

HERITAGE ACADEMY

Independent Christian School

TO : ALL PARENTS
FROM : ADMIN MANAGER

Circular No. 6 - 2011
11 April 2011

Dear Parents

It is a privilege to have this opportunity to address the parents!

Since my appointment in January this year, there are many of you whom I have not yet had a chance to meet and talk to. I look forward to the year ahead and each opportunity that arises.

2011 is a time for exciting changes for Heritage Academy specifically in the Administration Department. I feel so blessed with where God has placed me at this time of my life and believe that He has great things in store for us as a School and as a Community.

I would like to share some of the recent changes which have taken place and familiarise you with what's **new** and what's **changed**.

What's new?

As of the 1st May this year, Miss Hlela will become a Teachers Assistant in the Primary School. In line with God's Word and a dream which she has had for years, it is with confidence that we release her to the teaching side of the school. I trust that she will be blessed as much as she will be a blessing.

With that – of course, brings a new face who will now greet you on your arrival at the school. Mrs Jordaan has been appointed as our new Receptionist.

At the end of April we will also say farewell to our librarian, Mrs Thomas Jnr, who is embarking of the adventure of Motherhood. She will be missed and we wish her everything of the best. Replacing her in the library will be Mrs Moodley.

We welcome both these ladies to the Heritage Academy family and trust they will be blessed.

What's changed?

Our Reception area has undergone a long overdue "facelift". We are very excited about the changes and encourage you to visit us and tell us what you think!

The following changes have taken place in Administration:

Reception: has moved to the front door.

Finance: Mrs Mathews has moved to the front block adjacent to Mr. Sibiya's office. School fees and Boarding fees can be paid to her.

Administration: Miss Spencer has moved right to the bottom of the passage and she will now administer all data capture, sick notes, late notes, doctors' appointments, payment of excursions, text books and all other sundry items.

Admin Manager: I will be in Miss Spencer's old office and you are welcome to see me with regards to any questions or queries you may have. Appointments can be made through Mrs Jordaan.

All Appointments to see Mrs Thomas, Mr Sibiya, Mr Garnett and the teachers will **only be done through Mrs Jordaan.**

While change is very exciting it can bring with it "teething" problems! I would like you to bring anything you consider critical or complimentary to my attention.

May God continue to bless you and your family.

Yours faithfully

Mrs P. Greyling
Admin Manager

Mrs C.L. Thomas
PRINCIPAL

"Jesus Christ changes our sunsets into daybreaks."