



YELLOWWOODS PREPARATORY SCHOOL

QUALITY EDUCATION BASED ON CHRISTIAN PRINCIPLES

Dear Parents

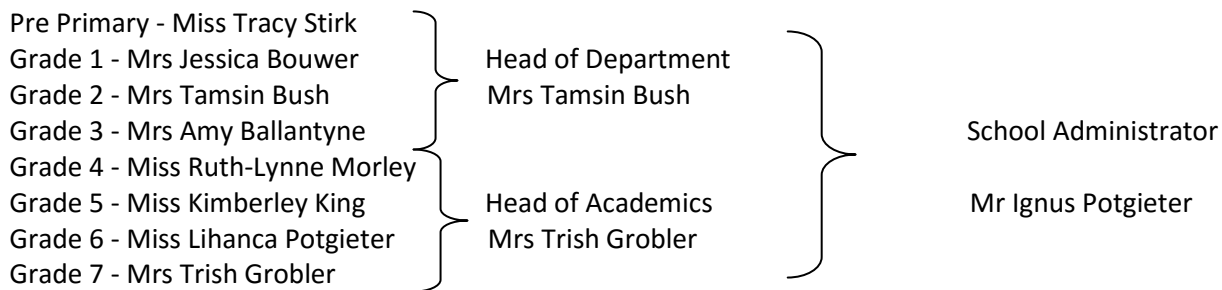
IN ORDER TO ACHIEVE CLOSE AND HAPPY RELATIONSHIPS BETWEEN CHILDREN, TEACHERS AND PARENTS, PLEASE TAKE A MOMENT TO READ OUR SCHOOL GRIEVANCE PROCEDURE.

At Yellowwoods School, the operational function of the School is vested in our School Administrator. Therefore, the Administrator is the ultimate authority for all operational issues. To aid in this task, the school has a management committee which meets every Monday and consists of the Administrator, the Academic Heads of the Junior and the Senior Primary Departments as well as the Bursar. The Academics of the School is run by a committee comprising of the Head of Academics and the Head of the Jnr Primary Department. The School Administrator of Yellowwoods is directly responsible to the Council and duly authorised to bring any matters arising to their attention. The Administrator is also in charge of all discipline matters and contacts parents when necessary.

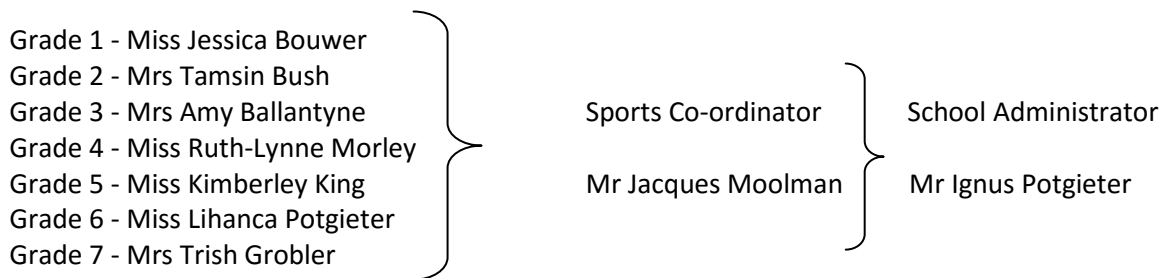
WE THEREFORE ENCOURAGE PARENTS TO KEEP THE LINES OF COMMUNICATION OPEN BETWEEN THE SCHOOL AND THEMSELVES, AS WELL AS TO KINDLY FOLLOW THE CORRECT PROCEDURE AS STIPULATED BELOW.

MATTERS OF CONCERN

With regard to any and all academic matters of concern, parents are encouraged to first contact the class teacher. If they feel that their concern has not been adequately dealt with, they are then to contact the Head of that Department, and lastly the School Administrator. It is imperative that you communicate with your child's class teacher in the event of any problems. Parents are encouraged to use their child's homework diaries for short notes to the teacher or via e-mail should the need arise.



Queries regarding sport may be directed to the Coach or Class teacher first, then the Head of Sport and lastly the School Administrator.



The School Administrator is in charge of the daily running of the school discipline and may be contacted directly with any issues pertaining to discipline.

In all instances, parents are asked to please make contact telephonically with the relevant teachers/coaches through the school office on either 046 6840708 or 071 244 4924. Alternatively, please find a list of staff e-mail addresses on the next page.

We would like to thank all of our parents for their continual support and encourage them to take a more active role in School functions and fundraisers. As the old African Proverb goes, **"It takes a village to raise a child"** and it is only with your continual support that we can provide the necessary infrastructure to take Yellowwoods forward into a better and brighter future.

Mr Ignus Potgieter
School Administrator

Yellowwoods Staff Contact Details

	Name	Contact Numbers
1	Aliber, Hiltrud Art	073 217 9524 healiber@gmail.com
2	Ballantyne, Amy Grade 3	078 019 0540 ballantynesafaris@intekom.co.za
3	Bouwer, Jessica Grade 1	046 684 1161/083 735 1827 adje@r63.co.za
4	Bush, Tamsin Grade 2	084 684 0261 tamsin@molweni.com
5	Grobler, Trish Grade 7 & Acting Head	076 389 8260 triciayellowwoods@gmail.com
6	King, Kimberley Grade 5	072 646 9496 kimking.king@gmail.com
7	Mildenhall, Natalie Pre Primary	072 225 1346 bathfarm@procomp.co.za
8	Moolman, Jacques Sports Co ordinator and Grounds	084 381 9408 jmoolman77@gmail.com
9	Morgan, Kate Gross Motor & Occupational Therapy	081 024 7542 whytebank@bosberg.co.za
10	Morley, Ruth Lynne Grade 4	084 842 5293 ruthlynn@gmail.com
11	Painter, Sam Bursar	082 082 4269 sampaainter123@gmail.com
12	Potgieter, Ignus School Administrator	082 376 5493 ywhead@procomp.co.za
13	Potgieter, Lihanca Grade 6	072 507 4887 lincapotgieter@gmail.com
14	Rayner, Jean Hostel	046 684 0770 071 244 4924
15	Trompeter, Robin Grade 000 Assistant	072 548 4080
16	Schenk, Tanya Secretary/Admin	0842811567 ywadmin@procomp.co.za
17	Stirk Tracy Grade R	072 2285 628 tracy_stirk@yahoo.com
18	Wessels, Lauren Pre Primary and Computers	078 883 6020 wesselscaitlin1@gmail.com