



2024

WHAT EVERY PARENT MUST KNOW

WHEN HE/SHE HAS A CHILD ENROLLED @ ROOTS GYMNASIUM

It is important that all parents receive and read all the correspondence from the school in order to be sufficiently informed about the current undertakings at the school.

1. COMMUNICATION WITH PARENTS

It is often difficult for the school to convey specific information to parents. We will use the following methods to communicate information to parents:

1.1 D6

Our main platform for communication is through our school administrative program (D6). It is an expectation that every parent / guardian downloads the D6 App on their phone. All official communication and documentation will be shared via D6.

1.2 Weekly newsletter

This newsletter is compiled during the week and published on D6, the school's WhatsApp group and the school's Facebook page, on Fridays. Please ensure that you read these newsletters as this is the way in which we communicate with you on a regular basis to relay information that we regard as important.

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1.3 WhatsApp groups

Roots Gymnasium uses multiple WhatsApp groups to communicate. Parents should ensure that they are on their child's class WhatsApp group, which is created to ensure that communication flows from the class teacher to all parents. Parents should also ensure that they are on the *Roots Gymnasium Inlighting* group.

The school acknowledges this as an effective form of communication but cannot accept any responsibility for the content of discussions and opinions reflected on such groups. The sole purpose of such groups should be to share school-related information. No adds, videos or other irrelevant information should be shared here. The same consideration should be given in trying to avoid sending emojis after messages and sharing information at an appropriate time of day. Avoid getting involved in negative discussions and comments regarding homework, teachers, etc.

1.4 Roots Gymnasium Facebook- and Instagram page

The aim of our Facebook- and Instagram pages are to update our school community on important events, results and other information. This is also the platform where we communicate achievements of learners and our school. Please *Like* the Facebook page and follow our Instagram page, to ensure that you receive this information. Send photos and summarized info of such achievements to Ms. Nerine Blankenstjin (marketing@rootsgymnasium.school)

1.5 School Website

Coming soon!

2. COMMUNICATION WITH SCHOOL

Communication with our parents is a high priority, as this ensures effective relations with our valued clients: our parents and learners. Should you need or wish to communicate with the school management, you can do so using the information / contact details, below. E-mail correspondence is preferred. That way we have the information in writing, and can respond accordingly:

Name	Surname	Position	Cell Number	E-Mail address
Annelie	Liebenberg	Primary Principal	081 287 4422	annelie.l@rootsgymnasium.school
Jandre	Van Wyk	Head of Boarding & Director of Sport	081 424 0732	jandre.v@rootsgymnasium.school
Johan	Meyer	Secondary Principal	081 431 0075	johan.m@rootsgymnasium.school
Carina	Joubert	Operations Manager	081 280 2497	carina.j@rootsgymnasium.school
Marsan	Cohen	Financial Manager	081 357 0166	accounts@rootsgymnasium.school

Parents are always encouraged to sort out any concerns directly with the teacher, but when a particular problem perseveres, contact the principal to receive effective service. In written communication the name, surname, grade, and class must be mentioned with details about the matter at hand. In case of sport, please sort concerns out directly with the relevant sport coach, and then with the director of sport, then with the principal.

3. OFFICIAL SCHOOL TIMES

Pre-primary: 08:00 – 12:00
 Gr 1-2: 07:45 – 12:20
 Gr 3: 07:45 – 13:00
 Gr 4 - 11: 07:45 – 14:30

On Fridays the school closes at 13:00 for all grades.

4. BUS SERVICE

We offer a bus transport service (at an additional cost, as indicated on our Fees) from Mariental to school in the mornings and back home in the afternoons:

The bus will depart from The Padstal @ 07:00 in the mornings and pick up learners @ the crossroad @ 07:10. There will be 2 return times: 13:00 and 17:00, to accommodate the young learners and learners who do not participate in afternoon activities for that day @ 13:00 and the 17:00 bus is for learners who join afternoon activities or stay for extra classes after school.

Should you wish to make use of the bus service, kindly complete a Bus Service Application form, which can be obtained from our Main Reception.

5. SCHOOL FEES

School fees can be paid annually (i.e. at the start of a year, before 31 January) for a 5% discount on annual fees. The monthly school fee for the full year will be charged on your account in January.

Monthly school fees are payable **in advance**. Fees for a particular month must be paid before the **5th day** of every month.

We prefer school fees to be paid by Electronic Fund Transfer or Debit Order. As far as possible, parents are requested to **refrain from paying** fees in cash, as we prefer not to keep cash on the school premises.

There is a registration fee payable annually from grade 1 – 12 (once-off for pre-primary students)

Payments can be made from Monday – Thursday between 08:00 and 17:00, and Fridays between 08:00 and 13:00.

Parents, who pay via debit order, must check that their debit order goes through on their bank statements every month. If not, please contact the Accounts Office to correct the situation. When making EFT payments, please ensure that the description is your child's full name that appear on our bank statement.

All outstanding accounts will be e-mailed at the end of every month. Should there be any mistakes on the account, please notify the Accounts Office as soon as possible, to correct the mistakes.

In case of a withdrawal, at least **one month's written notice** must be given to the school, preferably via e-mail, otherwise a parent will be billed for school fees until one month from the date of receipt of written notification.

NB: Any student who is withdrawn from school from 1 October onward (near the end of the academic year), is liable for the full academic year's (12 months) school fees.

If you do not receive your statement via e-mail, please send an e-mail to the Office Manager to correct your e-mail on the system and ensure that you receive all statements.

Queries regarding school fees should **NOT be discussed with the teachers or the principal** - they will not be able to assist with this matter - it must only be done at the Accounts Office.

6. SCHOOL CLOTHES

All school wear will be sold at school.

7. LEARNER ACHIEVEMENTS

Every week during assembly, we want to give recognition for our learners' achievements for any activities: sport or cultural, school, or non-school activities. Parents must please send any information (via e-mail or written letter), medals or trophies to the principal before 07:30 on the morning of the assembly. Please ensure that the information is as complete as possible, providing the date, time and the nature of the event as well as complete details of the achievement, otherwise it is difficult to give proper recognition to your child for his/her achievements. Please also refer to point 1.4 regarding Facebook.

When a learner obtains Namibian colours for a specific sport, parents must please ensure that the governing body of the particular sports code provides the necessary confirmation to the school for us to recognise it and award honorary colours to high school learners and special recognition to primary school learners.

8. SCHOOL ATTENDANCE

It is of utmost importance that every learner attends school every day and every single lesson period. In instances where a learner must represent Namibia and that learner will be absent from school, the school **MUST** be informed on a letterhead of the sports union/institution in writing to enable the school to administer the procedures that were established to the benefit of the learner. Subsequently, we have a system in place that a learner receives all the classwork and homework which was done during his/her absence.

In the case of any other absence - sickness, accidents, funerals, etc. - such absence must be reported to the Office Manager before 08:00 on that specific day. Parents are urged to make dentist etc. appointments during the afternoons as far as possible.

Learners who are absent from a test or examination must provide a doctor's certificate. Failing to do so will result in a zero mark for the test or examination component.

If a primary school learner arrives late at school, parents are urged to accompany the learner to class, as they tend to be very nervous when their day starts badly.

9. CULTURAL EVENTS

It is our vision that learners must actively take part in cultural activities. For this reason, our school offers a wide range of cultural activities to all learners to participate in. We appeal to all parents to continuously encourage your children to participate and support them when they do sign up.

10. SPORT & EXTRA-MURAL ACTIVITIES

An analysis of sport and extra-mural activities presented by the school will be placed on the website and will be available at the Office Manager. This analysis contains the information of coaches, venues, practice times and costs where applicable.

We encourage all our learners to **participate in at least one winter and one summer sports code** in a calendar year. It is of utmost importance that a learner who enters for a specific sports code remains committed for the entire season.

A **Sport Planner** indicating all sports practices, games and events will be distributed by team managers at the start of a sport season. Unfortunately, especially on the terrain of sport, there are often last-minute changes to practices

or matches. The Office Manager will always strive to bring this to your attention ASAP, via WhatsApp or the School Communicator.

11. CELLPHONES AND ELECTRONIC DEVICES

No cell phones or other electronic devices (except calculators and iPads for grade 8 and above) may be used on the school premises. The cell phones must be switched off during school hours, including break time, and may not be visible during these times. Cell phones have proved to be an evil at school; therefore, we prefer that learners do not bring them to school. If a learner brings his/her cell phone to school, it is at his/her own risk, and the school takes no responsibility for it at all.

Parents MUST regularly (at least once a week) inspect their child's cell phone and to see how it is used and what is stored on it.

NB: HIGH SCHOOL STUDENTS ARE EXPECTED TO PURCHASE AND USE AN IPAD.

These devices can be purchased from an Apple Authorised Reseller (Nanodog & iStore), which also have packages for payment over an extended period through a local bank. MTC also offers payment plans. Please note that other tablets and / or devices cannot be used, as it is not compatible with our school system.

All recent iPad models will be sufficient, although we do suggest storage size of 64GB upwards to ensure enough space for documents is available for a few years. Cellular models are not needed for use at school. A new 64GB iPad 9 with WiFi costs around N\$ 7,590.00.

12. CODE OF HONOUR

Roots Gymnasium learners realize their privilege to attend one of the best schools in Namibia. Learners are responsible in their conduct, and polite and respectful towards fellow learners and all authorities. Learners are loyal towards Roots Gymnasium, and always act as worthy ambassadors of the school.

A uniform value system, supported and maintained by everyone in the school community, is a requirement for success, achievement, and a happy school community.

We strive to always follow our Code of Honour:

LOVE, RESPECT, JOY, INTEGRITY, PRIDE, TRUTHFULNESS and POSITIVITY

LOVE AND RESPECT:

- for all God's creations
- for ourselves and our bodies
- for fellow learners
- for teachers
- for our parents
- for people from all walks of life.

An important aspect of the character of Roots Gymnasium is that we stand together and do things to the benefit as well as the strengthening of the school community. We do not act out of self-centredness and for our own benefit. We are part of the Roots Gymnasium family who treat one another with the love and respect of a family. That is the greatest lesson that Jesus taught us: to love one another, to not be selfish.

Because we love our school, we are always LOYAL towards it; therefore, we protect the school's name in every situation.

We do not involve ourselves in the mockery or bullying of other learners, but we appreciate every person as a creation of God.

As part of the respect for ourselves, we are committed to take care of ourselves, our health and our well-being. We participate enthusiastically in sport, physical education and finishing classes in order to care for our bodies.

Our respect for others is shown by adhering to rules and regulations and their requests, as well as our commitment to display impeccable manners, good behaviour, and politeness towards others.

We are never arrogant or consider ourselves superior to other people.

We are committed to reach out to the community to help enrich the lives of people less privileged than ourselves and to care for animals and nature.

JOY & ENJOYMENT OF LIFE:

We always strive to have fun together when working and learning as well as when participating in sports. We enjoy every day and appreciate it as a gift from God.

INTEGRITY:

We always live with integrity, display a good character and make good choices, even when we know no one is watching. Living with integrity, requires from me to be honest at all times, to acknowledge mistakes I made and rectify them.

PRIDE:

We are proud of:

OURSELVES, therefore:

- we keep ourselves, our hair, nails, and uniforms neat.
- we keep our schoolbooks neat and tidy by covering each book as prescribed by the teacher, not writing in textbooks, and not tearing out any pages.

OUR TEACHERS, therefore:

- we respect them, keep quiet in their classes, and obey their instructions.

OUR UNIFORMS, therefore:

- we adhere to the school rules and keep our uniforms neat.

OUR SCHOOL AND SPORTS FACILITIES, therefore:

- we accept co-responsibility for the neatness of classrooms, all school facilities and the school grounds;
- we do not write on desks or walls;
- we do not damage school property in any way, but rather protect it from being damaged;
- we always keep toilet facilities clean and tidy, and always leave it in the same condition that we wish to find them; and
- we report any maintenance problems to reception, for it to be noticed and rectified.

TRUTHFULNESS:

Our word is our honour. We can always be always trusted and are honest, even after we have made a mistake.

A POSITIVE ATTITUDE AND UTILIZING OPPORTUNITIES:

- We make the most of every situation.
- We always remain positive and allow that to make us grow as individuals and enrich our lives.
- We concentrate on the solution instead of the problem.
- We participate enthusiastically in the academic classes, as well as other activities offered by the school, and utilize these opportunities to enrich ourselves.
- We dream big and follow our dreams.
- We believe in ourselves and our own abilities.
- We increase our abilities and stretch our limitations.
- We are motivated to excel and reach new boundaries.

At Roots Gymnasium we firmly believe in TEAM EFFORT. Teachers, parents, and learners must cooperate as a team to ensure an optimal educational experience for our learners, where their potential can be explored to the maximum and they can ENJOY school. To achieve this, every team member must take responsibility for his/her role to achieve these goals.

Regards,



Colette Rieckert
Managing Director