



# Communication Guide

Effective communication is of great importance to Parys Primary School. This guide is made available to parents to promote better communication. It enables parents to follow the correct communication channels. Communication through the correct channels with the right people saves time, reduces misunderstandings, and lowers frustration levels on both the school's side and the parents' side.

Question	Answer
<b>General</b>	
<p><b>GENERAL ENQUIRIES</b>, such as school hours, school uniform, etc.</p>	<p>If you have any enquiries about any matter not discussed in this guide, you can contact the school office.            General information will shortly be made available on the school's new website:  <a href="http://www.prim.parys.co.za">www.prim.parys.co.za</a>            Mrs. Chantalle Wood            Tel: 056 8113541 or 083 557 9714            Email: <a href="mailto:admin@parysprim.co.za">admin@parysprim.co.za</a></p>
<p>General <b>FINANCIAL</b> enquiries</p>	<p>Contact the financial office.            Mrs. Lynette Duvenhage            Tel: 056 811 3541            Email: <a href="mailto:fin@parysprim.co.za">fin@parysprim.co.za</a></p>
<p><b>SCHOOL FEES ENQUIRIES</b>            Exemption, payment arrangements, general school fees enquiries</p>	<p>Contact the Collection Clerk            Mrs. Jessica Smuts            Tel: 056 811 3541 or 072 493 8839            Email: <a href="mailto:fin1@parysprim.co.za">fin1@parysprim.co.za</a></p>
<p>Enquiry about a <b>SCHOOL POLICY</b>.</p>	<p>All policies are available on the school's website. <a href="http://www.prim.parys.co.za">www.prim.parys.co.za</a>            Mrs. C. Wood            Tel: 056 811 3541            Email: <a href="mailto:admin@parysprim.co.za">admin@parysprim.co.za</a></p>
<p>Enquiry about my child being <b>BULLIED</b></p>	<ol style="list-style-type: none"> <li>1. Contact the learner's class teacher.</li> <li>2. Contact the phase head if you are not satisfied with the feedback from the class teacher.</li> <li>3. Contact the Deputy Principal if you are not satisfied with the manner in which the matter was handled.              Deputy Principal: Mrs. Allezeth Ribberink              Email: <a href="mailto:allezeth@parysprim.co.za">allezeth@parysprim.co.za</a> or make an appointment at the school office.</li> <li>4. Contact the principal if you are still not satisfied with the manner in which the matter was handled.</li> </ol>



Question	Answer	
<p>Inquiry about <b>MERITS/DEMERITS</b> in a specific class/subject.</p>	<p><b>ENQUIRIES:</b></p> <ol style="list-style-type: none"> <li>Any enquiries regarding detention dates and arrangements, cumulative merit/demerit reports – please contact Mrs Marlie de Bruyn. Email: <a href="mailto:marli@parysprim.co.za">marli@parysprim.co.za</a></li> </ol>	<p><b>COMPLAINTS:</b></p> <ol style="list-style-type: none"> <li>Contact the respective teacher.</li> <li>If the teacher's response is unsatisfactory, contact the Deputy Principal. Deputy Principal: Mrs. Allezeth Ribberink Email: <a href="mailto:allezeth@parysprim.co.za">allezeth@parysprim.co.za</a> or make an appointment at the school office.</li> <li>Contact the Principal if you are still not satisfied with the manner in which the matter was handled. Tel: 056 8113541 Email: <a href="mailto:hoof@parysprim.co.za">hoof@parysprim.co.za</a></li> </ol>
<p><b>COMPLIMENT</b> the school.</p>	<p>Send an email to <a href="mailto:hoof@parysprim.co.za">hoof@parysprim.co.za</a> or leave a message on our Facebook page. The school genuinely appreciates positive feedback from parents and/or the community.</p>	
<p>Any <b>SOCIAL ENQUIRY / STUDENT SUPPORT</b></p>	<ol style="list-style-type: none"> <li>Contact the class educator</li> <li>Pastoral therapist: Me. Almari Claassen Acquire a permission letter from administration office</li> <li>SBST: Miss. Jeanette Kerling Email: <a href="mailto:jeanette@parysprim.co.za">jeanette@parysprim.co.za</a> Miss. Christen� Ribberink Email: <a href="mailto:christene@parysprim.co.za">christene@parysprim.co.za</a></li> <li>Mrs. Charlotte Haggard: Email: <a href="mailto:charlotte@parysprim.co.za">charlotte@parysprim.co.za</a></li> </ol>	
<p><b>UNFAIR</b> and <b>UNJUST</b> treatment towards my child and/or any other issue with a teacher.</p>	<ol style="list-style-type: none"> <li><b>ALWAYS</b> contact the respective teacher first. A case has two sides, after all.</li> <li>Contact the Grade Head / Deputy Principal if you are not satisfied with the manner in which the matter was handled. Deputy Principal: Mrs. Allezeth Ribberink Email: <a href="mailto:allezeth@parysprim.co.za">allezeth@parysprim.co.za</a> or make an appointment at the school office.</li> </ol>	
<p>Information about <b>SCHOOL FUNDRAISING PROJECTS.</b></p>	<ol style="list-style-type: none"> <li>Contact the teacher/person in charge of the fundraising project.</li> <li>Contact the school office Mrs. Chantalle Wood Tel: 056 8113541</li> <li>Email: <a href="mailto:admin@parysprim.co.za">admin@parysprim.co.za</a></li> </ol>	
<p>Enquiry or proposal regarding the <b>SCHOOL PREMISES.</b></p>	<ol style="list-style-type: none"> <li>Send an email to the governing body member responsible for the buildings, grounds and maintenance. Mr. Reece Dedwith email: <a href="mailto:reece@parysprim.co.za">reece@parysprim.co.za</a></li> <li>Send an email with your enquiry/proposal.</li> <li>Email: <a href="mailto:admin@parysprim.co.za">admin@parysprim.co.za</a></li> </ol>	



<b>Academic</b>	
I worry about my child's <b>ACADEMIC PROGRESS</b> .	<ol style="list-style-type: none"> <li>1. Send an email to register or subject teacher</li> <li>2. Contact the office and make an appointment with the relevant register or subject teacher.</li> <li>3. Parents must attend parents' evening every term.</li> </ol>
<b>Sport &amp; Culture</b>	
Enquiry about your child's sports <b>PARTICIPATION/TEAM CHOICES</b>	<ol style="list-style-type: none"> <li>1. Contact the relevant sports coach</li> <li>2. Contact activity organiser.</li> <li>3. Contact the head of sport: Jacques Olivier</li> <li>4. Send an email to admin@parysprim.co.za if you are not satisfied with feedback from the above persons.</li> </ol>
I feel I can make a <b>POSITIVE CONTRIBUTION</b> to a school sport activity.	Contact the head of sport. Mr Jacques Olivier Email: jacquesolivier@parysprim.co.za
Enquiry regarding a <b>CULTURAL ACTIVITY</b> that the school offers.	Contact the cultural organiser. Mrs. Chrizanré Olivier Email: chrizanre@parysprim.co.za

Updated 18/02/2026



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Facebook: <https://www.facebook.com/parysprimer>