



WYNBERG GIRLS'
JUNIOR SCHOOL

Dear Parents/Guardians

Welcome to 2024!

We know that at the beginning of a new school year, there may be questions about the different aspects of school life. We trust that this list will answer your queries, concerns and understanding of how and why we have certain structures and sometimes seemingly 'odd rules'.

You are also more than welcome to contact the office if you have any further queries that aren't addressed below.

GENERAL INFORMATION FOR PARENTS:

DROP OFF AND COLLECTION OF PUPILS

- Traffic in Aliwal Road can become quite congested in the mornings, and for this reason we ask you to please adhere to the drop-and-go zones, or to find a parking spot further down the road or in adjoining roads.
- Drop and go bays are indicated in Aliwal Road.
- Please do NOT use these bays for parking or to unpack the boot.
- Do not leave items visible in your car.
- Parents/guardians are not to drop their daughters off in Aliwal Road while traffic is stationary.
- Please do not park on the pavement - the traffic department issues fines at the request of our neighbours.
- Please do not park in front of the gates to the flats opposite the school.
- Mrs Sharon Rhode, more affectionately known as "Aunty Sharon" is our friendly Traffic Officer who is on duty in the mornings to assist learners and families crossing the road safely. Please be sure to make use of the designated pedestrian crossing. A friendly greeting from the learners is always appreciated.
- Our friendly security guard will be at the gate to greet your daughter and ensure her safety while at school.
- Parents/guardians are not permitted to accompany their daughters to class, nor to fetch them from the classroom at the end of the day.
- For school events the field may be used for parking and can be accessed via Oxford Road. Parents/guardians will be informed prior to an event should this parking be available.

ARRIVAL TIMES

- The school gates open at 06h30. The bell for the start of the school day rings at 07h45.
- All learners may wait inside the grounds on the mini astro and field until 07h45 when the bell rings.
- During the winter terms, girls who arrive early in the morning will be supervised by a staff member in a designated venue inside the school building.
- Staff members are on duty in the mornings to keep an eye on all learners.
- Late arrivals will be monitored at the gate or by reporting to the office. These statistics have to be reported to WCED on a termly basis.

- Parents/guardians will be contacted if pupils are consistently late for school.

LEAVING SCHOOL

- Requests for early dismissal must be mailed to the Mrs Sharland, the principal on msharland@wgjs.co.za, and Mrs Conradie (P/A) conradie@wgjs.co.za. Dismissal is only permitted for medical or urgent reasons.
- We cannot grant permission for children to miss school due to extended holidays or long weekends.
- Children leaving school during school hours must be collected from the secretaries office and can only be signed out by a parent. Should someone other than the regular lift be fetching the child, please notify the office of their relationship to the child.
- Kindly ensure that you are punctual when fetching your child from school. In the case of an emergency kindly contact the school so that we can ensure your child does not panic and is cared for until you can fetch them.
- Please provide us with a contact number and email address of a family member or close friend who we can contact in the event of us not being able to reach you in case of any emergency.
- Parents are requested to wait outside the gates at the end of the day.
- Please take note of dismissal times as they vary according to grades.
- Your daughter's class will be accompanied by a teacher to the main gate at dismissal time and parents/guardians are asked to collect their children from the front gate.
- Should the person responsible for collecting your daughter be more than 10 minutes late, she will be taken to aftercare. You will be billed for this at a casual rate. We will not be able to forward messages of changes of transport arrangements unless it is an emergency.
- Please see the diagram at the end of this document indicating collection areas on rainy days.
- We also request that children do not play between cars or lean against cars, for safety reasons.

Grade	Starting & Ending Times	Days
Grade R	07:45 – 13:00	Mondays - Thursdays
Grade 1	07:45 – 13:10	Mondays, Wednesdays & Thursdays
	07:45 – 14:10	Tuesdays
Grade 2	07:45 – 13:10	Mondays, Tuesdays & Thursdays
	07:45 – 14:10	Wednesdays
Grade 3	07:45 – 13:30	Mondays
	07:45 – 14:30	Tuesdays - Thursdays
Grade 4 – 7	07:45 – 14:30	Mondays - Thursdays
All Grades	07:45 – 12:30	Fridays

FORGOTTEN BOOKS, LUNCH AND CLOTHES

- We teach responsibility and resourcefulness and how to cope when learners have forgotten items at home. It is their responsibility to remember to pack their belongings.
- We will however be lenient for the Grade R's and 1's during the first term, during which forgotten items may be handed in at the front office and not taken to the class or given to the security guard.

MUSIC DEPARTMENT

- The Music Information form and Application form are available for downloading on our website.

LOST PROPERTY

- There is a large lost property box opposite the entrance to the Uniform Shop. We regularly return marked items, but sadly are unable to return unmarked goods – kindly mark all items that are brought to school with the full name as several children have the same initials.
- Cellphones, iPads, and smart watches may not be brought to school. The school will not be held responsible if a device is brought to school, and goes missing.

ABSENTEEISM AND ILLNESS

Please refer to the school's Attendance Policy.

LICE

- Unfortunately, this is one of the elements your child may be exposed to.
- It is handy to keep a supply of a lice shampoo and to regularly inspect your child's hair and wash regularly to prevent this pesky bug.

SPARE CLOTHING

- Occasionally accidents happen. It is advisable to ensure a change of underwear is kept in your daughter's bag. Older girls should also be encouraged to keep spare feminine products in their bags.

BATHROOM ETIQUETTE

- Kindly ensure that your daughter knows and understands hygienic bathroom etiquette. e.g. flushing, washing hands, respect for others in bathrooms. We do not provide containers for hygiene or religious purposes.

COMMUNICATION

- A reminder to please email any changes to your contact details to the office
- Please "like" our Facebook page @Wynberg Girls' Junior School; and Instagram @Wynberg Girls' Junior.
- A newsletter is sent out every 2nd Friday via our WhatsApp Notification Groups.
- Communications may also be sent via SMS and email.
- Teachers will not comment on academics or progress via email. You are welcome to make an appointment should you wish to discuss your child's progress or any concern.
- Should emails be sent to the teachers, please note that they will only be read once the school day has ended.
- Class WHATSAPP groups are intended for the daily communication of reminders about class activities, fundraisers, civvies or looking for lost property etc. Should you have a particular concern or a need to raise anything of a more serious nature, please take this up directly with your daughter's class teacher so that proper processes can be followed and the matter can be handled in the most effective way possible. If you have a concern and have already approached your daughter's teacher, please do contact Mrs Sharland directly. WHATSAPP groups are not a forum to debate contentious issues and we kindly remind all parents that derogatory, slanderous language of any kind will not be tolerated by the Class Reps and may result in removal from a class WHATSAPP group. Please refer to the policy on our website.

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- Contact information for the school:
- Telephone number is 021 7974213
- Email addresses:

Reception and general enquiries:	reception@wgjs.co.za
Principal's PA	conradie@wgjs.co.za
Admissions	admissions@wgjs.co.za
Marketing	melle@wgjs.co.za
Fee Matters	debtors@wgjs.co.za
School Counsellor	shortall@wgjs.co.za
Uniform Shop	shop@wgjs.co.za
Deputy Principal	jnkosi@wgjs.co.za

BIRTHDAYS

- We like to make birthdays special.
- Your daughter may come to school dressed in civvies on her birthday or on a day closest to her birthday. Civvies may not be worn on the first or last day of term. Should you wish to bring cake or a treat, kindly ensure that these are clearly marked with your child's name and class.
- PLEASE NOTE – ONLY ONE ITEM PER CHILD – this **cannot** be a party pack filled with many small treats.
- The reason we have made this decision is because of the number of parents that do not wish for their children to have lots of sweet treats.
- In order to protect our environment, please do not send balloons to school.

SERVICE & CHARITIES

- Each term we support a selected charity. Donations in cash, kind or service may be requested from time to time. Notices are sent out termly, informing families of any events (including the cost of these events).

MONEY MATTERS

- Kindly peruse the budget letter relating to the requirements regarding the payment of school fees.
- Please use the Karri app when making payments for Civvies Day and Fundraising events. Where possible, we prefer that cash payments are not made to the school. However, when this is unavoidable, please ensure that any cash is in a sealed envelope clearly marked with your child's name and the purpose for which the monies are being sent.

POLICIES

The following policies can be found on our website.

ADMISSIONS
 LEARNER CODE OF CONDUCT
 ASSESSMENT
 LEARNER ATTENDANCE
 UNIFORM
 LANGUAGE
 ALLERGIES
 CCTV
 ICT & BYOD
 SPORT
 RELIGIOUS

RAINY DAY PROCEDURE FOR AFTERNOON COLLECTION OF LEARNERS

