



LAERSKOOL

Durbanville

PRIMARY SCHOOL

Weyerslaan
Durbanville 7550

Telefoon 976 8115 Telephone

Weyers Avenue
Durbanville 7550

E-pos / E mail: office@durbieland.com

REMEMBER !!!

ELECTION OF **PARENTS** OF LEARNERS TO SERVE ON THE
GOVERNING BODY

DATE : 23 MARCH 2021
VENUE : JC SWART ACTIVITY CENTRE

Circular 6/2021

25 February 2021

Dear Parent

LIAISON BETWEEN PARENTS AND SCHOOL

The staff of Durbanville Primary School believe that it is very important that parents should always be well-informed with regards to all of the activities which are presented at our school. For this reason, **correct communication channels** are of primary importance.

We would like to share the following arrangements with you:

1. **D6 CONNECT (official communication platform)**

The D6 CONNECT is an application that can be installed on your computer and/or cell phone in order to receive the latest information and news from the school on a daily basis. It is a convenient and fast method of communication between the school and parents. By installing D6 Connect, you will have access to the following: the yearly calendar, circulars, important notifications, meetings, results (sport, cultural and academics) and photos.

One of the first steps to follow once you have installed D6 Connect, is personalisation. This means that only information that is relevant to you and your child or children will be visible to you. Please remember to link your child/ren.



Leendert Hols Snr | 082 650 1848
Leendert Hols Jnr | 079 544 0292



021 975 3188
43 Main Road, Durbanville, 7550.
www.rigroup.co.za

You can download D6 Connect at:

<https://play.google.com/store/apps/details?id=com.limitlessvirtual.principalplus>

or

<https://itunes.apple.com/za/app/principal-talk+/id1133074303>



D6 Connect is our primary method of communication with our parents, and that is why we want to encourage you to install it on your cell phone to ensure that you do not miss out on any notifications, information or news.

Many of our parents used D6 Connect successfully during 2020 and we kindly request that parents support us in this endeavour to have each and every parent registered.

We would also like to encourage parents to use our website (www.durbieland.com) for further information.

FINANCES ON D6 CONNECT

There is now also a financial function available on D6 Connect to assist you with making payments with regards to school fees, and projects such as aftercare, art, music, tennis, holiday competition and tuckshop bracelets. Parents can transfer funds to their cashless wallets on D6, from which all payments can be made to the school.

If you have any problems regarding the D6 cashless option, you can contact them at support@sticitt.co.za / (021) 300 4743.

2. CIRCULARS

Circulars will be sent to parents via D6 Connect. Not all circulars will be distributed via hard copy, only those where the content of the circular necessitates it. For example when a reply slip needs to be completed and returned to the school. With regard to reply slips, we kindly request that **you complete them in full and return them to school (class teacher) timeously. Please note that no feedback via e-mail will be accepted.**

It is advisable to keep the circulars, digital or hard copy, for reference at a later stage, as the information in some circulars is relevant to certain activities that take place over an extended period of time

At the bottom of each page of "Our Own" homework diary is a block assigned for circulars that have been sent on a specific day. Please sign the applicable block as this indicates to us that you have received the circular.

"Be green, choose the screen" ... in the spirit of the preservation of our planet, Durbieland also makes use of electronic options as a medium for communication between parents and the school. **We prefer to use the D6 CONNECT** (as mentioned in point 1) which needs little introduction to our parents as it is used successfully by most.

3. FLYERS

Although you do not have to sign for these, they are an equally important means of communication and we would appreciate it if you would give them your attention. They serve mainly as a **short-term**

reminder of activities which will take place at the school within the next day or two. Notice will be given on D6.

4. **CONTACT VIA TELEPHONE**

You are welcome to contact educators during breaks (10:47–11:07 and 12:59–13:14) as well as after school. However, during these times the lines are often engaged as many calls are being made to the school. Alternatively, you can phone the school at any other time during the day and **leave a message and contact number with reception**. The educator concerned will return your call as soon as possible. It is important to take note that educators cannot make calls during class time. Not all of our teachers have free periods every day so please be patient. If a last minute change is made to the sports programme (e.g. as a result of bad weather), the parents will be informed via D6 and SMS.

5. **ARRANGEMENTS WITH REGARD TO DISCIPLINARY AND ACADEMIC MATTERS**

Please contact the grade-heads in connection with academic and/or disciplinary matters. The grade heads for 2021 are as follows:

Grade 4: Mrs Louise Aucamp
Grade 5: Miss Delani Zwiigelaar
Grade 6: Mrs Hannelise Fabel
Grade 7: Mrs Hettie Smit
Departmental head: Curriculum: Mrs E. Saayman
Deputy principal Curriculum: Mrs L. Jacobs

The grades meet on a weekly basis. If there are any disciplinary issues that need to be dealt with pertaining to your child, you will be informed of any discussion that takes place

6. **ELECTRONIC MESSAGES**

- Urgent e-mails with regards to learners (e.g. illness or absence) must be sent to reception@durbieland.com. Indicate at "Subject" that it is an urgent learner matter and state in which grade the learner is. The secretary will then inform the teacher accordingly.
- All other e-mails to the school regarding learner matters will have a minimum reaction time of 24 hours.
- Educators cannot deal with electronic communication during the school day, as it interferes with their teaching time.

7. **GENERAL INFORMATION REGARDING SAFETY OF LEARNERS (Important)**

We would like to make you aware of the following measures regarding the general safety of your child at school. We appeal to you to ensure that you, as well as any other possible role-players, become well acquainted with the following precautionary measures.

7.1 **SAFETY AND PREVENTATIVE MEASURES FOR LEARNERS BEFORE, DURING AND AFTER SCHOOL**

BEFORE SCHOOL

- The school premises are only accessible for learners from 07:00.
- All learners who are dropped off at school between 07:00 and 7:30, will move through the test stations to an official waiting area. There will be staff members on duty from 7:00 at the waiting area.
- Should it be dark in the mornings, the spotlights between the main entrance and the school building will be switched on.

- One of the school workers, wearing recognisable clothing, will monitor the subway from 07:00 to 08:00.
- At 07:30 a short bell will ring to activate the staff members who are doing playground duty. Educators will be on playground duty in the mornings from 07:30. Learners can then move from the waiting area to their respective playgrounds at 7:30
- A ground staff member from Durbanville Primary School will inspect the area between the Preparatory school and the Primary school (next to the graveyard) before school from 07:00 to 08:00 for any possible dangers that the route may hold for learners.
- Durbanville Primary School's day officially begins at 07:50 each day and learners line up after the bell has rung. A second bell will ring at 07:52 which indicates that learners should move to their classes. Parents need to be aware that the bell has been electronically programmed to ring and can be influenced by power supply
- Learners who arrive "late" for school are obliged, according to the school's regulations, to first report to reception before proceeding to class.

DURING SCHOOL HOURS: CONTROLLED ENTRANCE TO SCHOOL

- Only the main gate will allow entrance to the school between 07:50 and 15:30.
- For the security and safety of our learners and staff, the above gate is access controlled.
- COVID-19 protocol dictates that no parents may enter the school premises without pre-arrangement with the school
- Press the bell and a secretary will allow you to enter.
- **You are obliged to sign in at reception at all times.**
- **No visitor may walk in or around the school without an official visitor's card/sticker which will be given to you once you have signed in at reception.**
- If a learner leaves the school premises with a parent, such action must be recorded in the register at reception.
- When leaving the school, press the button at the gate and the secretary will let you out.
- From 15:00 to 20:30, the pedestrian gate (small gate close to the main gate) will allow you access in and out of school, via the indicated button. After 20:30, the gate will be closed and can only be activated using a remote control. Only the staff and other authorised personnel are in possession of a remote control.

AFTER SCHOOL

- The school day ends officially at 14:10. Learners leave the school at the respective gates.
- Learners can safely cross Weyers Avenue or Van der Byl Avenue (via the subway) at the pedestrian crossing with the controlled supervision that is provided.
- Learners who cross Durban Road, must do so only via the subway.
- After school: 14:10–14:20 there is an official waiting area for the learners at Weyers Avenue between the wooden palisades on the side of the sports grounds. Supervision will be available until 14:20. **After 14:20, the learners become the responsibility of their parents.** Learners involved in extra-curricular activities will be the responsibility of their coaches/relevant staff for the duration of that activity. In the time before or after that activity, supervision is the responsibility of parents/guardians.
- A ground staff member from Durbanville Primary School will inspect the area between the Preparatory School and the Primary School (next to the graveyard) after school for any possible danger that the route may hold for learners.

NB!

7.2 ARRANGEMENTS WITH REGARDS TO SCHOOL ACTIVITIES THAT END LATE

As a result of the high levels of participation in sport and cultural activities, it is necessary to coach specific sport types in sessions, which means that sometimes the learners will be busy at school until relatively late in the afternoon. If learners need to be fetched late and have to wait alone in Weyers Avenue, we advise that they rather wait at the Aftercare (especially as night falls.)

The Aftercare stays open until 17:30 and there is always someone in the vicinity. Please note that the Aftercare is situated on the side of the school close to Durban Road. If parents or the learner's transport arrives late, and the child is worried or anxious, the following arrangements apply:



- If it is before 15:30 and is an emergency, the learner can go to the secretary who will allow him or her to use the phone.
- If it is after 15:30, the learner may go to the Aftercare to use the Aftercare's telephone. The Aftercare stays open until 17:30.
- We remind you that the school building is **locked in the afternoons at 17:00 (Fridays at 16:00)**.
- **The subway is locked at 14:30.** For safety reasons, the Aftercare controls the movement through the subway from 14:30 onwards. Learners thus report to Aftercare after 14:30 in order to use the subway. **No learner may cross Durban Road in any other way.**

The above-mentioned arrangements are only for emergencies in the case of a miscommunication regarding transport, or if you as a parent experience unforeseen circumstances, such as a traffic jam.

We urge you to make sure that you, or your child's transport, arrives on time, as children quickly begin to worry if they have to wait too long. No children should have to wait for their parents after school.

7.3 GENERAL ARRANGEMENTS: PICK-UP AND DROP OFF SAFETY

We would like to bring the following to your attention with regards to the above:

- Learners who are dropped off at the main gate (Weyers Avenue) as well as at the cemetery side in Van der Byl Avenue may only cross the road at the pedestrian crossing staffed by a school worker.
- Learners who are dropped off at the main gate **must use the pedestrian gate** adjacent to the pedestrian crossing and not the main gate (motor gate).
- **Under no circumstances should Durban Road be crossed by learners of the school.** The subway is there for their safety and must be used for this purpose. We strongly recommend that learners do not cross Racecourse road/ Church street without supervision. Should they have to cross Church street, they must do so via the pedestrian crossing and preferably under adult supervision. The school has to date followed all administrative and even political paths to have a controlled pedestrian traffic light installed there. The Children's home supports us in our endeavours and from time to time provides volunteers who offer supervision at said crossing.
- **We request that parents, as motorists, strictly obey the rules of the road around the school.** We understand that the traffic situation has its challenges, but these arrangements are important, for the safety of our learners. Please do not ignore the beacons that are set out, or stop or park on the red or yellow lines.

8. LEARNERS THAT FORGET ITEMS AT HOME

We would like to make a request to you regarding a situation that results in problems and disturbance in our school system

Our learners are young children and it is human to forget items at home. Our learner numbers presently stand at ± 1200 , which makes the problem worse. Even if just 1 learner per class forgets an item at home, there are 40 classes that are disturbed as that learner needs to be called over the intercom. A big problem we also experience are learners who do not give their parents the communication regarding internal sports arrangements, or parents who do not read them. There are sometimes unnecessary calls made to the school regarding matters that have already been communicated via circular or D6 Connect.

The following guidelines apply:

- Learners must have their school bags ready in the evenings for the next day and grade 6 and 7 learners must pack according to their roster.
- Ensure what co-curricular activities your child has after school and help them to pack their sports bag (if your child is transported via car, their case and sports bag can already be placed in the car for the next day)
- Consult D6 Connect on a daily basis to make yourself aware of school activities
- Go through the daily routine “orally” with your child to ensure that they wear the correct school clothes or LO clothes.
- Before learners leave the house in the mornings, go over certain items that they should have, especially their lunchbox, projects etc. as that results in the most problems
- Keep a calendar/file/pinboard with all your child’s co-curricular activities and consult it daily
- If there is a match or practice, talk to your child and make sure that he/she knows that they will be fetched at a certain time or will be dropped off at home with alternative transport. In this way they feel safe and do not become unnecessarily anxious.
- Sign the space in the homework diary as proof that you have received and read circulars and any other communication sent.
- No learner’s parents/guardians will be telephoned unless the learner has a permission slip from a teacher or coach, which allows for a telephone call.

We trust that you will handle the information in this letter with the necessary importance. Thank you that we can rely on your co-operation in the best interests and safety for all at the school

Yours sincerely,



(Mr) T. Kriel
DEPUTY PRINCIPAL



P. du Toit
PRINCIPAL

DURBIES FOREVER

