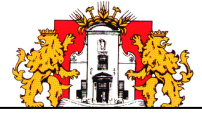


# CONSTANTIA KLOOF PRIMARY SCHOOL

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HERITAGE  
KNOWLEDGE

***From the Principal's desk...***

***16/01/2017***

Dear Parents & learners

Welcome back to the 2017 school year! We trust you all had a relaxing holiday, and are ready and raring to go! Please participate in the activities the school will offer this year and in doing so, become an active part of the CKPS family.

**SMT news:** We welcome our Deputy, Mrs. J Schlebusch, back after her two year stint at NAPTOSA. Mrs S Jonker has resumed her duties as HOD Educational Guidance in the Foundation Phase and Mrs S Pillay as Grade Head in Grade 1. Mrs. J Beeslaar will be taking over as Acting HOD Intersen Phase in the position vacated by Mrs Holloway. We wish these ladies good luck for 2017!

**Educator movement:** Mesdames L v d Merwe and C Hiscock have been moved to Gr 2, Ms Maddix to Gr 4 and Mrs de Jager to Gr 5 (Afrikaans FAL). Also note that Ms J da Silva is now the Gr 3 intern, Ms M Berrington the Gr 4 intern, Mr W Pretorius the Gr 5 Intern and Mr. R Ramdin the Gr 6 Intern. Have fun in your new grades ladies & gentlemen!

**New Educators:** We welcome the following Educators and Interns to CKPS and wish them a very happy stay with us: Ms K Foyn in Gr 1, Mrs. J Smuts in Gr 5 (English HL), Mr. L Pretorius in Gr 7 (Afrikaans FAL & EMS), Mrs A v Wyk as Gr 3 – 7 P.E. Assistant and Mesdames Y Visagie and D Volkwyn as Gr 1 Interns

**Admin staff news:** Mrs W Joubert has moved into the Finance Department and Mrs L Roberts is taking over from her in the front office.

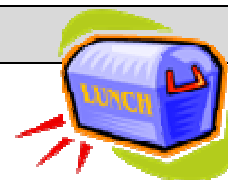
For your information we include the SMT's (School Management Team) duties elsewhere in this newsletter. To ensure quick & concise action to your concerns/queries, kindly ensure you contact the correct Staff member and follow the procedures as explained.

Herewith some important dates and activities for the next two weeks (A full year plan is given elsewhere in this newsletter):

DAY	DATE	TIME	ACTIVITY
Mon	16	School time 07:30 18:30	Interhouse swimming trials (Wellington & Wolseley) SGB FinCom meeting <b>Gr 2 &amp; 3</b> Information evening in the hall -
		<b>NB!!</b>	<b>Not for Gr 1 due to day held on Sat 14/01/2017</b>
Tue	17	School time	Interhouse swimming trials (Montagu & Robertson)
Wed	18	07:30 18:30	Due date for "Method of Payment" forms to be returned <b>Gr 4 - 7</b> Information evening in the hall
Fri	20	09:45-12:00 14:00	Gr 1 Gala Interhouse Gala
Mon	23	14:00	1 <sup>st</sup> Term extra murals commence
Wed	25	18:30	FRC meeting & election of Office Bearers in the Hall
Fri	27	07:30 1 <sup>st</sup> Break 14:00	January OPD donations closing day Cake & Candy sale Gala (Venue tba)

**J P Fourie**  
Principal

## ADMINISTRATIVE



### ITEMS LEFT AT HOME

Parents are encouraged to teach their children responsibility in ensuring that children leave home in the morning with all their requirements for the day.

Notwithstanding the aforesaid, should parents still feel the need to deliver items to the school for their child/ren, would parents kindly make sure that the item is in a clearly marked packet with the child's full name, surname, grade and teacher's name attached. **Please note that should a child not receive the delivered item for some unforeseen circumstances, the Admin staff will not be held responsible.**

### CLOTHING / ITEMS

First Name  
Surname

Parents are requested to please mark their child/ren's clothing and other items clearly with a **name and surname**. Lost property not claimed will be donated to the Clothes Horse.



## EXTRA-MURALS

1<sup>st</sup> Term Extra Murals commence the week of 23 January 2017

**The extra mural timetable was sent out on Friday 13 January - please check! It can also be found on the website and communicator.**

Take note of the various activities on the different days and make the necessary arrangements with aftercare, and/or transport, timeously.

Please ensure that children bring the correct sports attire and/or equipment to school.

As per the Extra-Curricular Policy, children wearing incorrect attire **WILL NOT** be allowed to participate in practices or matches. NO exceptions will be made.

Learners **WILL NOT** be allowed to make telephone calls from the office because they have forgotten their sports attire and / or equipment at home, we want to instil a sense of pride and responsibility in our learners



# SCHOOL MANAGEMENT TEAM (SMT)

## School Management Team (SMT)

The SMT consists of the following members of staff:

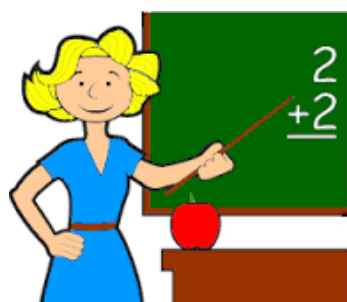
Mr. J P Fourie	Principal
Mrs. J Schlebusch	Deputy Principal
Mrs. J Fleetwood	HOD Educational Guidance in the Intersen Phase
Mrs. S Jonker	HOD Educational Guidance in the Foundation Phase
Mr. J Richard	HOD Extra-Curricular Activities
Mrs. Y J Smith	HOD Foundation Phase (Gr 1 – 3)
Mrs. I J Beeslaar	Acting HOD Intersen Phase (Gr 4 – 7)

Should you wish to address any problems that the educator/coach cannot resolve to your satisfaction, kindly address these problems with the person/s as indicated below.

<u>Area of concern</u>		<u>SMT member</u>
<b>Academic progress</b>	Gr 1 – 3 Gr 4 – 7	Smith Beeslaar
<b>Behavioural/emotional problems</b>	Gr 1 – 3 Gr 4 – 7	Schlebusch, Jonker Schlebusch (assisted by Richard & Fleetwood)
<b>Liaison with resident therapists &amp; Educational Psychologist</b>		Schlebusch, Jonker & Fleetwood
<b>Uniforms, All extra murals/tours/day trips/fundraisers</b>		Richard
<b>Safety &amp; security</b>		Richard & Schlebusch
<b>Grounds and facilities</b>		Fourie, Schlebusch & Richard
<b>Information Technology</b>		Schlebusch
<b>Learner Code of Conduct &amp; implementation thereof</b>		Smith (FP) Fleetwood & Schlebusch(IP)
<b>Monitors/Youth Councilors</b>		Fleetwood & Schlebusch

### **Please note:**

- \* All concerns/enquiries should be addressed with the relevant educator/coach.
- \* Should you not be satisfied with the outcome of your discussion/s, you may then approach the relevant SMT member (see the above).
- \* Should the matter still not be resolved, a meeting with the Principal/Deputy Principal and the above person/s may be requested (see "Policy on Interviews").
- \* All relevant email addresses are available on the communicator and website to guide you in the right direction regarding queries you may have. Alternatively email to [info@ckps.co.za](mailto:info@ckps.co.za) and your email will be forwarded accordingly.

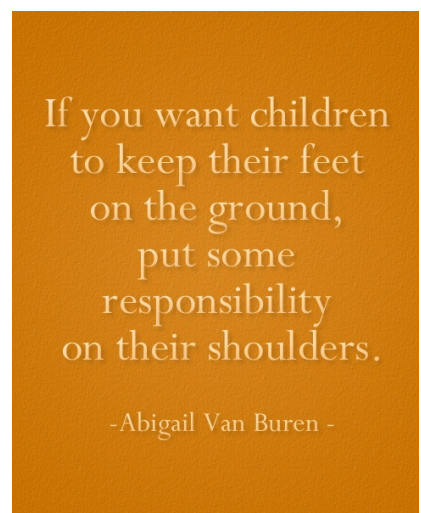


## GUIDELINES REGARDING INTERVIEWS

1. Academic, extra mural or cultural activity issues should be discussed with the class teacher/coach as the first step in resolving matters of concern.
2. Should the matter not be resolved, the next step would be to set up an appointment with the HOD in charge of that phase/activity, through the office.  
Please note that it is our policy that the educator/coach you initially approached, has to be present at such a meeting.
3. Should the matter still not be resolved, an appointment should be made with the Acting Deputy Principal, the HOD and the educator/coach, through the office.
4. As a last resort, an appointment with the Principal and the above parties may be requested. However, should you not have followed the above steps; you will be referred back to the responsible member of staff. Please note that all the parties previously consulted, have to be present at this meeting. Under no circumstances will any of the parties previously consulted, be excluded from this meeting.
5. If the matter under discussion is still not resolved to your satisfaction, you may contact our Cluster Leader, at District Office D12 on (011) 831-5300. Please note that the Cluster leader will not entertain grievances that have not been taken through steps 1 – 4.
6. For any other matters you wish to discuss with the Principal, or any other member of staff, it is imperative that you contact Mrs. Manley to assist you in setting up an appointment – kindly refrain from confronting educators in their classrooms, on the sports field, or on the corridors. Please note that discussion of actions of members of staff will only be done in their presence.

Please remember: Your child's welfare and progress is our primary concern. Please follow our professional advice when it is given. Should we deem it necessary, we will refer you for professional advice outside the school environment, and together we will work towards a solution to the problem. At no stage need any of our learners or parents, who have voiced a problem/concern, be afraid that they will be victimised or discriminated against by any of the staff. It is imperative that we establish a working partnership in the interests of your child/ren.

J P Fourie  
Principal



# 2017 YEAR PLANNER

Dear Parents

Although the School endeavours to be sensitive to cultural/religious festivities and/or observances, it is impossible to plan school activities around these. The School, therefore, sends out a Year Plan at the start of the school year and a Term Plan at the start of each term. It is your responsibility to sit with your child/ren and, together, plan & diarise their participation in school activities each term. The School will be sensitive towards individual requests provided that they are reasonable and do not impact adversely on the School's planning.

We trust that we can rely on you to make the year 2017 a successful one.

Kind regards

**J P Fourie**  
Principal

## 2017 YEAR PLAN

### FIRST TERM

#### JANUARY

DAY	DATE	TIME	ACTIVITY
Mon	16	07:30 School time 18:30	SGB FinCom meeting Interhouse swimming trials (Wellington & Wolseley) Gr 2 & 3 Information evening in the hall <b>(Gr 1 Info sharing was held on Saturday 14/01/2017)</b>
Tue	17	School time	Interhouse swimming trials (Montagu & Robertson) Maths & English Diagnostic tests for all new Gr 4 – 7 learners in classroom S4
Wed	18	07:30 18:30	Due date for “Method of Payment” forms to be returned IP (Gr 4 - 7) Information evening in the hall
Fri	20	09:45-12:00 14:00	Gr 1 Gala Interhouse Gala
Mon	23	14:00	1 <sup>st</sup> Term extra murals commence
Tue	24		10 <sup>th</sup> School day
Wed	25	18:30	FRC meeting & election of Office Bearers in the Hall
Fri	27	07:30 1 <sup>st</sup> Break 14:00	January OPD donations closing day Cake & Candy sale Gala (A @ Bryanston; B @ CKPS)
Tue	31	School time	Individual & Class Photos taken in the hall

## FEBRUARY

Wed	01	18:00-20:00	High School Expo evening – <b>Gr 6 &amp; 7 learners &amp; Parents welcome to attend</b>
Fri	03	10:00 14:00	Leadership Development Camp @ Camp Nelu Gala (A @ CKPS; B @ Maragon)
Sun	05	12:00	Leadership “campers” returns to CKPS
Wed	08	18:30	FRC meeting
Fri	10	14:00 18:30-21:00	Gala (A @ St Catherine’s; B @ CKPS) Gr 6 & 7 Valentine’s disco in the hall
Wed	15	School time 17:30 18:00	Gr 7 Sexuality talk SGB FinCom meeting 1 <sup>st</sup> Quarterly SGB meeting
Fri	17	14:00	Gala (A @ Weltevreden Park P/S; B @ CKPS)
Fri	24	07:30 1 <sup>st</sup> Break 12:00 14:00	February OPD collection closing date Cake & Candy sale “Best in the West” u/10 - 13 netball tournament @ KHS Gala (A @ CKPS; B @ La Salle)
Sat	25	08:00	“Best in the West” u/10 - 13 netball tournament @ KHS

## MARCH

Fri	03	06:00	Annual Survey u/10 – u/13 Netball Clinic @ Camp Discovery (to return 14:00 on Sunday 05/03/2017)
Wed	08	18:30	FRC meeting
Mon	13	11:00	West Rand Gala @ Krugersdorp H/S
Wed	15	11:00 14:00-17:00	West Rand Gala alternative date CKPS Open Day & Open Parents’ afternoon
Thu	16	15:00 18:00	1 <sup>st</sup> Term extra murals finish CKPS night gala
Fri	17	12:00	School closes for long weekend
Mon	20		School holiday
Tue	21		Human Rights Day
Fri	24	16:00	Father/Child campout
Sat	25	07:00-10:00	Operation clean-up
Fri	31	12:00	Reports out & School closes

## SECOND TERM

### APRIL

Tue	18	07:30	School reopens for the 2 <sup>nd</sup> term
Thu	20	14:00-17:00	Parents' afternoon by invitation
Fri	21	06:00	u/10 – u/13 Soccer tour to Camp Discovery (to return 14:00 on Sunday 23/04/2017)
			Extra mural timetable and Assessment Planners out
		1 <sup>st</sup> Break	Cake & Candy sale
Sat	22	tba	Parktown Open Boys Hockey festival
Mon	24	07:30	2018 Re-registration forms handed to Gr 1–6 learners
Wed	26	12:00	School closes for long weekend

### MAY

Mon	01		Worker's day
			School's 38 <sup>th</sup> birthday
Tue	02	07:30	School resumes after the long weekend
			2018 re-registration forms to be returned
			Learners change over to wearing the Winter uniform
		14:00	2 <sup>nd</sup> Term extra murals commence
Fri	05	School time	Mothers' Day Hamper draw
Sat	06	08:45-16:30	WPPS Sports day
Wed	10	18:30	FRC meeting
Wed	17	17:30	SGB FinCom meeting
		18:00	2 <sup>nd</sup> Quarterly SGB meeting
Sat	20	07:00-17:00	CKPS Winter Sports day
Fri	26	1 <sup>st</sup> Break	Cake & Candy sale
Wed	31	14:00	Interhouse Hockey

### JUNE

Thu	01	14:00	Interhouse netball
Wed	07	18:30	FRC meeting
Fri	09	School time	Teachers' Cricket match
Mon	12	07:30	SGB FinCom meeting
Wed	14	15:00	2 <sup>nd</sup> Term extra murals end
Thu	15	08:00	Interhouse Athletics
		12:00	School closes for the long weekend

Fri	16		Youth day
Tue	20		Group/Sport photos taken in the hall
Wed	21	14:00	Interhouse cricket finals
Thu	29		June OPD collection closing date
Fri	30	06:00	u/10 & u/11 Jubaweni Cricket tour (to return Monday 03/07/2017)
		12:00	Reports out & School closes

## **THIRD TERM**

### **JULY**

Thu	20	06:00	u/12 & u/13 Cricket tour to Jubaweni (to return Sunday 23/07/2017)
Mon	24	07:30	School reopens for the 3 <sup>rd</sup> term
Thu	27	14:00-17:00	Parents' afternoon by invitation
Fri	28	tbc	Cricket tour to Tzaneen (To return Sunday 30/07) 3 <sup>rd</sup> Term assessment planners & extra mural timetable out
		1 <sup>st</sup> Break	Cake & Candy sale

### **AUGUST**

Sat	05	08:00	Cricket clinic @ CKPS
Mon	07	14:00	3 <sup>rd</sup> Term extra murals commence
Wed	09		Womens' day
Fri	11	12:10	SMT meeting + June and July accounting session
Wed	16	18:30	FRC meeting
Fri	25	1 <sup>st</sup> Break	Cake & Candy sale
Tue	29	08:00-10:00	Silver Coin laying in the hall
Wed	30	18:00	SGB FinCom meeting

### **SEPTEMBER**

Fri	01	18:30	Gr 6 & 7 Spring Dance - tbc
Wed	06	18:30	FRC meeting
Wed	13	17:30	SGB FinCom meeting
		18:00	3 <sup>rd</sup> Quarterly SGB meeting + finalise 2018 Budget
Fri	15	08:00-13:00	Entrepreneur's day



		15:00	3 <sup>rd</sup> Term extra murals end
Sat	16	tba	Father/Child double wicket cricket
Fri	22	08:30-13:00 13:00	Gladiator Day on the sports field School closes for long weekend
Mon	25		Public Holiday
Tue	26	School time	PADI talk for Gr 7's in the hall
Wed	27		Group/Sport photos taken in the hall
Thu	28		September OPD collection closing day
Fri	29	1 <sup>st</sup> Break 12:00	Cake & Candy sale Reports out & School closes

## FOURTH TERM

### OCTOBER

Mon	09	07:30	School reopens for the 4 <sup>th</sup> term Learners change over to summer uniform
		07:40	Proposed 2018 budget available for scrutiny in the front office
Wed	11	18:30	FRC meeting
Thu	12	14:00-17:00	Parents' afternoon by invitation
Fr	13		Extra mural timetable & Assessment planners out
Fri	20	12:00	Proposed 2018 budget removed from the front office & queries passed on to the SGB FinCom
Mon	23	07:30	SGB FinCom meeting
		14:00	4 <sup>th</sup> Term extra murals commence
Wed	25	18:30	2017 AGM & 2018 Budget presentation meeting for Parents in the hall – 15% Quorum required (Alternative date is Wednesday 01 November)
Fri	27	06:00	Gr 3 – 7 Weekend tours (to return Sunday 29/10/2017)

### NOVEMBER

Wed	01	18:30	2017 AGM & 2018 Budget presentation meeting for parents if no quorum achieved on 26/10/2017
Fri	03	07:30	October OPD collections closing day
		1 <sup>st</sup> Break	Cake & Candy sale
Sat	04	06:30-12:00	Annual CKPS Fun Run
Wed	08	18:30	FRC meeting (final for 2017)
Fri	17	15:00	4 <sup>th</sup> Term extra murals finish
Wed	22	17:30 18:00	SGB FinCom meeting 4 <sup>th</sup> Quarterly SGB Meeting

Fri	24	08:00-12:00	Gr 1 Orientation Day for prospective learners
Tue	28	11:00	CKPS Biathlon
Wed	29	19:00	Annual Sports Awards Evening
Thu	30	tbc	Gr 7 Farewell/Pool party

## **DECEMBER**

Fri	01	18:30	Carols by Candlelight
Mon	04	07:30	SGB FinCom meeting
		19:00	Annual Honours' evening
Wed	06	11:45	Final reports handed out
		12:00	School closes for the learners
Fri	08	10:00	School closes for Educators & Admin staff