memorandum

to: Sandy Bergen

from: Peter Sibanda

subject: Recycling

date: 10 November 2013

cc: Frans Lamont, Denzel Mbidzo, Cathy Adams

Hi colleagues

The few recycling projects taking place in the school have been going well. A big thanks to each one of you involved.

We really want to get the entire school community involved in this, and possibly even launch a competition.

Apart from the advantages for the environment, we can teach the learners that every little bit helps, and that everyone’s contribution is important!

Can we perhaps hold a meeting next Thursday, directly after school, to discuss this further?

The proposed agenda is as follows:

1. Welcome
2. Current Projects
   1. Paper
   2. Grade 8 Cans
3. Competitions
   1. Collect a can
      1. Rules
      2. Prices
   2. Poster competition
   3. Slogan competition
4. Containers for class rooms
5. Other sources
   1. Restaurants
   2. Outdoor events
   3. Offices
6. General

Yours faithfully

Peter

**Proposed Circular to Parents**

Dear Parents

We are about to embark on a brand new recycling project for the whole school. Recycling constitutes the collection and processing of waste (products that have been thrown away) to generate new products.

By launching this Recycling campaign we will be assisting South Africa to keep up and even better the recovery rates for recycling.

*Why do we want to do this?*

Less waste will go to landfills and we will conserve our natural resources. We need to look after our earth and the available resources for the generations to come.

*What can be recycled?*

Paper: newspapers, cardboard boxes, cereal boxes, chocolate boxes, toilet roll inners, egg boxes, magazines, etc.

Glass: all bottles, jam jars, etc.

Metal: cool drink cans, food cans, lids and tops

Plastic: water bottles, cooking oil, trays, plastic bags, bubble wrap, shopping bags, ice cream tubs, margarine tubs, foam trays, fast food containers, coat hangers, etc.

*The following cannot be recycled:*

* laminated paper
* paper plate
* punch confetti
* carbon paper
* stickers
* post-it notes
* disposable nappies
* tissues
* chips packets
* chocolate wrappers
* cling wrap
* drinking glasses

**Proposed electronic form**

**Recycling project**

Vista H/S, Driefontein H/S and Sunset H/S are all involved in recycling and will work together on some recycling projects and competitions.

We hope that all parents, together with their kids, will become involved in the different recycling projects of the school – by sending paper, plastic, etc. to the school.

If you, as parent, are willing to be part of a Recycling Committee to help manage the different projects that are being planned, please complete and e-mail this form to [recycle@vistahs.co.za](mailto:recycle@vistahs.co.za).

**Personal information**

Name Click here to enter text.

School Choose an item.

Cell Number Click here to enter text.

E-mail Click here to enter text.

**Involvement**

I would like to be involved with: Choose an item.

as well as: Choose an item.

**Number of people that you will be able to motivate to be part of your ‘team’**

TeamSize Click here to enter text.