

**MERCHISTON PREPARATORY SCHOOL**  
**HEADMASTER'S NEWSLETTER**



No 1 of 1<sup>st</sup> Quarter 2012

Dear Parents

It is a great pleasure to welcome you all to Merchiston. I trust this year will be rewarding and stimulating for both you and your son/s.

**STAFF STRUCTURE**

**Mr D BEETAR**  
**HEADMASTER**

**MR G LAMBOOY**  
**DEPUTY HEADMASTER [SP PRINCIPAL]**

<b>Mrs T COLLOCOTT</b>   GRADE 7 CO-ORDINATOR	<b>Mr R BISSCHOFF</b>   HOD GRADE 6	<b>Mr C HOWARD</b>   HOD GRADE 5	<b>Miss P PAYNE</b>   HOD GRADE 4
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**Mr L ORCHARD**  
|  
HEAD OF DEPARTMENT  
ENGLISH

**Mrs R LIEBENBERG**  
|  
SP HODOF SP  
ACADEMICS

**Mr R BENNETT**  
|  
DIR. OF SPORT

**SENIOR PRIMARY TEACHERS:**

MRS T. COLLOCOTT 7	MR R. BISSCHOFF 6	MR C. HOWARD 5
MR C. HAMPSON 7	MRS L. WHITE 6	MISS A. McEWEN 5
MR C. GRIFFITHS 7	MR L. ORCHARD 6	MRS J. BOTHA 5
MRS J. VAN DER MERWE 7	MR B. WATSON 6	MR S. DENNIS 5

MISS P. PAYNE 4  
MR J. TORLAGE 4  
MRS S. WILLIAMS 4  
MRS B. LEVENGOOD 4

**MRS J. THOMPSON**  
**J.P. PRINCIPAL**

<b>Mrs D MORRISON</b>   JP HOD/REM	<b>Mrs K OWEN</b>   GRADE 2 CO-ORDINATOR	<b>Mrs D SIDEY</b>   JP HOD	<b>Miss R SNYMAN</b>   GRADE 1 CO-ORDINATOR	<b>Mrs F McCLOUGHLIN</b>   IMPS HOD
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**JUNIOR PRIMARY TEACHERS:**

MRS D. MORRISON 3  
MISS B. WIMBLE 3  
MISS C. ROBERTS 3  
MRS M. GRAY 3  
MISS R. CROOKES 3

MRS K. OWEN 2  
MRS S. KRUGER 2  
MRS E. BORAIN 2  
MRS L. HOHLS 2

MRS D. SIDEY 1  
MRS F. DOLD 1  
MISS R. SNYMAN 1  
MISS C. WHITE 1  
MRS H. KELLAND 1

**IMPS**

MRS F. MCLOUGHLIN R  
MRS C. VAN SCHALKWYK R  
MISS T. ERASMUS RR  
MRS I. ZUNGU R

MRS E. VAN BLERK R  
MRS G. TREDGOLD R  
MISS R. NEFDI RR  
MRS H. ZUMA R

**SPECIALIST TEACHERS:**

**HEAD OF SENIOR ACADEMICS** : MRS R. LIEBENBERG **ZULU** : MRS D. SITHOLE

**COMPUTERS / I.T.** : MR E. WHITE + MRS B. HIDE

**S.P. CHOIR** : MR D. BEETAR / MRS C. FRANKLIN

**J.P. CHOIR** : MISS B. WIMBLE / MRS C. FRANKLIN

**DIR. SPORT** : MR R. BENNETT **J.P. SPORT** : MRS N CLARK

**PHYS ED** : MR N. DUVENAGE / MRS N. CLARK **ORCHESTRA** : MRS C. FRANKLIN

**MEDIA CENTRE** : MRS L. PASSOS + MRS P. FISHER + MRS H. KRUGER

**DIR. MUSIC** : MRS C. FRANKLIN

**BOARDING** : MR R. BENNETT

**MARKETING** : MRS S. SCHUTTE

**BUSINESS DEVELOPMENT CO-ORDINATOR** : MR M. REED

**ADMINISTRATIVE STAFF:**

**ADMISSIONS AND HEADMASTER'S SECRETARY** : MRS VERWEY

**SWITCHBOARD/SECRETARY** : MRS G. QUARMBY

**BURSAR** : MRS R. SEWRAM

**FINANCE ASSISTANTS** : MRS L. ERASMUS + MRS J. THORNTON-DIBB

**SUPPORT SERVICES:**

**TEACHER AIDS:**

**MRS J. THOMPSON**

GR 1K : MRS C. GILSON

GR 2K/3K : MISS C. GREATWOOD

GR 3 : MISS C. ASHTON

**MRS R. LIEBENBERG**

GR 4K/5K : MISS Z. OELLERMAN

MISS M. DOBSON

MR D. HOARAU

**MR R. BISSCHOFF** (INTERNSHIPS)

MR T. HIBBERT

**AFTERCARE:**

MRS T. MORLEY

MRS C. GILSON

MRS H. KRUGER

MRS J. TITLESTAD

MRS J. GRAY

MRS I. ZUNGU

MRS M. COURT

MRS D. BROWN

MRS H. ZUMA

MISS L. NZACA

## **PARKING / DROP-OFF / PICK-UP POINTS**

The establishment of parking and through flow into Merchiston is almost complete. We are in the process of planning the parking bays and the marking of the lines. I foresee this being completed shortly. I ask you to be patient in the meantime and assist us by being extra vigilant when driving into Merchiston and dropping off and picking up children.

**NB: Parents are requested to show consideration for Boarding parents on Friday afternoons at 13:00 and Monday mornings. There is often major congestion at the pool parking area at these times, as both day and boarder parents are trying to use this parking at the same time.**

**PUPILS LEAVING THE SCHOOL DURING SCHOOL TIME: Parents requiring their son to leave school for appointments, etc, must report to the office first and sign their sons out at Mrs Quarmby's office – boys may not leave the school unless they have been signed out by you, the parent.**

In order to assist with the smooth running of the school, I bring the following to your attention:

1. **Sport:** You are strongly urged to ensure that you are fully aware of your son's sporting commitments and arrangements for fixtures. A recent incident highlighted the need for parents to ensure the following is strictly adhered to:
  - a) Communication slips are read and replied to;
  - b) If you are not transporting your son to and from fixtures, arrangements for pick up (including the precise place for pick up) must be abundantly clear and reiterated;
  - c) A clear time needs to be made. Your being late, causes undue stress and anxiety for the child.

## **Communication**

We encourage email contact with your son's class teacher. However, due to the pressures of starting each new day, staff may only get a chance to open emails later in the day. If there is an important request regarding the day, we ask that you phone the school early in the morning to ensure staff receive your request before lessons commence.

## **PARENT INFORMATION EVENINGS**

Next week sees Merchiston hosting Parent Information Evenings as per the following schedule:

**Tuesday 17 January at 17h15 for IMPS (Grades RR and R) – Reg Evans Hall**

**Wednesday 18 January at 17h15 for Junior Primary (Grades 1 to 3) – Reg Evans Hall**

**Thursday 19 January at 17h15 for Senior Primary (Grades 4 to 7) – Reg Evans Hall**

This is an important evening in the school year and parents are urged to attend. I would appreciate it if at least one parent could attend. Parents will be addressed regarding:

1. Fees – Chairman of the Board
2. Merchiston – Headmaster
3. Classroom operation and expectations – class teacher.

Refreshments will be served between 16h45 and 17h10.

- Child care facility is available in the Auditorium below the school hall.
- Parents are to park on the main field.

## **CONCLUSION**

**Merchiston is a busy, energetic and vibrant school and 2012 is going to be a good year – it is safe to say that it is what we make of it and we are keen to make it a GREAT year. I invite you to join us - your support and encouragement is needed. Please feel free to contact our P.R.O., Members of the Management or Members of the Board, should you have any constructive contributions.**

**A more detailed and comprehensive newsletter will be forthcoming shortly.**

**REMEMBER - YOU AND YOUR FAMILY ARE IMPORTANT TO US.**

**My sincerest and best wishes for 2012 - may it bring you health, happiness and prosperity.**

**Kindest regards**

**DAVE BEETAR**  
**HEADMASTER**