

ESSENTIAL INFORMATION

School Gates And Entry

- All students (including high school) must enter and exit via the main gate on Marlow Road. All other gates will be locked.
- Parents, guardians and caregivers are welcome on the school property before 8am for drop-off and at the end of the school day for collection.
- Please do not enter classrooms during teaching hours. If you urgently need to see a teacher or member of the Admin Team, report to Reception first. For serious matters, we prefer that you schedule an appointment.
- The station gate is open from 7:30am to 8:10am, Mon & Thurs 3:20pm to 3:50pm, Tues 2:20pm to 2:55pm and Wed & Fri 2:25 to 2:50pm and 3:20pm to 3:30pm.

Parking And Traffic

To help ease congestion and be considerate to our neighbours, please note:

- NO PARKING on Marlow Road (drop and go only) or Sheerness Road (staff parking only)
- Please do not obstruct neighbours' driveways (even for just 3 minutes) or park on pavements
- One-way traffic flow: Rather than driving up Marlow Road from Gibson Road, approach the school gates by driving up Abingdon Road, along next to the railway line, then down Marlow Road

Collection Times

- For safety reasons, children must be collected no later than 15 minutes after the end of their school day (or extra-mural activity)
- If you cannot collect your Kindergarten or Primary School child within this time, please arrange for them to attend Aftercare (regular or ad hoc basis; charges apply)
- Aftercare collection: Use the Marlow Road entrance before 5pm; after 5pm, the Sheerness Road pedestrian gate may be used

Arrival Time

- Please ensure your child arrives at least 10 minutes before the start of school, so that Classes may begin on time.
- School times can be found on the school website.

Daily Essentials

Absences

If your child is absent or needs to leave early, please notify us by 8:30am on the morning of absence:

- Email: info@michaeloak.org.za
- WhatsApp: 068 840 9186.
- Phone: 021 797 9728

Please do this every day of absence, not only on the first day. The absent list will be shared with class teachers/guardians, therapists, aftercare, tuck shop and the sports coordinator.

Tuck Shop

The Tuck Shop will be open from Tuesday. The menu will be sent in a separate email and food can be bought onsite as well as pre-ordered with Carmen's Catering jyoung746@gmail.com or 076 619 8435.

Lost Property

- This is stored in a dedicated cupboard in the Aftercare room (Primary School)
- You can ask Faiza or Tracy at Reception for access
- Items will be displayed periodically on tables in the Primary School foyer
- Important: At the end of each term, uncollected items will be donated to a suitable organisation
- Please mark all clothing, water bottles, etc. with your child's full name – we will make every effort to return marked items to the correct class

Keeping Your Details Current

Have you moved recently or changed your mobile number? Please help us stay in touch by sending updated information to reception@michaeloak.org.za

Sports And Extramurals

Start Date: Monday 26 January

Schedule and booking form: Will be sent in a separate email

Key Points

- One sport is COMPULSORY for all Primary and High School students
- We encourage participation in multiple activities
- Activities include team sports, individual challenges and options for less sporty children

Trial Week

The first week is a trial period. Your child may try various activities and then continue with those they enjoy most.

Important: After the trial week, please ensure your child's registration is correct:

- Register only for activities they will actually do
- De-register from those they tried but decided against

This helps us ensure accurate invoicing for additional sports.

Programme Timing

- Begins: Second week of term
- Ends: Week before the last week of term
- Registration required at the start of every term (the programme changes slightly each term)

Matches And Tournaments

The Sports & Extramural Coordinator will share information about inter-school matches and tournaments directly with participating families via email or WhatsApp.

Meetings, Festivals And Special Events

Our School Calendar is available on the website:
<https://www.michaeloak.org.za/school-calendar/>

Forthcoming events are also highlighted at the beginning of each Leaflet (our weekly newsletter).

Parent Evenings

Held three or four times a year per class. We strongly encourage one person from each family to attend each meeting. These gatherings are important opportunities for:

- Teachers to share what is happening in the academic and social life of the class
- Discussion of important topics
- Planning for upcoming activities, including class camps

If you cannot attend, please check with another parent afterwards for relevant information. Formal

minutes are not taken.

Class Camps

This year, parents and teachers will work together to plan class camps. The cost is no longer included in sundry fees. We hope that together you will find innovative ways to keep costs as low as possible. Camp Dates can be found on the school calendar on our website.

Festivals

We celebrate the end of every term with a festival (Kindergarten and Primary School) or special assembly/activity (High School). Kindergarten and Primary School parents are invited to most festivals.

Logistical details will be sent at least one week in advance.

IMPORTANT: NO MOBILE PHONES OR CAMERAS AT FESTIVALS

This ensures the reverent quality of these events. School photographers will share images on social

media and in the Leaflet.

Festival Calendar:

- Term 1: Harvest Festival (parents not invited)
- Term 2: St John's Festival (evening)
- Term 3: Michaelmas Festival (daytime)
- Term 4: Star Tree Festival (evening)

High School: Parents may be invited to certain special assemblies; invitations will be issued.

Additional Services And Support

Music Lessons and Therapies

Children signed up for piano lessons or individual sessions with our therapists, school counsellor or remedial support teacher are taken out of class at assigned times.

Speech, Hearing and Vision Screenings - The school organises annual screenings for Kindergarten and Primary School children. These are mandatory for some classes. Information including dates, registration forms and costs will be provided by school administration in advance.

Aftercare

Available every day after school:

- Kindergarten: until 15:15
- Primary School: until 17:30

For detailed information including pricing and registration, see our Fee Sheet or visit the school website.

Holiday Programme

During school holidays, the school endeavours to organise various activities (sports, movement and arts) for Primary School children at your own cost. This is not a school service but an initiative done in collaboration with the Sport & Extramural Coordinator, who sources available coaches and teachers. Activities vary from term to term. Information is shared in the Leaflet a few weeks before the end of each term.

Admin And Support Contact Details

Reception Hours: 07:30 to 15:30 each day

Other Admin staff are generally available during these times but also have scheduled or ad hoc meetings and occasionally need to attend events or meetings off site. It is therefore best to make an appointment.

School Landline: 021 797 9728

Who To Contact

Faiza & Tracy | reception@michaeloak.org.za | assistant@michaeloak.org.za

Stationery, caps, t-shirts, first aid, general information about Primary School and Kindergarten, renting school venues.

Claire | cwalter@michaeloak.org.za

High School general information and events.

Lester | Ischarnick@michaeloak.org.za

Registered Principal and Compliance Coordinator.

Natheema | enrolment@michaeloak.org.za

Enrolments, the Fair, the Big Walk.

Kyle & Ginny | marketing@michaeloak.org.za

Social media, marketing, website, The Leaflet.

Juanita | bursar@michaeloak.org.za

Bursar, general finances, account payments, all school fees, fee assistance.

Beulah | schoolcoordinator@michaeloak.org.za

Maintenance, Trustees, health and safety, governance, communication.

Thank you for taking the time to read through this information. We hope you have found it useful and would welcome your feedback and suggestions to schoolcoordinator@michaeloak.org.za.