



LILFORDIA SCHOOL

PARENT'S INFORMATION MANUAL



P/Bag 304B, Harare, ZIMBABWE



+263 773 634 396



headmaster@lilfordia.com



CAMBRIDGE
International Examinations





**LILFORDIA
SCHOOL**

SCHOOL CONTACT DETAILS

School Address:

Private Bag 304B
Harare

Town Office

Offices 4 & 5
57 Glenelg Road
Vainona
Harare
0772-272225

HEADMASTER:

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

**DIRECTOR OF
PASTORAL CARE:**

Mrs. C. Orford
cathy@lilfordia.com
0772-237727

**TOWN OFFICE
BURSAR:**

Mrs. L. Regadas
lynda@lilfordia.com
0772-272225

**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

All pupils arrive between 0730 - 0830 in **FULL No. 1s**.

Girls – blue hat, white shirt, tie, blue skirt, white socks, brown shoes
(1st & 3rd Term)

Boys – blue hat, white shirt, tie, grey shorts, grey long socks, brown shoes
(1st & 3rd Term)

2nd Term – all pupils to wear blue hat, blue longs, white shirt, tie & jersey.
Girls wear white socks, boys wear brown socks.

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 Director of Pastoral Care with instructions for administration. Your child **MUST NOT** keep any form of medication in the dormitory.

If your child has any serious allergies OR an operation or accident during the holidays, please inform the Director of Pastoral Care 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 members (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

Director of Pastoral Care: 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 concerns. 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 via email or by the School Communication WhatsApp group. On acceptance to the School, you will receive the link for this.

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 newcomers 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 to the School or Town Office.

BEDWETTERS

Please supply your 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 Director of Pastoral Care 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.)

TUCK

Strictly NO FOOD or DRINK to be kept in the dormitory

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 - Boys

At the beginning of each term and at the mid term fixture free, boys are to return with their hair cut. A SHORT all-over number 2 to 4 is recommended. NO steps, fades, peroxide or fancy cuts.

HAIR STYLES - Girls

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. Fringes must be short and well out of the eyes. Braids/extensions are ONLY for Grade 7 girls and are allowed as a Grade 7 privilege. Grades 1 – 6 must have well kept, natural hair.

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 10:30 am. 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 12:15 pm 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 be sent a link with the photos. Print at your leisure.



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) hand in at front office
(Only when your child first comes to school) _____

Spare hair ties/Alice bands (hand in at front office) _____

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) _____

2 x colouring books & crayons **COMPULSORY** for Grade 1 & 2

DO NOT USE IRON ON LABELS



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 hold all (available from school) | COMPULSORY | _____ |
| 1 x mattress protector / 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 nylon mesh bath sponge | MARKED WITH NAME TAG | _____ |
| 1 x toothbrush. | MARKED | _____ |
| 1 x small plastic cup to use in the bathroom. | 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. PLEASE MARK SHOES. (Sticky labels from Just Labels recommended)

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 a sufficient number of hair ties to replace lost/mislaid ones and one or two more Alice Bands - clearly marked. Hand these into the Director of Pastoral Care.

Please supply the school with a minimum of 10 spare name tapes, 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.



LILFORDIA SCHOOL

UNIFORM SUPPLIER / STOCKIST

MACHAPISA – Honeydew Shopping Centre, 0777-464252

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

LILFORDIA THRIFT SHOP – for pre-loved uniforms in good condition.
Contact: **Sjaan Sykes - 0774-332474**

THE SWIM SHOP – 29 Mazowe Street, Harare
Contact: **Zanele - 0772-324945**

BATHING WRAPS, SUMMER DRESSING GOWNS, PYJAMAS ONLY
Contact: **Fain Zulu - 0784-166318** or fmunhu@gmail.com

SCHOOL HOLD ALL
Contact: **Pippa Squire – pippa@lilfordia.com**

CLOTHING LABELS - 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) (1st & 3rd term) _____

1 x blue trousers (2nd 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 “silkyies”) _____

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*) _____

NB: A Lilfordia kit bag is available at the suppliers listed

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 swimming cap (any colour) **OPTIONAL** _____
- 1 x house coloured bathing wrap - **COMPULSORY** (see diagram) _____
- 2 x summer pyjamas _____
- 1 x cricket kit for all team players – bat, pads, gloves, box, helmet, 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

- 3 x royal blue trousers (elasticised waist, correct size & 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 **COMPULSORY** _____
- 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) (1st & 3rd term) _____
- 1 x blue trousers (2nd 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 pairs coloured panties (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) _____
- 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 swimming cap (any colour) **COMPULSORY** _____
- 1 x house coloured bathing wrap - **COMPULSORY** (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) _____
- 3 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 for all hockey players **COMPULSORY** _____
- 1 x gum shield **COMPULSORY** _____
- 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



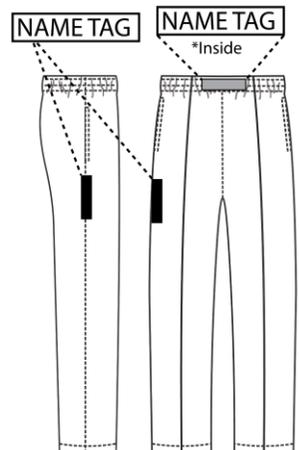
TRACKSUIT TOP and SCHOOL FLEECE

- 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



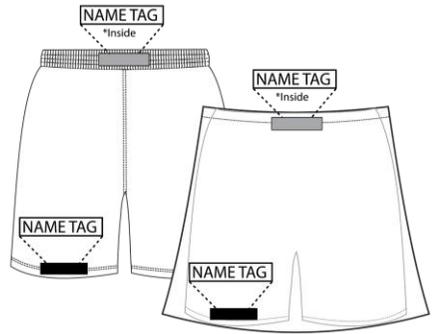
ALL SHORTS and SKORTS

One name tape inside centre back waistband

One on outer RIGHT leg hem

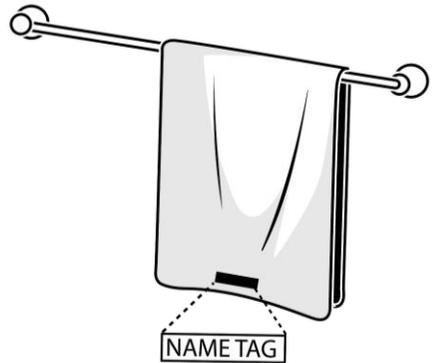
Name tape in the CENTRE

NOT ON THE CORNER



TOWELS

One name tape in the centre NOT on the corner



BATHING WRAPS

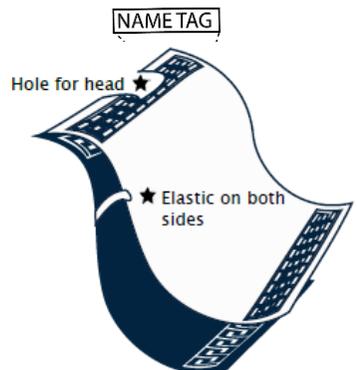
(in relevant house colour)

SUPPLIED BY **FAIN ZULU**

Contact: 0784-166318 or

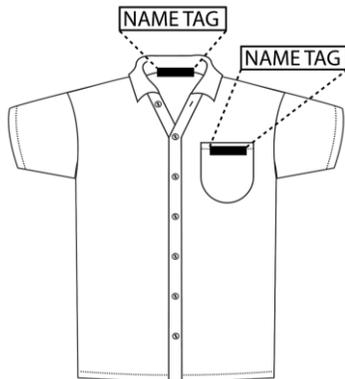
fmunhu@gmail.com

LABEL at the TOP LEFT



SCHOOL SHIRTS

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



SWIMMING COSTUMES

One name tape on the outside strap (Girls)
or the back

One name tape on the inside back (Boys)

SUPPLIED BY **The Swim Shop**

Contact Zanele 0772-324945



HATS

MUST have a name tape on the OUTSIDE
and INSIDE.



InTouch, WhatsApp, Email & Google ***Parent Communication Platforms***

Our Academic Communication platform is called the **InTouch** portal. This provides information regarding:

- Calendar and timetable information
- All academic correspondence
- Copies of term reports

*There is NO App to download as everything is accessed through your web browser. <https://lilfordia.intouch.zone>

InTouch signing up instructions: <https://youtu.be/otGCYyDK2Gc>

All other Communication with parents will be done via a **WhatsApp** Announcement group. It is requested that WhatsApp communication to staff at the school adhere to office hours.

All sporting fixtures and events are entered on the **Google Calendar** which is constantly updated.

Please ensure the appropriate platform is used for any communication.

**See Parental Inquiry Procedure for details*

**ALWAYS CHECK THE SCHOOL COMMUNICATION
PLATFORMS BEFORE A MATCH IF YOU THINK YOUR
CHILD IS PLAYING.**

**FIXTURES COULD HAVE BEEN CANCELLED, VENUE
CHANGED OR YOUR CHILD MAY NOT BE PLAYING**