



Stanford Lake College

25 November 2009

Dear Parents

I would like to take this opportunity to welcome all new families to the Stanford Lake College community. I am sure that your association with us will be a long and happy one. By now you have had the time to prepare yourselves for the New Year and you probably have one or two questions that are unanswered. I hope to cover all the uncertainties and questions that you might have in this letter. It is quite a lengthy document so please take the time to consider all the information carefully. I would also like to welcome back existing families and look forward to a challenging and exciting year.

WHEN TO ARRIVE AND WHAT TO WEAR

We would like all new pupils and their parents (and brothers and sisters, older or younger) to join us for a welcome tea in the dining room on **Tuesday, 12 January at 10h00**. **Please note that ALL pupils are required to arrive in FORMAL school uniform.**

The Boarding Houses will be open from 10h45, and you are requested to first register your child and collect an admittance slip from the front office (for details see below under Registration & Payment).

Thereafter, new parents will have the opportunity to meet the staff members who will be working with our Grade 8 and 9 pupils and to meet our Matric group who will be caring for the Grade 8s in the first few weeks of school.

Tuesday, 12 January

- 10h00 - New Pupil and Parent tea**
- 10h15 - Headmaster's Welcome Address**
- 10h45 - Checking into Boarding Houses**
- 12h30 - Picnic at the Lake for Grade 8s and Grade 12s**
- 14h00 - Grade 8 orientation with Grade 12 mentors**
- 15h00 - Day scholars may leave.**

GROWING TOGETHER FOR LIFE

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Stanford Lake College

BOARDING HOUSE SIGNING IN & OUT PROCEDURES

It is essential that parents of boarders, and especially our new parents, make some time available to meet briefly with the Senior House Parents, during the course of the day. Make sure that you have checked the attached list of boarding requirements and that your child has all the items that are needed.

Please make sure that you are familiar with the weekend signing out procedure, and have completed the necessary documentation before you leave.

Boarders signed out during the week must report back to the duty teacher by 18h30, unless prior arrangements have been made. Parents **MUST** send a written request a day in advance if a boarder is to be signed out during the week. Boarders may only be signed out during the week to go to their own homes.

The weekend meals register and signing out file **MUST** be completed by Thursday night before 20h15. For those going out for the weekend, arrangements must be recorded in the signing out book. Boarders may only be signed in and out by parents or persons designated in writing by you **at least 24 hours before the end of school on Friday. NO EXCEPTIONS!** No boarder may be signed out for only one night during a weekend.

Formal signing out on Fridays will be conducted between 13h30 and 15h00 at the staff room, thereafter at the residence of the duty teacher. Boarders involved with sporting and cultural fixtures and leaving for home from a venue other than the College, must be signed out by the teacher responsible or the duty teacher. No boarder may be signed out after 19h00 unless pre-arranged with the duty teacher.

Students need **NOT** be signed in on a Monday morning, but at **any other time** signing in is essential. On a Sunday evening please sign in before **19h00**.

Monday and Friday are formal days, all students MUST arrive on a Monday and leave on a Friday wearing full formal uniform.

All students must arrive and depart at the start and end of each term in formal school uniform.

* Please note that at the start of a new term, your child will be required to present the payment confirmation (for the term) receipt to gain admittance to the Boarding House. These structures are very important. Please follow them precisely to avoid confusion.

WEEKEND MEALS

The Boarding fees have, in the past, been calculated on the cost of weekly boarding as the numbers staying in on weekends has been relatively low. The Board of Directors has agreed, in principle, to charge a meals' levy for those staying in on weekends. This will be set at cost to the College only.

UNIFORM SHOP

The uniform shop will be open by appointment only, until Friday, 4 December 2009 and again from Tuesday, 5 January to Friday, 8 January 2010. Please phone Mrs. Wendy Willson to book your appointment to purchase uniforms if you have not done so yet. Please note that the uniform shop will **NOT BE OPEN on 11, 12 or 13 January 2010**. Thereafter, during term time, the uniform shop is open at **lunch time** every Monday. New students' uniforms are sold COD and you will be required to pay on the day of purchase. Thereafter, any uniform purchases made by students have to be

supported by written consent from a parent and paid in full when the invoice is received. Please note that every article of clothing MUST be marked with a **sewn on** name tag and not a marking pen.

STATIONERY REQUIREMENTS

We ask that pupils arrive with the required stationery and ask you to consult the list attached to ensure that your child has all the necessary items.

INFORMATION BOOK

The Pupil Handbook, which contains more detailed information, will be made available to you very early in the first term in 2010.

TERM DATES

The dates below indicate the terms, holidays and mid-term breaks. A detailed school events calendar for 2010 will be forwarded to you shortly. Please take note that dates may change due to bad weather but you will be informed by text messages via cell phone.

TERM 1: **Wednesday, 13 January to end of school on Friday, 26 March**

(ALL boarders must be back in residence by 18h00 on Tuesday, 12 January)

Half Term Break: End of school 13h30 Thursday, 18 February to 07h30 on Wednesday, 24 February.

TERM 2: **Tuesday, 13 April to end of school Wednesday, 9 June**

(Boarders return Monday, 12 April between 15h00 - 18h00)

There will be no Half Term.

Monday, 27 April is a compulsory school day.

Please take note that NO PUPIL will be allowed to leave earlier than normal closing time on Wednesday, 9 June 2010.

TERM 3: **Tuesday, 13 July to Thursday, 23 September 2010**

(Boarders return Monday, 12 July between 15h00 and 18h00)

Half Term: End of school 13h30 on Friday, 20 August to 07h30 on Tuesday, 24 August 2010

TERM 4: **Tuesday, 5 October to Friday, 26 November 2010**

(Boarders return Monday, 4 October between 15h00 and 18h00)

Half Term: 12h00 (after Valediction) on Thursday, 21 October to 07h30 on Monday, 25 October 2010

PLEASE DO NOT REQUEST EARLIER DEPARTURES.

MATRIC MENTOR SYSTEM

At Stanford Lake College we run a mentor programme whereby each Grade 12 pupil is allocated one or two Grade 8 pupils for whom he or she is responsible. Special care is taken to make sure that all Grade 8s are looked after and that they have someone to turn to whenever they have a problem. Your child will meet his or her mentor on Tuesday, 12 January. Following the welcome lunch, their mentors will keep the Grade 8s busy with orientation activities.

REGISTRATION AND PAYMENT 2010

To provide greater efficiency in starting the new academic year and in order not to affect the first day of schooling, registration will take place for ALL pupils on Tuesday, 12 January 2010 from 11h00. Charges for sundry items such as extra uniform items, educational tours, textbooks, etc. will be levied as they occur and are payable on receipt of the monthly statement.

PLEASE TAKE NOTE:

This registration is for new students as well as returning students (both day scholars and boarders).

Fees are payable quarterly, in full, at the beginning of each term for all students (day scholars & boarders). Fees for the first quarter of 2010 must be paid before Tuesday, 12 January 2010. A clearance form will be handed to the pupil once all relevant documentation and payments have been processed. **Entry to the boarding houses and schooling will only be permitted on presentation of this clearance form.** If you have paid before the start of the term, please bring along proof of this payment (or **fax to 015 276 6111/4** beforehand) to allow us to process your clearance form without delay.

There are three payment options:

1. Payment in full for the year, at the beginning of the year, will entitle you to a discount of 5%. Please note that any other costs need to be paid in the month they occurred.
2. Payment in full at the beginning of the term for the current term. Please note that any other costs need to be paid in the month they occurred.
3. Payment by debit order over 10 months, starting in January and ending October. Debit orders are arranged through the Finance Office and the forms are available from Mrs. Alta Bradfield. Please note that any additional costs need to be paid in the month they occurred or your debit order amount will be adjusted to include the costs. If your debit order is returned unpaid, the fees for the full term become due and payable immediately.

**PLEASE ALWAYS USE YOUR CHILD'S NAME AND SURNAME AS A REFERENCE
ON ANY ELECTRONIC PAYMENT OR BANK DEPOSIT SLIPS.**

HATCHERY WEEKEND - GRADE 8s AND MATRICS ONLY (15 to 17 JANUARY 2010)

Not to be confused with the Grade 8 Camp!

Our orientation weekend for the new Grade 8 pupils will take place from Friday, 15 January to Sunday, 17 January. All new Grade 8 pupils (boarders and day scholars) must attend this and accommodation will be made available at the dad (dream an' do) Centre. The Grade 12 pupils have drawn up a programme of activities for the new pupils and this will be implemented under the supervision of staff members. **There is no initiation at the College.** Please see the letter included for requirements.

GETTING TO KNOW YOU ALL!!!

We have a number of functions planned over two days on Wednesday, 17 and Thursday, 18 February in order to make you feel a part of the Stanford Lake family. Please make a special effort to attend.

Date: Wednesday, 17 February 2010

Venue: Barnyard Theatre

Hatchery Concert at 18h00

We suggest that parents who travel from far away spend the night at one of our many local Bed & Breakfasts and join us again the following day.

Date: Thursday, 18 February 2010

Venue: Barnyard Theatre

Induction Ceremony at 11:00 (for new pupils and Matric office bearers)

Please make a special note:

There will also be a Parents Association AGM at 10h00.

CLOSED WEEKENDS

At the moment, other than the very first weekend, there is only one planned closed weekend, Saturday, 13 and Sunday, 14 February 2010. However, it may be necessary later to designate one or two functions as compulsory school functions and these may take place over a weekend. You will be advised later if necessary.

Please note that mid-year and year-end examinations might include some written on Saturdays. Please check the calendar carefully.

SCHOOL FEES

	Annual	Term	Ad hoc
Annual tuition fees-paid in advance each term	R45 150	R11 287.50	
Weekly boarding fees- paid in advance each term	R39 162	R9 790.50	
Weekend boarding fees – calculated per weekend			R100
Debenture rental per annum	R6,000	R1,500	
Capital Development Levy per term	R2 400	R600	
Stationery charge per term		R90	

Please see separate page for Bank details

dad (dream an' do) PROGRAMME

We believe we have a responsibility to all our stakeholders to produce young adults who can thrive in a rapidly changing social, economic and political environment. The dad programme has been developed to answer these needs.

This programme is based on three complementary disciplines:

- Design and technology
- Entrepreneurial skills
- Outdoor Adventure

The design and technology programme promotes lateral thinking by developing problem-solving abilities in the formative years of secondary education. This gives the pupils the opportunity to acquire valuable skills that have direct relevance in the current job market. However, it is not sufficient to limit the skills to those of a practical problem-solving nature. Pupils need to be able to exploit their abilities and this is where the entrepreneurial component provides them with the know-how to do just this.

Skills alone are insufficient to guarantee success. In order to succeed in tomorrow's world, pupils will have to learn to take risks and to manage such risk taking. The adventure/outdoor component of the programme exposes pupils to risk taking in all manner of guises. Pupils are encouraged to develop their ability to take risks, communicate effectively and develop solid friendships. This programme complements the high standard of education that Stanford Lake College offers its pupils.

Should you have any queries, please do not hesitate to contact Mrs. Gerda Snyman at the College.

Once again, I would like to extend a warm welcome to you and look forward to seeing you on Tuesday, 12 January 2010.

Yours sincerely



Johann Ueckermann
HEADMASTER