

# LORETO CONVENT SCHOOL

## NEWSLETTER



*Learning and Leading in Love and Justice*

Volume 22 Issue 03

21 February 2020

*Dear Parents,*

The theme for Lent 2020 is *Renewed by the Spirit*. Pope Francis challenges us all to be transformed and renewed by the Spirit so that we can follow the path of love. When we do this we become God's ambassadors on Earth.

Loyola Press, a Jesuit ministry, has a number of thought provoking and interesting pieces on their site, and I thought I would share this one with you, as it challenges us on Ash Wednesday, to think about what happens next, during the 40 days of Lent.

"I attended Ash Wednesday services on my lunch break one year, heading back to work afterward. Throughout the afternoon, as co-workers came by with questions or pages needing proofing, they would catch sight of my forehead and inevitably remark, "Oh, you're Catholic!"

True, I had not broadcast my religious affiliation far and wide at work. It was more a matter of respect for others; in a diverse newsroom, where all are required—and proud—to provide an unbiased account of events, we tread carefully on topics that might strike raw nerves.

At the same time, I don't think the revelation of my Catholicism really shocked anyone, either. I didn't live in obvious opposition to my faith. But it made me think: What do I do to demonstrate my beliefs? Should others know by my actions that I have at heart an unending connection to this religion into which I was born?

Ash Wednesday, with its conspicuous mark of faith, is atypical for Catholics. As we read in Matthew 6:16-18, we are not to mope or moan while fasting. We are to wash our faces and trust that God will see our good works, even those done in silence. We are to carry our crosses with courage and grace.

And we all have crosses, some more heavy than others. It may seem that your neighbour has it easy: She's always chipper, or his yard is neat and his car clean. But no one escapes trouble or sorrow entirely in this life. It may simply be that they have washed the ashes from their faces and bear their crosses in silence.

So what can you do this Lent to demonstrate your love for God and your willingness to share in the cross his Son carried for us? You can take up the crosses you encounter daily, and you can do so with faith, hope, and love.

One way is through the traditional Lenten practices of increased prayer, fasting, and giving to those in need. These practices can take on many unique forms in the course of even a busy day.

*Stuter*

From the Principal's Office

[pa@loreto.co.za](mailto:pa@loreto.co.za)

[www.loreto.co.za](http://www.loreto.co.za)

[pa@loreto.co.za](mailto:pa@loreto.co.za)

012 326 6342

Think of 40 small steps you might take this Lent as you walk with Jesus on the road to Calvary. Add your shoulder under the cross—his cross, your own, and others'. Even more, try to do so with the trust that God sees your efforts, and that, paradoxically, there is no greater satisfaction or reward.

Social scientists say it takes 28 days to change a habit. Lent asks us to change more than a habit. We're invited to change our priorities and the focus of our lives. Maybe that's why Lent takes a full 40 days and happens every year.

There are other reasons that our Lenten journey lasts 40 days. Throughout the Bible, the number 40 holds special meaning, indicating a span of time when significant events took place. It rained on Noah and his ark for 40 days and 40 nights. Moses spent 40 days and nights with God on Mount Sinai. The Hebrew people spent 40 years wandering in the desert upon their deliverance from slavery to the Promised Land. Jonah gave the city of Nineveh 40 days in which to repent. And Jesus fasted in the wilderness for 40 days and 40 nights.

Our time of preparation in Lent is akin to Jesus' preparation for his work. We spend 40 days fasting, praying, and giving. "By the solemn 40 days of Lent the Church unites herself each year to the mystery of Jesus in the desert," the Catechism of the Catholic Church says. We are called to live as representatives of Jesus today—even when the ashes have been washed away, even when no one is looking."

Shrove Tuesday derives its name from the English word "shrive", which means to confess. Thus, Shrove Tuesday gets its name from the custom for Christians to be "shriven" before the start of Lent. In many cultures, this day is celebrated by the making of pancakes – a rich item of food, made with dairy and eggs – before the fasting of Lent is to commence. It is a day for reflecting and self-inspection, preparation for the time of fasting and spiritual reflection that is to follow during Lent.

Ash Wednesday (celebrated 46 days before Easter) marks the first day of Lent. In the Bible we read that Jesus went into the desert and fasted for 40 days, after which He was tempted by Satan, but remained true to His calling as the Son of God. It marks the beginning of His ministry here on earth, and was a time of prayer and preparation for Him. Ash Wednesday derives its name from the practice of placing ashes on the foreheads of adherents as a celebration and reminder of human mortality, and as a sign of mourning and repentance to God. The ashes used are typically gathered from the burning of the palms from the previous year's Palm Sunday. They represent a mourning before God for the sins we have committed and the day focuses on repentance.



Lent is then observed for 40 days (excluding Sundays) where Catholics are encouraged to fast and pray. In his Lenten message for 2014, Pope Francis takes inspiration from the words of St. Paul (Cor 8:9), and asks us to contemplate Paul's invitation to live "a life of evangelical poverty." We can begin to embrace this call by fasting from, or "giving up" material things, including foods, that are superfluous to our basic needs; "taking up" charitable habits that are directed to helping and caring for others; and "lifting up" our brothers and sisters who are in need through giving alms, praying and participating in devotional practices.

Let us enter this time of fasting, prayer and reflection with an expectation of renewal. Both in our own lives, as well as in the greater community. Jesus says in Revelations, "Behold, I am making all things new!" Allow Him to take you through a process of renewal this Lent and watch Him transform your life.

# GENERAL NEWS (HS AND PS)

## **SCHOOL CONTACTS:**

General Enquiries and Reception – Mrs Mateka – 012 326 6342 (switchboard) [reception@loreto.co.za](mailto:reception@loreto.co.za)

Executive Principal – Mrs Truter – [principal@loreto.co.za](mailto:principal@loreto.co.za)

Executive Principal's Office – Mrs Stoman – [pa@loreto.co.za](mailto:pa@loreto.co.za)

Admissions – Ms Westra – [admissions@loreto.co.za](mailto:admissions@loreto.co.za)

Finance and Finance Matters – Mrs Swart – [finance@loreto.co.za](mailto:finance@loreto.co.za)

Primary School Deputy Principal – Ms Hill – [michelleh@loreto.co.za](mailto:michelleh@loreto.co.za)

High School Deputy Principal – Ms Alves (previously Mrs Pinto) – [mariaa@loreto.co.za](mailto:mariaa@loreto.co.za)

EMIS Officer – Mrs Swanepoel – [admin@loreto.co.za](mailto:admin@loreto.co.za)

Sports and Physical Education Queries – Mrs Haupt – [sherilynh@loreto.co.za](mailto:sherilynh@loreto.co.za)

Website (for booklists, school fee info, bank details, calendar, newsletters and other information)  
[www.loreto.co.za](http://www.loreto.co.za)

## OUTSTANDING FEES

Please note that when a sms or email is sent regarding outstanding fees, it includes the current month, as fees are to be paid by the 7th of every month. Furthermore, extra fees, building levy and books are all billed in January and are expected to be paid by the end of January. Grade 7, 8 and 9 learners, all attend camps in February and early March. This cost is included in the extra fee and the camp sites have to be paid in advance. This stresses the importance of having the extra fee paid as requested. Books are handed out as soon as school starts, hence the request that books are paid on time.

We are appealing to parents to please be mindful of the situation and to pay their fees on time, otherwise the School cannot fulfil its own obligations and it becomes very difficult to maintain the daily running of the school.

# LORETO NEWS



## DAYCARE KITCHEN

The Daycare kitchen has been approved as compliant with the Department of Health's requirements, after minor structural changes as a requirement. The inspection was done and the kitchen is fully operational again. The tuckshop was also inspected, and all is approved to continue providing the school community with this service. Certificates of Acceptability for Food on the Premises will be issued for both kitchens.

## ACCOUNTS

A kind request to ensure that all accounts are paid monthly as required. The preferable method of payment is still an EFT payment or a credit card payment at school. Cash payments should be limited and preferably done at a Standard Bank branch. It is very important to use the 4-digit unique account reference which is linked to your account. We have again included our regular finance section with instructions regarding the payment and referencing of accounts.

## EXTRA FEES

All extra fees are to be settled by end of February. Grade 7 to 9 girls have or will soon attend camps, and the cost had to be paid in advance. HENCE, a kind request to make sure that it is paid as requested.



## PTA

In our Primary School, Class reps were chosen and in High School, parents of the RCL members are automatically part of PTA for the year. Each parent will be sent an email with the information regarding the first meeting, which will take place on Thursday 5 March at 17h00 in the staffroom. There will be a request to reply asap.

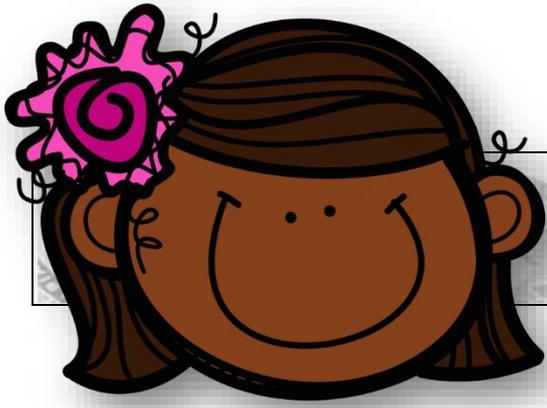
**Sick Room and Medical Information:** Parents must please note that the School may not, by law, dispense any medication to a learner, unless that medication has been provided by the parents, is clearly marked and has clear directions for the time, dosage and route of the medication. We may not give learners Panado, Gaviscon, Allergex or any other over-the-counter medication. If your child is injured or ill, please seek medical attention for him/her! If your child has an allergy or suffers from asthma or any other chronic condition, please make sure that they have their medication with them at all times and please make sure that the school is aware of your child's condition. Should a learner need urgent medical attention, the school will arrange for an ambulance to take the learner to the nearest facility, regardless of whether the parents can be reached or not, at the parents' own expense.

We would also like to appeal to parents **NOT** to send any learner to School in the following situations:

- ⊗ if the learner has a **fever**
- ⊗ if the learner has any **rash** on the body (can be chicken pox, measles or other illness)
- ⊗ if the learner has **vomited/had diarrhoea** (attend to by a doctor please) and do not send the learner back to school until vomiting/diarrhoea has completely stopped for more than 12 hours
- ⊗ if the learner has **influenza** (temperature, coughing, runny nose, body aches or a sore throat)
- ⊗ if the learner has a swollen, itchy or **red eye(s)** (first exclude pinkeye by a doctor)
- ⊗ **head lice** (until successfully treated)

There has recently been much in the news regarding **school camps and learner safety**. We would like to reassure parents again, that we take the safety and well-being of our learners very seriously indeed. Grade 7, 8 and 9 learners have the opportunity to participate in camps during the year. Camps encourage learners to develop social skills, develop independence and decision-making skills, educate and make learners aware of the environment around them, learn new skills and develop leadership skills. Our camp venues are selected with very stringent safety guidelines in mind and we are very particular about not leaving learners unsupervised during any activities at camp. We send an adequate number of teachers with our learners, who are trained in First-Aid, and they are responsible for constant supervision and roll call of learners throughout the day.

Our School has an active **Safety Committee**, which meets and discusses all important issues relating to the Occupational Health and Safety Act and we are proud of our four-star rating recently awarded by **NOSA**. We are also required to be accredited by **Umalusi** in order to function as a school. A rigorous inspection of all matters pertaining to the functioning of the school forms part of the accreditation process. The **Department of Education** regularly attends to inspections both on the premises (e.g. headcount) as well as moderation of school subjects at the school. Please know that we are fully committed to the education and safety of all our learners.



# PRIMARY SCHOOL

- ☆ Parents who volunteered to be **class representatives** have been contacted about our first meeting which we be held on **Thursday, 05 March at 17h00**. We look forward to meeting everyone and planning the way forward.
- ☆ We are encouraging all learners and teachers to bring any old clothes, which are clean and in good condition, to school to contribute to "**Mary Ward's Closet**". These can be both school clothes and home clothes. The learners can then visit the closet and choose clothes for themselves, without any money changing hands. Anyone is welcome to visit and take clothes, even if they have not brought in any clothes. The aim of this project is to encourage good fellowship in the school, and to provide for members of the school community who might be in need of clothing.
- ☆ **Clubs, sport and extra lessons** have started and we have already had children not attending either a club or extra lesson. The extra lessons are meant to provide academic support to those learners that need it, or any other children that choose to attend. Therefore, please make the **necessary transport arrangements** on the particular day and encourage your child to be **committed** to the extra-curricular activity.
- ☆ **Senior Primary Choir** parents are to please take note that choir practice takes place on **Tuesday** afternoons, from **14h00-15h30**, and the girls **may not leave** before the end of the session. Please make alternative transport arrangements if necessary.
- ☆ All **Primary School children** must wear their sports clothes on **Wednesdays** for the Activity period. All the Primary School children will be **swimming** during their Phys-Ed periods this term.

The timetable for swimming is as follows:

- Monday: Grade 1F, 3P and 3V
- Tuesday: Grade 1D, Grade 4 and Grade 5
- Wednesday: Grade RN
- Thursday: Grade 6
- Friday: Grade 2D, 2K and Grade 7

☆ All **Foundation Phase parents** are requested to send in a box of tissues and a packet of sealed sweets for the term.

☆ A letter detailing our **Outreach projects** for the year has been sent home. We would really appreciate it if all our learners could contribute to our well-deserving projects.

☆ All **Senior Primary girls** must have a **name badge**. Badges have been ordered for the new girls and will arrive soon. Should a child need to replace the badge, a new one can be ordered from Mrs Haupt at R20 per badge.

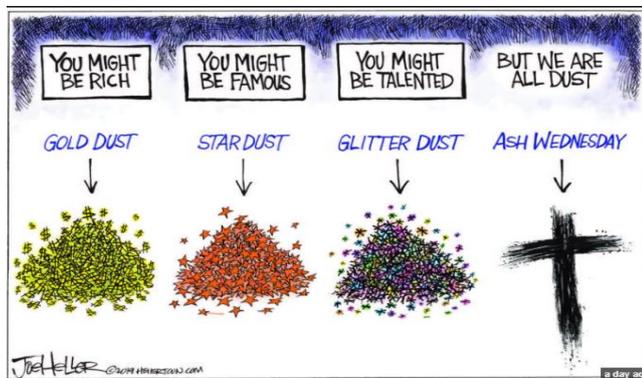
☆ Please check that your child has all the necessary items of **uniform** and that everything is marked. Grade 4-7 girls **MUST** have a blazer. The uniform shop at school is open between **12h00 and 15h00 on a Monday, Wednesday and Thursday** and is closed on Tuesdays and Fridays.

☆ Please note that the **Nana Sita Street** gate closes at **16h00** every afternoon. Children must be picked up through the **Visagie Street** gate **after 16h00**. Day care children must be picked up by **17h30** please. Failure to collect learners on time from Daycare will result in a **fine** that will be billed to your account.

☆ **Thank you** to all our children and parents who sent in **R5 and a chocolate for Valentine's Day**. The chocolates have been delivered to various organisations and the money collected will be invested in a project related to our aim of become a "Green" or "Eco-Friendly" school.

☆ **Grade 7 parents** are requested to please send in the **R150 towards the camp**, as well as the **completed information form**, as soon as possible. A letter will be sent home soon detailing the program for the three days, 10-13 March, as well as other necessary information. A reminder that **extra fees** must also be paid before the camp.

- ☆ We will celebrate the beginning of **Lent on Ash Wednesday**, on 26 February, with a Paraliturgy (Grade R-3) and a Mass (Grade 4-12) at 7h45.
- ☆ The **Foundation Phase Fun morning and Senior Primary Gala** takes place on Thursday, 27 February. The **Foundation Phase** will be visited by D-Top, a company which brings along animals and pets for the children to interact with. All Primary School children must wear their **house shirts** (yellow, red or green) on this day.
- ☆ Our **Mid-term break** takes place between **28 February and 2 March**. There is **NO SCHOOL** for learners on 28 February or 2 March. The teachers have a seminar on the Friday and the school will be closed on the Monday.
- ☆ The **Grade 7 retreat** that was scheduled for 9 March will now take place on **17 March**.



## ADVERTISING:

**NEW!**



### Maths Tuition for Grades 10,11 and 12

Help your child excel in Maths this year. Expert Tuition is an online program that supplements and supports classroom lessons, helping your child to reinforce and practice maths. The program provides instruction through video lessons, worksheets and solutions, exam question papers and solutions and also has tutor support. The program is available 24/7 allowing your child to access as often as they want to from wherever they are.

To enrol go to [www.expert-tuition.co.za](http://www.expert-tuition.co.za) or contact Paul Yon at [info@exprt-tuition.co.za](mailto:info@exprt-tuition.co.za) or call 082 563 6198

Loreto Convent School neither endorses nor recommends any product or service advertised in the newsletter. To place an advert in our newsletter please contact Mrs Stoman on [pa@loreto.co.za](mailto:pa@loreto.co.za)

# What happens on Ash Wednesday?



1. We visit the Priest  
in the Church.



2. The Priest puts  
the ashes onto our  
forehead.



3. We say a prayer  
to God.



4. We think about  
how we can be a  
better person  
during Lent.



- ☆ The **High School Movie night** was very well attended. We thank the following teachers who were part of the team to make it a success: Ms Sitsha, Mrs Tshabangu- Manaka, Ms Hermann, Mrs Marias, Mrs Matebesi, Ms Alves and the student teacher Ms Sebothoma.
- ☆ Thank you to each learner who brought in a **Valentine's chocolate**. As per our tradition, the chocolates have been distributed to a number of Old Age homes and Paul Jung Nickel House amongst others.
- ☆ Grade 8 girls have each been given a **Bible** by the Gideon's movement.
- ☆ The **Grade 9 learners** are currently at Bosco and we wish them a fruitful camp. Thank you to Ms Le Roux, Mrs Prinsloo and Ms Westra for accompanying them.
- ☆ The **Grade 8 learners** will be leaving for a two-night camp this Friday. We wish them well and their teachers (Mrs Matebesi, Mrs Buys, Mrs Smit and Mrs Bruwer)
- ☆ Just a kind request to all parents, to ensure that the **necessary reply slips** and any forms sent home to be completed, be sent in as requested as administration must still be done. **Currently many Data Verification forms are still outstanding.** Please note that if the Data Verification forms are not in, it means that **your daughter is not registered** with Loreto Convent School.
- ☆ It is also of importance that parents be **on time to drop off and collect** their daughters especially when learners leave and arrive from camps. Teachers are also tired and have their own family commitments and therefore wish to go home. It is very unfair to expect them to wait for hours before parents finally arrive.
- ☆ The **Attendance and Punctuality policy** has been attached. This policy has been drawn up in conjunction with the Department of Education's requirements. It is important that it be read together with your daughter and the reply slip (which has been sent home with your daughter) be signed and returned to Ms Alves no later than **27 February 2020**. A copy has also been placed on the website.
- ☆ There will be **no extra-mural activities** on Thursday, 27 February, due to the mid-term break.

# DATES TO REMEMBER

<b>Friday 21 February</b>	<ul style="list-style-type: none"> <li>Grade 8 Camp (21 to 23 Feb)</li> </ul>
<b>Tuesday 25 February</b>	<ul style="list-style-type: none"> <li>Shrove Tuesday</li> </ul>
<b>Wednesday 26 February</b>	<ul style="list-style-type: none"> <li>Ash Wednesday Mass and Paraliturgy</li> <li>Start of Lent</li> </ul>
<b>Thursday 27 February</b>	<ul style="list-style-type: none"> <li>FP Fun Day</li> <li>HS Swimming Gala</li> <li>Grade 12 Geography Outing (27 to 29 Feb)</li> </ul>
<b>Friday 28 February</b>	<ul style="list-style-type: none"> <li>NO SCHOOL FOR LEARNERS (mid-term break)</li> </ul>
<b>Monday 02 March</b>	<ul style="list-style-type: none"> <li>SCHOOL HOLIDAY (mid-term break)</li> </ul>
<b>Thursday 05 March</b>	<ul style="list-style-type: none"> <li>Class Representative Meeting</li> </ul>
<b>Tuesday 10 March</b>	<ul style="list-style-type: none"> <li>Grade 7 Camp (10 to 13 March)</li> <li>PS Mass at 7h45 (Grade R to 7)</li> </ul>
<b>Wednesday 11 March</b>	<ul style="list-style-type: none"> <li>Grade 7 Camp (10 to 13 March)</li> </ul>
<b>Thursday 12 March</b>	<ul style="list-style-type: none"> <li>Grade 7 Camp (10 to 13 March)</li> <li>HS Green Team Outing</li> </ul>
<b>Friday 13 March</b>	<ul style="list-style-type: none"> <li>Sports, Clubs and Extra Lessons end</li> <li>Poor Money In</li> <li>Grade 7 Camp (10 to 13 March)</li> </ul>
<b>Monday 16 March</b>	<ul style="list-style-type: none"> <li>Speech Festival Grade R to 4</li> </ul>
<b>Tuesday 17 March</b>	<ul style="list-style-type: none"> <li>St Patrick's Day</li> <li>FP Parents' Evening</li> <li>Grade 7 Retreat</li> </ul>
<b>Wednesday 18 March</b>	<ul style="list-style-type: none"> <li>Term 1 Ends</li> <li>School Closes at 14h00 for holidays</li> <li>Stations of the Cross in the Cathedral (07h45)</li> </ul>
<b>Thursday 19 March</b>	<ul style="list-style-type: none"> <li>Matric Dance</li> </ul>
<b>Holiday Camps</b>	<ul style="list-style-type: none"> <li>24 – 27 March: HOCKEY CAMP</li> <li>27 – 30 March: NETBALL CAMP</li> </ul>
<b>Wednesday 01 April</b>	<ul style="list-style-type: none"> <li>School Opens for Term 2</li> </ul>

# FINANCE MATTERS

**Statements** have been sent out to parents. If you are not receiving our bulk mails, please do let us know. Email addresses such as those with Yahoo often do not allow our bulk mails through. Please check your junk folder or contact your IT team (at work) to allow our mails through, if they are not working.

The **billing** for 2020 has been set up and applied to accounts. Any family discount will be done monthly, and not annually as in the past. If any settlement letters are required, please request them as soon as possible from [finance@loreto.co.za](mailto:finance@loreto.co.za) so that Mrs Swart can assist you.

Please note that school fees are payable UPFRONT, by the **7<sup>th</sup> of every month**. Overdue accounts will be followed up by the Principal and finance team. In order for the School to stay operational, parents **HAVE** to pay their school fees on time.

We have a large number of payments that have been made into the school's bank account that do not have any references, or incorrect references. If you have made one of these payments, please do send your proof of payment to Mrs Swart at [finance@loreto.co.za](mailto:finance@loreto.co.za) so that she can allocate it.

We would also like to appeal to parents to **PLEASE** reference their payments correctly – ESPECIALLY RE-REGISTRATION PAYMENTS later in the year, as it is almost impossible to allocate correctly, or understand what is being paid for. Reference payments as following please:



## LORETO CONVENT SCHOOL

P.O. Box 11381  
The Tramshed  
0126  
Tel: 0123266342  
Fax: 0123242780  
E-mail: [finance@loreto.co.za](mailto:finance@loreto.co.za)

Banking details: Standard Bank Main Account  
Bank: Standard Bank of S.A Ltd  
Branch code: 051001  
Account holder: Loreto Convent School  
Account number: 010387927  
Account type: Cheque

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### ACCOUNT STATEMENT ON 20 MARCH 2019

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Account reference: 1017 (MOK012)

Learner information:

[Grade 1/1F]

The reference is your four-digit family code number, **NOT** the old family code or your surname or the child's name (in this example, **NOT** MOK012 please)!

Thereafter, please indicate what the amount being paid is for. This means, that for this account, the **correct** bank references will look like this:

1017 School Fees

1017 Re-Reg

1017 Day Care

1017 Extra Fees

Please also do try to pay correct amounts, as the system gets confused when large amounts are paid that do not match any amounts. When amounts are correct, and referenced in this way, the system is able to allocate to the account automatically and mistakes are avoided. 12

# LORETO CONVENT SCHOOL



**AMDG**

## **HIGH SCHOOL LEARNER ATTENDANCE AND PUNCTUALITY POLICY**

### 1. INTRODUCTION

Definition of "absent": A learner is deemed to be absent from school when the learner is not present in class or not participating in a school activity when the register is marked.

Regular school attendance is essential to the learner's academic progress. All learners are required to attend school regularly and to be on time for classes in order to benefit academically and to develop habits of punctuality, self-discipline and responsibility.

The school will co-operate with parents and/or guardians at every opportunity to solve problems that lead to poor attendance. However, it is the parents' responsibility to ensure that the learner is present and that the school is made aware otherwise. Notes from doctors, courts, lawyers, parents, or other responsible persons are required for an absence to be recorded as excused.

It is expected that learners will arrive at school on time for line-up at 7h35 and attend school to the last bell at 14h00. Compulsory afternoon activities end at 15h00.

**It is important to note that the Department of Education sees unexcused absence of more than 20 days as unacceptable and**

**will not allow a learner to write his or her final exams. This is particularly of importance to the Gr. 12 learner who is subject to this rule as the School writes the National Senior Certificate administered by the Department of Education.**

2. While punctual and regular attendance is necessary, from time to time it may not be possible or desirable for a learner to attend school. Any of the following are examples of valid reasons for absence of a learner from school:
  - 2.1 Physical or psychological illness as attested by a physician.
  - 2.2 Death in the immediate family. Immediately family being parents, grandparents, siblings, aunts, uncles and cousins. Absence should not exceed 1 week. Parents are responsible to inform the school by emailing or sending in a note.
  - 2.3 Legal business as attested by a lawyer or social services.
  - 2.4 Pre-arranged absences approved by the Principal as in
    - 2.4.1 participation in an educational experience
    - 2.4.2 emergency situations
  - 2.5 suspended from school
3. Tardiness to School and especially chronic tardiness has a detrimental effect on the learner – the learner not only loses out academically but will also suffer high levels of stress.
4. Learner's responsibilities:
  - 4.1 A learner has a responsibility to attend school punctually and regularly. The school management team (SMT) depends on parents in ensuring that learners take on this responsibility. The example set by parents is of importance in building the culture of punctual and regular attendance.
  - 4.2 During exam time, some grades will be given study leave. It is only then that a learner is excused from school by the school.
5. Parents' responsibilities  
A parent is expected to:
  - 5.1 ensure that the learner attends school regularly, on time and for the whole school day unless there is a valid reason for absence;
  - 5.2 ensure that the learner is not taken out of school without a valid reason (going earlier on holiday is not a valid reason)
  - 5.3 inform the school (pa@loreto.co.za) if the learner is absent or expected to be late for school.
6. School's responsibility  
It is the school's responsibility to monitor a learner's absence so as to assist the learner to experience the most of her school life.
7. After an excused absence (paragraph 2)

- 7.1 the learner will be allowed to make up all work missed. However, it is the learner's responsibility to approach teachers to organise appointments and/or to attend the extra classes available.
  - 7.2 The learner will be allowed to take tests which were missed. These tests will take place during the first scheduled detention session where a teacher will be available to administer the test.
  - 7.3 The learner will be allowed to submit any assignments which became due during the absence. However, these must be submitted on the day that the learner returns to school.
  - 7.4 The learner will be allowed to do practical and oral assessments; the teacher together with the learner will organise a convenient day and time for such assessments.
8. Pre-arranged absence (paragraph 2.4)
- 8.1 The approval for such absences should be sought at least one (1) week prior to the date on which the absence is to occur.
  - 8.2 Any tests, assignments and work must be organised by the learner and the Deputy before the absence.
  - 8.3 Practical and oral assessments; the teacher together with the learner will organise a convenient day and time for such assessments.
9. Unexcused absence
- An unexcused absence from school or class is an absence:
- 9.1 where the parent has no knowledge.
  - 9.2 For which the parental note of explanation or doctor's certificate was not provided on the learner's first day of return to school following the absence.
  - 9.3 The learner will not be allowed to catch-up on missed tests and therefore a zero (0) will be awarded.
  - 9.4 Practical and oral assessments missed: the learner will forfeit the assessment and receive a zero (0) mark.
  - 9.5 Any assignments that were due must be handed in on the day or a zero (0) will be awarded.
  - 9.6 Any work missed will be solely the learner's responsibility.
10. Suspended learners
- 10.1 All work will be emailed. However, it is the learner's responsibility to do all homework and assignments.
  - 10.2 Tests scheduled during the suspension, will be organised with the learner and done during a detention session.
  - 10.3 Practical and oral assessments: the teacher together with the learner will organise a convenient day and time for such assessments.
11. Late for school
- 11.1 For every 5 days late, a learner receives a demerit.
  - 11.2 It is the learner's responsibility to organise and catch-up on any work missed.

11.3 Practical and oral assessments missed: the learner will forfeit the assessment and receive a zero (0) mark. However, if a valid reason is submitted by the parent, it will be reconsidered.

11.4 The learner will be allowed to take tests which were missed. These tests will take place during the first scheduled detention session where a teacher will be available to administer the test.

11.5 The learner will be allowed to submit any assignments which were due. However, these must be submitted on the day.

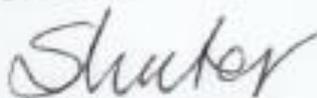
12. As this is an important document that affects learners, parents and the school, it is imperative that parent and his or her child signs the attached reply slip where the parent acknowledges that he or she has read the document thoroughly, understood the implications and explained such implications to his or her child.

It is important that this reply slip be returned to Ms Alves by the stipulated date.

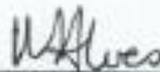
## IMPLEMENTATION AND REVIEW

This policy will be reviewed by the academic committee at the start of each year to ensure that it complies with the changing legislation.

Signatures:



Mrs Truter  
Executive Principal



Ms Alves  
HS Deputy Principal

DATE:

12.2.2020

DATE:

12/2/2020