

Dear Parents,

Effective parent communication is a two-way street. This newsletter, also available on our website, explains how KPS operates and outlines our school systems. Clear communication ensures our school runs smoothly and efficiently for everyone.

Doeltreffende kommunikasie met ouers is 'n tweerigtingstraat. Hierdie nuusbrieff, wat ook op ons webwerf beskikbaar is, verduidelik hoe KPS funksioneer en gee 'n oorsig van ons skoolstelsels. Duidelike kommunikasie verseker dat ons skool glad en doeltreffend vir almal verloop.

Indien u gewonder het.....

1

Afwesighede



Die WKOD is baie gesteld op leerderteenwoordigheid en vereis dat ouers die rede vir 'n leerder se afwesigheid, met die skool sal kommunikeer.

We have far too many learners absent from school with "unknown reasons".

Knysna Primary has a very easy notification system on our D6 COMMUNICATOR app. Please use this to send a message before 7:45 in the morning, explaining the learner's reason for being absent.

We often have the same learners absent with no valid reason and it is important to remember that if a learner is off sick for **3 days, or more, a formal doctor's note has to be handed in.**

In the event of a learner absent and not writing an exam paper, a valid doctor's letter has to be submitted.

2

Lost property



Learners have easy access to look for their lost items during the day.

Please note that any items claimed from the Lost and Found will need to be identified and confirmed at the office as belonging to your child.

This is to ensure items are returned to their rightful owners. Thank you for your understanding and cooperation.

Items not collected will be donated to charity or go into the clothing bank for re-selling.

3

Please ensure your child has all necessary items before leaving for school each morning.

The continuous daily drop-off of forgotten items like lunches, homework, and sports kit has created a major administrative challenge for our office staff. Managing these interruptions disrupts classrooms and takes valuable time away from core school operations.

Going forward, the front office will only accept and deliver forgotten items in extreme emergencies. We kindly ask you to work together with us to help our students build independence and organizational skills.

Thank you for your cooperation and understanding.

4

Please collect your learners on time after school if they are not in scheduled activities.

This is especially critical on Fridays when school ends at 13h00. We cannot supervise learners left on the premises after dismissal.

The Aftercare Centre is strictly for registered participants. All other learners must be collected promptly at dismissal time. Thank you for helping us keep our environment safe.

Collection of learners after school.

Parents, our children's safety is paramount to us, therefore we ask that you work with us by collecting them on time.

It is also very important that parents inform the school of any changes in contact details and change of address in case of an emergency.

(Please use the D6 Communicator app to make the changes) ←



Home time: The bell rings at various times for the different grades and learners exit at various gates. These gates will be open for **10 minutes after the bell has rung**, for parents to collect learners. All learners NOT collected on time, will go to the steps in front of the school hall, **after 14h10**, where a student will be on duty. On rainy days, they will wait in the foyer of the hall. Parents must please collect these children from the student at the **Main Gate in Long Street**. ←



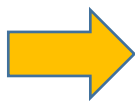
Main Gate in Long Street: **No dropping off/parking/fetching** in front of the main gate. If a learner is late for school, the parent must park in the correct parking spots and the learner must enter through the pedestrian gate. No learner is to run through or enter by the large main gate. Our gate motor cannot handle the constant half opening and closing.

Learners who are late for school will get a D6 entry as being on time is part of the school's Code of Conduct.

It has also come under our attention that some learners, once dropped off by their parents, do not enter the school grounds but walk away from school, either to go to a shop or meet friends somewhere up the road. Please note that the school has no control over this and cannot be held accountable if anything happens to your child.

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| Gr 1  | <ol style="list-style-type: none"> Bell rings at 13h00: Turnstile gates will be locked at 13h10 to give teachers and coaches time to get to the various sports points. Children who have <u>not been collected by 13h10</u> will be taken to the Music Academy where they will remain until 14h10. If parents/transport have still not collected them, they will be taken to the hall steps, where they will be under supervision until collected. Certain learners do have to wait until 14h00 to be collected in Mortimer Street by the taxi. These learners will wait on Mrs. van Wyk, Gr 2's, steps. If not collected by 14h10, they will be taken to wait on the hall steps. (Under supervision). Learners who participate in sport at school will be fetched from the Music Academy gate by their respective coaches. |
| Gr 2  | <ol style="list-style-type: none"> Bell rings at 13h00: Turnstile gates will be locked at 13h10 to give teachers and coaches, time to get to the various sports points. Children who have <u>not been collected by 13h10</u> will be taken to the Music Academy where they will remain until 14h10. If parents/transport have still not collected them, they will be taken to the hall steps, where they will be under supervision till collected. Certain learners do have to wait until 14h00 to be collected in Mortimer Street by the taxi. These learners will wait on Mrs. van Wyk, Gr 2's, steps. If not collected by 14h10, they will be taken to wait on the hall steps. (Under supervision). Learners who participate in sport at school will be fetched from the Music Academy gate by their respective coaches. |

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| Gr 3 | <ol style="list-style-type: none"> 1. Bell rings at 13h30. Learners exit through the turnstile gate in Long Street, opposite Hospice. Turnstile gate will be locked at 13h40. 2. The children who have not been fetched will wait at the music academy's gate. Aftercare learners will be taken across to aftercare by an assistant. 3. At 14h00 the Aftercare and sports children will be escorted to the field and the children who are still waiting for their parents wait at the steps in front of the hall, from 14h10. (Under supervision). |
| Gr 4-7 | <ol style="list-style-type: none"> 1. Bell rings at 14h00. Learners will exit at various gates – all gates will be locked at 14h10. 2. Children who are still waiting for their parents will wait on the steps in front of the hall. (Under supervision). |
| Swimmers | <ul style="list-style-type: none"> • The junior (Gr. 1 & 2) swimmers will be exiting at the Music Academy gate. • Doggie paddlers (Tuesday & Thursday) and Intermediate swimmers (Monday & Wednesday) will exit at the swimming pool gate in Mortimer Street for parents to fetch them. Exception will be made for the Aftercare learners who will exit at the Music Academy gate. The swimming coaches who are on duty will accompany those learners across the road. • Team swimmers (Tuesday, Wednesday & Thursday) will exit at Mortimer Street's gate. |



Responsibility and Ownership

1. Children on the School Grounds after School Hours:

It is important for children to get home as soon as possible after school and sport, or to be enrolled in an Aftercare facility. In order to ensure that this basic principle is met, it is the **responsibility of the parents** to ensure that their children are fetched and taken home after school. Where this is not a feasible option, children should be enrolled in an Aftercare Facility after school hours.

Other arrangements are as follows:

- All children who are not at extra murals and are waiting for their parents or transport, will wait *inside* the school grounds in the "Waiting Area", (HALL STEPS) as the gates will be locked.
- This area is secure and has shade and access to water and toilets.
- No children will be permitted to wander around the school grounds or tuck shop area or wait on the pavement.
- This Waiting Area is intended as a safe holding area for children whose parent or transport is slightly delayed.

It is not a free Aftercare facility. 

2. Responsibilities of Parents regarding the safety and security of their children after school:

- Parents are strongly advised against leaving their children at school after school hours. Children need to have the time and space to do homework, study and relax. Being left at school is detrimental to their academic progress.
- **It is expected of you, as parents, to abide by the following:**
 - Ensure that a parent or a responsible adult fetches your child after school or when school activities are completed OR to check that your child has arrived home safely if walking.
 - Ensure that the school has your latest details so that we may contact you in the event of an emergency.
 - Remember parents can do this directly on the D6 Communicator App.
 - Please also ensure that your updated details **are written in the front of the homework diary supplied by the school and that your child**, no matter how young, knows your contact details and home address.
 - Parents, if your child makes use of a taxi, please make sure that you have up-to-date details of the taxi driver. This must also be written in the front of the homework diary and given to Aunty Astrid at reception.
 - **Talk to your child about safety issues**, including the danger of strangers, but not only strangers: remember that the majority of people who are a threat to children are known to the child, e.g. a work colleague or friend of the family or a member of the community in which the child lives. Ensure that your children know exactly who will be fetching them.
 - Inform the school, during school hours, of any changes to arrangements so that the child is aware of who will fetch him/her.

- If you cannot fetch your child on time for any reason, please make alternative arrangements and inform the school office, as members of staff cannot be expected to supervise your child after the specified times.
- Make sure that you have the phone numbers of the drivers and owners of the transport companies you are using.
- Do not take anybody else's child home without contacting the child's parents first.

3. Conclusion:

The most precious assets of any country or culture are its children. They have a fundamental right to safety and security and protection from abuse and neglect. However, as a society, we need to guard against the abdication of the responsibility from meeting those needs by the very people who are most responsible for seeing to them – **parents**. In the same vein, it is not a responsibility that the state or the school can abdicate from either. The school has a responsibility to act "in loco Parentis" during school hours. It also has the burden of reasonable care towards its learners after hours. Society as a whole, has a duty to our children to honour their rights, protect them from harm and ensure their safety.

Oplaaai van leerders na skool

Ouers, ons kinders se veiligheid is van kardinale belang vir ons. Om dié rede versoek ons ouers om ons by te staan deur ons leerders betyds af te haal.

Dit is uiters belangrik dat u die skool so gou as moontlik inlig indien u kontakbesonderhede verander het, veral as ons u in 'n noodgeval moet skakel. (Gebruik asb. die D6 Communicator Toep om u inligting op te dateer)



Huistoegaantyd: Die skoolklok lui op verskillende tye vir verskillende grade en leerders gaan by verskillende hekke uit. Die hekke sal vir **10 minute** oop bly vir ouers om leerders af te haal. Leerders wat nie betyds deur hul geleentheid afgehaal word nie, sal na die saaltrappe gaan (14h10) waar 'n student aan diens sal wees. Op reëndae sal hulle in die voorportaal van die saal wag. Ouers moet asseblief hul kinders by die **HOOFHEK** in Langstraat afhaal indien hulle laat is.




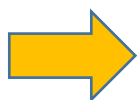
Hoofhek in Langstraat: Geen aflaai/parkering/oplaai voor die hoofhek nie. Indien 'n leerder laat is vir skool, moet die ouer op die korrekte parkeerplekke parkeer en die leerder moet deur die voetgangerhek ingaan. Geen leerder mag deur die groot hoofhek hardloop of ingaan nie. Ons hekmotor kan nie die konstante half oopmaak en toemaak hanteer nie. Onthou dat leerders wat laat is, 'n D6-inskrywing sal kry aangesien stiptelikheid deel van ons skool se Gedragskode is.

Dit het ook onder ons aandag gekom dat sommige leerders, sodra hulle deur hul ouers afgelaai is, nie die skoolterrein binnegaan nie, maar van die skool af wegstap, óf om winkel toe te gaan óf vriende êrens verder op die pad te ontmoet. Let asseblief daarop dat die skool geen beheer hieroor het nie en nie aanspreeklik gehou kan word as enigiets met u kind gebeur nie.

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| Gr 1 | <ol style="list-style-type: none"> 1. Klok lui om 13h00. Gr 1-draaihek sal om 13h10 sluit om opvoeders en afrigters die tyd te gee om betyds by die verskillende sportkodes uit te kom. 2. Kinders wie se <u>vervoer laat is (na 13h10)</u> en/of ouers wat om een of ander rede nie hul kinders betyds kan kom haal nie, sal na die Musiek-akademie beweeg en daar (onder toesig) vertoef tot 14h10, waarna leerders wat nog nie afgehaal is nie, op die saaltrappe sal wag (onder toesig) |
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| | <ol style="list-style-type: none"> 3. Sekere leerders wat moet wag om WEL tussen 14h00-14h10 in Mortimerstraat deur 'n taxi afgehaal te word, moet op die trappe voor Juf. Van Wyk, Gr 2, se klas wag. Indien leerders hier ook nie betyds afgehaal word nie, sal hulle dan om 14h10 na die saaltrappe beweeg om daar vir hulle vervoer te wag. 4. Leerders wat aan sport deelneem, sal by die Musiek-akademiehek deur die verskeie afrigters afgehaal word. |
| Gr 2 |  <ol style="list-style-type: none"> 1. Klok lui om 13h00. Leerders gaan by die Snoepiehek in Mortimerstraat uit. Die hek sal om 13h10 gesluit word. Dit gee die opvoeders en afrigters die tyd om betyds by die verskillende sportkodes uit te kom. 2. Kinders wie se vervoer laat is (na 13h10) en/of ouers wat om een of ander rede nie hul kinders betyds kan kom haal nie, sal na die Musiek-akademie beweeg en daar (onder toesig) vertoef tot 14h10, waarna leerders wat nog nie afgehaal is nie, op die saaltrappe sal wag (onder toesig). 3. Sekere leerders wat moet wag om WEL tussen 14h00-14h10 in Mortimerstraat deur 'n taxi afgehaal te word, moet op die trappe voor Juf. Van Wyk, Gr 2, se klas wag. Indien leerders hier ook nie betyds afgehaal word nie, sal hulle dan om 14h10 na die saaltrappe beweeg om daar vir hulle vervoer te wag. 4. Leerders wat aan sport deelneem, sal by die Musiek-akademiehek deur die verskeie afrigters afgehaal word. |
| Gr 3 | <ol style="list-style-type: none"> 1. Klok lui om 13h30. Leerders gaan by die draaihek in Langstraat uit, oorkant Hospice. Draaihek sal om 13h40 gesluit word. 2. Leerders wat agterbly, sal by die musiek-akademiehek, wag (Onder toesig). Om 14h00 sal die nasorg –en sportleerders deur 'n assistent na die veld geneem word. Neem kennis dat die Musiek-akademiehek om 14h10 gesluit sal word. 3. Kinders wie se vervoer laat is en/of ouers wat om een of ander rede nie hul kinders betyds kan kom haal nie, sal op die trappe voor die saal wag. (Onder toesig) |
| Gr 4-7 | <ol style="list-style-type: none"> 1. Klok lui om 14h00. Leerders gaan by onderskeie hekke uit. Alle hekke sal om 14h10 gesluit word. 2. Kinders wie se vervoer laat is en/of ouers wat om een of ander rede nie hul kinders betyds kan kom haal nie, sal op die trappe voor die saal wag.(Onder toesig) |
| Swemmers | <ul style="list-style-type: none"> • Die junior swemmers (Gr. 1 & 2) sal by die Musiek-akademiehek uitgaan. • “Doggie paddlers” (Dinsdag & Donderdag) en Intermediêre swemmers (Maandag & Woensdag) moet asseblief by die swembadhek in Mortimerstaat afgehaal word. Uitsondering sal gemaak word vir die Nasorg leerders wat by die Musiek-akademiehek sal uitgaan na nasorg. Swemafrigters aan diens sal die leerders oor die pad vergesel. • Spanswemmers (Dinsdag, Woensdag & Donderdag) sal by die swembadhek in Mortimerstraat afgehaal word. |



Verantwoordelikheid en Eienaarskap

1. Leerders op die skoolgronde na skoolure:

Dit is belangrik dat leerders so gou as moontlik by die huis kom na skool en/of sport, of by 'n nasorgfasiliteit ingeskryf is. Dit is u as **ouer se verantwoordelikheid** om toe te sien dat u kinders betyds by die skool afgehaal word. Indien nie haalbaar nie, is dit u verantwoordelikheid om die leerder by 'n nasorgfasiliteit in te skryf of alternatiewe reëlings te tref.

Let op die volgende:

- Alle leerders wat nie buitemuurs het nie en vir hul ouers of vervoer wag, moet binne die skoolgronde by die “wagarea”, (SAALTRAPPE) wag, aangesien die hekke gesluit sal wees.
- Die area is veilig en bied skaduwee en toegang tot water en toiletgeriewe/badkamer.
- Geen leerder sal toegelaat word om rond te dwaal, snoepie toe te gaan of op die sypaadjie te wag nie.

- Die “wagarea” se doel is om ‘n veilige hawe vir ons leerders te bied indien ouers/vervoer effer verdraag is. **Dit is nie ‘n gratis nasorgfasiliteit nie.**

2. Verantwoordelikheid van ouers t.o.v. die veiligheid en sekuriteit van hul kinders na skool:

Ouers word streng aanbeveel om nie hul kinders by die skool te los ná skoolure nie. Kinders het tyd nodig om hul huiswerk te doen, te studeer en te ontspan. Om by die skool gelos te word het ‘n nuwe-effek op hul akademiese vordering.

• Ons verwag van u as ouers, om by die volgende reëls te bly:

- Maak seker dat ‘n ouer of verantwoordelike persoon u kind ná skool afhaal of wanneer skoolaktiwiteite klaar is. Indien die leerder huis toe stap, maak seker dat u kind veilig by die huis aangekom het.
- Maak seker dat die skool u nuutste kontakbesonderhede het indien ons u in ‘n noodgeval moet kontak.
- Gebruik die D6 Communicator toepassing om u nuutste inligting op te laai of te verander.
- Maak asseblief seker dat die besonderhede **voor in die huiswerkboek wat die skool verskaf het, geskryf is.** Ongeag hul ouderdom, behoort kinders u kontakbesonderhede te ken.
- Ouers, indien u kind van ‘n taxi gebruik maak, maak asseblief seker dat u die nuutste kontakbesonderhede van die taxibestuurder het. Skryf dit ook voor in die huiswerkboek. Gee asb. Die inligting ook deur aan Tannie Astrid by ontvangs.
- Praat met u kind oor veiligheid, insluitend die gevaar van vreemdelinge, maar nie net vreemdelinge nie. Die meerderheid mense wat ‘n gevaar vir kinders is, is dikwels mense wat bekend is aan hulle. Maak seker jou kind weet met wie hulle mag huis toe gaan.
- Lig die skool asseblief betyds gedurende skooltyd in, indien daar enige veranderinge t.o.v. reëlins is, wat aan die kind oorgedra moet word, sodat die kind ook ingelig is.
- Indien u NIE u kind BETYDS kan optel nie, tref asseblief ander reëlins en lig die skool in. U kan nie verwag dat die skool u kind moet oppas na spesifieke skoolure nie.
- Moet asseblief geen ander leerder/s huis toe neem alvorens u nie hul ouers se toestemming het nie.

3. Opsomming

Ons grootste en belangrikste bate is ons kinders. Hulle is geregtig op veiligheid en sekuriteit en die beskerming teen mishandeling en verwaarlosing. Dit bly egter primêr u as ouer se plig en verantwoordelikheid, om seker te maak dat u kind veilig is.

Net so kan die staat en die skool ook nie sy plig versuim nie. Die skool is verantwoordelik om op te tree “in loco Parentis” gedurende skoolure. Ons gemeenskap as ‘n geheel, het ‘n plig teenoor ons kinders om te verseker dat hulle geborge, veilig en beskermd voel.

6

Applying respect, one of our core values:

Our school grounds are more than just buildings and grass; they are a well-cared-for environment that allows us to focus and thrive, thanks entirely to the hard work of our ground staff. These dedicated individuals work behind the scenes—often in the early hours or harsh weather—to ensure our spaces are clean, safe, and beautiful. Showing them respect isn’t just about being polite; it’s about acknowledging the dignity of their labour. A simple “thank you,” disposing of our own litter, or showing patience while they work goes a long way in fostering a culture of gratitude.

When we treat our ground staff with genuine kindness, we strengthen the spirit of our entire school community.

Ons skoolterrein is meer as net geboue en gras; dit is ‘n goed versorgde omgewing wat ons toelaat om te fokus en te floreer, geheel en al te danke aan die harde werk van ons grondpersoneel. Hierdie toegewyde individue werk agter die skerms – dikwels in die vroeë oggendure of in strawwe weer – om te verseker dat ons ruimtes skoon, veilig en mooi is. Om respek aan hulle te toon, gaan nie net daarvoor om beleefd te wees nie; dit gaan daarvoor om die waardigheid van hul arbeid te erken. ‘n Eenvoudige “dankie”, om ons eie rommel weg te gooi, of om geduld te toon

terwyl hulle werk, dra baie by tot die bevordering van 'n kultuur van dankbaarheid. Wanneer ons ons grondpersoneel met opregte vriendelikheid behandel, versterk ons die gees van ons hele skoolgemeenskap.

7

KPS: CHANNELS OF COMMUNICATION

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| 1. Responsible person/Coach | 2. Grade Head/ Sport Head | 3. HOD of Phase | 4. Deputy Principal | 5. Principal | 6. Circuit Manager |
| • Approach & discuss the issue directly with the person | • If the issue has not been resolved in step 1. | • If the issue has not been resolved in step 2 | • If the issue has not been resolved in step 3 | • If the issue has not been resolved in step 4 | • If the issue has not been resolved in step 5 |

- Choosing the right communication channel facilitates efficient and effective interaction, enables clear message delivery and feedback, saves time, enhances understanding and relationships, and promotes overall business productivity and success.
- Please note that anonymous callers or emails will not be entertained. Anonymous reports can be more difficult to investigate because it is harder to verify the information or follow up with the whistleblower for additional details. This can make it more difficult to take action on the report, especially if the misconduct is serious or ongoing.
- Circuit 4, Knysna WCED area office: 044 38 22 395

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| <p style="text-align: center;">Laerskool Knysna maak gebruik van die D6 Communicator toepassing:</p> <p>Sentraliseerde Kommunikasie: Kry toegang tot alle skoolnuus, nuusbriewe, daaglikse kalenders en aankondigings op een gerieflike plek. Rapport en skoolfonds-staat.</p> <p>Onmiddellike Kennisgewings: Ontvang belangrike inligting betyds op jou selfoon of rekenaar vir dringende opdatings of belangrike komende gebeure.</p> <p>Gepersonaliseerde Inhoud: Pas jou toep-stellings aan om slegs nuus en waarskuwings te ontvang wat relevant is tot jou kind se spesifieke grade, sport- en kultuuraktiwiteite.</p> <p>Veilig & Voldoend: Verseker dat alle data en boodskappe streng voldoen aan privaatheidsregulasies soos POPI en GDPR.</p> <p>Eko-vriendelik: Help die skool om papierverbruik te verminder deur vorms, kennisgewings en kwartaalverslae digitaal te versprei.</p> | <p style="text-align: center;">Knysna Primary makes use of the D6 Communicator app:</p> <p>Centralized Communication: Access all school news, newsletters, daily calendars, and announcements in one convenient place. Report and school fees statement.</p> <p>Instant Notifications: Receive real-time push alerts on your mobile device or desktop for urgent updates or important upcoming events.</p> <p>Personalized Content: Tailor your app settings to only receive news and alerts relevant to your child's specific grades, sports, and cultural activities.</p> <p>Secure & Compliant: Ensures all data and messaging strictly adhere to privacy regulations like POPI and GDPR.</p> <p>Eco-Friendly: Helps the school reduce paper usage by digitally distributing forms, notices, and term reports</p> |
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What is the purpose of Parents' Involvement?

Laerskool Knysna Primary se inkomste kom van:

Skoolfonds, nasorg en uithuur van fasiliteite

(very little)

Money from the WCED



GET INVOLVED
Make A Difference



WE WANT
YOU

Please volunteer to be a part of our great Parent team & help us to organise the following event:

Vooma Derby, Bring-a-Brick (details to follow)

VOLUNTEER

Fundraising will help keep KPS a
TOP CLASS SCHOOL!

- Saam Vorentoe • Together Forward.
- Praat, Werk, Presteer • Communicate, Work, Achieve.