



NEWSLETTER NO: 1 of 2026

15 January 2026

Dear Parents

A warm word of welcome to all Martin School families. May we take this opportunity to wish you all a blessed 2026. A special word of welcome to all new families as well as our new Grade R and new Grade 1 families. We trust that all the new little ones (and their parents) will settle well, enjoy "Big School" and quickly become part of the Martin School family.

NEWSLETTERS / D 6 COMMUNICATOR / WEBSITE

The D6 Communicator is used as our **main source of communication with our parents**. The D6 Communicator allows the school to send notifications, newsletters, assessment dates and urgent messages to parents or groups of parents directly to their Smartphones. It doesn't carry any cost to the parent and all you, as parent, need to do is to download the Application on your phone or PC and select Martin School. Once downloaded the application will enable you to receive communication sent from the school that will appear as a "pop up" on your phone in the same manner as a new SMS notification would appear. Please contact the office if you experience problems in this regard.

Please check the D6 Communicator every Thursday for the weekly Newsletter as it contains vital information regarding the week ahead. Our secretaries answer hundreds of unnecessary questions/calls regarding issues that were addressed in newsletters. The newsletter is also placed on the school's website.

NB! NB!!- From time to time the school will place photos of events (i.e. sport, Big Walk, class activities etc) that might contain photos of children. If you have any legal reason why photos, that might contain your child, may NOT be published on our Communicator / Website, please send a letter in this regard (to Mr Theron or the class teacher), containing the reasons. Should this be the case we also advise you to visit the Communicator/Website on a regular basis and inform us immediately (should human error cause such a publication) in order for us to remove such photos.

CHANNELS OF COMMUNICATION

We would like to inform all new parents/guardians of the correct and professional channels of communication and remind all other parents to please follow these lines of communication should they encounter any problems or have any queries which they would like to discuss. We have always stated that we welcome any form of feedback from parents and will be willing to discuss any issues or concerns. With the school being an educational institution, we do however, simply request that appointments be made for such interviews, as children cannot be left unattended and educational time cannot be lost. Messages can be left for the staff or management who will respond (as soon as possible) with possible appointment dates. Please remember that the correct channel is: first the class teacher, then the Grade Head or Department Heads and only thereafter, the Deputy Principal. Should you not be satisfied after following these steps, an appointment can be made with the Principal as a last resort. Please use these channels before approaching other parties or the Education Department.

GATE TIMES

A reminder that the school gates will only be **opened at 6:45** in the morning for children and parents. In the afternoon the school gates will be **closed again at 15:45**. Children in the waiting area who have not been picked up by this time will be asked to leave the grounds. **This does not apply to children involved in sport matches that end after 15:30**. They will still be allowed to wait in the waiting area for collection after the end of their matches.

A reminder that we did allow **Grade R and 1 parents** to accompany their little ones to class for the first three days as we are aware of the fact that they are new. From Monday parents will not be allowed to accompany their children to classes in the morning. Children must be dropped off in the parking areas and enter the school through their respective gates. This is a school rule to promote the safety of our learners.

SCHOOL HOURS

Please take note of the school hours: First period for all learners **starts** at 7:45.

Grade R	7:45- 13:30
Grade 1-2	7:45- 13:30
Grade 3-7	7:45- 14:00

We would like to appeal to parents to please ensure that their children are on time for school as very important administrative activities, money collection and announcements are made first thing in the morning during the register period. Lessons start immediately thereafter, and it is very disrupting to staff and other learners when children arrive late. All latecomers will have to be signed in at the office by their parents/ transport. Children not signed in or who are habitual latecomers will be placed in "time out" during break and regular latecomers will be reported to the Department of Education as per legislation. Children **MUST** be collected on time at the end of their school day / extra mural.

The staff have meetings/ extra murals to attend and children cannot be supervised after hours. **The school's responsibility towards your child ends at the end of their school day.** It is extremely stressful for children who are left behind at school. They get concerned about their parents and feel forgotten. We all know how extremely dangerous it is these days to leave children unattended, please don't put your child in such danger or cause them to stress about being left alone at school while all their friends have gone home. Should you experience any problems due to emergency situations, please ensure that someone else collects your child. Parents making use of transport/ taxi's must please ensure that the transport knows the correct collection times, also after possible extra murals. All children must have an emergency contact number written in their diaries in order for the school to get hold of someone to collect a child who was left behind. Names of children who are collected late will be written down by the security guard and reported to the office the next day. Action will be taken against repeat offenders and their parents as per legislation and the Child Care Act.

CODE OF CONDUCT / SCHOOL RULES.

Please read these very important documents that you will receive and discuss them with your child in order to ensure that they are understood. The Schedule 1 and 2 Offences are offences listed by the Education Department and are viewed by the GDE as serious offences that could lead to possible suspension or expulsion. As we honour the right of every child to a safe, orderly and educationally sound education, the school and Governing Body will (and have in the past) take action against learners who, through their poor behaviour or actions, infringe on the rights of fellow learners. Please sign and return these to your child's Class Teacher.

IDENTIFICATION CARDS

All learners will again be issued new ID cards that must be worn at all times in order to improve the safety of our learners. These cards will contain a photo of the learner, their details, as well as emergency contact details. The wearing of these cards has been included in the Code of Conduct and will be compulsory. The ID cards will be issued free of charge, but should a learner lose their ID card, a temporary card will be issued from the front office, and a new card will be made at a cost of R 60 to the learner.

PARENT INFORMATION EVENINGS

These **very important/ compulsory meetings** are held at the beginning of each year, to give you information regarding the expectations of each Grade in order for you to be able to support your child and the educators. Attendance registers will be taken for future reference. Grades R to Grade 3 will be held on Tuesday, 20 January and Grades 4-7 on Wednesday, 21 January. Both evenings will start at 18:30. Parents must make sure they know which class their children are in and report directly to that class. Due to the nature of the evenings, it is **only** for you as parents and not for the children. We therefore request that you try to make the necessary arrangements for them. (A "babysitting class" will be available for those parents who find it impossible to make alternative arrangements. Please take into consideration that we cannot look after too large a number of children.) These evenings should not take longer than an hour. (Security guards will be arranged to watch vehicles as parking is limited inside the school grounds)

STATIONERY AND OTHER SCHOOL ITEMS / CLOTHES.

Please ensure that your child has all personal stationery (pens, pencils, glue etc.) required for the specific Grade including a daily diary showing the dates and days of the week in which they will record their homework. It is very unfair to send your child to school without the necessary stationery as they will not be able to complete work required. All other general stationery is supplied by the school and included in the school fees. **Please also ensure that all stationery is clearly marked.**

UNIFORM / SCHOOL BAGS

Please ensure that your child adheres to all hair and uniform requirements as per policy (available on the Communicator under resources>policies> Code of Conduct and School Rules). **Please also remember that the Martin School bag and kitbag are compulsory and are the only bags allowed. Grace will be given until end of January in this regard. Please note that the black box bags may be used with the school bag but not as an only bag.** Please ensure that Grade 4-7 learners pack according to their timetables and not bring all their books as their school bags are already very heavy without bringing unnecessary books.

Also please take note of the need for the prescribed black swimming costume for boys and girls as well as a swimming cap that will be required for swimming which forms part of the Curriculum. (Girls may also wear plain short black "hotpants" (available at stockists) over their costumes and boys may wear black, cycling type costumes. These may not be worn under their school uniform, as they stick out!) Should girls wear "hotpants" under their dresses they may not be visible and must be in the school colours (maroon/black).

Rules and uniform regulations are governed by Policy as formulated by the School Governing Body. Any deviation from such rules will only be permitted if requested in writing and approved by the SGB if reasons for variation are found to be valid.

We highly recommend sunscreen to be applied in the morning, at home on swimming days. Learners may wear the school cap / bucket hat during break time on the field.

Parents we know that school uniforms are expensive items therefore **PLEASE** clearly mark all items with your child's name and surname. Every year we have a mountain of lost items lying in the lost property that are unmarked.

SCHOOL FEES FOR 2026 AS ADOPTED AT THE AGM HELD IN 2025

- School fees - R17 270 pa = R1 570 pm x 11 months (paid in advance on the 1st of the month)
- Grade R - R20 900 pa = R1 900 pm x 11 months (paid in advance on the 1st of the month)
- After Care - R11 550 pa = R1 050 pm x 11 months (paid in advance on the 1st of the month)
- Grade R / Aftercare combination - R 28 160 = R 2 560 pm x 11 months (paid in advance on the 1st of the month)

If paid in full by the end of January, a month's discount will be granted. Please note that fees **MUST BE PAID BY THE 7TH** of each month. We urge parents to make these and other payments electronically into our school account as we want to avoid having too much money on the school premises. Alternatively, you may also sign a debit order at the finance office for your school fees. Cash payments may still be made at the office during office hours or sent with your child to the class teacher in a clearly marked and sealed envelope.

Our banking details are: Martin School, FNB, Branch: 252605, Acc No: 6203 589 6820. Please contact the school for your personal reference number.

The onus is on you as parent to enquire through the accounts department if no receipt has been issued within 48 hours of cash payment.

Please note that a month's outstanding fees from After Care Payments can lead to the cancellation of your child's attendance at this **private** facility.

Parents experiencing problems regarding the payment of school fees are urged to contact the school immediately in order to make alternative arrangements or to apply for a possible subsidy.

Often parents do nothing about seeing the Governing Body in this regard and then become upset when they are handed over for non-payment. Please remember it is **YOUR** responsibility to contact the school in this regard. Please also be aware that **by law** subsidies are only granted for a specific year/ period and that parents have to **re-apply** at the beginning of **each year** should they require a subsidy.

PARTY PACKS

As most parents will be aware from news reports, we have been saddened by a number of deaths of young children who have consumed sweets / chips etc. bought from illegal vendors or handed out at schools in recent times. It is therefore also a concern for our parents as to where "party packs" sent to school by other parents are bought and then given to children at school. A decision was made by the SGB that parents are requested to **only** source "party packs" from reputable dealers and that **proof of purchase** (or copy thereof) be shown at the office or sent to the class teacher before such packs will be handed out. No cupcakes / doughnuts may be included in the "party packs" as per policy.

We are sure all caring parents will understand these measures that were put in place to safeguard our children.

EXTRA MURAL PROGRAMME

INTER HOUSE ATHLETICS- TRACK EVENTS

Please take note of our Inter House Athletics meeting that will be held on Monday, 19 January.

Athletes (who received letters) **and all other learners** may wear their black PE shorts and a T-shirt representing their house colours to cheer on their athletes. (Normal PE Golf shirts may also be worn but it creates more spirit to see exactly which house the learners belong to.)

Parents are welcome to come and watch on this day. Parents joining us are asked to please park in the main parking and then enter through the waiting area gate. Seating will be available on the far side of the stands (closest to the finish line) and there will also be a few chairs placed in certain areas around the track. We ask parents not to come onto the field or track, especially the finish line as we need clear line of sight for our timekeepers and place judges. (It is also an Athletics SA rule that no parents may be on the field or finish area). We will start at approximately 08:15.

Although the **Tuckshop** will be open on this day for Grades 4-7 learners, it will only be for direct purchases and will only sell Hotdogs and Mojo Pies as food items apart from the normal crisps, flavoured water etc. The Grade R-3 children will unfortunately not be able to order/ purchase tuck on this day as the Tuckshop will be run from the staffroom and we do not want the little ones crossing the field to get tuck and then possibly get injured by senior athletes. We therefore ask the Foundation Phase parents to please pack lunch for this day.

Athletics practise for athletes who have qualified for the School Team will be on Tuesdays and Thursdays starting 20 January.

MARTIN SCHOOL INVITATIONAL ATHLETICS MEETING AND EARLY CLOSURE!

Early notification is hereby given that our Martin School Invitational Athletics meeting will be on Thursday, 5 February. This meeting starts at 12:00 and all the staff will be involved as officials. School will therefore close at 11:00 for all Grade R-3 learners and 11:30 for all Grade 4-7 learners. **Please make the required transport/ collection arrangements for your child for this day. Aftercare will still be open on this day.**

Athletes taking part in athletics meetings will receive individual letters with all the arrangements.

SWIMMING

The 2026 swimming season has started! Swimming trials for the school's Interhouse Gala are being held today, 15 January, and tomorrow, 16 January. Swimmers who wanted to try out but forgot their costumes today must bring their costumes tomorrow. No further trials will be held next week. Swimmers who qualify for the Interhouse Gala will be given a letter by Tuesday 20 January explaining the details of the Interhouse Gala, as well as the events in which they will be participating. The Interhouse Gala will be hosted at Martin School, on Friday 23 January 2026 from approximately 08:30. Details will be outlined in the letter. Due to lack of seating at the swimming pool, only swimmers taking part will attend the full gala while other Grades will be given time slots to go and watch for a while. School closes at the normal times for the respective phases on this day. Parents of swimmers are welcome to attend but must please enter through the office. Based on the Interhouse Gala results, the official Martin School swimming team will be selected and letters of confirmation will be sent out to those who qualified on Monday, 26 January.

Morning and afternoon training for the team will therefore start on Wednesday, 28 January. (Athletics on this day takes preference and only non-athletes are expected to attend practice). Optional morning training will be on Mondays to Thursdays from 06:45 to 07:30. Compulsory afternoon trainings will be on Mondays and Wednesdays from 14:15 to 15:30.

IMPORTANT PLANNED DATES TO DIARISE

- 19 January - Inter House Athletics Track Events.
- 20 January - Grade R - 3 Parent Information Meetings.
- 21 January - Grade 4 – 7 Parent Information Meetings.
- 23 January - Inter House Swimming Gala.
- 24 January - Grade 4 Parent Workshop. (Study Course)
- 28 January - Inter English Athletics meeting at DR. E.G. Jansen.
- 29 January - PTA meeting. (Emma Sadler Guest Speaker- Dangers of Social Media)
- 31 January - Grade 1 Parent Workshop. (Letter to be sent)
- 3 February - Grade 6 & 7 Tour bookings open.
- 5 February - Martin School Athletics meeting. (School closes early)
- 7 February - Grade 2 and 3 Parent Workshop (Letter to be sent)
- 12 February - Inter Primary Athletics.
- 13 February - Valentine's Day Civvies.
- 19 February - PTA meeting.
- 26 March - Parents afternoon and reports out. (14:15- 17:30)
- 27 March - School closes for end of Term 1.

Yours faithfully

H. THERON
PRINCIPAL

REPLY SLIP- Confirmation of receipt of newsletter for all learners.

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I, _____ parent / guardian of _____ in Grade _____
have taken note of the information in Newsletter 1 of 2026 and have received a copy of the Code of Conduct and School Rules.

Date

Parent/ Guardian (Signature)