

WHAT TO DO IF	WAT OM TE DOEN AS
<b>YOU NEED TO SEND AN EMAIL TO THE SCHOOL</b>	<b>JY 'N E-POS AAN DIE SKOOL RIG</b>
State your name, grade and section in the subject line of the e-mail.	Verskaf jou naam, graad en klasseksie by die onderwerp van die e-pos.
<b>YOU ARE LATE FOR SCHOOL</b>	<b>JY LAAT IS VIR SKOOL</b>
Your parents should inform the school (Room14). Call or email (k14@paulroos.co.za). As soon as you arrive at school you need to sign in at R14.	Jou ouers moet die skool (Kamer 14/K14) in kennis stel. Skakel of stuur 'n e-pos (k14@paulroos.co.za). Teken in by K14 sodra jy by die skool aankom.
<b>YOU ARE ABSENT FROM SCHOOL</b>	<b>JY AFWESIG IS VAN SKOOL</b>
Your parents should call/email the school (R14). If you are absent for 3 or more days, a medical certificate will be required.	Jou ouers moet die skool (K14) skakel/e-pos. Indien jy afwesig is vir 3 of meer dae, sal 'n mediese sertifikaat vereis word.
<b>YOU ARE ABSENT ON A TEST/EXAM DAY</b>	<b>JY AFWESIG IS OP 'N TOETS-/EKSAMENDAG</b>
Your parents should call/email R14. A medical certificate must be handed in at R14.	Jou ouers moet K14 skakel/e-pos. 'n Mediese sertifikaat moet by K14 ingehandig word.
<b>YOU HAVE AN APPOINTMENT DURING SCHOOL HOURS (E.g. Embassy, ID, licences, orthodontist, sport)</b>	<b>JY 'N AFSPRAAK HET GEDURENDE SKOOLTYD (Bv. Ambassade, ID, lisensies, ortodontis, sport)</b>
Your parents should email the grade head and R14 with the date, time and proof of the appointment (where applicable) a day prior to the appointment. On the day, you will excuse yourself from class. Fetch a sign out form from the grade head and go to R14 where your parent will sign you out.	Jou ouers moet 'n epos op die voorafgaande dag aan die graadhoof en K14 stuur met die datum, tyd en bewys van afspraak (waar van toepassing). Op die aangewese dag moet jy jouself uit die klas verskoon. Kry 'n uittekenvorm by die graadhoof en meld by K14 aan waar jou ouer jou moet uitteken.
<b>NO LEARNER WILL BE CALLED OVER THE INTERCOM. Parents must fetch the learner from R14.</b>	<b>GEEN LEERDERS SAL OOR DIE INTERKOM GEROEP WORD NIE. Ouers moet leerders by K14 kom afhaal.</b>
<b>NO DOCTOR, DENTIST OR PHYSIO APPOINTMENTS WILL BE ALLOWED DURING SCHOOL HOURS.</b>	<b>GEEN DOKTERS-, TANDARTS- OF FISIO-AFSPRAKE WORD TOEGELAAT TYDENS SKOOLURE NIE.</b>
<b>YOU FEEL SICK OR ARE INJURED AT SCHOOL</b>	<b>JY SIEK VOEL OF BESEER WORD BY DIE SKOOL</b>
Fetch a letter of permission to leave school from the grade head. Take the signed letter of permission to R14, who will then call your parents.	Kry 'n toestemmingsbrief by die graadhoof om die skool te verlaat. Meld met die getekende brief by K14 aan, waarna hulle jou ouers sal skakel.
<b>NO LEARNER IS ALLOWED TO CALL HIS PARENTS FROM HIS CELL PHONE DURING SCHOOL HOURS. NO MEDICINE WILL BE ADMINISTERED AT R14/THE SICK BAY.</b>	<b>GEEN LEERDERS WORD TOEGELAAT OM SY OUERS TE SKAKEL VANAF SY SELFOON GEDURENDE SKOOLURE NIE. GEEN MEDIKASIE SAL UITGEDEEL WORD BY K14/SIEKEBOEG NIE.</b>
<b>YOU FEEL SICK OR ARE INJURED AT SCHOOL AND YOU ARE A HOSTEL LEARNER</b>	<b>JY 'N KOSHUISLEERDER IS WAT SIEK OF BESEER WORD TYDENS SKOOLURE</b>
Report to R14. Your parents will be contacted, if necessary or you will be taken to the doctor from there.	Meld aan by K14. Jou ouers sal gekontak word, indien nodig of jy sal na die dokter geneem word.
<b>YOU WILL JOIN THE SCHOOL ONLY LATER DURING THE DAY</b>	<b>JY LATER GEDURENDE 'N SKOOLDAG BY DIE SKOOL GAAN AANKOM</b>
Your parents should inform R14 by call /email. As soon as you arrive at school you need to sign in at R14.	Jou ouers moet K14 inlig via oproep/e-pos. Teken in by K14 sodra jy by die skool aankom.
<b>YOU WILL BE LEAVING EARLY OR RETURNING LATE NEXT TERM</b>	<b>JY EERS LATER IN DIE KWARTAAL GAAN TERUGKOM OF VROEËR IN DIE KWARTAAL DIE SKOOL VERLAAT</b>
Ask for permission via email with the reason for late return or early leave from the rector's office.	Vra vir toestemming via e-pos by die rektorskantoor en verskaf die rede vir vroeg/laat koms.

YOU NEED TO CONTACT YOUR PARENTS DURING THE DAY/ YOUR PARENTS NEED TO CONTACT YOU DURING THE DAY	JY JOU OUERS MOET KONTAK GEDURENDE DIE DAG/JOU OUERS JOU MOET KONTAK GEDURENDE DIE DAG
Report to R14. They will contact your parents. NO LEARNER IS ALLOWED TO CALL HIS PARENTS FROM HIS CELL PHONE DURING SCHOOL HOURS.	Meld aan by K14. Hulle sal jou ouers kontak. GEEN LEERDER WORD TOEGELAAT OM SY OUERS TE KONTAK VANAF SY SELFOON GEDURENDE SKOOLURE NIE.
YOU FIND LOST PROPERTY	JY VERLORE ITEMS VIND
Hand it in at R14.	Handig dit in by K14.
YOU LOSE SOME PROPERTY AT SCHOOL	JY VERLOOR VAN JOU EIENDOM BY DIE SKOOL
Report lost/stolen property at R14.	Meld verlore/gesteelde eiendom aan by K14.
FOR SOME EXCEPTIONAL REASON, YOU ARE UNABLE TO WEAR THE FULL SCHOOL UNIFORM	JY VIR 'N BUITENGEWONE REDE NIE VOLLE SKOOL-UNIFORM KAN DRA NIE
Bring a letter from your parents to school and carry it on your person. Report with the letter to Mrs G. Olivier who will sign the letter to give permission for this exception.	Bring 'n brief van jou ouers skool toe en dra dit by jou. Meld met die brief aan by me. G. Olivier wat die brief sal teken as toestemming vir die uitsondering.
YOU NEED A LOCKER	JY BENODIG 'N SLUITKAS BENODIG
Report to Ms. E Bingle at R14. Lockers are R150 per year or R500 for 5 years (paid up front)	Meld aan by me. E. Bingle in K14. Sluitkaste is R150 per jaar of R500 vir 5 jaar (indien vooruit betaal)
YOU LOSE, OR FORGET TO BRING YOUR LOCKER KEY	JY JOU SLUITKASSLEUTEL VERGEET OF VERLOOR
Report to R14.	Meld aan by K14.
YOU WOULD LIKE TO CHANGE SUBJECTS	JY VAN VAK WIL VERANDER
Collect a subject change form across Mrs Cloete's office. Your parents must complete the form. You take the completed form to Mrs Cloete.	Kry 'n vakverandervorm oorkant Mev Cloete se kantoor. Jou ouers moet die vorm voltooi. Neem die voltooide vorm na Mev Cloete.
YOU WOULD LIKE TO CHANGE SPORT OPTIONS	JY VAN SPORTKEUSE WIL VERANDER
Inform your current team manager first and then report to the sports office for more information.	Lig jou huidige spanbestuurder eerste in en meld dan aan by die sportkantoor vir verdere inligting.
YOU HAVE LOST YOUR TIMETABLE AND DO NOT KNOW WHERE TO FIND YOUR CLASS	JY JOU ROOSTER VERLOOR HET EN NIE WEET WAAR OM JOU KLAS TE VIND NIE
Report to your register teacher or R14.	Meld aan by jou registeronderwyser of K14.
YOU NEED EMOTIONAL SUPPORT	JY EMOSIONELE ONDERSTEUNING BENODIG
Report to Mrs Cloete's office. If they are not available, report to your grade head or R14.	Meld aan by mev Cloete se kantoor. Indien hulle nie beskikbaar is nie, meld aan by jou graadhoof of K14.