Dear Years 1 - 6 Parents

Tuesday, January 07, 2014

A very warm welcome back to all our students and parents, and a Happy New Year to all. We trust you had a well-deserved rest, and we are now looking forward to another term filled with activities and learning.

Please note the following changes in dates:

- School will now be closed for the Prophet’s Birthday on Thursday, January 16th.
- Parent – Teacher Conferences will now be held on Sunday, January 12th.

Mid-Year Reports will be issued to the “paid fees” students during the last lesson on Thursday, January 9th.

Important Matters:

1. As mentioned in the newsletter dated Dec 15th, we shall now be locking the main entrance to the school at 08:00am every morning. Students arriving after this time will unfortunately not be allowed into school. Please plan accordingly.

2. Although most of our students are now dressed in the correct school uniform, we still have a number of children arriving with incorrect shoes or jackets. Students not dressed in the correct school uniform, will not be allowed to attend lessons, and parents will be contacted to bring the correct uniform / collect their child.

    **Black school shoes** (no trainers), and **black or dark blue jackets** (no brand names) if not a school jacket

Finally, please re-read the information below regarding our new booking system for our Parent-Teacher Conferences:

Please ignore the date on the Conference Website, which still appears as January 13th

You are invited to attend our Parent-Teacher Conferences on Sunday, January 12th 2014, from 08:00 – 14:00.

We have moved to electronic bookings for these interviews, so it is very important to review the process below and sign up as soon as possible to secure your appointment times. Signing-up will only be possible until Thursday, 5pm

The Process:  (please visit our Parent conference sign up site via the link below):

http://www.ptcfast.com/schools/Oxford_Academy_Primary_Department

1. You will see a list of all the Primary teachers available for appointments
2. Select the teachers you wish to see, and fill in your child’s name, your name and your e-mail address
3. You will be sent an email (check junk folder) with instructions that will take you back to the sign up site for those teachers
4. Sign up for conferences with each of your child’s teachers and other Specialist staff
5. You will then receive a confirmation email listing each of the conferences you have signed-up for
6. You will receive reminder emails leading up to the conferences

   ➢ Please note that telephone bookings will also be made for parents having trouble signing-up electronically. Please call the school at 2 298 0598, and the ladies will be more than willing to assist.

Looking forward to seeing you on January 12th, 2014

Kind Regards,

Mr. Marius Visser
(Head of Primary)