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**PARENT’S**

**INFORMATION MANUAL**

**SCHOOL CONTACT DETAILS**

**School Address**: **Town Office**

Private Bag 304B 190 Sam Nujoma St, Milton Park

|  |  |
| --- | --- |
| Harare  |  Harare  |
|   |  252012-4 / 0773-060238 |
|   |   |
| **HEADMASTER**:  | Mr. D. Campbell  |
|   | headmaster@lilfordia.com  |
|   | 0773-634396  |
| **SUPERINTENDENT**:  |  Mrs. L. Campbell  |
|   | l.campbell@lilfordia.com  |
|   | 0772-241480 (anytime)  |
| **BURSAR:**   | Mrs. S. Jones  |
|   | sylvia@lilfordia.com  |
|   | 0772-266264  |
| **ADMISSIONS &**  | Mrs. P. Squire  |
| **ADMINISTRATION:**  | pippa@lilfordia.com  |
|   | 0772-305233  |

**DIRECTOR OF SPORT:** Mrs. M. Houghton

 mary@lilfordia.com

 0772-327973

**HANDY CHECKLIST**

BEFORE YOU LEAVE HOME

Checked the uniform fits? \_\_\_\_\_

Copy of new medical aid card \_\_\_\_\_

Packed ALL toiletry items & MARKED them?

(1 toothbrush, 1 scrubbing brush,

Girls - 1 brush, 1 comb, Boys - comb only.) \_\_\_\_\_

HAIRCUT \_\_\_\_\_

Do shoes fit? Are they marked? \_\_\_\_\_

Have you packed wraps and costumes? \_\_\_\_\_

Dressing gown cord (sewn on & marked) \_\_\_\_\_

**AT HOME**

Changed your address / telephone / email? \_\_\_\_\_

Do we have a Harare contact number? \_\_\_\_\_

Spare name tags (10)

(Only when your child first comes to school).

***DO NOT USE IRON ON LABELS*** \_\_\_\_\_

Any medical information updates we need to know? \_\_\_\_\_

Check party date & collect invitation \_\_\_\_\_

**ALWAYS PHONE THE SCHOOL BEFORE A MATCH IF YOU THINK YOUR CHILD IS PLAYING AND CHECK COMMUNICATOR. MATCHES COULD HAVE BEEN CANCELLED OR YOUR CHILD MAY NOT BE PLAYING**

**IMPORTANT INFORMATION**

**PLEASE NOTE**

# AT THE BEGINNING OF TERM

Boarders arrive between 14:00 - 16:00 in **FULL No. 1s** *(1st & 3rd Term)*

Day Scholars arrive at 07:15 the following day in No. 1s without tie.

**2nd Term** - Blue longs, white shirt, tie & blazer (G1-3 wear jerseys). Girls wear white socks, boys wear brown socks. Day Scholars wear same kit as boarders (but no tie).

**FEES**

**These must be paid in advance or at the very latest at the beginning of term.**

**If fees are not paid in full or according to previous arrangements, your child will not be allowed to return.**

**A full term’s notice** MUST be given of the intention to remove your child/children from the school. Failure to do so will result in you having to pay a full term’s fees in lieu of notice.

## ATTENDANCE / EXEATS

## Children will NOT be allowed to miss any school functions ie. Church Service, Concert, Sports Day, Gala etc.

PLEASE arrive on time for these events - it is NOT fair on your children if you are late. Please contact the school if you are going to be late collecting your child.

Taking time off during the school week is unacceptable. Please ensure all professional appointments are conducted during exeats/holidays.

Leaving early at the end of term or arriving late at the start of term is frowned upon.

**ABSENTEEISM** is NOT acceptable except in really serious cases of illness, where the child is actually confined to bed. Please be sensible about this.

# NEWSLETTER

# This will be circulated before each exeat via the school communicator. It is essential that you read the newsletter, it contains vital information.

# CHANGE OF ADDRESS

# YOU must inform the office of any change of address or telephone numbers. It is ESSENTIAL that we have your correct contact details AT ALL TIMES.

**MEDICATION**

ALL medication to bear the child’s FULL name, and must be handed in at the office or dispensary BY THE PARENT/S. Make sure the office is aware of the ailment for which your child is being treated. Medicine must be handed personally to either the nursing sister or the superintendent.

If your child develops any serious allergies OR has an operation or accident during the holidays, please inform the superintendent or nursing sister in writing at your earliest convenience.

# MAIL

# PLEASE write to your children via email (pippa@lilfordia.com) or leave a letter in the office which will be distributed on the day nominated. Letters are given out at lunch and supper line up. NO phone calls are allowed, but messages (e.g. birthday wishes will be passed on).

## VISION AND HEARING TESTS

## Every Grade 1 child (and new comers higher up the school) will need a vision and hearing test before they start school. A certificate from the doctor will be required to show the teacher.

Please hand the Reports into the School or Town Office.

## BEDWETTERS

## Please supply child with an EXTRA pair of pyjamas, two extra sheets and a plastic draw sheet. Pampers nappies are absolutely acceptable.

## TEAM PLAYERS

## It is ESSENTIAL that all pupils representing a school team bring a sleeping bag and travel bag to school.

**NO RAIN COATS**

**NO COLOURED CLOTHES** (Except for girls - see clothing list)

## TOILETRIES

## All toiletries are provided by the school. Should your child suffer from a dermatological complaint that warrants specialized ‘cosmetics’ please inform the Superintendent and supply the necessary toiletries.

## Grade 7 girls may keep their own personal cream and shampoo in the dormitory. ONLY Grade 5, 6 and 7 girls and Grade 7 boys may bring ROLL ON deodorant. Spray deodorant is not allowed. (Numerous reasons for this.)

**MARK**

Toothbrushes, combs etc by scratching the name and then going over it with an indelible marker. Do not use nail polish or a nametape.

# STATIONERY

# Please refer to your newsletter for any specific requirements from the class teacher for your children’s needs in each grade.

2 x Colouring/Activity books and wax crayons are required for all Grade 1 and 2 pupils for use in the dormitory during the ’rest’ period.

## BOARDING

## We are a weekly boarding school. Pupils are to be collected on Friday at 12.15 pm and returned on Monday no later than 7.15 am. If your child is involved in sport on a Saturday, they will stay at school on Friday night and can be collected at the end of sport on Saturday.

## BUS SERVICE

## Fares will be published termly. All payments must be done through the Bursar

(sylvia@lilfordia.com). At the beginning of each term a “bus timetable” is sent out to all those who have paid for a place on the bus indicating the times of departure and arrival both to and from Westgate and Lilfordia.

## HAIR CUTS

## At the beginning of each term and at the half term exeat children are to return with their hair cut - boys SHORT back, front and sides, NO steps, peroxide or fancy cuts. Girls check long fringes. Check your daughter has a hair length and style SHE can cope with, so she doesn’t have to rely on staff or seniors to do it for her. Bear in mind that during the swimming terms long hair does not dry quickly and could easily still be wet at bedtime. NEVER COLOUR i.e. peroxide hair. NO HAIR OIL - it stains hats, collars, pillowcases.

## PARTIES

## Every child in the school has a birthday party at some stage of the year. You are NOT required to bring anything except for the last Grade 7 year. The children invite 11 friends, and these parties are normally held on Fridays at 10:30. Parents are invited to attend. Please understand we have to fit all the children for that term and the following holiday month into limited Fridays, therefore we cannot have more than 2 of a Grade or 2 girls/ boys in the same grade. We try as far as possible to have this party close to their actual birth date, but seniors take precedence over juniors, and sport is taken into account as well as many other factors. So the party date may be totally out of sequence with the birthdays. PLEASE try and avoid asking for a change unless you have a really valid reason for the request. Please DO NOT miss this important event. The birthday recipients may leave at 12:15 providing there are no sporting commitments or other important events.

**Grade 7 Party** As this is their final party they are allowed: 1 small packet crisps, 1 small juice - NO bottles, 1 sweet roll, 1 small chocolate (e.g. freddo), 1 lollipop. No poppers. NO chewing gum. There are twelve children at the party, therefore, each child should receive the same amount of “goodies”.

## CORPORAL PUNISHMENT

## Corporal punishment is administered when necessary by the Headmaster.

## SCHOOL PHOTOGRAPHS

## Every term School Photos are taken. Parents will receive an order form from which you can chose the photos you want and pay the amount due at the Town Office or the School Office.

# LINEN - ALL PUPILS

* **PLEASE NOTE:** Pillows remain at the school until the final year.

* Sheets, duvets and duvet covers to be single bed size. It is VERY difficult for your child to make a small bed neatly with HUGE sheets.

* **NO** fitted sheets.

# SUNDRY REQUIREMENTS

**N.B. NAME TAPE PLACEMENT REGULATIONS**

1 x School Trunk (NOT SMALL) - needs to fit all clothes, blankets etc. \_\_\_\_\_

1 x Underblanket - **ESSENTIAL** \_\_\_\_\_

1 x duvet \_\_\_\_\_

2 x duvet covers \_\_\_\_\_

3 x Sheets \_\_\_\_\_

1 x Pillow \_\_\_\_\_

2 x Pillowcases \_\_\_\_\_

2 x Towels (NB hanging loops in the centre of longest edge) \_\_\_\_\_

1 x Brush/Comb (Girls), Comb for boys. **MARKED**  \_\_\_\_\_

1 x Soft nailbrush. **MARKED.** \_\_\_\_\_

1 x Toothbrush. **MARKED** \_\_\_\_\_

1 x Coat-hanger (BOYS) - start of school career \_\_\_\_\_

4 x Coat-hangers (GIRLS) - start of school career \_\_\_\_\_

1 x Roll On Deodorant (Grade 5, 6 & 7 Girls and Grade 7 Boys ONLY) \_\_\_\_\_

1 x ‘hard topped’ brief case for books. (Grade IV and above only) \_\_\_\_\_

**NB. Mosquito nets to be supplied by the School**

**NO SATCHELS OR RUCKSACKS**

## CLOTHING LIST

**ALL CLOTHES TO BE CLEARLY MARKED** with full first name and surname, INCLUDING ALL UNDERWEAR. **DO NOT USE ‘IRON ON’ LABELS**.

Please ensure that all clothes and shoes are the CORRECT size, in good repair, and the regulation school clothes are the correct colour - ROYAL BLUE not navy.

**ALL** articles of school clothing are to have **TWO** name tapes (excluding socks, underwear, jersey and blazers) **SEE DIAGRAMS AT THE BACK OF THE BOOKLET.**

**Please adhere strictly to the clothing list. Any excess items will be sent home**.

**ABSOLUTELY NO** - electronic devices, money, foodstuffs, chewing gum, jewellery (including St Christopher’s and Crosses on chains). Earrings to be sleepers or studs only - but no coloured stones.

Alice bands and hair ties must be royal blue and clearly marked. **NO** plain elastic. PLEASE send sufficient number of hair ties to replace lost/mislaid ones and one or two more Alice Bands - clearly marked. Hand these into the School Office.

Please supply the school with a minimum of 10 spare nametapes, and hand them in at the office in an envelope marked with the child’s name. This only needs to be done at the start of your child’s career at Lilfordia.

**HANGING LOOPS** to be put on **ALL** hats, jerseys, tracksuits, towels and bathing wraps. These items can be ruined in a short time if this regulation is not adhered to.

**SEE DIAGRAMS AT THE BACK OF THE BOOKLET.**

### UNIFORM SUPPLIER / STOCKIST

**GLEN ABBEY** – Arundel Village, Mon – Fri 9 – 5pm, Sat 8 – 12pm.

0779-714597 / 04-338351, glenabbeyzim@gmail.com

### THRIFT SHOP

Please contact the Superintendent to arrange an appointment.

 **CLOTHING LABELS**  (Allow for 6 weeks delivery, so please order in time)

Available from **JUST LABELS** - **Contact: Ginny Sinclair 0772-286907**

**\*\* = Grade 4 and above ONLY**

**# = Grade 1 & 2 ONLY**

## BOYS CLOTHING LIST

**No. 1s – for every term**

1 x Light grey boxer shorts (NO ZIP) (1st & 3rd term) \_\_\_\_\_

1 x blue trousers (2nd term only) \_\_\_\_\_

1 x Short sleeve white shirt (with top button) \_\_\_\_\_

1 x Regulation school tie \_\_\_\_\_

1 x pair light grey long socks \_\_\_\_\_

1\*\* x Blazer with badge (Grade 4 & above) \_\_\_\_\_

**BASIC - for every term**

3 x Short sleeve blue shirts (with top button) \_\_\_\_\_

1 x Grey long-sleeve pullover (winter x 2) \_\_\_\_\_

5 x pairs proper Underpants (not “silkies”) \_\_\_\_\_

4 x Royal Blue Boxer shorts (NOT NAVY) \_\_\_\_\_

4 x Royal Blue sports shirts \_\_\_\_\_

1 x Lilfordia Tracksuit \_\_\_\_\_

1 x Dressing gown with cord sewn on & **MARKED** for evenings.

 A buttoned dressing gown is more practical than a corded one.

 **(WARM for WINTER, SHORT-SLEEVED for SUMMER)** \_\_\_\_\_

2 x pairs Garters - CLEARLY MARKED for team players \_\_\_\_\_

6 x pairs Beige Ankle socks \_\_\_\_\_

2 x Royal blue hats (NB. LOOP) \_\_\_\_\_

 **One on head, while one in the wash**

1 x Brown lace-up shoes \_\_\_\_\_

1\*\* x pair suitable trainers/boots/track shoes for

 Appropriate sport or takkies for Grade 1 & 2 \_\_\_\_\_

1 x Slops/Rafters/crocs ESSENTIAL - **MARKED**

 (These are worn in the evenings) \_\_\_\_\_

 **Track shoes are not allowed to be worn in the evenings**

1 x Tennis racquet (Optional if not in a team) \_\_\_\_\_

1 x Sleeping bag (*for Team players who will be travelling*) \_\_\_\_\_

1 x Travel bag (*for Team players who will be travelling*) \_\_\_\_\_

**SUMMER ONLY - 1st and 3rd Terms** DO NOT BRING IN WINTER

3 x Khaki boxer shorts (NO ZIP) \_\_\_\_\_

1 x Royal Blue & Gold Lilfordia costume **COMPULSORY** \_\_\_\_\_

2 x Coloured bathing wraps - see diagram \_\_\_\_\_

2 x Summer pyjamas - not T-shirt & shorts \_\_\_\_\_

1 x Cricket Bat (optional if not in team) \_\_\_\_\_

2 x pairs long white cricket socks **ESSENTIAL**

 if in a team . **NO** colour for cricket. \_\_\_\_\_

1 x BROAD brimmed white cricket hat – if in a team

 (**NO** colour on rim, **NO** logo) \_\_\_\_\_

2 x pairs White boxer shorts (for cricket) – if in a team \_\_\_\_\_

2 x White short sleeve shirts (for cricket) – if in a team \_\_\_\_\_

1 x pair of **WHITE** skins (optional for cricket) \_\_\_\_\_

1\*\* x pair Cricket boots (optional if not in a team).

 Essential for 1st XI. Be sure they are suitable for cricket. \_\_\_\_\_

1 x Summer dressing gown (cord sewn on, or buttons only) \_\_\_\_\_

 **Cord also to be marked.**

**WINTER ONLY** - **2nd Term** DO NOT BRING IN SUMMER

2 x Royal blue trousers (elasticised waist)

NB. Correct size and Length. Your child feels awfully

embarrassed wearing longs that are too big, too short or too tight) \_\_\_\_\_

1 x Hockey Stick (optional if not in a team) \_\_\_\_\_

1 x Slippers/stokies/stompies **ESSENTIAL** \_\_\_\_\_

 (**NO** slippers in summer)

2 x Winter pyjamas – not T-shirt & longs \_\_\_\_\_

1\*\* x Rugby jersey for practice - any colour (Grade 2 + above) \_\_\_\_\_

1 x pair of **BLACK** skins (optional for rugby) \_\_\_\_\_

1 x pair shin pads for ALL Hockey players \_\_\_\_\_

1 x Warm winter dressing gown (cord sewn on or buttons only) \_\_\_\_\_

 **Cord also to be marked.**

1 x Royal blue fleece \_\_\_\_\_

**\*\* = Grade 4 and above ONLY**

**# = Grade 1 & 2 ONLY**

## GIRLS CLOTHING LIST

### No. 1s – for every term

1 x Royal blue skirt (must reach floor when kneeling) (1st & 3rd term) \_\_\_\_\_

1 x blue trousers (2nd term only) \_\_\_\_\_

1 x White short sleeve shirt (with top button) \_\_\_\_\_

1 x Regulation school tie \_\_\_\_\_

1 x pair white ankle socks \_\_\_\_\_

1\*\* x Blazer with badge (Grade 4 & above) \_\_\_\_\_

### BASIC - for every term

5 x Pants to match ROYAL blue (NOT NYLON) \_\_\_\_\_

1 x Grey Lilfordia long sleeve pullover (winter x 2) \_\_\_\_\_

4 x Royal blue shorts (boxers) \_\_\_\_\_

4 x Royal blue sports shirts \_\_\_\_\_

1 x Lilfordia Tracksuit \_\_\_\_\_

1 x Dressing gown for evenings with cord sewn on & **MARKED**

 A buttoned dressing gown is more practical than a corded one.

 **(WARM for WINTER, SHORT-SLEEVED for SUMMER)** \_\_\_\_\_

6 x pairs Beige ankle socks \_\_\_\_\_

2 x Royal blue hats (NB. LOOP) \_\_\_\_\_

 ***One on head, while one in the wash***

1 x pair Brown school shoes \_\_\_\_\_

1 x pair suitable trainers/track shoes for appropriate sport

 For Grade 1 & 2 - Takkies \_\_\_\_\_

1 x Slops/Rafters/Crocs ESSENTIAL – **MARKED**.

 (*These are worn in the evenings)*

####  Track shoes are not allowed to be worn in the evening \_\_\_\_\_

1 x suitable Party Wear - something simple, feminine & pretty \_\_\_\_\_

1 x pair Party Shoes (Takkies are NOT suitable) \_\_\_\_\_

5 x pairs coloured panties **(MARKED)**  \_\_\_\_\_

1 x Tennis racquet *(Optional if not in a team)* \_\_\_\_\_

2 x Extra pairs white ankle socks *(team players)* \_\_\_\_\_

1 x Sleeping bag *(for Team players who will be travelling)* \_\_\_\_\_

1 x Travel bag *(for Team players who will be travelling)* \_\_\_\_\_

### SUMMER ONLY - 1stand 3rd Terms DO NOT BRING IN WINTER

3 x khaki skorts \_\_\_\_\_

3 x blue short sleeved shirts (with top button) \_\_\_\_\_

1 x Royal Blue & Gold Lilfordia costume **COMPULSORY** \_\_\_\_\_

1 x Bathing cap if hair is long (Royal Blue) \_\_\_\_\_

2 x Coloured bathing wraps - see diagram \_\_\_\_\_

2 x summer pyjamas - not T-shirt & shorts \_\_\_\_\_

1 x Takkies/track shoes (tennis teams) \_\_\_\_\_

1 x Summer dressing gown (cord sewn on, or buttons only) \_\_\_\_\_

 **Cord also to be marked**

**WINTER ONLY** - 2nd Term DO NOT BRING IN SUMMER

3 x blue short sleeve shirts (with top button) \_\_\_\_\_

2 x Royal blue slacks, elastic tops (NB Correct size and length.

 Your child feels awfully embarrassed wearing longs that are

 too big, too short or too tight) \_\_\_\_\_

1x Slippers/stompies/stokies. **ESSENTIAL**

 (NO slippers in summer ) \_\_\_\_\_

2 x Winter pyjamas – not T-shirt & longs \_\_\_\_\_

1 x Hockey stick (Optional if not in a team) \_\_\_\_\_

1 x pair shin pads (team players) \_\_\_\_\_

2 x pairs garters (clearly marked) for Team Players \_\_\_\_\_

2 x Lilfordia Grey long sleeved pullover (NO buttons) \_\_\_\_\_

1 x Warm winter dressing gown (cord sewn on or buttons only) \_\_\_\_\_

 **Cord also to be marked**

1 x Royal blue fleece \_\_\_\_\_

**NAME TAPE REGULATIONS**

**To be STRICTLY adhered to**


## SPORTS SHIRTS

One name tape on the **LEFT** sleeve

One name tape on the collar

## TRACKSUIT TOP & SCHOOL FLEECE

One name tape on inside **BACK** neck band

One name tape on **RIGHT** front waistband



**TRACKSUIT PANTS and WINTER LONGS**

One name tape on inside **CENTRE BACK** band

One name tape **6” down** outer **RIGHT** leg seam


## ALL SHORTS

One name tape inside centre back waistband

One on outer RIGHT leg hem

Loop and name tape in the CENTRE

NOT ON THE CORNER



**D6 School Communicator Program**

Download the D6 School Communicator Program by going to the homepage of our website ([www.lilfordia.com](http://www.lilfordia.com)) and clicking on the D6 link. If you want to download it onto your phone, go to Playstore and follow the D6 Communicator link for Zimbabwe, Lilfordia School.

Make sure you select your child’s class and that you put your cellphone numbers with the zero in front eg. 0713208764.

Please contact:

Ath Squire (atherton@lilfordia.com)

or

support@school-communicator.com

if you have any problems.