



FRANKLIN D ROOSEVELT PRIMARY SCHOOL

Cr. Mendelssohn & Anton van Wouw sts, Roosevelt Park 2195  
6526/7

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BULLETIN 1 - 17 JANUARY 2023

# — WELCOME — BACK TO SCHOOL

## **A WARM WELCOME TO ALL LEARNERS AND PARENTS**

We would like to welcome all our new learners and parents who have joined our school. We hope that you all enjoy your stay with us and get involved with all the activities and events that take place during the year.

**PLEASE READ THIS NEWSLETTER CAREFULLY TO OBTAIN ALL THE RELEVANT INFORMATION YOU WILL NEED REGARDING THE SCHOOL. FOR EFFECTIVE RUNNING OF THE SCHOOL, PLEASE ADHERE TO THE RULES AND REGULATIONS.**



## **STARTING TIME**

**Parents please note: School starts promptly at 7:35. Please ensure that your child is dropped off at school well before this time but not earlier than 06:30.**

If your child is late more than five times, the Late Coming Policy will be implemented. Missing out on a classroom morning routine disrupts their day. **Please make allowances for heavy traffic and robots not working and leave home a little earlier so that your child is at school well before the bell rings**

## **FINISHING TIME FOR THE WHOLE SCHOOL**

GRADE R	13:00
GRADE 1 - 2	13:15
GRADE 3	13:30
GRADE 4 – 7	13:45

Gr 1 – 3 parents are required to wait inside the main gate of the school. Your child's educator will bring your child to this area to be collected in the afternoons. School gates are locked at 16:00.

Please ensure that your child is fetched BEFORE 14:30. **This does not apply to children involved in extra-mural activities. Children being fetched after that must be enrolled at the Care Centre for safety reasons.** Learners who are walking home must leave straight after school and are not to loiter. Loitering attracts children from other schools to come onto the property. We are trying to prevent theft, getting up to mischief, playing in the car park amongst the teachers' cars and damaging them, as well as the learners running in the street. Unsupervised learners on School property are also at risk in the afternoons.

## **DIARIES**

To be given to learners on 26<sup>th</sup> January 2023. Apologies for the inconvenience. Service provider was affected by loadshedding.



## **PHOTOGRAPHS 2022**

We apologise to 2022 Parents and Learners for the delay in the receipt of the photos taken last year. Our service provider has been adversely affected by loadshedding. Photos have arrived as of yesterday, 16<sup>th</sup> January 2023, and will be distributed shortly.

## **HOMEWORK**

Learners are required to write down ALL their homework in their diaries. Parents are required to check the homework EVERY DAY and SIGN the homework and the diary. Learners who come to school with homework not done will receive a demerit.

Learners who receive 6 demerits for homework not done will be required to attend detention on a Friday. PARENTS WHO WISH TO COMMUNICATE WITH THE TEACHER, CAN DO SO THROUGH THE LEARNER'S HOMEWORK DIARY.

## **EVENTS FOR 2023**

### **Term 1**

<b>19 Jan</b>	Parents information meeting at 17h00
<b>26 Jan</b>	Bi-Election 17:00 3 X Parent members
<b>10 Feb</b>	Civvies Cost R10 – Theme Valentine
<b>20 March</b>	School Holiday
<b>21 March</b>	Human Rights Day
<b>24 March</b>	Term 1 Report Hand Out
<b>24 March</b>	End of Term 1



## **BREAK TIME**

First Break – 09:33 to 09:53  
Second Break - 11:41 to 11:56

Please ensure that your child has sufficient lunch, including liquids for both breaks. At the present time and until further notice the school does not have an operational Tuck Shop.

**TEACHING AND ADMIN STAFF 2023**

Mrs Jacqui Tandree	Acting Principal/HOD SBST
Mrs Vicky Akaloo	HOD Intersen
Mr Kuda Kasu	Co-opted HOD SBST
Mr Eland Mabokela	Co-opted HOD Sport
Mrs Ameeta Jaeven	Acting HOD FP
Ms Desire Ncana	Gr 7A
Ms Shirin Moosa	Gr 7B
Ms Joy Mlangeni	Gr 7C
Ms Londeka Mncwabe	Gr 7D
Ms Lesego Mothutsane	Gr 6A
Mrs Sabeeyah Razak	Gr 6B
Ms Daniella Smith	Gr 6C
Ms Andiswa Jeza	Gr 6D
Mrs Basadi Phora	Gr 5A
Ms Zandile Magwaza	Gr 5B
Ms Zinhle Radebe	Gr 5C
Mr Vusi Hlongwa	Gr 5D
Mrs Hajira Abraham	Gr 4A
Mrs Havana Ngulube	Gr 4B
Mrs Tahira Qadeer	Gr 4C
Ms Khadija Sithole	Gr 4D
Mrs Nonhlanhla Qcebo	Gr 3A
Ms Ashira Ramlall	Gr 3B
Mrs Farzana Kola	Gr 3C
Mrs Naheedah Cassim	Gr 3D
Mrs Johannah Boikhutso	Gr 2A
Mrs Zaida Dawray	Gr 2B
Ms Zoleka Mbali	Gr 2C
Mrs Safiyya Lorgat	Gr 1A
Ms Faith Dhladhla	Gr 1B
Mrs Arusha Thilakdhari	Gr 1C
Ms Nicole Lewis	Gr 1D
Ms Aasimah Hoosen	Gr R
Mr Claudio Jutas	Swimming Coach
Mrs Ndabi Thanjekwayo	Bursar
Mrs Sonto Lebjane	School Fees Secretary
Mrs Trish Kahn	Mrs Trish Kahn
Mr Simon Seoheng	Mr Simon Seoheng
Mr Isha Maisha	Media Centre Assistant
Miss Rirhandzu Makhuvha	Teacher Assistant
Miss Mpho Mhlongo	Teacher Assistant
Miss Pfanelo Ntshani	Teacher Assistant
Miss Khethani Siobo	Teacher Assistant

**OUR AFTERCARE, GENERAL ASSISTANTS AND CLEANING STAFF**

Mrs Tsholofelo Mmatli	Aftercare Manager
Ms Mutshidze Sigonde	Aftercare Assistant
Mr Moses Sebogodi	General Assistant
Mr Sonnyboy Thwala	General Assistant
Mr Tumelo Mnisi	General Assistant
Mr Thabo Nyalunga	General Assistant
Mr Sibusiso Mokwatlo	General Assistant
Mr Talent Moyo	General Assistant
Mrs Elizabeth Mafatle	Cleaning staff
Mrs Grace Leputu	Cleaning staff
Ms Thuli Dube	Cleaning Staff

**GATE ENTRANCE**

**LEARNERS MAY NOT ENTER THE SCHOOL IN THE MORNING THROUGH THE CORNER GATE. PARENTS AND LEARNERS ARE TO ENTER AND EXIT THE SCHOOL THROUGH THE TUNNEL GATE. THE CORNER GATE IS ONLY OPEN TO PARENTS COMING TO THE OFFICE AFTER 7:45**

**PARKING****Anton van Wouw - One-way street**

Every morning from 07:00 – 07:40 and every afternoon from 12:30 – 14:00, Anton van Wouw Street, at the front entrance, becomes a one way street travelling down from Mendelssohn Road. Parents are pleased asked to adhere to the regulations as follows:

- Please **DO NOT** double park and let your child climb out in the middle of the road. It is safer to go down the road and park, even if it means a little walk up to the gate.
- Please **DO NOT** park in the driveways. The residents often need to go out and are blocked from doing so.
- Do not park on the Scholar Patrol area.
- Another legitimate complaint that residents have is that litter is thrown out of windows of some transporters parked near the school. We appeal to all parents to refrain from this practice.
- We also appeal to parents to use the area directly outside the school in Anton van Wouw Street as a drop-off zone only. Should you wish to enter the school, we appeal to you to park in the street below the bottom car park. **Please DO NOT park on the corner or in front of the teachers' parking gates as this causes traffic congestion.**

**UNIFORM PURCHASES**

All new uniforms are available at our stockists. Our stockists are:

Burger Brothers - Northcliff Tel: (011) 782 1055  
 Montroux Drapers - Northcliff Tel: (011) 782-5796  
 School and Leisure - Blackheath Tel: (011) 431-0406  
 ABC – Newclare Tel: (011) 477-8623/1

**SCHOOL UNIFORM**

Please refer to the school diary. This policy needs to be adhered to or parents will be contacted to fetch their children and dress them correctly.

### **CONTACTING THE TEACHERS**

Should you wish to contact a teacher, we recommend that you either communicate through your child's diary, email the school to request that the educator call you back, or phone the school to make an appointment.

The following telephone extensions will be able to assist you should you wish to contact a specific department:

General Enquiries/Exemptions    Mrs Lebjane    Ext 1  
[SLebjane@fdrprimary.co.za](mailto:SLebjane@fdrprimary.co.za)

Admissions & Sports:                      Mr Seoheng    Ext 2  
[admissions@fdrprimary.co.za](mailto:admissions@fdrprimary.co.za)  
[sseoheng@fdrprimary.co.za](mailto:sseoheng@fdrprimary.co.za)

Bursar / School Fees                      Ms Thanjekwayo    Ext 4  
[NThanjekwayo@fdrprimary.co.za](mailto:NThanjekwayo@fdrprimary.co.za)

Principal's Secretary                      Mrs Kahn    Ext 5  
[headmaster@fdrprimary.co.za](mailto:headmaster@fdrprimary.co.za) for school matters  
[tkahn@fdrprimary.co.za](mailto:tkahn@fdrprimary.co.za)

Care Centre after 12:00                      Mrs Mmatli    Ext 6  
CC cell no: 076 135 3438  
[TMmatli@primary.co.za](mailto:TMmatli@primary.co.za)

**The Fees office is open for card payments only.**

<b>We do NOT accept cash</b>	<b>07:00 – 13:00.</b>
<b>The Bursar's office is open</b>	<b>by appointment</b>
<b>Exemption applications from 03/02/2023</b>	<b>07:30 - 13:00</b>
<b>The General office is open from</b>	<b>07:00 – 14:00</b>
<b>Admissions:</b>	<b>07:00 – 13:00</b>
<b>Care Centre:</b>	<b>12:30 – 17:30</b>

### **CHANGE OF CONTACT DETAILS**

PARENTS PLEASE NOTE: WHEN CHANGING YOUR E-MAIL ADDRESS, CELL NO. OR ADDRESS, PLEASE NOTIFY THE OFFICE OF THE CHANGE SO WE CAN AMEND OUR RECORDS.

### **SICK CHILDREN**

We appeal to parents not to send sick children to school. When there is an outbreak of any sickness, e.g. flu, stomach bug etc, the germs spread so quickly and we are inundated with sick children and staff. Please do not send your child to school sick and tell him/her to go to the office and phone if he/she is still feeling sick. The office staff are constantly busy and cannot watch the sick learners until a parent comes, which is sometimes at the end of the school day.

### **CELL PHONES**

**We do not allow cell phones at school or any electrical devices under any circumstances.**

Cell phones brought to school will be confiscated and given to learners at the end of the term or parents will have to collect the confiscated cell phones from the school office. Learners may not use the excuse that they need to contact their parents.

Learners who leave their lunch, P.E kit or projects at home, will not be allowed to come to the office to call their parents.

### **SCHOOL ATTENDANCE**

Should a child be absent for any reason, a note must be provided. If a child is absent for more than three days, a doctor's certificate is required.

If your child is absent, please let the school know before 07:30, on that day so that we can inform the educators before the register is taken.

### **LOST PROPERTY**

WE URGE PARENTS FROM THE BEGINNING OF THE YEAR TO PLEASE MARK CHILDREN'S CLOTHES AND OTHER ITEMS.

**UNMARKED CLOTHING CANNOT BE CLAIMED BY A CHILD OR A PARENT.** All unmarked clothing will be sold as second hand clothing at a nominal fee. Children who have lost marked items of clothing will be called up to collect it.

Lost property and 2<sup>nd</sup> hand uniform shop is open on Mondays, Wednesdays & Fridays only, between 07:15 – 08:00 in the room in the tunnel at the tunnel entrance to the school. Contact Person: Mrs Grace Leputu

### **CHILDREN ATTENDING MOSQUE ON A FRIDAY**

Parents please note: You will be required to sign your child out with the security guard at the corner gate and wait in the waiting area. Please DO NOT go to the classroom to fetch your child and do not wait in the foyer. Your child will be sent to the waiting area.

**PLEASE NOTE:** Lessons missed must be caught up immediately upon their return to school.

Learners may be collected between 11:41 and 11:56 at which time break ends.

### **LEARNERS LEAVING SCHOOL EARLY**

Should parents need to fetch their children early due to an emergency, a letter needs to be written in the diary, notifying the school of the reason and the required time of departure.

**PLEASE DO NOT JUST ARRIVE AT THE SCHOOL AND THEN INFORM US THAT YOU ARE TAKING YOUR CHILD OUT.**

TAKE NOTE: No child is allowed to leave the school premises alone during school times. He / she must be accompanied by a parent. The parent will have to come to the school and sign the child out at the security guard.

### **TRANSPORT PROVIDERS**

There are several transport providers who transport children to and from school. Various providers have left their details with Simon Seoheng in the Admin Office. Visit him for more information. We urge parents to ensure that the transport provider chosen by them to transport their child/ren have a valid Driver's License with PDP, Roadworthy Certificate and that the vehicle is not overcrowded. All children should be wearing a seat belt in accordance with South African Law.

### **BOOK PACK FEE 2023**

**Parents are reminded to pay their child's book pack fee to the class teacher as soon as possible.**

### **FUND RAISING**

This year we will be having various fundraising events. Please support these events as it brings the parents, children and the community together. Funds are raised which helps with the upkeep of the school. If you would like to volunteer to serve on the Fundraising Committee, please contact the school secretary or notify your class Educator. Fresh ideas are always welcome!

### **IRON-ON BADGES**

Iron-on badges are available at the fees office, at a cost of R65 per badge

### **LOCKERS**

Lockers are available at the school for Gr 4 to 7 learners.

The fees per year are:

Sports lockers - R160

Medium book lockers - R130

Small book lockers - R100

SPORTS LOCKERS ARE ONLY AVAILABLE FOR LEARNERS PLAYING CRICKET AND SOCCER. (AND TENNIS when a coach becomes available).

Locks must be provided by the parents.

First come first served. Children are responsible for the safety of their keys. At the end of the year learners are required to remove their locks at the beginning of the final exams and clear out their lockers completely.

Learners will be called to the office and allocated a locker.

### **EXTRA MURALS**

An extra-mural timetable goes out once a term, informing you of all the extra-mural activities which the school offers. Please go through this timetable with your child and encourage him/her to participate in different activities. Fixtures of the various matches are advertised in the newsletter. Cut them out and place them in a prominent place. Matches are normally only cancelled due to bad weather. The secretaries are only notified of any cancellations at 12:30

### **D6 SCHOOL COMMUNICATOR**

We are pleased to inform parents, that for your convenience, we are connected to the School Communicator, a device which enables you to stay connected to up-to-date daily news regarding the school. The School Communicator can be installed on a **computer or your cell-phone** which has internet connectivity. We are urging all parents to download the program as it cuts down on duplication of the newsletter. The newsletter goes out periodically, and parents not connected to the communicator lose out on any urgent matters or changes in events which we place on the communicator.

**Parents who have not installed the program, can do so by going on the internet to D6 school communicator and following the prompts.**

**Mobi site** School Communicator mobi address:

<http://schoolcommunicator.mobi>

D6 Communicator mobi address: <http://d6communicator.mobi>.

SCHOOL WEBSITE: [www.fdrprimary](http://www.fdrprimary)

From time to time parents will be referred to the d6 Communicator or to the school Website for the purpose of obtaining information regarding Annual Teaching Plans, Newsletters, Assessment Scopes and Timetables, Parent meetings, etc.

### **SCHOOL FEES & FINANCES**

**SCHOOL FEE EXEMPTIONS** – Applications will be available from Monday 03 February 2023.

Exemptions will only be dealt with on Monday to Thursday 07:30 to 13:00 - Mrs Lebjeane in cashier's office

### **SCHOOL FEES DISCOUNT OFFERED**

GRADE R FEE 2019 Full amount R19 832

Monthly payment x 11 payable in advance R 1 803

GRADE 1 – 7 FEE 2019 Full amount R17 820

Monthly payment x 11 payable in advance R 1 620

CARE CENTRE FEES R11 880

Average per month ( R1080)

Casual per day ( R 65.00)

**Parents may get a copy of the complete breakdown, from the school website.**

### **SCHOOL FEES and CARE CENTRE PAYMENTS**

**Parents please note: We do not take cash at the school.**

**Parents are required to pay school fees by EFT. Below are the BANKING DETAILS**

**School Fees AND Care Centre direct deposit payments**

Franklin D Roosevelt School

Bank: Nedbank Blackheath

Branch Code: 198765

Account No: 1967014671

**Parents are requested to include the family code/child's name and grade, e.g. (Fees) or (CC Fees)**

### **FDR CARE CENTRE FEES 2023 and PAYMENT POLICY**

Please be advised that the Care Centre staff are not permitted to receive money for Care Centre fees. No cash payments will be received at the school for security reasons.

**Care Centre fees are payable in advance and must be received by the School Fee Office no later than the 5<sup>th</sup> day of each month.** Please note that should your fees not be paid up by the 6<sup>th</sup> of each month, we will not allow your child/ren to attend the Care Centre, as from the 7<sup>th</sup> day of that month.