Michael Oak Waldorf School
NURTURING CONSCIOUS INDIVIDUALS

4 Marlow Road
Kenilworth
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Cape Town
South Africa
Telephone: (021) 797 9728
Email: info@michaeloak.org.za

Dear Parents and Guardians,

At Michael Oak, the safety and wellbeing of every child rests on the partnership between school and home. Before we set out the practical detail of how we manage that responsibility, we want to acknowledge the trust you place in us each day, and to thank you for the part you play in keeping our children safe.

At Michael Oak, we recognise that education is a shared responsibility between school and home. Our commitment to creating a safe, nurturing and supportive environment is grounded in the South African Schools Act and our legal duty of care toward every child in our community. This letter outlines how we work together to fulfil this responsibility.

Understanding Our Duty of Care

Under the South African Schools Act, schools have a fundamental legal obligation to protect the safety, health and wellbeing of all learners while they are under our supervision. This means we must take all reasonable and foreseeable precautions to prevent harm. We exercise what is known as *in loco parentis* – acting in place of parents during school hours – and this responsibility is central to everything we do.

Your partnership in understanding and supporting these measures is essential to this shared commitment.

Morning Arrival and Safety

The area around our school during drop-off presents genuine safety risks. We have significant pedestrian and vehicular traffic during peak arrival times, with many learners crossing roads independently.

We kindly ask all parents to:

- Drive slowly and remain vigilant at all times
- Show particular care toward pedestrians, especially young children
- Avoid unsafe stopping or double parking, which creates hazards for others
- Use the school guided zebra crossing

Punctuality also supports our duty of care. When learners arrive on time, we can manage our supervision systems effectively and ensure every child is accounted for and safe.

School Transport Responsibilities

Parents remain responsible for ensuring that any private or contracted transport arrangements meet legal standards. Specifically, you must verify that:

- The vehicle is roadworthy and properly maintained
- The driver holds a valid, appropriate driving licence
- The arrangement is safe, reliable and regularly monitored
- Learners arrive at school punctually

We request that transport vehicles do not arrive with loud music playing. This disrupts our learning environment and affects our relationship with the neighbouring community, whom we value as partners in creating a safe school environment.

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Supervision

Our staff conduct systematic supervision before school, during breaks and after school. Because Michael Oak spans several phases with different daily programmes, it is important that parents understand how the limits of our duty of care apply to their child's phase:

- **Kindergarten:** 07:30 to 12:30
- **Primary School:** 07:30 to 14:30
- **High School:** 07:30 to 15:30
- **Extramural Activities (all phases):** 12:30 to 15:30, under the supervision of the staff member running the activity

After the relevant time for your child's phase, teacher supervision for that group ends and the school's duty of care concludes, unless your child is enrolled in Aftercare (Primary School only) or is attending a scheduled extramural activity. We ask that all learners are collected punctually by the close time that applies to them.

If your child is not collected by the close of their phase, and is not in Aftercare or attending extra-murals, they will remain within the school grounds and the security office will manage their release to you. In terms of the Children's Act the school may not leave a child in the care of an unqualified person, and as such the security guards cannot be held accountable should parents arrive after **15:30**, which is the final closing time for the school day as a whole.

Any costs incurred due to extended care or emergency provisions will be the responsibility of the parent. Repeated late collection may result in school disciplinary procedures.

Once learners leave the school property in the afternoon, they may not return to the campus. Learners are also not permitted to remain on or gather on neighbouring properties. We are committed to maintaining positive relationships with our community and ask for your support in reinforcing this expectation.

Medical and First Aid Protocol

If a learner becomes unwell or is injured during the school day, our certified first aiders will administer basic first aid. Staff are not permitted to dispense any form of medication to a learner.

If any treatment is given, the parent will be phoned and informed about the incident and what treatment was provided. Where an injury is large or more severe, an Accident Report Form is completed by the accompanying staff member, and where a learner is taken to hospital, parents are contacted and remain responsible for settling medical bills directly, before submitting the receipts to the school for an insurance claim if the amount exceeds R500.

It is the responsibility of parents to keep the school informed of any medical conditions, allergies and associated response protocols that affect their child, together with current medical information and emergency contact details. This allows our staff to respond correctly and quickly should the need arise.

Transport Boundaries and Staff Liability

It is important to understand that educators and staff members are not insured to transport learners in private vehicles outside of designated school transport arrangements. We therefore ask that learners do not request staff members to act as taxi services. Any organised school transport is insured strictly for its designated routes and purposes only.

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Safety on Buses (Outings and Camps)

For everyone's safety – including the drivers and other passengers – learners using school organised transport must:

- Remain seated at all times
- Not rock or destabilise the vehicle
- Avoid littering
- Refrain from shouting out of or hanging out of windows

These expectations exist purely to protect our children and ensure their wellbeing during transport.

E-Hailing Services

Should you choose to permit your child to use Uber or other e-hailing services, we strongly encourage you to ensure that your child shares their live location with you at all times. This additional safety measure helps us all protect young people in modern transport environments.

After Formal School Events

Following formal school events (such as sports days, student social events or prize-giving), teachers will remain with learners for a maximum of **30 minutes as part of our duty of care**. After this period, responsibility for learner safety reverts entirely to parents, guardians or responsible adults. Please ensure that collection arrangements are made with this timeframe in mind.

Extramural Activities

Learners attending extramural activities that extend beyond normal school hours should bring sufficient food and water. It is neither appropriate nor fair to expect other families or learners to provide for their needs.

Water Supply and Outages

Cape Town's water infrastructure is subject to periodic outages and maintenance in the surrounding community, and the school has measures in place so that learners remain safe and comfortable when this happens. Every classroom has a water dispenser with a tap, so drinking water stays available to learners throughout the school day regardless of the mains supply. Borehole water is used for flushing toilets, and water and sanitiser are provided in the bathrooms for handwashing.

We will notify parents whenever we are aware of a planned or ongoing water outage in the area. We also ask that you send your child to school with an extra water bottle, particularly during periods when outages are more likely, so that they have their own supply on hand.

A Partnership Approach

Safety and wellbeing are not solely the school's responsibility – they are shared responsibilities that require active participation from every member of our school community. When we honour these expectations together, our children thrive in an environment where they feel genuinely safe, valued and supported.

Thank you for your continued partnership, understanding and cooperation.

Warm regards,

Beulah Tertiens-Reeler

Acting School Coordinator

14th August 2026