



Lord Milner School

Private Bag X421
Settlers, 0430

Tel: 014 7300 111
Fax: 014 7300 071
E-mail: admin@lordmilner.co.za

INFORMATION GUIDE

WELCOME TO LORD MILNER SCHOOL!

May your association with the school be a very rewarding one.

A Governing Body in accordance with Departmental regulations manages Lord Milner School. The Governing Body reserves the right of admission.

SCHOOL UNIFORM

A clothing shop on the premises stocks all items of uniform. The shop will be open on the first and last day of each term, Parents' Days or by appointment.

Contact: Mrs Burger – 014 7300 111

Please ensure that all items of clothing are clearly marked. Reasons for this are obvious and the school cannot take responsibility for unmarked clothing.

Summer uniform will be worn from January to mid-April and from September to December.

Winter uniform will be worn from mid-April to August.

Jewellery does not form part of the school uniform. Medic Alert bracelets may, however, be worn.

Plain, single, stud earrings are permitted for girls only. Only watches may be worn.

For further details regarding uniform, please refer to the clothing list.

ESTIMATED FEES FOR 2019

School Fees	R14 100.00
Boarding Fees	R47 100.00
Knowledge Network Computer Fees	R 400-00 (per annum; payable in January)

A Media Centre book, textbook and breakage deposit fee is payable on a once off basis for the duration of your child's stay at Lord Milner. R250-00 for the first child and R150-00 each for the 2nd and 3rd child.

On arrival at Lord Milner School on the first day of term, a Boarding Home clearance slip must be obtained from the clerks in the School Hall before your child will be admitted to the boarding home. Staff members will be on duty to assist.

Fees must be paid directly into our bank account before the first day of each term. Kindly bring a photocopy of the deposit slip as proof of payment, when registering on the first day of term. It is essential that you fill in your **child's name and surname** as reference on **ALL** payments made to LMS.

BANKING DETAILS:

FIRST NATIONAL BANK – BELA - BELA

Branch Code: **260347**
Account No: **5420 217 6507** – School Fees /Boarding Home & Bus Fees
Account No: **6202 050 6070** – Clothing Shop

COMMUNICATION

Please be encouraged to communicate with the school via email to ensure prompt response at **admin@lordmilner.co.za**

Written communication must be addressed to:

The Principal
Lord Milner School
Private Bag X421
SETTLERS
0430
principal@lordmilner.co.za



Telephonic communication: 014 7300 111
Mondays – Thursdays: 07:30 - 13:00 and 14:00 - 15:30
Fridays: 07:30 -13:00

Visit our website at: www.lordmilner.co.za

EMERGENCY NUMBER: 084 513 1342

This number is only for emergencies and may **NOT** be used to contact children.

Interviews with the Principal and Staff are by appointment only.

Parents **may not** visit educators in their **classrooms** without the Principal's approval.

NB Parents are requested to inform the school and Head Matron immediately of a change of address and/or telephone number. Please ensure that we have at least two existing contact numbers.

COMMUNICATION WITH BOARDERS

It is policy that newly enrolled boarders do not receive telephonic communication or visits for the first two weeks. Letters are encouraged.

This applies to all newly enrolled boarders entering the boarding home at any time of the year.

Thereafter, kindly keep regular contact with your children during the year – at least once a week.

TELEPHONES

Telephone times are as follows: Weekdays: 14:00 – 16:00
Weekends: 09:00 – 12:00 and 15:00 – 17:00

Reverse charge calls by boarders will not be permitted. **ONLY out-going** calls from these telephones are permitted. No cellular phones are allowed. Calls are made at the cost of R5.00

BOARDING REGULATIONS

- Boarders to depart from and return to boarding home in school uniform.
 - Boarders must return to the Boarding Home by 17:00
 - Boarders may not have tuck in the boarding homes or on the bus.
 - School activities take priority over private lessons and activities.
 - Boarders are not permitted to have bicycles on the school grounds.
 - Games, toys etc. are brought to school at own risk.
 - Cell phones are not permitted.
- Parents are prohibited from bringing alcohol, drugs or firearms onto the premises.

TRANSPORT

The following regulations apply to all parents wishing to make use of the bus services on bus weekends.

<u>FEES:</u>	<u>Pretoria Bus</u>	R250 (per single trip, only when stipulated) R350 (Return trip)
	<u>Johannesburg Bus</u>	R300 (per single trip, only when stipulated) R400 (Return trip)

Polokwane Bus

R300 (per single trip, only when stipulated)
R400 (Return trip)

No telephonic bookings. Bookings will be made only when payment is received –
at least 2 weeks prior to the relevant date!

Bus bookings can be made at the beginning of the term by depositing the money into the School Fund Account (see Bank details).

The deposit slip must clearly indicate the **name of the child as well as the Bus Stop (destination)**

Fax no. 014 7300 071 or Email: admin@lordmilner.co.za

TIMES:**JOHANNESBURG BUS**

Departs from LMS at 13:00. Arrives at Founders View Motors, Engen Garage on Highway R25 (Modderfontein) at 15:30

Buses returning to school on Sunday depart from Founders' View Motors at 14:30.

PRETORIA BUS

Departs from LMS at 13:00. Arrives at M^cDonald's, Kolonnade Centre (Zambezi Drive) at 14:30

Buses returning to school on Sunday depart from M^cDonalds at 15:15.

POLOKWANE BUS

Departs from LMS at 13:00. Arrives at the Garden Court, Polokwane at 15:00.

Buses returning to school on Sunday depart from Garden Court is at 14:30.

Bus drivers have been instructed not to stop anywhere en route to pick up learners who miss the bus. This is enforced to ensure the safety of all the learners travelling on the bus.

NB: Transport is not provided at the beginning and end of term.

BASIC SCHOOL REQUIREMENTS

Every child must have a good, strong Lord Milner school bag.

To ensure effective teaching and learning, it is of utmost importance that your child has the necessary stationery. See the attached stationery list.

BASIC BOARDING HOME REQUIREMENTS

<u>Toiletries:</u>	Toothbrush	Tissues	Nailbrush	Toothpaste
	Toilet paper	Nail file	Shampoo	Facecloth
	Hairbrush	Soap	Comb	Cream
	Sun-block cream	Lice shampoo	Insect repellent	

Please ensure that your child has enough toiletries to last until he/she goes home.

Shoe cleaning kit: Polish and brushes

Towels: 2 for bathing
2 for swimming (summer)

Bedding: Duvet and cover, fitted sheet, pillow and pillowcase
Supply waterproof and bedwetting pills if necessary.

Other Items: 1 linen bag, 12 coat hangers, Suit case 660mm x 450mm,
Weekend bag 450mm x 300mm

CLOTHING

Boxer shorts and golf shirts are the regulation play clothes at the boarding home. (No white clothes allowed.)

All belongings must be marked clearly with a permanent name tag – name, surname and laundry number.

HAIR

- Boys are expected to have regulation haircuts. Patterns may not be cut into the hair.
- Boys' hair may not touch the ears or collar.
- Fringes may not touch the eyebrows
- "Fashion" haircuts and styles are not permitted for boys or girls.
- Girls with long hair are to tie it up. Only blue or white hair-bands are allowed.
- Fashion hair accessories are not permitted when wearing school uniform.
- Girls are not allowed to wear any form of artificial hair or braids.

LOCKS

Good quality locks and keys are recommended. Spare keys must be given to the boarding home matron. The school cannot be held responsible for the loss or damage to personal belongings. Combination locks are not recommended.

MEDICAL MATTERS

When sending medicine to school, a covering letter must be submitted to the Head Matron stating the nature of the ailment and the duration of the treatment. Medicine will not be administered without this covering letter. All medicine sent to school must be marked clearly.

Children who phone home regarding illness must be encouraged to report to the boarding home matron immediately.

For convenience, it is strongly recommended that an account be opened at a pharmacy in Bela-Bela. Parents are responsible for regular payment of these accounts.

Special diets cannot be catered for from the boarding home kitchen.

Boarders with minor illnesses or injuries will be treated either at the local clinic or by a doctor in Bela-Bela. Parents will be informed in the case of serious illness or injury. All parents are expected to complete medical forms at the beginning of the year. Medical aid information must be completed in detail and a copy of the Medical Aid card together with a copy of the ID of the main member must be submitted.

LEAVE

Parents or other authorised adults may sign scholars out over any Open Weekend provided that the child is not involved in any boarding home/school activity. Boarders may not (under any circumstances) leave the school grounds with another learner without **WRITTEN PERMISSION** from a parent/legal guardian.

- There is a rest period on Sunday afternoon from 13:00 - 15:00. Kindly refrain from visiting boarders during this rest period. We also request that you do not return children to the boarding home before 15:00.
- Over weekends when children HAVE to go home (C.O.W.) they must be collected before 17:00 on Friday and must return on Sunday before 17:00 or before the school starts on Monday morning.

It is imperative that the child's departure is signed for each time he/she is taken out. This is done with the security guards at the school entrance.

Grade R Stationery List

- 1x pack thick wax crayons
- 1x pack wax twisters
- 1x pack thick (jumbo) triangular colouring in pencils
- 2x Staedtler HB pencils
- 2x 48g **Pritt** glue stick
- 1x black/blue whiteboard marker
- 1x sharpener
- 1x eraser
- 1x 100 page colouring in book

Grade 2 Stationery List

Retractable wax crayons (twisters)
Colouring pencils - 2 x 12 pack long pencils
Any 100 page Colouring book x 1
Erasers x 4 (Staedtler)
Sharpeners x 2
Whiteboard marker x 4 (black)
PRITT glue sticks (48g) x 3
Grey Staedtler HB writing pencils x 12 (No other make please)
20 pocket flip file x 2
Flexible 30 cm Ruler x 2
2L tub with lid (example clean ice cream container)

Intersen Phase - Stationery List

- Ballpoint pens (blue, fine point)
- HB pencils
- Sharpener
- Eraser
- 30cm ruler
- Colouring pencils
- Pritt** glue stick (48g)
- Scissors
- White-board marker
- A4 loose-leaf pad
- 10 page flip file
- Good **Oxford** Dictionary
- Mathematical set for grade **6 & 7** only.

Grade 1 Stationery List

Wax crayons - 2 x 12 pack short thin crayons
48 Piece puzzle
Retractable wax crayons (turn out)
Colouring pencils - 2 x 12 pack short pencils
Colouring pencils - 1 x 12 pack long pencils
100 page Colouring book x 1
Erasers x 3
Sharpeners x 2
Whiteboard marker x 1
PRITT glue sticks (48g) x 3
Grey Staedtler HB writing pencils x 12 (No other make please)
10 pocket flip file x 1
Skipping rope x 1
Plastic ball (±20cm) x 1

Grade 3 Stationery List

- 1x old magazine
- 1x tennis ball
- 1x box of tissues
- 1x toilet spray
- 1x packet of gum paper (small squares)
- 1x packet of colouring pencils
- 10x **Staedtler** HB pencils
- 1x 30cm ruler
- 2x eraser
- 2x sharpeners with a bucket
- 2x Retractable wax crayons (twisters)
- 2x **Pritt** glue sticks (48g)
- 1x Pencil bag
- 1x A4 Flip file – 20 pages
- 2x white board markers (black)
- 1x packet of A4 coloured paper

Every child must have stationery according to the list provided.

To ensure effective teaching and learning, it is of utmost importance that your child has the necessary stationery.