APPENDIX 1

PO Box 36552
MENLO PARK
0102

8 July 2002

Mr T Hamilton
Headmaster
St Alban's College
Private Bag X 01
LYNNWOOD RIDGE
0040

Dear mr Hamilton

Presently I am a master's student in Computer-Assisted Education at the University of Pretoria and I am busy writing my dissertation. The topic I have in mind for my dissertation is Computer-integrated Theme Days at St Alban's College. My supervisor is professor Johannes Cronjé a lecturer at the Department of Teaching and Training. Prof Cronjé suggested that I should contact mr Ron Beyers, which I did. Furthermore I attended two Theme Days in May and October 2001 and the Information Leadership Conference in July 2002.

I am very excited about Theme Days and the idea of research at St Alban's College but cannot carry on with my research for my dissertation without obtaining permission from you. I also need your consent to conduct interviews with certain staff members who are involved with the planning of Theme Days and the learners who participate. My research will not interfere with the timetable or at any time disrupt the classes.

In my findings and research, St Alban's College, the staff members and the learners will receive the necessary recognition.

Would you kindly consider my request favourably and let me have a written approval as soon as possible.

Yours sincerely

Marlene Viljoen

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HEADMASTER
Tom G. Hamilton
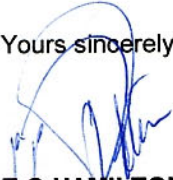BSc (Ireland), HDE
/dr

25 July 2002

Mrs M Viljoen
P O Box 36552
MENLO PARK
0102

Dear Mrs Viljoen

Thank you for your letter dated 8 July 2002. I am delighted that you wish to conduct research here at St Alban's College, and am happy for you to approach Mr Ron Beyers in this regard. Good luck!

Kind regards

Yours sincerely

T G HAMILTON
Headmaster

"It takes a school with vision to prepare a young man for life"

APPENDIX 2

124

Marlene Viljoen

From: "Ron Beyers" <beyers@stalban.pta.school.za>
To: <marlene.viljoen@med.up.ac.za>
Sent: 12 September 2002 11:11
Subject: Re: dates

Dear Marlene

The dates for the Theme Days for this term are:-

Thursday 26 September Grade 10
Wednesday 09 October Grade 8

There is no Grade 11 TD as they need to focus on exams and no Grade 9 as they are involved in Common Task Assessments this term.

You are most welcome to join us.

Regards

Ron

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The Connected Learning Community and
Knowledge Management

APPENDIX 3

Theme Day Checklist

Well in advance	Person responsible	Date to be completed
i. Agree on a suitable topic (committee's decision) for the next Theme Day.		
ii. Confirmation of date of the Theme Day.		
iii. Confirmation of venue of the Theme Day.		
iv. Brainstorm possible activities for a Theme Day.		
v. Subdivision of the workload.		
vi. Report back from each sub group.		
vii. Consolidation of all work to be done for the Theme Day.		
viii. Special invitations sent out, e.g. to guest speakers.		
ix. Trail run on a stand alone PC with the CLC committee as pupils.		
Two days before the Theme Day	**Person responsible**	**Date to be completed**
i. Post website of Theme Day to (server) Intranet.		
ii. Purchase gifts and equipment (Keep receipts) for guest speakers.		
iii. Allocate pupils per group.		
iv. Any additional equipment needed.		
v. Trail run of Theme Day on the St Alban's network.		
The actual Theme Day	**Person responsible**	**Date to be completed**
i. Check to see that the system is working.		
ii. Set up Head Quarters (HQ) area in StaTech 1.		
iii. Set up groups per computer.		
iv. Link Intranet to Theme Day web page.		

		Person responsible	Date to be completed
v.	Introduction of the Theme Day and the guest speaker.		
vi.	Troubleshoot.		
vii.	The learners tidy of the StaTech centre up after the conclusion of the Theme Day.		
The day after the Theme Day		**Person responsible**	**Date to be completed**
i.	The CLC team write thank you letters for the guest speakers.		
ii.	Debriefing with CLC team leader.		
iii.	Mistakes of the Theme Day must be fixed.		
iv.	The tasks of the learners must be saved for later use.		