

LILFORDIA  
SCHOOL



# **PARENT'S INFORMATION MANUAL**

## SCHOOL CONTACT DETAILS

### School Address:

Private Bag 304B  
Harare

### Town Office

The Performance Hub  
170 The Chase  
Mount Pleasant  
Harare  
0772-272225

### **HEADMASTER:**

Mr. D. Campbell  
headmaster@lilfordia.com  
0773-634396

### **SUPERINTENDENT:**

Mrs. B. Paunganwa  
bindi@lilfordia.com  
0782- 489656

### **BURSAR:**

Mrs. L. Helberg  
bursar@lilfordia.com  
0772-410399

### **TOWN OFFICE MANAGER:**

Mrs. L. Regadas  
lynda@lilfordia.com

### **ADMISSIONS & ADMINISTRATION:**

Mrs. P. Squire  
pippa@lilfordia.com  
0772-305233

### **DIRECTOR OF SPORT:**

Mrs. M. Houghton  
mary@lilfordia.com  
0772-327973

### **DIRECTOR OF STUDIES:**

Mrs. S. Foster  
sam@lilfordia.com  
0773-421766

# **IMPORTANT INFORMATION**

## **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 & jersey. 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.

## **PUNCTUALITY**

As a professional courtesy and out of consideration for your children please ensure that you are punctual for all school functions but, most importantly, do not be late collecting your child. If you are delayed, please phone/message ahead so provisions can be made.

## **MEDICAL APPOINTMENTS/ACADEMIC ASSESSMENTS**

Time may be taken off school where these professional appointments are necessary and emergent.

Please, where possible, organize all other appointments (VISA/passport etc) during fixture frees or holidays.

## **MEDICATION**

**ALL** bottles/containers 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 with instruction for administration.

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

## **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.

## **PARENTAL INQUIRY PROCEDURE**

Lilfordia School welcomes all positive suggestions from parents and takes seriously any concerns that may arise. Should a parent wish to seek clarity or a resolution for any particular issue please contact relative personnel listed below. Please pre-arrange meetings via email/telephone with responsible staff member (All contact details are listed in the Parents Information Manual).

## **ACADEMIC**

Class Teacher: Pupil progress, pupil behaviour, class dynamics, Curriculum.

Director of Studies: Pupil assessments, Curriculum Support, concerns over Teachers, Allied Arts.

Director of Music: Music lessons, instrument hire, choir, orchestra.

## **DOMESTIC/BOARDING**

Superintendent: Pupil health and welfare, pupil social dynamics, pupil behaviour, concerns over domestic staff, Doctor's appointments, general inquiries.

Headmaster: Permission to miss lessons/school events etc.

## **SPORT**

Director of Sport: Selection policy, calendar, coach concerns, pupil behaviour, out of school timetable, Inter-provincials, grounds.

## **TRANSPORT**

Admin Secretary: Bus service

## **FINANCE**

Bursar: Fees, payment plans, bus fares, school trip charges, clearance certificates.

Responsible authorities will escalate any emergent issue directly to the Headmaster.

The Headmaster operates an 'open door' policy and encourages dialogue to rectify and resolve any parental concern. We serve the best interests of your children.

**Unless the matter at hand is urgent or an emergency please ensure that your phone calls are placed within regular office hours.**

## **INTERNAL NEWS**

All news items will be published in real time via the D6+ communicator.

## **MAIL**

PLEASE write to your children via email ([pippa@lilfordia.com](mailto: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. 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** and **NO COLOURED CLOTHES/CIVIES** (except for girls for parties)

## **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 boys may bring ROLL ON deodorant. Spray deodorant is not allowed. (Numerous reasons for this.)

## **MARK**

Ensure all personal grooming utensils are **MARKED**. The most effective way is to scratch the name and then go over it with an indelible marker. Do not use nail polish or a nametape.

## **STATIONERY**

All stationery for all grades is provided by the school. For Grade 1 and 2 pupils please provide: 2 x Colouring/Activity books and wax crayons 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 (lynda@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 10 friends, and these parties are normally held on Fridays at 10:30am. 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 priority 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 12:15pm providing there are no sporting commitments or other important events.

**Grade 7 Party** As this is their final party parents are allowed to cater. Please bring a party pack which consists of a drink, crisps, small chocolate, a lollipop and a small packet of sweets. There are eleven 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 team 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.

# **CHECKLIST**

Do you have your fee clearance certificate? \_\_\_\_\_

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

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

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

Do we have an alternative contact number? \_\_\_\_\_

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

Spare name tags (10)  
(Only when your child first comes to school) \_\_\_\_\_

Packed ALL toiletry items & MARKED them?  
(1 toothbrush, 1 scrubbing brush, 1 brush/comb,  
1 nylon mesh bath sponge) \_\_\_\_\_

**HAIRCUT** \_\_\_\_\_

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

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

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

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

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

**ALWAYS INFORM THE OFFICE OF ANY CHANGES**



# 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 school briefcase \_\_\_\_\_
- 1 x under blanket - **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 nylon mesh bath sponge **MARKED WITH NAME TAG** \_\_\_\_\_
- 1 x toothbrush. **MARKED** \_\_\_\_\_
- 1 x coat-hanger (BOYS) - start of school career \_\_\_\_\_
- 2 x coat-hangers (GIRLS) - start of school career \_\_\_\_\_
- 1 x roll on deodorant (Grade 5, 6 & 7) \_\_\_\_\_

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

**NO SACHELS 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 and jerseys) **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.

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

## UNIFORM SUPPLIER / STOCKIST

**MACHAPISA** – Honeydew Shopping Centre, 0777-464252

**GLEN ABBEY** – Arundel Village, Mon – Fri 9 – 5pm, Sat 8 – 12pm.  
0779-714597 / 04-338351, glenabbeyzim@gmail.com

## UNIFORM EXCHANGE

Please contact Lee Moyes – 0772-206252

**CLOTHING LABELS** (Allow for 6 weeks delivery, so please order in time)  
Available from **JUST LABELS** - **Contact: Ginny Sinclair 0772-286907**

## BOYS CLOTHING LIST

### No. 1s – for every term

- 1 x light grey boxer shorts (NO ZIP) (1<sup>st</sup> & 3<sup>rd</sup> term) \_\_\_\_\_
- 1 x blue trousers (2<sup>nd</sup> term only) \_\_\_\_\_
- 1 x short sleeve white shirt (with top button) \_\_\_\_\_
- 1 x regulation school tie \_\_\_\_\_
- 2 x pair light grey long socks \_\_\_\_\_

### BASIC - for every term

- 3 x short sleeve blue shirts (with top button) \_\_\_\_\_
- 1 x grey long-sleeve pullover (winter x 2) \_\_\_\_\_
- 6 x pairs proper underpants (not “silgies”) \_\_\_\_\_
- 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.  
**(WARM for WINTER, SHORT-SLEEVED for SUMMER)** \_\_\_\_\_
- 2 x pairs garters - CLEARLY MARKED for team players \_\_\_\_\_
- 8 x pairs beige ankle socks \_\_\_\_\_
- 2 x royal blue hats \_\_\_\_\_
- 1 x brown lace-up shoes \_\_\_\_\_
- 1 x pair suitable trainers/boots/track shoes for  
Appropriate sport or takkies/trainers for Grade 1 & 2 \_\_\_\_\_
- 1 x slops/rafters/crocs ESSENTIAL - **MARKED**  
(These are 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 & 3rd Terms** DO NOT BRING IN WINTER

- 3 x khaki boxer shorts (NO ZIP) \_\_\_\_\_
- 1 x royal blue & gold Lilfordia costume **COMPULSORY** \_\_\_\_\_
- 1 x bathing cap (royal blue) \_\_\_\_\_
- 2 x coloured bathing wraps - see diagram \_\_\_\_\_
- 2 x summer pyjamas \_\_\_\_\_
- 1 x cricket kit for all team players – bat, pads, gloves, box, bag  
(excluding Grade 1 & 2) \_\_\_\_\_
- 2 x pairs long white cricket socks **ESSENTIAL** if in a team \_\_\_\_\_
- 2 x pairs white boxer shorts (for cricket) \_\_\_\_\_
- 2 x white Lilfordia match cricket shirts \_\_\_\_\_
- 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 only)  
**Cord also to be marked** \_\_\_\_\_
- 1 x slops/rafters/crocs NO slippers in summer \_\_\_\_\_

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

- 2 x royal blue trousers (elasticised waist)  
NB. Correct size and Length. \_\_\_\_\_
- 1 x hockey stick \_\_\_\_\_
- 1 x slippers **ESSENTIAL** \_\_\_\_\_
- 2 x winter pyjamas \_\_\_\_\_
- 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 gum shield **COMPULSORY** \_\_\_\_\_
- 1 x warm winter dressing gown (cord sewn on)  
**Cord also to be marked.** \_\_\_\_\_
- 1 x royal blue fleece \_\_\_\_\_

## GIRLS CLOTHING LIST

### No. 1s – for every term

- 1 x royal blue skirt (must reach floor when kneeling) (1<sup>st</sup> & 3<sup>rd</sup> term) \_\_\_\_\_
- 1 x blue trousers (2<sup>nd</sup> term only) \_\_\_\_\_
- 1 x white short sleeve shirt (with top button) \_\_\_\_\_
- 1 x regulation school tie \_\_\_\_\_
- 3 x pair white ankle socks \_\_\_\_\_

### BASIC - for every term

- 6 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**  
**(WARM for WINTER, SHORT-SLEEVED for SUMMER)** \_\_\_\_\_
- 8 x pairs beige ankle socks \_\_\_\_\_
- 2 x royal blue hats \_\_\_\_\_
- 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)* \_\_\_\_\_
- 1 x suitable party wear - something simple, feminine & pretty \_\_\_\_\_
- 1 x pair party shoes (Takkies are NOT suitable) \_\_\_\_\_
- 6 x pairs coloured panties **MARKED** \_\_\_\_\_
- 1 x tennis racquet (optional for Grade 1 & 2) \_\_\_\_\_
- 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 - 1st & 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 (royal blue) \_\_\_\_\_
- 2 x coloured bathing wraps - see diagram \_\_\_\_\_
- 2 x summer pyjamas \_\_\_\_\_
- 1 x takkies/trainers \_\_\_\_\_
- 1 x summer dressing gown (cord sewn on)  
**Cord also to be marked** \_\_\_\_\_
- 1 x slops/rafters/crocs      NO slippers in summer \_\_\_\_\_

**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. \_\_\_\_\_
- 1 x slippers                      **ESSENTIAL** \_\_\_\_\_
- 2 x winter pyjamas \_\_\_\_\_
- 1 x hockey stick \_\_\_\_\_
- 1 x pair shin pads \_\_\_\_\_
- 1 x gum shield \_\_\_\_\_
- 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)  
**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 and 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

Name tape in the **CENTRE**

NOT ON THE CORNER



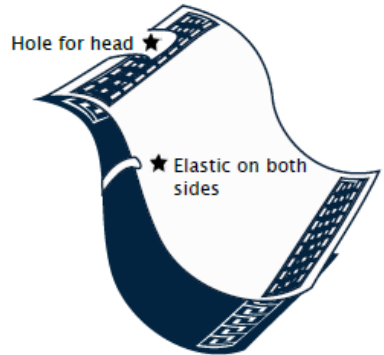
## **TOWELS and FACE CLOTHS**

One name tape in the centre **NOT**  
on the corner



## BATHING WRAPS

Take two reasonable sized hand towels, sew at the top, leave hole for the head. Put elastic or bands to attach sides, leave a GOOD-SIZED 'armhole' LABEL at the TOP



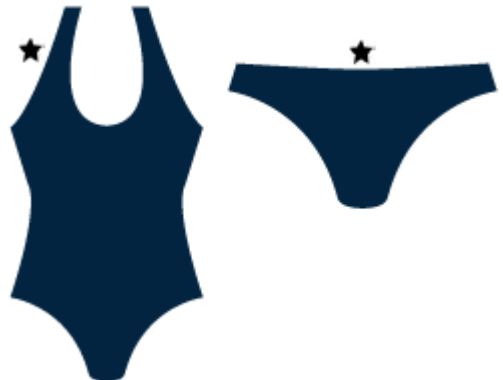
## SCHOOL SHIRTS and DRESSES

One name tape on the pocket  
One name tape on the inside collar



## SWIMMING COSTUMES

One name tape on the outside strap (Girls)  
One name tape on the inside back (Boys)



## HATS

MUST have a name tape on the OUTSIDE and INSIDE.





## **D6+ School Communicator Program**

All communication is done via the D6. The School will send you an invitation via email and sms. Please follow the instructions to download the program.

Please contact:

Ryan Culverwall – [zim@d6.co.za](mailto:zim@d6.co.za)

if you have any questions.

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