CHANNELS OF COMMUNICATION

Important information (please keep on hand for ease of reference)

All communication is sent via e-mail (ADAM portal) and the School Website.

In some instances, Class Dojo and WhatsApp Groups as well.

Please check daily for updates.

ADAM Parent Portal

At the beginning of the academic year, you will receive communication from the school giving details on how to log in to the portal. Use for desktop computers and smart phones. The portal will have your son's reports, attendance, and other relevant information, i.e. notifications, calendars with important events, and other news.

Requests for confirmation of schooling / letters for visa purposes, study permits, etc.

These requests for the Headmaster should be e-mailed to : **hmaree@cbc.org.za** .

Please give at least two working days' notice

Changes of address / telephone numbers / e-mail addresses / family situation

Changes in telephone numbers, addresses, e-mail addresses, etc. should be updated on the ADAM Parent Portal, once the updated link is sent to you.

Changes in the family situation (e.g. divorce) should be relayed by e-mail to the Admin. Department: **cbcboks@cbc.org.za**

Sports notices, fixtures, results etc.

Notices, team lists and fixtures are posted on the College Website.

Termination of Contract of Enrolment

A full term's notice, in writing, is required or a term's fees in lieu of notice will be payable.

All notice letters to be addressed to the Headmaster only.
headmaster@cbc.org.za

Contacts and queries

On page 2 below, please see list of contact details of staff members to whom your specifically related queries should be addressed.

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headmaster@cbc.org.za		Headmaster
cbcboks@cbc.org.za	Administration	Administrative queries
accounts@cbc.org.za	Ms P. Mekuto	School fee accounts Administrator
cbcboks@cbc.org.za	General enquiries	
gbernhardt@cbc.org.za	Mrs G. Bernhardt	Principal – High School General High School queries Discipline queries (Year 8 – Year 12)
snicol@cbc.org.za	Ms S. Nicol	Vice-Principal – High School In charge of Academics
kpillay@cbc.org.za	Mr K. Pillay	Principal – Junior and Senior Primary Academic and discipline related queries (Year 4 – Year 7)
cviljoen@cbc.org.za	Mrs C. Viljoen	Vice-Principal – Senior Primary Academic and discipline related queries (Year 4 – Year 7)
pdiesel@cbc.org.za	Mrs P. Diesel	Vice-Principal – Junior Primary Academic and discipline related queries (Year 000 - Year 3)
ctomsek@cbc.org.za **jkelly@cbc.org.za**	Mr C. Tomsek Ms J. Kelly	Director of Sport Head of Sport (Primary School)
kwalsh@cbc.org.za	Mrs K. Walsh	Aftercare
akruger@cbc.org.za	Mrs A. Kruger	ADAM Parent Portal support
techsupport@cbc.org.za		Google Classroom support & password reset

Junior and Senior Primary : channels

(1) Class teacher
(2) Then Vice-Principal
(3) Last resort – Principal

High School : channels

(1) House Tutor
(2) Then Housemaster
(3) Then Vice-Principal
(4) Last resort - Principal