

## Laerskool Walvisbaai

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## Walvis Bay Primary School

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Email: reception@lwbsleutels.com

PRIMARY SCHOOL WALVIS BAY (Incorporated association not for gain) 21/95/0111

### APPLICATION HOMEWORK CLASS 2026

<b>NAME AND SURNAME OF LEARNER:</b>	
<b>GRADE - (2026)</b>	
<b>NAME AND SURNAME OF FATHER:</b>	
<b>MOBILE NUMBER:</b>	
<b>NAME AND SURNAME OF MOTHER:</b>	
<b>MOBILE NUMBER:</b>	
<b>PERSON RESPONSIBLE FOR PAYMENT:</b>	
<b>MOBILE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	
<b>CONTACT PERSON TO BE ADDED TO THE WHATSAPP GROUP:</b>	
<b>FULL NAME:</b>	
<b>RELATIONSHIP TO CHILD:</b>	
<b>MOBILE NUMBER:</b>	
<b><i>Kindly ensure the number provided is active on WhatsApp.</i></b>	
<b>DATE ON WHICH YOU CHILD WILL JOIN THE HOMEWORK CLASS:</b>	
<b>SIGNATURE:</b>	

## Afternoon care/ Homework classes 14:00 – 16:45

**REMEMBER:** If learner is not picked up on time admin before 17:15 admin office will bill you an additional fee of N\$ 50.00 for every day that a learner is picked up late.

### AFTERCARE POLICY AND PROCEDURE FOR PARENTS

At Walvis Bay Primary School we succeeded in developing an aftercare service where learners feel happy and cherished. Good communication between parents and aftercare facilitators ensures that learners are very happy at Walvis Bay Primary Schools' aftercare. Our aim is to create a relaxed and structured environment where learners can work. We are dependent on parents' positive support to motivate their children to respect the authority of their caregivers. In this way other positive characteristics, such as honoring of norms and values of Walvis Bay Primary School, are encouraged.

### THE AFTERCARE STRIVES TOWARDS

- *a safe homely environment where learners can relax and thrive under the supervision of caring staff during the school week after school hours.*
- *a system which ensures that learners will attend extramural activities offered by the school, punctually and safely.*
- *help with homework during a particular time slot, although the final responsibility for checking and revision rests with the parent.*
- *grouping according to age / phase as far as possible so that the approach to everyone is suited to his/her developmental level.*

### MANAGEMENT

The aftercare facilities are run by a management team, consisting of the School Director, HOD's and the Aftercare Coordinators/ Teachers.

### STAFF

- The school employs full-time and casual employees to help at the aftercare classes.
- Learners should please arrive on time (13:50) and should be picked up on time.
- **NO LATER THAN 17:15**
- **No learner will be allowed at the Aftercare if the learner is more than 15 minutes late without prior arrangement.**

### SAFETY

- The safety of learners is casual and is therefore a priority. If an aftercare learner does not arrive at aftercare, staff will follow the following procedure: check the messages on the group etc.; check the schools' register for absenteeism.
- The supervisor / facilitator on outside duty will ensure that no unauthorized people enter the play area.
- We must know who may or may not collect learners. Parents must inform the school either telephonically or in writing, should a learner be going home with a friend, otherwise the learner will not be allowed to leave
- It is thus very important that the school is aware of any extra mural activities that your child should attend. A written program of extra mural activities, signed by the parents, is preferred.

## ABSENCE FROM SCHOOL/AFTERCARE

- It is the parents' responsibility to inform the Aftercare Coordinator/ Teacher when a learner is going to be absent from aftercare for any reason. This will assist to keep better control over aftercare learners. The following procedures have to be followed:
  - ✓ Phone to inform the primary school secretary, who will notify aftercare.
  - ✓ Phone or SMS/WhatsApp the Aftercare Coordinator/ Admin on the aftercare mobile phone number (081 398 9149) Barbara Van Zyl.

## DISCIPLINE

- Aftercare was created to assist learners with their schoolwork. It is thus very important to note that the school has **a zero-tolerance policy against learners who disrupt the class** and makes it impossible for the teacher to be on duty to do his/her tasks. If a learner is repeatedly guilty of serious offences e.g. inappropriate behavior, disciplinary measures will be taken, according to the Code of Conduct of the school. The **learner could also be refused aftercare for a short period of time or expelled completely.**
- Bad language and behavior will not be tolerated and will be addressed. Fighting is unacceptable.
- Nobody may pick up the learner from aftercare if it was not arranged in advance by the parents in writing.
- Payment of **N\$ 900.00** is payable monthly **in advance**.
- If the payment is not made the learner will not be allowed to attend aftercare classes.
- Should you wish for your child to stay at school between 12:00 and 13:00/ 14:00 an additional fee of **N\$ 1 020** will apply for waiting class.

### **Finance:**

- Afternoon care is strictly on a prepaid basis. Your child may not attend aftercare if fees are not paid a month in advance.
- Written notice of at least 1 (one) month is required if you no longer wish to make use of the aftercare program. Notice should be sent via e-mail to [admin@lwbsleutels.com](mailto:admin@lwbsleutels.com) and [barbarra.vz@lwbsleutels.com](mailto:barbarra.vz@lwbsleutels.com)

**Waiting and Homework classes are not available during school holidays, public holidays, or on days when the school closes for mid-term and holidays. Parents will always be notified in advance via the LWB Communication WhatsApp group.**

I \_\_\_\_\_ (name of parent) hereby agrees to terms and conditions of Walvis Bay Primary School as set out in the above document.

SIGNED AT \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

