



VULEKA GENERAL SCHOOL POLICY

REVISED 17 January 2017

The following policies are listed in the general school policy

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1. Preamble

Vuleka is a school initiated in 1989 by Parishes within the Diocese of Johannesburg of the Church of the Province of Southern Africa in response to the growing crisis in education and the inability of parents to obtain adequate education for their children. In order to deal with these problems the main objects and aims for which Vuleka is established are:

1. To establish and maintain an educational programme to enrich the capabilities of socially, economically and/or politically disadvantaged children within the primary phase of schooling.
2. To equip such children to participate fully in a society where each has an equal opportunity: socially, economically and politically.
3. To use language-intensive education in developing the capabilities of such children.
4. To develop language and perceptual skills of such children while nurturing initiative and self-confidence.
5. To be a community-orientated school which seeks to use and involve members of the community in all aspects of its educational process.
6. To promote educational opportunities for such children in both the private and the public sectors of education.
7. To promote actively full participation in an education system which provides equal opportunity for all.
8. To assist pupils in Vuleka to obtain entry into school on successful completion of their curricula.

The remaining policies are to be kept in a policy file in the main school office.

2. Vuleka School Mission Statement

Vuleka is a non-profit Anglican Diocesan school which provides an excellent and affordable education for all.



3. Vuleka School Vision

1. To develop in our pupils Christian values that will encourage them to live a life of service in which they will contribute to a quality of life that all South Africans can enjoy.
2. To instil in our pupils a work ethic, the acquisition of learning skills, and the development of initiative.
3. To instil in our pupils the following school-wide values: be safe, be respectful and be responsible.
4. To provide our pupils with a school that is safe, challenging and exciting; an environment in which their self-confidence can be developed and they are challenged to strive for academic excellence.
5. To produce well rounded scholars who can take their place with confidence and dignity in any high school or tertiary institution of their choice.
6. To develop an active and supportive parent body which encourages the use of the school-wide values at home.

A primary objective of Vuleka is to meet the needs of parents and children in the most effective way possible, which means that the teachers make a unique contribution, using initiative and individuality to maintain a caring and effective teaching environment.

Every member of staff must be committed to mutual trust, honesty and support.

Vuleka School staff try at all times to remain faithful to our school's vision and mission as set out above. The Vuleka School Council will appoint only suitably qualified, loyal and responsible teachers.



4. Admissions Policy

Revised 17 January 2017

The admission policy has been established subject to the:

- Constitution of the Republic of South Africa
- South African Schools Act, Act 84 of 1996
- National Policy Of Education Act 27 of 1996
- Education Laws Amendment Act (Section 5 of Act 84 of 1996)
- Gauteng School Education Act 1995 (Act 6 of 1995 notice 61 of 1998)
- The Immigration Regulations of 2014

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4.1 Interpretation

In this policy document unless the context indicates otherwise.

The Act: Means the SA school Act 84 of 1996 (as amended).

Pupil: Means any person receiving education.

Parents: Means the parent or guardian of a pupil, the person legally entitled to custody of the pupil; or a person who undertakes to fulfill the obligations of a pupil towards the pupil's education at a school.

The school: Vuleka Primary School

Normal grade age: In terms of GN 4138 of 2001 the normal grade age is grade number + 6.

4.2 Promise

The admission policy of the school is determined by the duly elected Vuleka School council (Governing body) in terms of section 5 (5) of the SA school Act No 84 of 1996 and as set out in the Vuleka school constitution.

Vuleka School will admit pupils and serve their educational requirements without unfairly discriminating in any way. All decisions will be made in the best interest of the pupils.

4.3 Capacity

The Managing Director and the school executive team will decide on the optimum capacity of the school with due regard to the Host Churches, the school and the pupils. The following will also be taken into account when admitting a pupil.

- The Vuleka strategic plan
- The school budget
- Teachers post
- Classroom size
- Grade (number educationally sound for that age)
- Physical infrastructure and other facilities
- Health and safety, building legislations and other regulations

The capacity will be determined every year by the Vuleka school council.



4.4 The admissions committee

The Admissions Committee will be made up of the Managing Director, Head of School, the Business Manager and the Admissions Officer.

The Admissions Committee will review the Admissions Policy in February every year.

4.5 Admission criteria

4.5.1 Age

Attendance at a school during school hours shall be compulsory for all pupils from the first day of school of the year.

The statistical age norm per grade is as follows:

Grade 000	3 turning 4
Grade 00	4 turning 5
Grade 0	5 turning 6
Grade 1	6 turning 7

Pupils born in January/ February may be admitted into the class above their chronological age but may have to repeat the grade if they are not coping.

If a pupil is admitted at an age not more than 2 years the age norm for a grade, such pupil will be placed on a fast track education program as far as possible or the pupil will be placed in a class 1 or 2 years below his chronological age.

The decision will be taken in the pupil's best interest and all factors will be considered.

4.6 Placement of pupils

- A pupil already registered at Vuleka who is repeating the year will be placed first.
- Biological siblings who are registered at Vuleka and who have applied on time will be prioritized.
- Thereafter classes will be filled on a first come first served basis once the pupil has been assessed by the school or if the Managing Director is satisfied with their previous report.
- Our optimum number in a class is 28, except St Martin's Jellicoe, St Mark's and St Michael's maximum number is 26 in a class. The school reserves the right to make a decision on numbers in a classroom.



4.7 Testing

- All pupils entering grade 1 will be required to undergo a school readiness test.
- Pupils transferring from other schools will be required to undergo an assessment for correct placement.
- Pupils from foreign countries will be assessed and will be placed in age appropriate grades unless the results prove otherwise.

4.8 Pupils with remedial and special education needs

- Special Educational needs:

Vuleka has a special needs school that caters for pupils with special educational needs. Only pupils who had an educational psychological assessment with a report stating that they need specialized education will be placed in this school. All pupils attending our special needs school will be required to obtain a LSEN (Learner support number) number which they can obtain from the local education department. In some instances where the learner may be required to receive additional support, bridging, the managing director may use her discretion to place the pupil in the special needs school for a period of one year. The purpose of this would be to provide the child with additional support during this period. These pupils would not require a psychological report or LSEN number.

- Remedial and Bridging educational needs:

Vuleka will assist as far as possible to provide a remedial, fast track or bridging programme to those pupils who require it in the mainstream school. If, however we find that a pupil is still struggling academically after all the interventions, then the Head of School, the School Counsellor and the Managing Director will assist the parent in placing the child in a suitable school that will meet his or her particular educational needs. Necessary arrangements, as far as practically possible, will be made to make our facilities accessible to all pupils.

4.9 The enrolment procedure

1. Parent enquires about school at Central office or at the venue.
2. Schools hand out prospectus to parent
3. Phone admissions officer to check if we have space available (Do not send parents to head office before checking for space.)
4. Admissions officer arranges a date with the school head to assess the pupil (it would be best if the schools make the appointment themselves with the parent).
5. Schools must arrange for parents to bring at least two reports and a transfer card.
6. The pupil writes the relevant entrance test.



7. A financial check needs to be done.
8. Head phones Managing Director to discuss placement of child.
9. The head of school then phones admissions officer to tell him that the child has passed or failed the entrance test.
10. Once the financial check has been done and approved, parents are given a letter of acceptance on condition that their deposit has been paid.
11. Admissions officer phones parent to come in with necessary documents and completed enrolment forms and sign the financial contract.
12. We aim to have a three day turn around.
13. Admissions officer must email or send all enrolment forms and documentation to the school before the child starts.
14. No child may start without a transfer card from their previous school.

Central office at St Joseph's Diocesan Centre, Corner Good and Hermans Street, Sophiatown
Contact admissions Officer 011-477-6917 or admissions@vulekaschool.co.za



ENROLMENT PROCEDURE CHECKLIST

SCHOOL: _____

PUPIL'S NAME: _____ SURNAME: _____

DATE OF APPLICATION: _____ START DATE: _____

CONTACT NUMBER: _____ CONTACT PERSON: _____

CLASS: _____ AGE: _____ ACCOUNT NO.: _____

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DOCUMENT	INITIAL
1. <u>Admissions Officer:</u>	
- Check with Managing Director if there is space	
- Pupil to be assessed by head of school	
Accepted _____ Not accepted _____	
- Documents completed and signed in full by parents	
a. Enrolment form	
b. Medical declaration form	
c. Indemnity form	
d. Photograph indemnity	
2. <u>Documents to be handed in: (All documents must be certified)</u>	
- ID Book (parent)	
a. All pupils to hand in the following:	
- Transfer card	
- Report card	
- Unabridged birth certificate	
- Immunization card	
b. Non South African Citizens:	
- Study permit (foreign student)	
- Study permit entered into register	
- Copy of Passport	
c. Pupils attending Assisted Learning Centre	
- Educational psychological report	
- LSEN number	
d. ELC Learners only	
- Letter to say that there is not an automatic acceptance into Vuleka Primary School's Grade 1	



3. <u>Finance documents:</u>	
- Payslip. Household income more than R7000-00	
- Financial clearance certificate	
- CK document and 3 months bank statement	
4. <u>Financial documents</u>	
- Completed and signed in full	
- Financial agreement	
5. <u>Payments to be made:</u>	
- Enrolment fee	Receipt no.
- Development levy (Grade 1-7)	
- Deposit (Grade 0000-0)	
- First instalment if applicable	
6. <u>Admissions Officer final procedure</u>	
- Send all documentation to Head of school	
- Issue Acceptance letter	Date _____
- Issue rejection letter	Date _____
- Upload name onto Edupac	
- Upload account number	Date _____
- Inform Business Manager of 1 st billing date	Date _____
- Request blue book from previous school	
- Date received	Date _____

Final Acceptance

Sign _____



4.10 Documentation

See enrolment procedure

4.11 Non-South African Citizens

This policy applies equally to the admission of non SA citizens whose parents are in possession of a permanent or temporary residence permit or are illegal aliens.

Persons classified as illegal aliens or as non-South African citizens must when applying, show evidence that they have applied to the Department of Home Affairs to legalize their stay in the country. Study permits must be provided. See enrolment procedure documents.

4 **Language policy**

Vuleka School's chosen language of learning and teaching is English, and our First Additional Language in the primary school is Afrikaans.

5 **Code of Conduct and School Rules**

Vuleka School is proud to be the pilot school for PBIS Africa. PBIS stands for Positive Behavioural Interventions and Supports, and is a behaviour modification program which uses positive reinforcement rather than punitive measures to encourage good behaviour. The three school-wide core values are:

- Be Safe
- Be Respectful
- Be Responsible
- Be Healthy

These values are followed by staff and pupils alike, and parents are educated in the system and encouraged to use the PBIS approach at home.

6 **School times**

Primary school:

Teaching starts at 7.30 am and finishes at 2 pm except for Wednesdays, when we finish at 3 pm.

ELC: Teaching starts at 7.30 am and finish at 13.30 pm.



7 Extra-curricular activities offered

We believe every pupil should be given the opportunity to learn to swim and this is offered at every venue.

We offer the following sporting activities (at various venues): soccer, netball, cricket, athletics, volleyball, basketball, squash, hockey, kung-Fu and kick boxing.

Vuleka supports learning through the arts, such as music, visual arts, dance & drama. These programs allow pupils to shine in these areas of the curriculum. Each venue offers its own music program which may include choirs, marimbas, recorder and violin. All our venues offer pupils the opportunity to join the choir. Other cultural activities include chess, ballet, hip hop, drama, art and gum boot dancing.

8 Core subjects

English, Afrikaans, Mathematics, Natural Science, Social Science, Technology, Bible Education, Life Orientation, Economic Management Science.

9 Service delivery

The General School policies, procedures, times and dates will be made available to all staff at the beginning of each school year in the form of a Vuleka School Staff Handbook. All staff members are required to familiarize themselves with the Handbook in order that all policies and procedures are followed properly.