



YELLOWWOODS PREPARATORY SCHOOL

QUALITY EDUCATION BASED ON CHRISTIAN PRINCIPLES

Dear Parents

IN ORDER TO ACHIEVE CLOSE AND HAPPY RELATIONSHIPS BETWEEN CHILDREN, TEACHERS AND PARENTS, PLEASE TAKE A MOMENT TO READ OUR SCHOOL GRIEVANCE PROCEDURE.

At Yellowwoods School, the operational function of the School is vested in our Principal. Therefore, the Principal is the ultimate authority for all operational issues. To aid in this task, the school has a management committee which meets every week and consists of the Principal and Finance Chairman. The Academics of the School is run by a committee comprising of the teachers of the Junior and Senior Primary Academic Departments and the Principal. The Principal of Yellowwoods is directly responsible to the Council and duly authorised to bring any matters arising to their attention. The Principal is also in charge of all discipline matters and contacts parents when necessary.

WE THEREFORE ENCOURAGE PARENTS TO KEEP THE LINES OF COMMUNICATION OPEN BETWEEN THE SCHOOL AND THEMSELVES, AS WELL AS TO KINDLY FOLLOW THE CORRECT PROCEDURE AS STIPULATED BELOW.

MATTERS OF CONCERN

With regard to any and all academic matters of concern, parents are encouraged to first contact the class teacher. If they feel that their concern has not been adequately dealt with, they are then to contact the Principal. It is imperative that you communicate with your child's class teacher in the event of any problems. Parents are encouraged to use their child's homework diaries for short notes to the teacher or via e-mail should the need arise.

Nursery Class – Mrs Vanessa Brown
Pre Primary – Mrs Donna Knott
Grade R – Miss Morgan Ziervogel
Grade 1 – Mrs Jessica Bouwer
Grade 2 & 3 – Mrs Julie Sparks
Grade 4 & 5 – Mrs Estie Schneider/ Miss Casey Bush
Grade 6 & 7 – Mr James York

Principal: Mrs Julie Sparks

Queries regarding sport may also be directed to the Class teacher first, then the Principal.

Grade R – Miss Morgan Ziervogel
Grade 1 – Mrs Jessica Bouwer
Grade 2 & 3 – Mrs Julie Sparks
Grade 4 & 5 – Mrs Estie Schneider /Miss Casey Bush
Grade 6 & 7 – Mr James York

Principal: Mrs Julie Sparks

The Principal is in charge of the daily running of the school discipline and may be contacted directly with any issues pertaining to discipline.

In all instances, parents are asked to please make contact telephonically with the relevant teachers through the school office on 046 6840708. Alternatively, please find a list of staff e-mail addresses on the next page.

We would like to thank all of our parents for their continual support and encourage them to take a more active role in School functions and fundraisers. As the old African Proverb goes, **"It takes a village to raise a child"** and it is only with your continual support that we can provide the necessary infrastructure to take Yellowwoods forward into a better and brighter future.

Mrs Julie Sparks
Headmistress

Yellowwoods Staff Details - 2025			
Name		Contact Numbers	Address
Academic Staff			
1	Aliber, Hiltrud Art	073 217 9524 healiber@gmail.com	P.O.Box 31, University of Fort Hare, Alice, 5701
2	Bush, Casey Temp Grade 4 & 5	Contact number to be confirmed	
3	Bouwer, Jessica Grade 1	083 735 1827 jssbouwer@gmail.com	C/O Yellowwoods School
4	Brown, Vanessa Pre-Primary	071 891 2225 vanessa.leslie2@gmail.com	Adelaide, 5760
5	Bernhardt, Shan Senior Primary isiXhosa	072 428 1160 bernhardtgeoff@gmail.com	Fort Beaufort, 5720
6	Fortuin, Candice Foundation Phase	Contact number to be confirmed	C/O Yellowwoods School
7	Knott, Donna Grade 00	082 374 3925 donnaknott76@gmail.com	C/O Yellowwoods School
8	Miles, Lihanca Afrikaans	072 507 4887 lincapotgieter@gmail.com	C/O Yellowwoods School
9	Schneider, Estie Grade 4 & 5	079 621 9384 schneiderestie@gmail.com	Adelaide, 5760
10	Sparks, Julie Principal, Grade 2 & 3	083 448 0236 ywhead@procomp.co.za	Bushkloof Farm Fort Beaufort, 5720
11	York, James Grade 6 and 7	071 873 7166	C/O Yellowwoods School
12	Ziervogel, Morgan Grade R	079 934 5360 morganziervogel@gmail.com	C/O Yellowwoods School
13	Bernhardt. Emil Sports Coach	072 211 4366 bernhardtgeoff@gmail.com	C/O Yellowwoods School
Administrative Staff			
14	Bain, Nicollette Bursar	082 640 7200 yellowwoods@procomp.co.za	Adelaide, 5760
15	Bernhardt, Shan Catering	072 428 1160 yellowwoodscatering@procomp.co.za	C/O Yellowwoods School
16	Schenk, Tanya Secretary/Admin	084 281 1567 ywadmin@procomp.co.za	P O Box 185 Adelaide 5760 ywadmin@procomp.co.za
Housekeeping and Estate			
17	Boucher, Mawanda	062 003 5761	Bus Driver/ Head of Estate
18	Hela, Sibuh	078 752 7542	Bus Driver/Estate
19	January, Harriet	060 487 1228	Housekeeping and Cooks assitant
20	Ncede, Noluthando	081 854 0666 / 068 687 2073	PP Class Assistant and Housekeeping
21	Ncede, Nosapho	073 073 5786 / 073 691 9364	Cook
22	Sawuli, Pocia	063 843 2052	Housekeeping
Phone : 046 684 0708			
e-mail: ywadmin@procomp.co.za/yellowwoods@procomp.co.za/ywhead@procomp.co.za			
Banking Details: First National Bank Account Number: 51520015178			