



Loreto Primary School

Guidelines for Parents

2026

Creating Confidence, Generosity and Responsible Living



Catholic Institute of Education

PLEASE TAKE THE TIME TO READ THIS BOOKLET.

1. UNIFORM AND LUNCHES

Value: We take pride in ourselves and our school.

- 1.1 The Loreto School bag is compulsory and is to be used by all learners. It stores books well without causing damage.**
- 1.2 School uniform and PT uniform must be clearly marked.
Lost unmarked items cannot be traced to their rightful owners and will be sold at our second-hand uniform shop.
- 1.3 All uniform is to be worn correctly.
- 1.4 Shabby and 'out-grown' uniform must be replaced timeously, especially school shoes.
- 1.5 Girls may wear **small plain studs** or **sleepers**.
- 1.6 Hair or hair extensions may not be coloured or dyed.
- 1.7 Please ensure that your child has a healthy lunch box.

2. TEXTBOOKS AND HOMEWORK

Value: Books are precious

- 2.1 Please note that if a textbook or a library book is lost or damaged, the parent of the child responsible is liable for the **replacement cost** of the book.
- 2.2 A library bag must be brought to school in which to place library books.
- 2.3 Each child must have a homework diary. These diaries are to be monitored closely by the parent and the class teacher.

3. EXTRA-MURAL ACTIVITIES

Value: We honour our commitments.

- 3.1 Physical development of a child is crucial to his/her development and sense of well-being.
- 3.2 Please ensure that your child takes part in sport.
- 3.3 TRANSPORT is not an excuse for non-attendance. Please make the necessary arrangements to accommodate these activities.
- 3.4 Please ensure that if your child is a member of the School Choir, that he/she attends performances.

4A PUNCTUALITY AND ABSENTEEISM

Value: Respect and consideration.

- 4.1 Punctuality is a virtue. School begins promptly at 07:50 Grade R to 7.
- 4.2 Late-coming is a bad habit and does not cultivate a good work ethic.
- 4.3 Late-coming is inconsiderate to the admin staff and disruptive to the class.
- 4.4 Late-comers are recorded in a register and these children are punished accordingly.
- 4.5 Please ensure that you are not the reason for your child's late-coming.
- 4.6 Please ensure that if your child is absent from school, that a letter, explaining your child's absence, is handed to the class teacher. Please note that transport problems, travelling to the Eastern Cape, Family matters and a child being tired are not valid reasons.
- 4.7 Taking extra time off from school for long weekends, extending holiday periods is not permissible.

4B PROCEDURES FOR PARENTS TO FOLLOW

- 4.1 **NO** unscheduled appointments will be accommodated by teachers.
- 4.2 Please make an appointment with the class teacher if you or your child is experiencing a problem **before** bringing the matter to the attention of the principal and School Management Team.
- 4.3 The homework book should not be used to send concerns or complaints to the class teacher.
- 4.4 In the event of an emergency, please contact the secretary to arrange an appointment with the principal.
- 4.5.1 Your class WhatsApp Group is for the class teacher to share information. Please communicate with the teacher via letter, email or through the school's office.
- 4.5.2 Please note: Harmful messages on social media, including WhatsApp can lead to legal action.

5. CELL PHONE, SCREEN TIME AND BEDTIME

Value: Rules are honoured and obeyed.

- 5.1 In the best interest of the child the School Governing Body has banned learners from bringing cell phones to school or to any school event at school or away from school. **NO EXCEPTIONS WILL BE MADE.**
- 5.2 Cell phones of children who disobey this rule will be confiscated for a period of two weeks.
- 5.3 Please ensure that you are fully aware of the dangers your child may be exposed to on social media platforms.
- 5.4 Please ensure that you are fully aware of the legal implications to yourself should your child abuse social media platforms including gaming.

- 5.5. The School will not take responsibility for investigating or for taking action should learners be involved in inappropriate online activities which take place after school hours.
- 5.6 Please monitor your child's screen time.
- 5.7 Ensure that you child goes to bed at an age appropriate time, including weekends, to ensure a good night's rest.

6. DRIVING ONTO THE SCHOOL'S PREMISES AND SCHOOL EVENTS AFTER SCHOOL HOURS

Value: Children's well-being and safety are of the utmost importance/consideration.

- 6.1 Driving onto the school premises between 07:00 and 15:30 is strictly forbidden for safety reasons. Parents must not use the entrance to the school to reverse and turn, it's too dangerous. Please adhere to these rules even when it's raining.
- 6.2 Gordon's Bay Road is far too busy for any child to cross even though there is a pedestrian crossing. There is **NO** supervision on this road.
- 6.3 Parents must use Van der Merwe Street. A teacher, security guard and the scholar patrol are on duty each morning and afternoon. **Please note that an application has been made by the school to the Chief Traffic Engineer to make Van der Merwe Street a one-way street during certain periods of the week day.**
- 6.4 **DON'T PARK ON THE RED LINES OR IN FRONT OF THE SCHOOL ENTRANCE.**
- 6.5 **Please refrain from parking outside Fr Brandon's driveway (under the shady tree) and the entrance to Fr Brandon's garage. Besides being inconsiderate it causes frustration and annoyance.**
- 6.6 A minority of parents fail to fetch their children promptly after an event. This is both disrespectful and inconsiderate.

7. READ LETTERS / D6 COMMUNICATOR

Value: Responsibility

- 7.1 Please don't contact the school to ask for information that has been communicated through the D6 Communicator, termly newsletter and other letters sent home. This is very frustrating for our school secretary.
- 7.2 **Please inform the school's office of any changes to contact details especially cell phone numbers or if you need to register for the D6 communicator (new parents).**
- 7.3 Please indicate to your child that letters sent home must be handed over and not be left in exercise books at school! The higher grades are culprits.

8. KARRI APP / EFT PAYMENTS

Value: Keeping our School safe

- 8.1 Please use the Karri App for payments (e.g. Civvies Day, outings, Outreach, etc).
- 8.2 School Fees must please be paid either via Direct Deposit or EFT.

9. OUTREACH

Value: Compassion

During 2026 we have six Outreach programmes:

- 9.1 "Under His Wings" an Outreach situated in Sir Lowry's Pass Village. 400 children are given breakfast daily.

- 9.2 Animal Welfare Society (AWS) Gordon's Bay
- 9.3 Bottle tops and bread tags
- 9.4 Sleeping Bag Outreach
- 9.5 TH Project of Love – Reaching out to Cancer Warriors
- 9.6 Somerset West Family Shelter

Please donate to these, when requested, as generously as possible.

WORKING TOGETHER – courtesy of The Catholic Board of Education. Parents and Schools in Partnership

The partnership between parents and their school community is based on a spirituality of communion, which sits at the heart of every Catholic School

Parents at a Catholic School can expect that their child's school will:

- Offer a loving, faith-filled environment where each child deepens their experience of God.
- Be a place where each child can learn and feel safe.
- Treat every member of the school community with courtesy and respect.
- Provide timely and accurate information about their child's progress.
- Enable them to ask questions and speak to their child's teacher or member of the school leadership team at a mutually convenient time.
- Allow any concern or complaint to be heard and that ongoing relationships will continue respectfully.

Catholic Schools can expect that parents in their school community will:

- Model responsible and respectful behaviour within the school community in both the real and digital worlds.
- Treat every member of the school community with courtesy and respect.

- Listen, talk collaboratively, and share relevant information with teachers and school staff to understand and resolve any issues, misunderstandings and concerns.
- Respect the privacy of every member of the school community.
- Uphold the school rules and guidelines that are in place for the wellbeing and effective learning of pupils.
- Contribute to a safe school community where intimidation, bullying or harassment are not tolerated.
- Adhere to commitment made at the time of enrolment, including prompt payment of school fees.