**Prospectus Novus Skool**

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| **VERW: 1A/2020** | Handtekening \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 17 Januarie 2020 |

# Geagte Ouers/Voogde

Baie welkom terug na die vakansie. Hoop dit was ‘n aangename rustyd en mag 2020 ‘n jaar van vreugde en voorspoed wees. Hartlik welkom aan ons nuwe ouers. Mag u verbintenis met Prospectus Novus Skool ‘n baie aangename ervaring wees.

**NUWE PERSONEEL**

Hartlik welkom aan die volgende personeel wat by ons aangesluit het:

Me. Riana Venter – Intersenfase

Me. Hannelie Blomerus – Intersenfase

Mnr. Waldo Cloete – Intersenfase

Mnr. Stephan Gouws – Intersenfase

Me. Ulrike Petrick – Spraakterapeut

Me. Lané Conradie – Arbeidsterapeut

### Nuwe 2020 skoolure

Graad R - 07:25 tot 13:00

Graad 1-9 - Maandae: 07:25 tot 14:00

Graad 1-9 - Dinsdae – Vrydae: 07:25 tot 13:35

Tref asseblief die nodige vervoerreëlings.

**OUERINLIGTINGSAAND: WOENSDAG, 22 JANUARIE 2020**

U kry geleentheid om u kind se onderwyser te kom ontmoet gedurende die Ouerinligtingsaand op Woensdag, 22 Januarie 2020. Dit is uiters belangrik dat u hierdie vergadering sal bywoon. Ouers kom bymekaar om 17:30 in die saal en beweeg daarna klasse toe.

**INTERHUIS ATLETIEK: VRYDAG, 24 JANUARIE 2020**

Die atletiekuitdunne het gedurende hierdie week plaasgevind. Sorg asseblief dat u kind genoeg water of koeldrank saambring skool toe, asook 'n sonhoed en sonblok.

Alle atletiekitems word volgende week na skool geoefen. Dit vind plaas op Dinsdag en Donderdag, 13h35 tot 14h30. Tref asseblief die nodige vervoerreëlings.

Op Vrydag, 24 Januarie, vind ons Interhuis Atletiekbyeenkoms plaas. Die verrigtinge sal teen 8:00 afskop en afgehandel wees teen die tyd wat die skool uitkom. Daar gaan drie formele Huise teen mekaar kompeteer.

Huise: Asteroids - Geel Jupiter - Rooi Supernova - Blou

**Kleredrag**: Elke Huis het ‘n spesifieke kleur waarvolgens die leerders moet aantrek. Kleredrag vir atlete wat deelneem (sowel as ondersteuners) is streng gemaklike sportklere (kortbroek en hempie) volgens die bogenoemde kleurkodes. Netjiese wit of swart broeke mag tesame met hierdie kleure aangetrek word (bv. blou T-hemp met swart kortbroek).

**Atlete**: Ouers/voogde sal skriftelik in kennis gestel word indien u kind tydens uitdunne geïdentifiseer is om deel te neem aan die Interhuis byeenkoms.

**Versoeke**: Elke ouer/voog word hartlik uitgenooi om hierdie dag saam met u kind by die skool te kom geniet! Onthou asseblief eie stoele en sambrele.

Ons waardeer u samewerking. Groete, Atletiekkomitee.

**SKRYFBEHOEFTES**

* **Alle handboeke moet aan die begin van die jaar deur ouers oorgetrek word.**
* **Indien die plastiek te klein is vir die skrif of handboek kan dit met ‘n haardroër geblaas word, of in die son gesit word.**
* **Dit is die verantwoordelikheid van die leerder en ouers om goed om te sien na die geleende boeke en sakke wat voorsien is. Die sakke per vak bly die eiendom van die skool. Enige skade aan die sakke is gelykstaande aan R35.00 per sak.**
* **Pennesakkies is die leerders se eiendom en kan met hulle naam gemerk word.**
* **Geen naam, van of enige ander merke mag op die sakke aangebring word nie.**
* **Uitstaande handboeke moet ingehandig wees en alle uitstaande betalings moet vereffen wees, voordat handboek-uitreikings vir 2020 sal plaasvind. Dit is volgens Departementele beleid.**
* **Alle verlore handboeke moet aan registerklasonderwysers gerapporteer word.**
* **Alle geleende handboeke word een keer per kwartaal gekontroleer en moet aan die skool terugbesorg word gedurende die November eksamen.**
* **Indien ‘n leerder die skool verlaat, moet alle handboeke en sakke aan die skool terugbesorg word.**

**Ouers moet leerders voorsien van ‘n briewelêer (flip file).**

**2020 SKOOLGELDE…………………………………… R 950-00 PER MAAND VIR 11 MAANDE**

* **EERSTE BETALING** WANNEER **SKOOL OPEN** EN DAARNA **VOOR** DIE **7de** VAN ELKE MAAND

#### TOTALE SKOOLGELD PER JAAR: R 10,450-00

***Korting: Betaal volle skoolgelde voor ‘n sekere datum en ontvang korting soos uiteengesit:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Volle Betaling Ontvang Voor:** | **% Korting** | **Bedrag Korting Ontvang** | **Volle Bedrag Betaalbaar** |
|  |  |  |  |
| Einde Januarie 2020 | 10% | *R 1,045.00* | **R 9,405.00** |
| Einde Februarie 2020 | 9% | *R 940.50* | **R 9,509.50** |
| Einde Maart 2020 | 7% | *R 731.50* | **R 9,718.50** |

***Kwytskeldingsvorms kan afgehaal word vanaf 15 Januarie 2020. Aansoek vir kwytskelding moet elke jaar gedoen word. Die laaste dag vir aansoeke om kwytskelding sal 28 Februarie 2020 wees.***

### \*\* Ons doen ‘n beroep op u om asseblief u rekening op datum te hou of dadelik die finansiële kantoor te kontak indien daar ‘n probleem is. Rekeninge uitstaande vir langer as 3 maande, word aan die prokureur oorhandig vir invordering.

**\*BETALINGSMETODE VIR SKOOLGELDE:**

Met die hoë bankkoste vir kontant deposito’s en die risiko van kontant op die skoolgronde, word ‘n beroep gedoen op ouers, om sover moontlik, **internetbetalings of OTM** betalings te doen.

**Bankbesonderhede vir betaling van skoolgelde:**

**Gekombineerde Skool Prospectus Novus Skool**

**ABSA, Rekeningnommer: 1057180907, Tak: 509045, Tjekrekening**

**Verwysing: Rekeningnommer & Leerder se van**

***\*ALLE ANDER GELDE – moet inbetaal word by die REGISTERONDERWYSER, wat dit afmerk op hulle klaslyste.***

**State word maandeliks ge-epos aan ouers, indien geldige e-pos adresse verskaf is. Die res sal nog per hand uitgedeel word. Indien u rekening opbetaal is, word die rekeninge nie meer gestuur nie.**

***Finansiële Kantoorure: 7:15 tot 12:45. (Geen kleingeld na 12:45 beskikbaar)***

**BLAAI OM .....**

**VERVOERSUBSIDIE**

Ouers is welkom om vir vervoersubsidie aansoek te doen indien hule gebruik maak van ‘n formele besigheid/groep vir leerdervervoer.

Privaat vervoer word nie gesubsidieer nie. Stuur asseblief ‘n e-pos na [admin@prospectusnovus.co.za](mailto:admin@prospectusnovus.co.za) vir die aansoekvorm.

Daar is baie 2020 kontrakte tussen die ouers en die vervoermaatskappye uitstaande. Geen betalings kan gemaak word sonder ‘n formele kontrak nie. Volledige besonderhede moet vermeld word in die kontrak, bv. onkoste, naam en van, aantal maande, ens.

**NUUSBRIEWE**

**Nuusbriewe word in 2020 ook d.m.v. e-pos aangestuur. Dui asseblief u keuse aan uit die volgende:**

**Ek versoek om die nuusbrief per e-pos te ontvang. JA/NEE**

**Ek vesoek om ‘n harde kopie van die nuusbrief te ontvang. JA/NEE**

**Indien u versoek dat die nuusbrief per e-pos aangestuur moet word, stuur asseblief ‘n e-pos aan** [admin@prospectusnovus.co.za](mailto:admin@prospectusnovus.co.za) **met NUUSBRIEF, NAAM EN VAN VAN LEERDER EN KLAS in die onderwerpslyn.**

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J.J. KINGMA

SKOOLHOOF

|  |
| --- |
| **Prospectus Novus School** |

|  |  |  |
| --- | --- | --- |
| **REF: 1E/2020** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 16 January 2020 |

Dear Parents / Guardians

Welcome back after the holidays. We hope that you have enjoyed a well-deserved period of rest. May 2020 be a blessed year. A special word of welcome to our new parents. We hope that your alliance with us will be a pleasant experience.

NEWLY APPOINTED STAFF MEMBERS

A word of welcome to the following newly appointed staff members:

Ms Riana Venter – Intersen phase

Ms Hannelie Blomerus – Intersen phase

Mr Waldo Cloete – Intersen phase

Mr Stephan Gouws – Intersen phase

Ms Ulrike Petrick – Speech Therapist

Ms Lané Conradie – Occupational Therapist

**New 2020 school hours**

Grade R: 07:25 - 13:00

Grades 1 - 9: Monday - 07:25 – 14:00

Grades 1 - 9: Tuesday – Friday - 07:25 – 13:35

Please make the necessary transport arrangements.

**PARENTS INFORMATION EVENING - WEDNESDAY 22 JANUARY 2020**

You will be given the opportunity to meet your child’s class teacher on Wednesday 22 January 2020. It is very important to attend this meeting. Parents gather in the school hall at 17:30 and move to the respective classes afterwards.

INTER-HOUSE SPORTS DAY - FRIDAY 24 JANUARY 2020

The athletic heats were held this week. Please make sure that your child brings enough cooldrink or water to school, as well as a hat and sunscreen.

As from Tuesday and Thursday next week all athletes will practice in the afternoons directly after school until 14h30. Please make the necessary transport arrangements.

We will have our Inter-house Athletics meeting on Friday 24 January 2020. The first items will start at 8:00 and all items will be completed by the end of the school day. Three formal Houses will be competing against one another in order to find the best athletes.

Houses: Asteriods - Yellow Jupiter - Red Supernova - Blue

**Clothing**: Learners have to dress according to the specific colour of their House, athletes (as well as supporters) are required to wear comfortable sport clothes (shorts and T-shirt) according to the colour codes. Neat white and black shorts are allowed to be worn in combination with these colours (e.g. blue T-shirt with black shorts).

**Athletes**: Parents/guardians will be notified in writing if your child was identified to participate in any Inter-house items.

**Requests**: Parents/guardians are invited to come and enjoy this day with your child at the school! Remember to bring chairs and umbrellas.

We appreciate your co-operation. Kind regards, Athletics Committee

**STATIONERY**

* **All textbooks should be covered by parents at the beginning of the year.**
* **If the cover does not fit the textbooks, or scripts, you can blow it with a hair dryer, or put it in the sun.**
* **It is the responsibility of the learner and the parent to take good care of the loaned textbooks and the protective bags provided. Any damage to the bags equals R35.00 per cover.**
* **No name, surname or other marks are allowed on the bags. The bags per subject remain the property of the school.**
* **The pencil cases are the property of the learners and can be marked with their names.**
* **All outstanding textbooks should be handed in and all outstanding payments for damaged textbooks should be settled, before issuing of textbooks for 2020 will take place. This is according to Departmental Policy.**
* **All lost textbooks should be reported to register class teachers.**
* **The loaned textbooks must be audited once every quarter and returned to the school during the November examination.**
* **In case the learner leaves the school, parents must return all textbooks and protective bags to the school.**

**Parents must provide learners with a flip file for letters and circulars.**

**2020 SCHOOL FEES** **………………………………….R 950.00 PER MONTH FOR 11 MONTHS**

### FIRST PAYMENT DUE WHEN SCHOOL OPENS AND THEN BEFORE THE 7TH OF EACH MONTH

### *TOTAL SCHOOL* *FEES FOR YEAR*: R 10,450.00

## 

## *DISCOUNT: Pay the full amount of school fees before certain dates and receive discount as set out below:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Payment Before:** | **% Discount** | **Discount Amount** | **Full Amount Payable** |
|  |  |  |  |
| End January 2020 | 10% | *R 1,045.00* | **R 9,405.00** |
| End February 2020 | 9% | *R 940.50* | **R 9,509.50** |
| End March 2020 | 7% | *R 731.50* | **R 9,718.50** |

***The application forms for Exemption of School Fees may be collected at the school from 15 January 2020. Application for exemption must be done each year. The last day for application for exemption of school fees will be 28 February 2020.***

***\*\*We urge parents to please keep your account up to date. Please contact the school immediately if there is a problem. If your account is outstanding for more than 3 months, your account will be handed over to the attorneys for collection.***

**PAYMENT METHOD FOR SCHOOL FEES:**

Because of the high bank charges on cash deposits & high risk of cash on the school grounds, parents are requested, if possible, to make **internet payments or ATM** payments for **school fees.**

**Bank Details for payment for School Fees:**

**Prospectus Novus School**

**ABSA, Account No: 1057180907, Branch: 509045, Cheque Account,**

**Reference: Account Number (3 digits) & Child’s Surname**

***NB: ALL OTHER MONIES PAYABLE MUST BE PAID AT THE REGISTER TEACHERS, WHO WILL MARK IT OFF ON THEIR CLASS LISTS.***

**Statements will be emailed monthly to parents with valid email addresses. Where email addresses are unavailable, statements will be handed to learners at the end of the month. After school fees are paid up, no statements will be sent.**

***Finance Office Hours: 7:15 to 12:45 (No change available after 12:45)***

TURN OVER ……..

**TRANSPORT SUBSIDY**

Parent are welcome to apply for subsidized transport with a formal transport company/group. Private transport will not be subsidized. Please send an e-mail to [admin@prospectusnovus.co.za](mailto:admin@prospectusnovus.co.za) for the application form.

There are still a big number of outstanding 2020 contracts between parents and companies. No payments can be made without a formal contract between the parent and the company. Full details should be stipulated in the contract, e.g. fee, name and surname, number of months, etc.

**NEWSLETTERS**

Newsletters will be issued in 2020 via e-mail as well. Please complete the following:

I request to receive newsletters by e-mail: YES/NO

I request to receive a hard copy of newsletters: YES/NO

If you request to receive the newsletter via e-mail, please send an e-mail to [admin@prospectusnovus.co.za](mailto:admin@prospectusnovus.co.za) with NEWSLETTERS, NAME AND SURNAME OF LEARNER AND CLASS in the subject line.

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J.J. KINGMA

PRINCIPAL