



**MELPARK**

Primary School

GROWING TOGETHER  
FOR A BRIGHTER FUTURE

63 2<sup>nd</sup> Avenue  
Melville  
2092

Tel: 011 726-4323/4  
Fax: 011 726-3441  
Email:mparkps@lantic.net

07/12/2021

### IMPORTANT NOTICE

I hope that this notice finds you well and that you are following all the necessary protocols to keep safe and healthy.

A report back of the situation at Melpark regarding covid cases:

We have several teachers, including the Principal, youth assistants and one general assistant who have tested positive. There are also several staff members who are in isolation while awaiting results. The school remains 'open' this week, as per our District directive, however it is best to continue to keep the children at home and to avoid visiting the school.

- ❖ Given this situation, we are urging parents to make payments via EFT or Bank deposits.

Banking details as follows:

Nedbank Campus Square 158105

Current Account 1581045956

- Use child's name and surname as the reference for school fees
- Use child's name and surname and STAT for stationery (R680). Please keep your proof of payment
- Use child's name and surname and UNI for uniform once you have ordered via Caroline. School uniform purchases can be made by emailing Caroline [mpadmin@lantic.net](mailto:mpadmin@lantic.net).

- ❖ We have also decided that final reports are to be collected from the school sports grounds on Thursday 09/12/2021 from 08:00 till 12:00 for those whose school fees are up to date, (call the office to check on your balance if you are unsure.) Those unable to collect on Thursday, may still do so on Friday.

Should your fees still not be settled, you will be required to collect your child's final report on Friday 10/12/2021 from 08:00 till 10:00. A representative of the School Governing Body will be available for you to sign acknowledgement of debt. Regretfully non payers will be handed over to the debt collectors, which may lead to black listing.

I urge you to ensure that your fees for this year are settled, to avoid any discomfort and unpleasantness to both yourselves and the school. Without your regular contributions we are unable to pay the bills and to maintain the standard at Melpark Primary School. To those who have paid, we thank you, your children thank you, and we look forward to your continued support.

Kind regards

Mrs M Serrão  
Acting Deputy Principal