34 Stafford Road, Cowies Hill, 3610 P.O. Box 1633, Westville, 3630, South Africa E-mail: info@dsdurban.co.za Website: www.dsdurban.co.za Tel: (031) 267 1307 Fax: (031) 267 1311



# The ABC of the DSD Kindergarten

Thank you for choosing the Deutsche Schule Durban as part of your educational journey with your child. We realise what an important responsibility we have and endeavour to provide your child with an excellent education that will prepare them well for high school and beyond. Please read through this document carefully as it contains important information about the DSD Kindergarten.

Our Kindergarten consists of 4 different classes:

1. Schmetterlinge (butterflies) 18 – 36 month toddler group.

Delfine Grade 000 and Grade 00, combined in these 2 classes.
Zebras Grade 000 and Grade 00, combined in these 2 classes.

4. Leoparden Grade R, preparing for Grade 1.

## Α

#### **Absenteeism**

It is not advisable for children to miss days unnecessarily. Our older children are at a disadvantage when they miss lessons and our younger children can feel unsettled. If your child is away, please either contact your child's class teacher directly or contact the school office  $-031\ 267\ 1307$  as soon as possible, preferably by 08h00.

#### **Aftercare**

Our aftercare facility for Kindergarten to Grade 7 is run by Ms Sandy Ambross and is based at school in the ECD classrooms. Sandy is the supervisor and she also has an assistant on duty. Please contact Sandy directly for more information: 082 406 5603 or via Email: <a href="mailto:sandy@ambross.net">sandy@ambross.net</a>

Aftercare for the Schmetterling children is available until 14h30 daily and is supervised by the Schmetterling classroom assistant.

In partnership with



















#### **Assistants**

There are currently 2 classroom assistants in the Kindergarten; one with the Schmetterling group (limited German speaker) and a German speaking assistant who interacts with the children from Grade 000 to Grade R.

#### В

#### **Bags**

Each classroom is equipped with lockers in which the children can leave their bags – a particular slot is allocated to each individual child. Please encourage your child to carry his/her own bag and to put it into the correct pigeon hole in the classroom. The bags should contain at least one change of clothing, a lunch box and water bottle that the child can easily use independently.

# **Birthday Rings**

On or near your child's special day, you are invited to share a birthday ring with his/her class (at 12h00). We recommend that you send small cupcakes or ice cream to share on this special day. Your child's teacher will notify you of the details.

Schmetterlinge: Birthday rings are held without parents present as these usually lead to clingy children and tears.

#### **Bottles: Schmetterling Group**

Please note that we are carefully monitored by the Health Department. If you choose to send powdered milk please keep it in a dispenser. You will thus need to measure the amount of powder and place it in the dispenser and make sure the correct amount of boiled water is in the bottle, before your little ones come to school. *Bottles with teats for children who are in the Schmetterling group will be allowed.* Water must be brought in non-spill cups or in bottles.

# **Buddy System (Leoparden)**

A buddy system is in place for the Grade R (Leoparden) and Grade 6 children. Once a week the Grade 6 children visit the Grade Rs for half an hour or so, to read to them in German. Then, in the following year, once the Grade R children are in Grade 1, their now Grade 7 reading buddies become their school buddies – someone older to care for them and encourage them throughout their first year in "big school".

#### Bus

The DSD school buses are used to transport children to and from school. There is a bus that services Umhlanga, Durban North and the Berea. A second bus provides transport between the school and the Highway (Waterfall/ Hillcrest/ Kloof) area. We generally do not encourage Kindergarten children to make use of the bus service as the children are still very young. If parents choose the bus option though, a booster seat must be provided and this stays in the bus. **Please note that the bus is equipped with lap seat belts.** More details (fees, routes, times) are available at the office. Schmetterling children are NOT accommodated on the bus.

The school buses are used to transport the KiGa children on one or two local outings each year.



C

# Class representatives ("EB Reps")

Each class has two group representatives that represent that particular class on the school's Elternbeirat (EB) or parent support committee. They will liaise with the other parents (usually mothers) in their group and with the Principal at times. They fulfil an important role at school as they function as a communication channel between the school and the parent body. Any interested parents are urged to volunteer for this committee at the class meeting held at the beginning of the year.

The EB meets once a term, usually on a Monday evening at the beginning of each term, and assists the school in various ways.

#### **Clearance Certificate**

A clearance certificate must be produced when a child returns to school after having been absent with an infectious disease or head lice. Please see the separate document regarding the school's Illness and Childhood Disease Policy.

# **Clothing and Shoes**

Children should wear comfortable clothes. Please send a change of clothing in a plastic bag and please make sure all clothing is <u>clearly marked with your child's name</u>. It is suggested that a few spare sets be sent with the Schmetterlinge. We encourage self-help clothing which fastens easily. The minimum amount of clothing is required in hot weather although it is a good idea to keep a jersey in their bags as the weather is sometimes unpredictable. No jewellery or fancy dress clothing please! Kindergarten children do not need to wear shoes to school and may come to school barefoot. There is a Kindergarten lost property section in the foyer leading to the Delfine and Zebra classes.

# **Collecting Children**

For security reasons it is essential that the DSD knows exactly who is fetching your child, so parents are requested to inform the secretary or write a note in their child's notebook if there is any change to their daily arrangements. Schmetterling children must be collected from the classroom, but all other Kindergarten children are taken to the school hall to be collected from there. Please note that any child not collected 10 minutes after the close of school is sent to Aftercare, where the normal Aftercare rates apply.

#### Communication

The school's main method of communication with the wider parent body is via Whatsapp and Email messages. This is supplemented by two general newsletters a term that are emailed to the parent body. The parent committee sets up WhatsApp Class Groups to disseminate information regarding a particular class group.

Class teachers will also communicate with parents via each child's personal Notebook.

# **Computers (Grade R/ Leoparden only)**

The Leoparden class has one 45 Minute computer lesson per week. This is held in the computer room and children are taught basic computer skills.



#### D

#### **Dress code**

There is no school uniform and children should wear comfortable clothes. Upon registration, each child also receives a purple DSD Kindergarten T Shirt and a red hat (no separate payment needed). The purple shirt may be worn to school, but <u>must</u> be worn when the children go on an official school outing. The red hat is worn every time the children play outside. It stays at school and is washed regularly.

Schmetterling children do not receive a purple shirt and red hat until they advance into either the Delfin or Zebra class.

#### **Donuts 4 Dads**

On a Friday morning, just before Father's Day, all KiGa dads are invited to a special function (8am start!) to honour dads. Donuts, tea and coffee are served and the KiGa children will put on a little show of song and dance. Then it's off to work – for the children and their dads.

# Drop off and pick up

Doors open at 07h15 and school closes at 12h45. Please accompany your child to his/her class, and let them carry (and unpack) their own bag. **No child may be left unsupervised at school.** 

Schmetterling children must be collected from their classroom at 12h45, and all the other children from the hall at 12h45. Those attending aftercare will be met by Sandy in the hall and taken to aftercare. Children not collected within 10 minutes will be sent to aftercare, where the normal aftercare fee structure will apply. Please contact the office if you are running late as it is very unsettling for the little ones when their parent(s) are not there to collect them on time.

For security purposes, the entrance gate remains closed throughout the day. It can be opened via a code at the gooseneck near the entrance during the following peak hours:

07h00 - 08h00 use the code (or intercom after 07h30)

08h00 - 12h15 use the intercom

12h15 – 19h30 use the code (or intercom)

19h30 – 07h00 code not activated, intercom unmanned until 07h30.

The code is changed from time to time and is only shared with DSD families and afternoon extra-curricular providers. Please contact the school office for the code. When driving children to and from school, as per the law, children have to be restrained in a car seat in the back.

#### Ε

# **Early Closure**

School closes at 11h00 on the last day of each term, and at 12h45 every other day. Should the school need to close earlier than normal for any other reason, then this will be communicated with parents well ahead of time.



#### **Enrolment Fee**

Kindly refer to the attached "School Fee Regulations" document.

#### **Events**

There are a number of Events that are scheduled during the course of the year. These include:

Term 1: Fasching, Fröhlicher Mittwoch, KiGa sports day with picnic

Term 2: Donuts 4 Dads & Muffins 4 Moms, Laternenfest, School Photographs

Term 3: Grandparents Day

Term 4: Weihnachtsmarkt, End of Year Function (Abschlussabend)

These are all described in more detail in the rest of this document, and parents will receive more detailed communication from the school before each event.

#### **Extra Murals**

At the end of the school day, there are a number of extra mural activities offered by well-qualified staff. You will receive further information about these each year. These are mainly aimed at children 3 years and older.

# F

# Fasching – in February/ March each year

In Germany, Fasching or Carnival is celebrated the day before Ash Wednesday - the beginning of the Lent Season, which is a time of meditation and introspection. And before that starts, Fasching is a last big celebration!

All DSD children may come to school in fancy dress on this day. Please keep it simple, no expensive costumes are necessary. Children may not bring weapons (sticks, swords, knives, guns etc.) or skateboards/rollerblades.

Parents are invited to attend the Fasching Parade that starts at 08h00 in the hall. At the conclusion of this parade the children will spend the rest of the school day with their class teachers, where a number of games and fun activities have been planned. School closes at 12h45. The date for Fasching varies from year to year as it is tied to the Easter date.

# Food – Lunch & Snacks

Please send only healthy food and snacks in a clearly marked lunch box. No sweets, chips, fizzy drinks, cakes, sweet biscuits and similar foodstuffs.

Schmetterlinge: If still on milk/ formula, please measure out the correct amounts of water and powder in advance.

# Fröhlicher Mittwoch

Every February, on a Wednesday as close to Valentine's Day as possible, the school is visited by about 60 senior citizens. This group, the "Fröhlicher Mittwoch" (loosely translated as "Happy



Wednesday") meet monthly at various venues around the city and, in February, they come to us for their monthly gathering. This involves a morning tea with snacks and a presentation of musical items by all DSD children, including the Kindergarten. Other than for a brief moment on stage, this is a normal school day for all DSD children although they are allowed to come dressed in red and white civvies. This event is not open to the public/ parent body.

#### **Fundraising**

There are a number of Fundraisers that are scheduled throughout the course of the year. Some of these are held every second or third year, and include:

Art Auction: School parents and immediate family. All children (Schmetterlinge to Grade 7)

produce an artwork that we respectfully ask parents to purchase. All classes produce a class art piece, guided by their art teachers. These are auctioned off to the highest

bidder on the night.

Golf Day: Open to the public, usually at Kloof Country Club. Sponsors, prizes and golfers are

needed!

Wine Tasting: Open to the public, buy a ticket and come and sample some fine wines and craft

beers. Snacks are provided and wines and craft beers can be ordered on the night.

Quiz Night: Open to the public. Make a team of 6-8 players, bring some snacks barnyard style

and take part in a general knowledge quiz spanning several rounds and various

topics. No big prizes – but bragging rights!

# G

#### German

As we are the Deutsche Schule Durban (German School), the Kindergarten staff will speak only German to your child (unless there is a serious problem). The children will learn to understand them and speak German! Please assist where possible if German is not spoken at home, e.g. by arranging playdates with classmates/ German children, and by then insisting that the children speak German. Listen to German CDs and nursery rhymes (You Tube, order material through Amazon or similar) or, where possible, play DVDs using the German language option.

#### **Governing Body – DSD Board of Directors**

Our school has an active, supportive Board of Directors (Governing Body). The school AGM is held in May each year and Governing Body elections are held at this meeting. All parents are encouraged to attend the AGM.

# **Grandparent's Day**

This popular event is usually held on the first Friday in September. The grandparents of all DSD children (Schmetterlinge to Grade 7) are invited and parents will be asked to supply contact details closer to the time for the school to send out invitations. All parents are asked to provide a plate of eats, the school provides tea and coffee and the grandparents are treated to a music programme involving every child in the school. The school closes at 12h45 on this day to allow the children to spend the afternoon with their grandparents. Due to a lack of space, parents are unfortunately not allowed to attend this function.



## Н

# **Holidays**

Please consult the school calendar (released in June each year for the coming year) to plan and book your private holidays to coincide with our official school holidays.

ı

#### Information evening for parents of children starting in January

An information evening hosted by the class teacher will take place in the second week of the school year. Please make every effort to attend this important event as valuable information is shared.

# **Illness and Injuries**

Although we take every precaution to avoid children being hurt, unfortunately accidents do happen. There are numerous staff at school who have valid first aid training to deal with everyday bumps and bruises and concerns. In the case of a serious injury, you will be contacted immediately. It is important that the school has your current details, and that any changes in personal details (telephone numbers, Email and residential/ business addresses) are immediately communicated with the class teacher and school office.

Please do not send sick children to school, this includes children with a temperature/fever. They do not have a happy day and germs spread too easily.

Please refer to the separate Illness and Childhood Disease Policy as a guideline.

#### Intervention

Early intervention for concerns is imperative, and we have two parents, Mrs Inge Hillermann and Mrs Daniela Paul, who are qualified Occupational Therapist (OT) who assists the teachers from time to time when there is a possible concern. Parents need to be aware that Inge or Daniela may observe and interact with their children at school. Please complete the consent form enclosed, allowing Inge and Daniela to occasionally interact with your child. Please work with the teacher if a concern is noted by them and/or by one of the Occupational Therapists. Parents may, of course, send their child to an OT of their choice, should this be required. Inge no longer practices but still supports the teachers in the KiGa.

# K

# **KiGa Sportsday**

The Kindergarten children all take part in the annual Spiel und Spaßtag (sports day) when they (and their parents) get to take part in a number of fun, uncompetitive races. Parents pack a picnic and the sports day is usually held on a Saturday morning during the first term and is a wonderful opportunity for parents to get to know one another.

# L

#### Laternenfest

The Laternenfest (lantern festival), a call for us all to spread light and warmth, is a secular version of Martinstag – a Christian celebration held in Europe on the 11th of November in honour of St Martin,



a kind Roman soldier, who, legend would have it, gave half of his cloak to a beggar in a snowstorm to keep him warm.

The DSD children have their own Laternenfest in late May/ early June. This is a Friday evening function held on the school's sports field. Parents and guests are invited to bring blankets, deck chairs and a picnic to enjoy the company of others and the bonfires provided. During the course of the evening, the children walk around the sports field with the lanterns that they made at school. This procession is accompanied by the singing of various lantern songs.

# Learning Numbers and the Alphabet (Leoparden)

If you are doing this at home, please teach the children the DSD/ German way of forming numbers and the letters of the alphabet. Please refer to the attached alphabet sheet as it can be very confusing to the children (and time consuming for the teacher) if they learn incorrect techniques.

# **Lost Property**

There is a Kindergarten lost property section in the foyer leading to the Delfine and Zebra classes. Please ensure that all personal belongings – clothing, lunch boxes etc are clearly marked with your child's name.

#### M

# Medication and Allergies [Separate Form to be Submitted]

If your child is allergic, asthmatic or food intolerant, please inform the office and the teacher. Any medication has to be kept under adult supervision. Medication may be administered by the class teacher, provided that a completed and signed "Permission to Administer Medication at School" form has been received. Medication may NOT be left in the child's bag or suitcase. It should be handed over to the class teacher in the morning, or to the class teacher upon arrival at school. A child needing fever reducing medication may **NOT** be sent to school at all!

# **Muffins 4 Moms**

On a Friday morning, just before Mother's Day, all KiGa moms are invited to a special function (8am start) to honour moms. Muffins, tea and coffee are served and the KiGa children will put on a little show of song and dance. Then it's off to work – for the children and their moms.

### **Music Lessons**

All classes have a weekly music lesson. The children sing, dance, clap and make their own music, and will perform at various school events such as Grandparent's Day, Muffins 4 Moms and Donuts 4 Dads, and the end of year function.

# My School Card

The MySchool fundraising programme is one of South Africa's biggest community programmes. It raises funds for schools, charities and environmental organisations through a card system that allows supporters to raise funds for their beneficiary (school or charity) every time they shop at one of the partner stores (most notably Woolworths). Partners make a contribution, on behalf of the supporter/cardholder, towards the beneficiary they have selected. We hope that you will select DSD as your beneficiary, and you could make a difference to a worthy cause without it costing you a cent!

Please see the attached registration form. More details are available at the reception office.



#### N

#### **Notebooks**

The notebook system is an integral part of the parent-teacher liaison process. Class teachers have a Notebook for each child and parents are asked to check their children's notebooks <u>daily</u> for notices from the school. These Notebooks can also be used for messages to their children's teachers, (e.g. I will not be collecting CHILD today but her Grandmother NAME will). It will also contain weekly vocabulary lists that parents are asked to practice with their children at home.

# Naps

The Schmetterling group has nap time from 10H30 until around 12H30. There is no nap time for the other KiGa classes.

#### 0

#### **Open Day**

The school will have at least one Open Day a year to show visitors what we have to offer. Please help spread the word about our beautiful little school – exact details are communicated with parents closer to the time. Please also remember that positive feedback is to be shared far and wide, and that negative feedback is to be shared with us so that issues can be addressed quickly and decisively. We do of course also like to hear your positive stories.

#### **Outings/Visits**

To consolidate themes, classes may go on outings, and we also have occasional visits from various people and organisations to teach the children e.g. dog shows or puppet shows. Children must wear their purple DSD KiGa T-shirt when going on an outing. The school buses are used to transport the children on class outings.

The Schmetterling group does not go on school outings.

#### P

#### Parent Interviews (Report Discussions)

We have compulsory one-on-one progress discussion interviews with all parents at the end of Term 1 and 3. Written reports are given at the end of Term 2 and 4.

# **Parental Involvement**

Due to the fact that DSD is a relatively small school, parental involvement and support is vital to the smooth running of the school. The School Board meets regularly to administer the finances and oversee the maintenance of the school. Parents are elected to serve as a Director on the Board of Governors at the Annual General Meeting (AGM) that is held in May every year.

Please also support the various fundraising initiatives the school offers. These include, amongst others, the big Weihnachtsmarkt (in November), wine tasting, art auction, movie nights (drive in theatre – on the field), a quiz night and golf day. We are always looking for helpers and sponsors at these events – please get involved.



#### **Parking**

Please be considerate of other vehicles. We encourage parents to leave timeously as space is limited. PLEASE DRIVE SLOWLY THROUGH THE SCHOOL GROUNDS AND BE AWARE OF CHILDREN CROSSING THE ROAD.

#### **Party Invitations**

The school is prohibited from sharing personal contact details with other parents, but we are prepared to distribute party invitations to your child's peers. Invitations for birthday parties can be distributed via the children's books – please hand the invitations to the class teacher for distribution.

# Payments (see also "School Fees")

The DSD does not accept CASH payments for school fees as we try to keep as little cash on the property as possible. If, however, monies do have to be sent to the school (e.g. for school photographs), these should be enclosed in a SEALED and CLEARLY MARKED envelope and left with the school receptionist, unless otherwise requested. Parents are reminded that monies paid in this manner need to please be kept to a minimum.

#### **Play Areas**

During the day your child is free to explore the various play/learning areas at school with supervision from teachers – there are designated free play times when they may use the indoor and outdoor toys and apparatus. We also have two tortoises – Hänsel and Gretel – who have their own enclosure in the KiGa play area.

# Photographs [Separate Form to be Submitted]

Please complete the separate form giving us permission to use images of your child(ren) in marketing/ promotional material. This is usually via the school website or FaceBook page, but could also be via internal newsletters and similar media. Care is taken to ensure that information is tastefully presented. Photographs are taken at all major school functions and significant events.

A school photographer visits the school during the second term to take individual and class photos, as well as sibling photos where applicable. These can be purchased from the company concerned through the school. The exact process is explained at the time.

#### **Potty Training**

Please remember that children starting in the Delfine or Zebra Groups (3 years and older) have to be potty trained, although allowances will be made for the occasional accident. Schmetterling children are not required to be potty trained on entering the school, although school staff will assist in the process of becoming potty trained.

# Q

#### Questions?

Speak to your child's teacher whenever you are unsure about something. The class teacher should always be the first person to contact.

Anything not covered in this document? Let us know so that we can include it in future "editions" of the "ABC of the Kindergarten".



## R

# Recycling

The DSD is part of the Eco Schools programme and encourages an early awareness of environmental issues. Orange paper recycling bins are placed in every classroom in the school, and children are taught to separate recyclable paper and cardboard from other general waste. Parents are encouraged to do the same at home and to consciously instill these values in their children. The school also has a glass recycling bank near the staff car park – please dispose of glass bottles here, to help us save the environment and raise some money for the school!

We also collect Ecobricks\*, and have for many years been collecting bread tags as part of the "Bread Tags for Wheelchairs" charity. Please give these to your children to hand in to their teacher – it is important that the children are an active part of the process and that they feel that they are contributing.

The items that the Kindergarten teachers collect for box constructions include:

Cardboard boxes, buttons, beads, ribbons, straws, feathers, sequins, bottle tops, corks, foam rubber, eggs shells (clean!), coffee grounds (in a sealed plastic packet please!) and wood chips or wood shavings.

#### **Religious Instruction**

All DSD children receive Christian religious instruction on a Wednesday morning. In the KiGa, this usually takes the form of a number of worship songs, a short bible story and a prayer. A prayer is spoken before every meal.

#### **Reports**

Written reports are issued at the end of the 2<sup>nd</sup> and 4<sup>th</sup> Terms, and Report Discussions take place at the end of the 1<sup>st</sup> and 3<sup>rd</sup> Term. Letters to this effect are sent out before the time and parents will be asked to book an appointment with their child's teacher to discuss progress.

# S

# **School Events/ Fundraising**

We look forward to welcoming you and your family at these events. These are lovely opportunities to meet other families. We do, however, also require the parents to assist at many of these, most notably at the Weihnachtsmarkt (Christmas Market) in early November. These events are described in more detail elsewhere in this document.

#### **School Fees**

School fees are to be paid directly into the school's bank account. Parents can choose to pay annually, quarterly or monthly, but are asked to please communicate their choice to the school's Accounts Department for budgeting purposes.



The school's banking details are as follows:

**ABSA BANK** 

Branch Code: 331-926

Account Number: 406 199 4076

Reference: The child's full name and surname

# **Special Days**

During the course of the year we celebrate certain special days, most notably Fasching (carnival), Mothers' Day (Muffins for Moms), Fathers' Day (Donuts for Dads), and Grandparents Day. At the end of each year, we have an end of year Christmas themed concert. These dates are on the year calendar and invitations and reminders are sent out closer to the time. Elsewhere in this document you will find a bit more detail about these various events.

# **Sport**

All classes (excluding the Schmetterlinge) will have a weekly sports lesson presented by Playball, laying the basic foundation of movement in order to enable the child to accomplish more challenging sport-related skills as they get older. Specially trained Playball staff conduct these lessons and written reports are issued at the end of the 2<sup>nd</sup> and 4<sup>th</sup> terms.

#### **Sun Smart**

Please apply sunscreen daily. As a sun smart school, we have lotion available if a "top-up" is necessary. Other than the Schmetterling toddler group, all children must have the red DSD KiGa hat which they must wear when playing outside. This is supplied by the school when a child starts in either the Delfin or Zebra class.

#### T

# Tissues

Each child is to please provide 2 tissue boxes and 1 packet of wet wipes for the year. These are used in and around the classroom throughout the year.

# **Toiletries - Schmetterlinge**

Parents need to provide the necessary creams, powders, disposable nappies and nappy bags. Each child has their own box containing these items supplied by their parents and you will be notified when these need to be replaced.

#### **Toys**

Bringing toys to school causes a lot of tears. Therefore, no toys are allowed to be brought to school.

# W

#### Weihnachtsmarkt

The school hosts its annual Weihnachtsmarkt (Christmas Market) fundraiser on the first Friday in November each year. This is the DSD's major fundraiser and an amazing opportunity to showcase our wonderful school. The school is transformed into a huge market focusing on Christmas and visitors to



the market are able to shop around the various stalls for a variety of gifts and Christmas decorations. Outside stall holders rent table space and display their wares.

The school provides the refreshments (food and drink), and all parents are respectfully asked to assist and do their share in ensuring that the event, which attracts well over a thousand people, is remembered for all the right reasons. More details about the event and how to get involved are sent out closer to the time, but assistance generally involves working a 2 hour shift at the market (set up/cooking food/ serving food or drinks) to help clean up the following day.

# Procedure To Be Followed When Dealing With School Related Issues

It is sometimes evident that some parents are not clear as to how to deal with issues relating to the school. If at any time a parent has an issue regarding their child or any staff member, it would be appreciated if they would make an appointment to discuss it **FIRST** with the relevant staff member.

This obviously assists the staff in being made aware of the issue early on so that they can respond to it in an appropriate manner. If after doing this the matter has not been resolved, parents are encouraged to then advise the Principal in writing of the matter. Should a parent still not be satisfied as to how their concerns have been handled, parents are urged to write to the Board of Directors and inform them of their concerns.

One can certainly appreciate that it is extremely difficult to manage the school when a formal process to identify issues is not observed by parents. Although the school has no ability to control gossip, we urge parents with real issues to rather follow the above process which will prevent any inappropriate and usually untrue rumouring. Parents' cooperation in this regard is imperative in order to ensure the smooth running of the school and the maintenance of its good reputation.

Your support is much appreciated, and we trust that we will build a mutual respect based on clear communication and the ultimate desire to do what is best for all DSD children.

**Updated January 2024**