



Lord Milner School

Private Bag X421
Settlers, 0430

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

GENERAL INFORMATION GUIDE FOR 2024

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.

- **Staff member to assist with purchasing of school uniform or any enquiries regarding learner clothing: Mr. H Batt**
- **WhatsApp: 060 393 1790 – For written confirmation of order.**
- **E-mail address: schoolshop@lordmilner.co.za**
- **School clothing shop hours:**
 - The clothing shop will be open from 8h00 till 12h30 weekdays.
 - The clothing shop will not be open during holidays.

General:

- Please ensure that all items of clothing are clearly marked with a permanent marker or name tag. 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. Only wrist watches, Crisis on Call strap and Medic Alert discs may be worn. No extra big fashion wrist watches or “smart watches” may be worn.
- No fashion earrings will be allowed – only silver or gold studs (3mm), sleepers or rings (10mm) may be worn.

ESTIMATED FEES FOR 2024

Day Scholar Fees	R18 000.00
Boarder Fees	R43 000.00 + R18 000.00 = R61 000.00
Once off Maintenance Fee	R250-00 (Payable on Orientation Day)

On arrival at Lord Milner School on the first day of term, a Boarding Home clearance slip must be obtained from the educators 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, surname and school account number** as reference on **ALL** payments made to LMS.

BANKING DETAILS: FNB

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

Email:

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 - 15:30
Fridays: 07:30 - 13:00

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

WHATSAPP GROUP:

Cell phone number: [083 6561 789](tel:0836561789)



The **WHATSAPP** platform is an invaluable tool for communication, updates, and fostering a sense of community within our school.

- To ensure you are included in this group, we kindly request that you provide us with your correct and updated telephone information. This will enable us to add you promptly and keep you informed about important school announcements, events, and other relevant information.
- Please take a moment to review and update your contact details through the provided link or by contacting the school office directly. We greatly appreciate your cooperation in this matter and look forward to building a stronger, more connected Lord Milner School community together.
- All necessary documentation can be found on the website, as well as information regarding academics, sport and culture.

EMERGENCY NUMBER: 083 6561 789

- 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.

VISITS TO THE SCHOOL BY PARENTS OR OTHERS

1. Parents have the right to visit the school, but such visit may not disrupt any of the school activities.
2. No unauthorised individual may enter the school's teaching venues, parking areas or the school grounds, and trespassers will be prosecuted.
3. **Parents are required, prior to the visit, to make an appointment with the principal or the relevant educator for a personal meeting. Parents must state the reason for the visit and to name the persons who may be involved during the visit.**
4. **All parents / visitors must report to the administrative secretary in the administration block of the school and must complete the visitors register.**
5. The drivers of vehicles that are allowed entry to the school grounds must complete the security register at the gates and may be requested to subject their vehicles to a security search.
6. Parents may only pick up/drop off learners at designated points.
7. Parents must stick to the speed limit of 15km per hour on the school grounds.

OFFICIAL SCHOOL HOURS

1. School hours are the same throughout the year from **7:15** to **13:45** for gr R to 7 Mondays to Fridays.
2. No learner will be locked outside the school for arriving late.
3. Parents are responsible to ensure learners will report on time for school. Learners who come late create disciplinary problems at the school.
4. Learners who wait for transport after school must wait in the allocated waiting areas.
5. **It is the responsibility of the parents to arrange transport for their child to be collected after school.**
6. Parents and visitors may only pick up/drop off learners at designated points.

COLLECTION OF LEARNERS BY NON-PARENTS FROM SCHOOL

1. On admitting a learner to the school, a parent/guardian must identify in writing on the learner application form who is allowed to collect their child at school or the boarding home.
2. If someone other than the learner's parent comes to fetch the learner, that person must submit evidence that he/she was authorised by the parent to do so.
3. The school must ensure that the authorised person is known to the learner and must contact the parent if there is any doubt about the person's identity.

EARLY DEPARTURE FROM SCHOOL AT THE REQUEST OF PARENTS/GUARDIANS

1. If a learner needs to leave school early, the parent/guardian of the learner must send a letter in which permission to do so is requested. This letter must stipulate the reasons for, and date of, such early departure. The learner must show the letter to his/her guardian educator, who will then submit the request to the Principal or Deputy Principal for approval.
2. **Children must be signed out at the administration office.**
3. Learners will be released by the administration office into the care of the parent/guardian when they provide valid identification.
4. Doctor's appointments and other appointments should preferably be scheduled outside school hours.
5. **Early dismissal:** The school will take reasonable steps to ensure that parents are informed in good time if learners are to be released early to enable parents to make transport and care-taking arrangements.

ABSENCE FROM SCHOOL

1. **Learners must attend school daily.**
2. All learners are expected to attend school for the whole school day.
3. Learners will have to be at school for two hours before they can be marked present.
4. Absence from school, without an acceptable reason, will be regarded as a serious offence.
5. **Learners who are absent from school should submit a written explanation from their parents, on return.**
6. If a learner is absent without valid reason for three consecutive school days, the parent will be informed of the legal implications of section 3 of SASA. If the learner persists in being absent without valid reason, the learner must be charged with breach of the school's Code of Conduct for learners.
7. **Absence due to illness for three consecutive days will only be excused if a letter or certificate from a registered medical practitioner/ registered traditional doctor / registered herbalist is submitted.**
8. In the case of death or trauma in the family or for a reason approved by the principal, an exception can be made.
9. **A learners record in the class register will be cancelled if the learner is absent for ten (10) consecutive school days without valid proof.**
10. The register teacher must keep an accurate register of daily learner attendance and must notify the principal when a learner is frequently absent.
11. **It is the responsibility of every learner to see to it that they receive all the relevant work if they have been absent. They must get all work and finish it on time. The timeous handing in of work is the responsibility of each learner.**

12. Educators must assist learners who have been absent, to make up for time lost or assessments missed.
13. **Any absence from a formal examination, test or formal task must be supported by a letter from a registered medical practitioner/ registered traditional doctor / registered herbalist and be handed in at the office and a copy should be given to the relevant educator within three days of the missed formal examination, test or formal task.**

DRUG, ALCOHOL AND WEAPON FREE ZONE

1. **During a school activity, no educator, parent, learner or any other person may be in possession of or use any: alcohol; illegal drugs; illegal substances; or hazardous objects.**
2. No dangerous objects or illegal drugs, as defined in the SASA or the Safety Regulations may be brought onto and/or used on the school property, unless authorised by the principal for educational purposes. Dangerous objects including knives, firearms or any item that could harm a person.
3. Possession of cigarettes, cigarette lighters, matches, drugs, alcoholic drinks, pornographic material, firearms, knives and other dangerous weapons are prohibited at the school.
4. No smoking on school premises allowed.
5. **The school reserves the right to do a drug test.**
6. Every attempt will be made to contact the parents prior to testing any learner.
7. If the parent/guardian cannot be contacted, the school reserves the right to proceed with a drug test.
8. When a learner verbally admits that he/she would test positive, such a learner will be regarded to be in the possession of an illegal substance.
9. When a learner/parent/guardian refuses to submit to a drug test, the learner will be regarded to have conceded that if they would test positive. They would therefore be in possession of an illegal substance.
10. The school is not responsible to arrange rehabilitation for any substance addiction; it is subject to be arranged in cooperation with parents.
11. Parents are prohibited from bringing alcohol, drugs or firearms onto the premises.

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.**

GENERAL INFORMATION FOR BOARDERS

COMMUNICATION WITH BOARDERS

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

TELEPHONE TIMES FOR BOARDERS

Telephone times are as follows: Learners must please stick to the allocated phoning times.

Boarding Home	Weekday/s	Time	
Rhodes	Monday	15:00 – 17:00	
Monty	Tuesday	15:00 – 17:00	
Clarendon	Wednesday	15:00 – 17:00	
Rainbow	Thursday	15:00 – 17:00	
Monty and Rhodes boys	Friday	09:00 – 12:00	15:00 – 17:00
Clarendon and Rainbow girls	Saturday	09:00 – 12:00	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

CORE BOARDING HOME RULES

a. Dormitories:

Beds may not be shared.

Weekend bags must be kept in the cupboards / lockers. Big bags will be locked in the box room.

Tuck is to be eaten before entering the boarding home. No food or tuck is to be kept or eaten in the boarding home.

b. Safety:

No learner may move to another dorm without permission.

Parents will **ONLY** be allowed in the dorm as per permission.

Learners must have a lock for their lockers.

Spare key/s must be handed in at the Matron.

Combination locks are not recommended.

Pocket money must be hand over to the Matron for safekeeping.

Learners must not bring items of value to the boarding homes.

Learners must, without exception, always have the permission of the educator on duty to leave the boarding home for whatever reason it may be.

Cell phones are not permitted.

Learners must get permission from the office if they must go to the boarding home during class time.

c. Clothing and shoes:

Boarders to depart from and return to boarding home in school uniform.

Learners must always be dressed in LMS branded clothing – school uniform or play clothes.

Boxer shorts and golf shirts are the regulation play clothes at the boarding home.

Learners' belongings must be marked clearly with their laundry number - use a permanent marker.

Learners must take responsibility for their own clothing. Laundry to be fetched every week on the day and time arranged by the Matron. Nobody is allowed to fetch laundry on another learner's behalf.

No **BORROWING / LENDING / SWOPPING / BUYING** or **SELLING** of personal belongings - clothes, shoes, money etc.

d. Medical matters:

- **No boarder may keep MEDICINE with them. It must be kept with the matron.**
- The medication must be clearly labelled with the child's name and provided to the school in the pharmacy or manufacturer's packaging.
- 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.
- 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 or Modimolle. 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.

e. Procedure for boarders to leave the school premises:

- 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.
- Over weekends when children **MUST** 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.

f. Personal neatness:

The prescribed hair rules will be applicable during school hours as well as other school activities, as determined by the governing body.

A. HAIR: BOYS

1. Hair must be short, neatly cut, and tidy.
2. **Hight may not exceed 1cm.**
3. **No patterns or any lines may be cut in the hair.**
4. No coloured hair will be allowed.
5. No punk styles, steps or undercuts in the hair.
6. Hair must not be brushed out excessively.

B. HAIR: GIRLS

1. Long hair should be tied, but preferably plaited flat.
2. Short hair should be kept neat and tidy.
3. Girls' natural hair must be brushed back, using hair bands.
4. Only blue/black or white ribbons may be worn.
5. No coloured hair or dread locks are allowed.
6. No hairpieces, braids or hair extensions allowed.
7. No beads in hair will be allowed.
8. No fringes allowed.
9. **It is compulsory for boarders to wash their hair weekly, therefore hairstyles must be able to be maintained.**

C. General personal neatness for boys and girls:

- Nails should not extend beyond the fingertips.
- Nails must be clean and tidy. No nail polish (varnish) or false nails will be allowed.
- Eyebrows may not be cut in a pattern/shaved/coloured or bleached.
- No makeup whatsoever (mascara, eyeliner, lip-gloss or blusher) may be worn to school.

BASIC BOARDING HOME REQUIREMENTS

<u>Toiletries:</u>	Toothbrush	Tissues	Nailbrush	Toothpaste
	Toilet paper	Nail file	Shampoo	Facecloth
	Hairbrush	Soap	Comb	Cream
	Sunblock 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, Suitcase 660mm x 450mm,
Weekend bag 450mm x 300mm – available at the school shop.

BOARDER TRANSPORT

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

BUS BOOKINGS AND DEPOSITS

- Please use the correct bank account: **FNB – 5420 217 6507**
- Please use the correct reference for bus deposits.
Bus route (**PTA / JHB**), Account no: (A000), Surname and Name.
For example: **PTA A132 Kobelo Makobeli**
- E-mail the deposit slip to the school and make sure that your references are correct.
Email: admin@lordmilner.co.za



BUS BOOKING FEES

DESTINATION	BUS ROUTES	BUS FEES
PTA: Pretoria Route	McDonald's at Kolonade	R300 (Single Trip) R400 (Return Trip)
JHB: Johannesburg Route	Engen garage, R25, Modderfontein	R350 (Single Trip) R450 (Return Trip)

- Bus bookings and payments in respect of the term can be made on the first day by depositing money into the all fees account.
- Please do not do bus bookings or deposits in advance for the year.
- **Very important:** All bus bookings must be made a week before the Compulsory Out Weekend (COW).
Although you have booked your child on the bus, your child will not be put on the bus if a deposit is not received a week before the time.
- **NO DISCOUNT** for a return bus if it is only used one way. You will still pay the full amount for a return trip. No single bookings on a return trip.
- **SINGLE TRIPS ONLY** when the school year plan stipulate that it is a single trip.
- **Very important:** Please do not deposit bus fees without indicating the bus route.

BUS DESTINATION, DROP OFF AND DEPARTURE TIMES

Please stick to the timetables for departure and arrival:

DESTINATION	DROP OFF FROM LMS	DEPARTURE
PTA: Pretoria Route	14h30	15h30
JHB: Johannesburg Route	15h30	14h15

- **Very important:** 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.
- Transport is not provided at the beginning and end of term.

Once again, welcome to Lord Milner School! We look forward to getting to know you and your child, and to embark on a wonderful educational journey together.

If you have any questions or need assistance as you settle into the Lord Milner family, please don't hesitate to reach out. We are here to support you every step of the way.

Warm regards,

Principal: Mrs. A Hitchcock

Acting Deputy Principal: Mr. H Mostert

GRADE R STATIONERY LIST

- 1x 2L tub clean ice-cream container - compulsory
- 2x Pack thick (jumbo) wax crayons
- 1x 12 Pack thick (jumbo) triangular colouring pencils
- 6x Staedtler HB pencils
- 2x 48g Pritt glue sticks
- 4x black/blue/red/green whiteboard markers
- 1x sharpener with a bucket
- 2x Staedtler erasers
- 1x Scissor
- 1x Pencil bag (for homework stationery)
- 2x 10 pocket Flip files
- 1x Document wallet A4 size - hard plastic folder
- 1x 12 Piece puzzle
- 1x Skipping rope
- 1x Tennis ball (Dunlop/Slazenger brand)
- 1x Wet wipes
- 1x Box of tissues

GRADE 2 STATIONERY LIST

- 1x Retractable wax crayons (twisters)
- 2x 12 Pack long colouring pencils
- 1x 100 Page colouring book
- 4x Staedtler Erasers
- 2x Sharpeners (Attached to a container)
- 4x Black White-board Markers
- 4x PRITT glue sticks (48g)
- 12x Grey Staedtler HB writing pencils
- 2x 20 Pockets Flip Files
- 1x Flexible 30cm ruler
- 1x 2L tub with lid (clean ice-cream container)
- 1x Oil Pastels
- 4x Documents wallets A4 – hard plastic folder
- 1x Old magazine
- 1x Skipping rope
- 1x Tennis ball
- 1x Packet of A4 coloured paper
- 1x Box of tissues
- 1x Pencil Bag

Every child **must** have stationery according to the list provided.

Please make sure to buy the **“make”** as requested.

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

GRADE 1 STATIONERY LIST

- 1x Wet wipes and 1x box of tissues
- 2x 12 pack short thin crayons
- 1x 48 Piece puzzle in a box
- 2x Retractable/turn out Twisters
- 3x 12 Pack long colouring pencils
- 1x 100 page colouring book
- 4x Erasers
- 3x Sharpeners (Good quality with a container)
- 3x Whiteboard markers
- 4x PRITT glue sticks (48g)
- 14x Grey Staedtler HB writing pencils
- 1x 20 page/pocket Flip file
- 1x Skipping rope
- 1x Plastic ball (+- 20cm)
- 1x Pencil bag and 1x Ice-cream tub
- 1x Plastic A4 envelope for readers
- 1x Scissor

GRADE 3 STATIONERY LIST

- 1x Ice cream bowl/container
- 1x Old magazine
- 1x Tennis ball
- 1x Box of tissues
- 1x Packet of gum paper (small squares)
- 2x Packet of colouring pencils
- 10x Staedtler HB pencils
- 1x 30cm ruler
- 3x Erasers
- 3x Sharpeners with a bucket
- 2x Retractable wax crayons (twisters)
- 3x PRITT glue sticks (48g)
- 1x Pencil bag
- 1x A4 Flip file – 20 pages
- 3x White board markers (black)
- 1x Packet of Oil pastels
- 1x Scissor
- 4x Document wallet A4 size - hard plastic folder
- 1x Wet Wipes

INTERSEN PHASE – STATIONERY LIST

- Ballpoint pens (blue, fine point)
- HB pencils and Sharpener
- Eraser and 30cm ruler
- Colouring pencils and Twisters
- PRITT glue stick (48g)
- Scissors
- White-board marker & Highlighters
- A4 loose-leaf pad
- Flip File 20 page
- Scientific calculator
- Good Oxford Dictionary
- Mathematical set for Grade 6 & 7 ONLY