder by nasorg aanmeld. Alle inligting aangaande die dosis en toediening moet volledig skriftelik en volledig gekommunikeer word aan die nasorg, andersins sal geen medikasie toegedien word nie.

## 10. AFTERCARE FEES

The fees are still very reasonable at **R1600 per month over 11 months**. This period **extends** from 10 January to 12 December 2025. Fees are always payable in advance on the 1<sup>st</sup> day of every month, regardless of whether this date falls on a weekend, public holidays or during the school holidays. An aftercare learner will not be allowed to attend aftercare if there are outstanding fees.

### Banking details

Hendrik Louw Primary School  
Standard Bank Somerset West  
Account number: 063 164 825  
Current account



**Standard Bank**

Reference: Learners individual school account number as found on statement.

## 10. NASORGFOOIE

Die fooie bly steeds uiters billik, teen **R1600 per maand vir 11 maande**. Die tydperk strek vanaf 10 Januarie tot 12 Desember 2025. Fooie is altyd vooruitbetaalbaar op die 1ste dag van elke maand, ongeag of die dag op 'n naweek, openbare vakansiedag of tydens skoolvakansies val. Leerders sal ongelukkig nie die nasorg mag bywoon indien daar uitstaande fooie is nie.

### Bankbesonderhede

Laerskool Hendrik Louw  
Standard Bank Somerset West  
Rekeningnommer: 063 164 825



**Standard Bank**

Verwysing: Leerder se individuele skool rekening nommer.

## 11. NUWE NASORG-OUERS – VERSEKER U KIND SE PLEK VIR 2025

Om u kind se plek vir 2025 te verseker, moet alle nuwe nasorg-ouers die volgende teen 4 November 2024 verskaf:

- Voltooide **verlangde** dokumente: Datavorm met ID foto's.
- **Deposito-bedrag van R1600** per kind, moet betaal word om sodoende u kind se plek in die nasorg vir 2025 te verseker. Hierdie deposito-betaling dien as die eerste maand se nasorgfooi.
- Getekende **kontrak** (aangehegte bladsy)

- Debietordermagtigingsvorm (indien so versoek). Heg asseblief die bevestiging van u bankbesonderhede hierby aan – geen debietorder kan sonder hierdie inligting gelaai word nie.

## **11. NEW AFTERCARE PARENTS – Ensure your child’s placing for 2025**

To ensure your child’s placing for 2025, all new aftercare parents must supply the following information by 4 November 2024:

- **Completed** required documents: Data form with ID photos.
- **Deposit:** An amount of R1600 per child must be paid to ensure your child’s place for 2025. **This deposit payment serves as the 1<sup>st</sup> payment for aftercare fees in 2025.**
- Signed contract (attached page)
- Debit order authorisation (if chosen as payment option). No debit order will be created without verification of banking details attached.

***THE FIRST AFTERCARE DAY WILL BE 10 JANUARY 2025***

***DIE EERSTE NASORGDAG SAL 10 JANUARIE 2025 WEES***

**Confirmation of contract**

I, the undersigned, herewith understand and accept the terms and conditions of the Hendrik Louw aftercare and agree to comply with the rules and regulations as stipulated in the information brochure.

**Bevestiging van kontrak**

Ek, die ondergetekende, verstaan en aanvaar hiermee die bepalings soos gestipuleer in die inligtingsbrosjyre, en onderneem om aan die bepalings en voorwaardes van Hendrik Louw nasorg te voldoen.

Geteken (OUER / Kontrakterende party)

Signed(PARENT / Contractual party).....op

hierdie dag/ on this day .....te/at.....