



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 Principal. Therefore, the Principal is the ultimate authority for all operational issues. To aid in this task, the school has a management committee which meets every week and consists of the Principal and Finance Chairman. The Academics of the School is run by a committee comprising of the teachers of the Junior and Senior Primary Academic Departments and the Principal. The Principal of Yellowwoods is directly responsible to the Council and duly authorised to bring any matters arising to their attention. The Principal 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 Principal. 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.

Nursery Class – Mrs Vanessa Brown
Pre Primary – Mrs Kate Morgan
Grade R & 1 – Mrs Jessica Boucher
Grade 2 & 3 – Mrs Julie Sparks
Grade 4 & 5 – Mrs Estie Schneider
Grade 6 & 7 – Mr Dan Boshoff

Principal: Mrs Julie Sparks

Queries regarding sport may also be directed to the Class teacher first, then the Principal.

Grade R & 1 – Mrs Jessica Boucher
Grade 2 & 3 – Mrs Julie Sparks
Grade 4 & 5 – Mrs Estie Schneider
Grade 6 & 7 – Mr Dan Boshoff

Principal: Mrs Julie Sparks

The Principal 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 through the school office on 046 6840708. 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.

Mrs Julie Sparks
Headmistress

Yellowwoods Staff Details - 2022 2nd Term

Name		Contact Numbers	Address
Academic Staff			
1	Aliber, Hiltrud Art & 6 - 7	073 217 9524 healiber@gmail.com	P.O.Box 31, University of Fort Hare, Alice, 5701
2	Boshoff, Dan Grade 6, 7 & Hostel	071 017 5276 d.boshoffza@gmail.com	C/O Yellowwoods School
4	Bouwer, Jessica Grade R & 1	083 735 1827 jssbouwer@gmail.com	37 Market Street ADELAIDE, 5760
5	Brown, Vanessa Nursery Class	071 891 2225 vanessa.leslie2@gmail.com	Adelaide, 5760
6	Mjobo, Nobuntu iSiXhosa & Chr	073 540 3847 nobuntumjobo69@gmail.com	Adelaide, 5760
7	Morgan, Kate Grade 000 and 00	081 024 7542 whytebank@bosberg.co.za	Glendenning Farm, Adelaide
8	Schneider, Estie Grade 4 & 5	079 621 9384 schneiderestie@gmail.com	Adelaide, 5760
9	Sparks, Julie Principal, Grade 2 & 3	083 448 0236 ywhead@procomp.co.za	Bushkloof Farm Fort Beaufort, 5720
10	Taho, Laboni Intern & Class Assistant	078 989 9683 nomboniselo@gmail.com	Adelaide, 5760
11	Tesnar, Wendy Music & Class Assistant	083 703 5182 wendint@gmail.com	Adelaide, 5760
12	Thomas, Kirstin Equestrian Instructor & Class	079 278 8928 kirstinthomas8@gmail.com	C/O Yellowwoods School
Administrative Staff			
14	Bain, Nicollette Bursar	082 640 7200 yellowwoods@procomp.co.za	Adelaide, 5760
15	Boshoff, Torey Catering	073 801 9991 toreyfoss@gmail.com	C/O Yellowwoods School
16	Schenk, Tanya Secretary/Admin	084 281 1567 ywadmin@procomp.co.za	P O Box 185 Adelaide 5760 ywadmin@procomp.co.za
Housekeeping and Estate			
17	Mrs Noluthando Ncede	083 540 6396	PP Class Assistant and Housekeeping
18	Mrs Harriet Leziwe January	060 487 1228	Housekeeping and Cooks assitant
19	Miss Kimberley Ncede	063 250 7353	Housekeeping
20	Mrs Nosapho Ncede	073 073 5786	Cook
21	Mr Mawanda Boucher	074 735 6708	Bus Driver/ Head of Estate
22	Mr Sibuhela	078 752 7542	Bus Driver/Estate
Phone : 046 684 0708 Fax : 086 618 6289			
e-mail: ywadmin@procomp.co.za/yellowwoods@procomp.co.za/ywhead@procomp.co.za			
Postal address: P.O. Box 136, Adelaide, 5760			
Banking Details: First National Bank Account Number: 51520015178			