

SCHOOL MISSION

Vuleka School prepares our children to succeed in and graduate from an outstanding primary school. We instill in our pupils the knowledge, skills and character necessary to: succeed academically; become accountable and respectable citizens and courageous leaders who embody the Vuleka creed of values. These values are found in Galatians 5:22: "Of love, joy, peace, an even temper, kindness, benevolence, faithfulness, humility and self-control, as well as those of respect, honesty and justice."

THE REALITY OF VULEKA

- Vuleka has a vision of excellence.
- Vuleka has a high teaching standard.
- The Vuleka Schools Group comprises of Preschools (Grade 000 to Grade 0), Primary Schools (Grade 0 to Grade 7) and a High School (Grade 8 to Matric). We also have an Assisted Learning Centre for pupils with special educational needs.
- Vuleka is registered with the Gauteng Department of Education.
- Vuleka belongs to the Independent Schools Association of Southern Africa (ISASA).
- Vuleka is an independent school where school fees must be paid.
- Vuleka is a non-profit making school.

The name Vuleka means to "**enlighten**" or to "**open up**", so children at Vuleka are given the skills they need to reach their full potential.

Vuleka is a Diocesan School of the Anglican Church of Southern Africa. We are also a member of the Anglican Schools Association. Pupils at Vuleka School must attend all assemblies and church services, wherever they may be held. Pupils will not be compelled to take part in practices inappropriate to their own beliefs, but they are expected to attend all school events and behave in a respectful and reverent manner.

Vuleka classes are moderately sized (24 – 28 pupils), and children receive individual attention. Vuleka provides an intensive remediation programme in English and Maths, and also assists children who are over the age cohort for their grade, as well as those with learning difficulties.

VULEKA CLASS STRUCTURE: PRIMARY SCHOOLS

Grade 0: Our Grade 0 programme is more formal than the Grade 000 and 00 classes. The children follow a fully integrated perceptual programme that includes both fine and gross motor skills development. We also introduce all our children to reading and writing during this year, as well as computers.

Grades 1 – 7: Vuleka follows the GDE and Independent Schools curriculum. We focus on literacy, numeracy and life skills, and we offer our pupils a stimulating and exciting syllabus. We like our pupils to leave Vuleka feeling confident and smart.

Special and Vocational Classes: Vuleka offers children with learning difficulties a space in either the Junior Supported Learning 1 and 2 classes, or the Intermediate Supported Learning 1 and 2 classes.

The Junior Classes focus on Maths, English and Life Skills. The classes are small and each child is taught according to his or her level of understanding.

The Intermediate Class 1 continues with a similar programme at a slightly more advanced level.

The Intermediate Class 2 offers the pupils an individual education programme. They also do more practical subjects like cooking, sewing and computer literacy.

CENTRAL OFFICE

The office is open from Monday to Friday, 7:30am to 3:30pm. Parents are welcome to phone or visit the office on any day during office hours.

STREET ADDRESS: St Joseph's Diocesan Centre, corner Good and Herman Streets, Sophiatown.

POSTAL ADDRESS: P O Box 52139, Saxonwold, 2132

TELEPHONE NO: 011 477-6917

FAX NO: 011 477-1390

EMAIL: vuleka@vulekaschool.co.za

WEBSITE: www.vulekaschool.co.za

SCHOOL HOURS

The school day runs from 07:20am to 14:00pm Mondays, Tuesdays, Thursdays and Fridays; and from 07:20am to 15:00pm on Wednesdays. Teachers and assistants will be responsible for children from 07:00am to 14:15pm or 15.15pm. Parents are requested to drop and collect children on time if they are providing their own transport. Parents of children left late at school will be fined R50.

THE VULEKA VENUES

Early Learning Centres:

St Francis Church

C/o Pam & Benmore Roads

Benmore

Tel: (011) 883-6793

matlaksm@gmail.com

St John's Church

44 Tyrone Avenue

Parkview

Tel: (011) 486-1367

Duduzilebuthelezi69@gmail.com

Primary Schools:

St Martin's-in-the-Veld

43 Cradock Avenue

Dunkeld

Tel: (011) 447-2117

Fax: (011) 447-7088

smartins@vulekaschool.co.za

St Martin's Senior Primary

19 Jellicoe Avenue

Rosebank

Tel: (011) 447-4276

Fax: (011) 447-4274

luys@vulekaschool.co.za

St Mark's Church

Cnr Witkoppen & Hyperion Roads
 Northriding
 Tel: (011) 462-6768
 Fax: (011) 462-5284
stmarks@vulekaschool.co.za

St Michael's Church

1123 Cornelius Street
 Weltevreden Park
 Tel: (011) 475-5802
 Fax: (011) 475-5802
stmichael@vulekaschool.co.za

Assisted Learning Centre:

Randburg Methodist Church
 Cnr Braam Fischer & Grove Street
 Randburg
 Tel: (011) 886-0086
pmmirwa@vulekaschool.co.za

Boys School:

Vuleka St Joseph's
 Archbishop Thabo Makgoba School for
 Boys
 Cnr Good & Herman Streets
 Sophiatown
 Tel: (011) 477-6917
 Fax: (011) 477-1390
vuleka@vulekaschool.co.za

Vuleka SSB High School

7 June Street
 Bordeaux, Randburg
 Tel: (011) 787-7290/ (011) 787-6460
 Fax: 086 618 5861
 Email: school@ssb.za.com

St Michael's**011 475-5802**

Headmistress / Head Senior Phase
 Secretary
 Grade 0
 Grade 1
 Grade 2
 Grade 3
 Grade 4 / English
 Grade 5 / NS / Art
 Grade 6 / Maths
 Grade 7 / Afrikaans/LO
 SS / Phys Ed/ Sport

Sharon Walker swalker@vulekaschool.co.za
 Pat Cornelius stmichael@vulekaschool.co.za
 Kirsty Standing kirtsy.standing@gmail.com
 Theresa Tzingakis territzingakis@mweb.co.za
 Nadia Coetzer nadiacoetzer@mweb.co.za
 Mandy Pakari mandypakari@gmail.com
 Lorraine Calitz lorrainejordan2502@gmail.com
 Nonhlanhla Sibeko sibeko.cns@gmail.com
 Karien Van der Merwe karienalberts22@gmail.com
 Marizka Wentzel marizkawentzel@yahoo.co.uk
 Lloyd Solomon lldsolomon@gmail.com

Should you wish to speak to your child's teacher personally, kindly phone the school during break times ONLY. Alternatively, leave a message with the school secretary for them to call you back. Should you wish to meet with one of the teachers, please make an appointment. Teachers will not be able to see parents who arrive without an appointment. Please do not arrive at school and visit the classrooms during the school day. All visitors must report to the office.

IMPORTANT HELP SERVICES

Child Line	0800 055 555
Johannesburg Child Welfare	011 331 0171
People Opposing Women Abuse (Domestic violence, rape)	011 642 4345
Narcotics Anonymous (drugs)	011 485 5248
Alcoholics Anonymous	011 436 0116
Life Line South Africa (Rape, trauma, Aids counselling)	011 728 1347
Mental Health Help line	011 262 6396
Police/Fire Emergency	10111
Medical emergency / ambulance	10177
Poison Control	011 642 2417
Suicide Prevention	0800 567 567
Vuleka School Counsellor Janet Gibbins	011 477 6917

Vuleka calendar 2016

TERM 1

Start: Wednesday 13th January (Staff start the 11th January)

Close: Wednesday 18th March

TERM 2

Start: Monday 4th April

Close: Friday 24th June

Public Holidays:

Sunday 21st March – Human Rights Day

Friday 25th March – Good Friday

Sunday 27th March - Easter

Monday 28th March – Family Day

Wednesday 27th April – Freedom Day

Thursday 28th April – School Holiday

Friday 29th April – School Holiday

Sunday 1st May – Workers’ Day

Monday 2nd May – Public Holiday

Thursday 16th June – Youth Day

TERM 3

Start: Monday 18th July

Close: Thursday 7th December

Half term break: Friday 30th September – Monday 10th October

Public Holidays:

Monday 8th August – Public Holiday

Tuesday 9th August – National Women’s Day

Saturday 24th September – Heritage Day

PAYMENT PROCEDURES AND THE COLLECTION OF SCHOOL FEES

It is neither in the best interests of Vuleka or of the parent that there is an accumulation of debt. While every effort will be made to accommodate individuals, ultimately Vuleka, as a fee paying school, cannot compromise its sustainability by waiving fees due by parents.

Procedure:

1. Monthly statements will be issued timeously - probable dates being the first day of term and on the 21st of each month.
2. While the finance office will make every effort to contact the parent/ sponsor telephonically to remind them to settle their account, **it remains the parent's responsibility to make sure that they receive a monthly statement and pay their school fees on time.**
3. If the parent falls behind in their payments and there is no resolution put in place, the Bookkeeper will send a strongly-worded letter and notice of **FINAL DEMAND** to the parent concerned. The **FINAL DEMAND** will stipulate a deadline by which the fees need to be paid.
4. In the event that this procedure fails to elicit the desired response, the bursar may issue a **LETTER OF SUSPENSION** for non-payment of fees. A transfer card will accompany the **suspension letter** so that the child may be enrolled at an affordable school. This procedure will take place either at half-term, the end of a term or the end of the year depending on the financial standing of the school fee account.
5. Should a parent **not** rectify this situation by the stipulated date on the **suspension letter**, the child will be suspended from school due to non-payment of school fees. A suspended child will only be accepted back once **ALL** outstanding fees have been paid **IN FULL**. Should the period of suspension be longer than one week, parents will be required to prove that their child has been attending school elsewhere. This is to ensure that there is no interruption to the child's schooling.
6. **At all times, insofar as it is possible, the child is to be protected from knowing about any arrears debt collection.**
7. Once the transfer card has been issued, the responsible person who signed the original fees agreement with Vuleka will have to come to Central Office with their identification to collect the current report card.

Please do not hesitate to call **011 477-6917** and speak to either **Jeanette Malindi** or **Natalie Hulme** should you, at any time, require assistance regarding the payment of your Vuleka fees. Please also remember to keep the office informed of any changes in your financial circumstances.

PAYMENT REQUIREMENTS

Fee Schedule:

The fees charged by Vuleka School do not fully cover the cost of educating your child. Each child will be subsidised by an amount of R3600 in 2016. We do this in order to keep our fees affordable to you, our parent body. In return we ask that you pay your fees **regularly and in full**.

As per the agreement signed by yourself on acceptance and admittance of your child to Vuleka School, the following applies regarding payment of your fees - **FEES ARE PAYABLE IN ADVANCE (BY THE 7th OF EVERY MONTH) NOT ARREARS**. E.g. when you receive your statement and the description says June fees, it means that June fees are due on or before the 7th June and not at the end of June.

January fees are due on or before the 7th January. The last acceptable date at the beginning of the new year will be the day that school officially starts for the children. (13th January 2016) However, **all your fees are to be paid up by the 7th November each year**. Please make provision either in November or December to pay your January fees, so that should you wish to pay at the end of each month toward your fees, you will then be paying the correct amount at the end of January for February's fees.

CLASS	TUITION FEES		STATIONERY & PRINTING		SCHOOL OUTINGS		TOTAL		for 11 months
	YEAR	TERM	YEAR	TERM	YEAR	TERM	YEAR	TERM	MONTH
<i>Pre-school</i>	R 12 210.00	R 3 052.50	R 495.00	R 123.75	R 440.00	R 110.00	R 13 145.00	R 3 286.25	R 1 195.00
<i>Gr 1-7 Primary School</i>	R 16 896.00	R 4 224.00	R 1 430.00	R 357.50	R 440.00	R 110.00	R 18 766.00	R 4 691.50	R 1 706.00
<i>Gr 8 - 12 High School</i>	R 23 595.00	R 5 898.75	<i>Pupils to buy their own</i>		<i>Pupils to pay if going</i>		R 23 595.00	R 5 898.75	R 2 145.00

PAYMENT OPTIONS

PER YEAR: Fees can be paid in full for the year at the beginning of the year. Fees for the year must be paid by the 7th of January.

PER TERM: Fees can be paid at the beginning of each term for the full term. Fees for the term are due on the first day of term.

PER MONTH: Fees for the year are divided into a monthly fee payable over 11 months (January to November) to enable parents to budget. Please pay fees on or before the 7th of each month.

ALL FEES MUST BE PAID UP IN FULL BY THE 7TH NOVEMBER

METHODS OF PAYMENT

DEBIT ORDER:

We strongly recommend that unless you pay your school fees in full at the beginning of the year, you make use of a **debit order** through your bank. The advantage of this is that the fees will go through automatically every month/term and there is no chance of falling behind in your payments.

ELECTRONIC TRANSFER:

Fees can be paid directly into the Vuleka bank account. Please note that this account is **ONLY for school fees** as stipulated in the fees schedule. Fees can be paid at any branch of Nedbank.

BANK DETAILS:	Bank Name: Nedbank (The Carlton branch)
	Branch Code: 190605
	Account name: Vuleka School
	Account no: 1906 384541
	Type: Current account

Please fax or email a copy of the deposit slip, with **your child's name and surname clearly marked as the reference**, to the school office at 011 477-6917 or finance@vulekaschool.co.za. Once this has been received, a Vuleka receipt will be sent home with your child.

CASH PAYMENTS

If you are unable to pay directly into the bank, please pay at the school's Central Office, Corner Good and Herman Street, Sophiatown. **CASH WILL NOT BE ACCEPTED AT OTHER VENUES.**

Statements showing the status of your account are sent out to parents every month. The statement will also reflect all payments. Please ensure that you receive your receipts. **PLEASE KEEP RECEIPTS AS A RECORD OF PAYMENT.**

Parents are requested to contact the Finance Department on 011 477-6917 or bookkeeper@vulekaschool.co.za with any money queries. Please check suitcases regularly for statements and receipts.

DISCOUNTS

Vuleka will give you a family discount on your fees if you have 2 or more children at the school (5% **of the fees portion only** for the second and third child).

OTHER COSTS

- **ENROLMENT FEE** – A non-refundable enrolment fee of R250-00 is payable when you enrol your child.
- **INSURANCE** – An amount of R70 is added to your account at the beginning of each year. This covers insurance in case your child has an accident at school or on the way to school in the Vuleka taxis.

- **DEPOSIT** – Vuleka asks for a non-refundable deposit of R1250-00 to be paid when your child is accepted. This guarantees your child’s place in the school and will be transferred to the school Development Fund.
- **STATIONERY** – charged per grade as set out on the fees page.
- **REPLACEMENT CHAIR BAG and PLASTIC HOMEWORK FOLDER** – All new children are given these two items which stay with the child from year to year. **These should be replaced at parents’ expense when they are badly worn.**
- **OUTINGS** – A fee is charged towards class outings.
- **EAR and EYE TESTS** – All new children are tested at the expense of the parents.
- **CAMP FEES** – Grade 4 and 6 pupils and the Intermediate Support Class 2 go on camp every year. The camp fee and transport costs will be charged over 11 months with school fees for these pupils.

ENROLMENT OF SIBLINGS

If you have younger children, please make sure that you enrol them in good time for Grade 0 at Vuleka School. We always have a long waiting list for Grade 1, so don’t leave your child at another preschool and then find that we cannot accommodate him / her.

SCHOOL UNIFORM

Remind your child of the importance of being neat and tidy for school each day and to wear his/her uniform with pride.

- **Boy’s Summer Uniform:** Grey shorts, blue poly-cotton short sleeved shirts, grey long socks, black lace-up shoes.
- **Girl’s Summer Uniform:** Grey skirt, blue short sleeved poly-cotton shirt, short white socks and black school shoes.
- **Boy’s winter Uniform:** Long grey trousers, blue poly-cotton long sleeved shirt, grey jersey, long grey socks and black lace-up shoes. As an alternative they may wear the Vuleka school track suit and Vuleka T-shirt.
- **Girl’s winter Uniform:** Long grey trousers or grey skirt, blue poly-cotton long sleeved shirt, Vuleka T-shirt, grey socks or black stockings, and black school shoes. As an alternative they may wear the Vuleka school track suit and Vuleka T-shirt. No socks may be worn with stockings.
- **Sports and PE Uniform:** Vuleka T-shirt, navy shorts, white takkies and short white socks. For swimming, girls wear full black Lycra costumes and caps and boys wear black speedo type costumes and caps.

T-shirts and swimming caps are available for purchase at school.

LOST AND FOUND

The school will keep lost and found property in a container at school. Parents or guardians may come in on any day between 07h30 and 14h00 and request to search for lost property. **It is important that all your child's clothes are marked with your child's name using a permanent marker or name tapes.** Any unmarked clothes not claimed will be sold.

Children at this age are still very careless with their belongings. Please label everything. Teach your child to take the responsibility of looking after his/her uniform and belongings. Teach them that as soon as they take off their jersey, socks or shoes they immediately put these articles into their school bag for safe keeping.

ATTENDANCE

Attendance is the first step in ensuring your child's academic progress. Please ensure your child attends school every day. At Vuleka our curriculum is rigorous and attendance is essential for your child to keep pace. Excessive absences will be considered a violation of the teacher-parent-child agreement and your child may not be promoted to the next grade.

Please inform the school telephonically if your child is absent and ensure that your child makes it his/her responsibility to catch up on all work missed. All absences, whatever the reason, must be followed up and explained in a note to the school. If your child has an infectious disease such as ringworm, conjunctivitis, infected sores, chicken pox, German measles, mumps, or flu please do not send him/her to school. A doctor's certificate is required on return to school.

Consequences of Absenteeism

- All absences – excused or unexcused are considered absences and your child will be marked as absent on the register.
- Never miss school for appointments. Make medical, dental and other appointments after school hours.
- Suspensions are considered absences.
- Any departures that occur before 11am will result in your child being marked absent for the entire day.

How the school will keep track of and follow up on your child's absences:

The school will keep track of all your child's absences in the attendance register. If a pattern of absenteeism emerges, you will be contacted and the school's strict attendance policy will be re-explained to you and you will be requested to enforce this policy.

The Head or Deputy Head will follow up with parents about attendance issues.

Three days absent in a term: If your child is absent three times in a term it is considered a serious issue. At this point the parent/guardian will be called to the school to meet with the Head where the problem will be discussed and an *attendance intervention plan* will be developed.

Six days absent in a year: At this point the parent/guardian will be called in to meet with the Head and an *attendance intervention plan* will be enforced.

Nine days absent in a year: At this point your child is at risk of not being promoted to the next grade. The parent/guardian will be called to meet with the Head. The teacher and the Head reserve the right to retain any student who misses more than nine days of school. In addition a report may be filed with Child Welfare South Africa.

Twenty days absent in a year: Your child will be considered to be a habitual truant. The school administration may file a written complaint with the relevant authorities alleging the belief that the acts and omissions of your child are such that his/her family has social service needs.

LATENESS

Getting to school on time is a key to your child's success both at school and in life. Late arrival is a bad habit. One of the most common reasons that people lose their jobs is persistent late arrival at work.

At Vuleka School learning begins from the moment your child walks in the door. After morning prayers the daily routines are discussed. Oral maths problems, including critical thinking problems and mental maths are done thereafter. If your child is late he/she misses these essential skills, disrupts the learning of the other children and stands the risk of falling behind on the curriculum.

Definition of late arrival

Our doors open at 7am and your child is expected to be at school by 07h20 every day. If your child arrives after 07h20 he/she will be marked as being late.

Consequences of lateness:

- ***Three late arrivals in a term.*** This is considered a serious issue. The parent/ guardian may be called in by the Head, the problem will be discussed and an "On Time" plan will be developed.
- ***Three late arrivals = One absence.***
- ***Seven late arrivals in a year:*** This is considered a serious issue. The parents/guardians will be called in by the Head and an "On Time" plan will be enforced.

Since three late arrivals are considered to be one absence, excessive lateness becomes a truancy problem. If your child is absent nine times and some or all are due to excessive late arrivals, your child will be at risk of not being promoted to the next grade.

HOMEWORK

At Vuleka Primary School, we see homework as an essential part of your child's life. It is designed to reinforce skills taught in the classroom in order to help your child develop a better understanding of concepts and to promote good study habits. Homework is given every day from Monday to Thursday. Your child has been provided with a homework book and reading record. The reading record is to be filled in by your child (Grades 4-7) or by the teacher (Grades 1-3) and signed daily by you. Your child is to complete his/her homework daily and the homework book must be signed by you. Work must be neat, clean and thorough. Your child is to present his/her homework to the relevant teacher at the start of the applicable lesson.

Consequences of poor homework skills:

Any late, missing, incomplete, or poor quality homework; homework not signed off; reading records not completed or signed will result in your child facing in-school consequences as listed in our school rules.

Independent reading:

Research shows that the number one way to improve your child's reading skills is to have them READ, READ and READ. Supporting your child's reading at home is the best way to help them improve the speed, accuracy, and comprehension of their reading. Reading also improves vocabulary and spelling. Please do not sign your child's reading record if you have not actually heard them read (grades 1-3) or seen them read (grades 4-7). Please also encourage "Reading for understanding" by asking your child questions about what they have read.

Time Management:

Encourage good time management at home and with homework tasks. Get your child to school on time to have a positive start to the day. Children must be made aware of time constraints in tests and exams: learning to pace themselves and having time to read through their work at the end of a test.

Good Habits:

Let us promote good habits in our children and reap the benefits of good results. Let them prepare for exams in good time and nurture good study habits. Study skills can be developed by using mind maps and writing sentences. Having a quiet place to study helps the child as there is no distraction.

Holiday homework:

Children get holiday homework at the end of Terms 1 and 3a. This is to help them revise for the exams in the following terms. Previous Conquesta, IEB and ISASA papers will be given at the end of Term 2 to help children revise for these external exams. Please also encourage reading for enjoyment and visiting the library. Discuss the news and encourage a good general knowledge of the world and the environment.

PROMOTION TO THE NEXT GRADE

Vuleka School has high expectations for promotion. It is not automatically assumed that a child will pass from one grade to the next. Your child must earn his/her promotion through consistent hard work and must have the ability to master the essential knowledge and skills in each grade. Should your child not perform at the required grade-level, he/she may not be promoted. Promotion decisions are based on your child's overall performance in class, class tests, cycle tests, exams, attendance and completion of homework. A minimum of 50% in each subject is the required pass mark at Vuleka.

SPORT AND CULTURAL

Your child will do sport and extra-murals every Wednesday and is expected to wear sports uniform on these days.

Swimming:

All children are required to swim as this is an essential life skill and part of Vuleka's mission statement. There is a transport cost that is to be paid to the venue every month. Children will be excluded from swimming if payment is not received. Should your child not be allowed to swim on a particular day, please send a written note excusing him/her from participating.

The following sports are offered at St. Michael's:

Soccer, Netball, Cricket, Swimming, Athletics

The following cultural activities are offered:

Kickboxing, Marimbas, Ballet (at an extra cost)

DISCIPLINE

Vuleka School follows the PBIS (*Positive Behavioural Supports and Interventions*) programme, in which we reinforce positive behaviour and correct negative behaviour. We will do whatever it takes to make sure that every child is safe physically, emotionally, mentally, intellectually and spiritually. We have four core values: be safe, be respectful, be responsible and be healthy. We aim to make sure that every child has the chance to learn without disruption. We have very high expectations of your child's behaviour and we have zero tolerance for bad behaviour. There is a set of behaviour expectations and interventions.

Please ensure that you familiarize yourself with the Behaviour Expectations and Interventions of the school so that you can assist us in ensuring that your child is aware of his/her conduct at all times. Please remind your child that there are consequences for unacceptable behaviour.

We teach our pupils to be kind and compassionate. Bullying of any kind is completely unacceptable and will be dealt with immediately. Please encourage your children to expose such behaviour if and when it occurs so that it can be dealt with.

Please contact the school with any queries in this regard.

VULEKA SCHOOL PUPIL CODE OF CONDUCT

I, _____, a pupil at Vuleka School, understand the Code of Conduct and its implications and hereby commit to:

The Vuleka School Code of Conduct is to Be Safe, Be Respectful, Be Responsible & Be Healthy

I will abide by the Code of Conduct and Disciplinary System.

I will behave in a manner that is always safe, respectful, responsible and healthy.

I will respect and take care of all property that belongs to me and to others.

I will always do my best at school, at home and in my community.

I will behave in a safe manner at school, at home and in my community.

I will only bring school-related items to school.

I will only engage in healthy and respectful relationships at school, at home and in my community.

I will do my daily homework with excellence, and will make sure that it is signed and handed in on time.

I will behave respectfully and responsibly on all school and public transport.

I will wear clean and correct school uniform with pride, at all times.

I will help to maintain the cleanliness of the school property by picking up litter.

I will be friendly, kind and courteous to everyone in my school, my home and my community.

I will cooperate with my teachers and other school staff.

I will seek help if I need it.

I will let the school know if I feel my rights have been infringed, or if I experience any other difficulty.

Name of pupil: _____

Grade: _____ Date: _____

Signature: _____

PROCEDURES FOR DISCIPLINARY HEARINGS

Internal Hearing

Following a serious incident, the Educator/Manager/Deputy Principal/Principal may deem that normal detention procedures are inadequate and an internal disciplinary hearing may be held.

An internal panel will be set up to oversee proceedings. The panel will consist of:

- The Principal
- Manager/Deputy Principal
- Learner
-

Full minutes of the proceeding will be kept and will be made available on request.

The outcome of the proceedings could lead to a written warning being issued and/or some form of punishment which could include community service.

External Hearing

Following an incident subsequent to the holding of an internal disciplinary hearing OR following an incident that the Principal deems to be a serious breach of the Code of Conduct an external disciplinary hearing may be called. A notice of this hearing will be sent home and the learner will be suspended from school until such a hearing is held.

A panel will be set up to oversee proceedings. The panel will consist of:

- Board Member*
- The Principal
- Manager/Deputy Principal
- Learner

- Family Representative

*who may be a staff member

Full minutes of the proceeding will be kept. At the conclusion of the proceedings the family representative will be given an opportunity to read (or have them read) the minutes and to sign them as acknowledgement that they are a true reflection of the meeting. Copies will be made available on request.

The outcome of the proceedings could result in a final written warning or expulsion. The decision of the meeting is final and no further correspondence will be entered into.

TRANSPORT

Poor behaviour on the taxi: Taxi drivers need to focus on the road and ensure that your child arrives safely. Therefore, whilst on the taxi, your child must remain seated at all times, talk quietly and follow all instructions given by the driver. If your child behaves poorly on the taxi it compromises the safety of themselves and other children. We expect your child to behave on the taxi in the same way they are expected to behave at school. The taxi driver may suspend your child for a day or a week at

his discretion for persistent bad behaviour. Bad behaviour will also be reported to the Head of the venue.

Parent/Guardian late pick-up: As a parent/guardian you have the responsibility to pick up your child at 2pm Monday, Tuesday, Thursday and Friday, and at 3pm on Wednesday. If you collect your child late, it causes inconvenience to the school and to the teachers on duty. Late pick-ups will not be tolerated. First time offenders will be placed in aftercare. Upon collecting your child a fee of **R50.00** for aftercare will be charged and paid by you to the aftercare teacher upon collection of your child. Repeated failure to collect your child on time could result in your child being taken to the local South African Police station for collection there. Should this problem persist you will be called in and asked to find an alternative school for your child.

If you are going to be late on a once-off basis and you would like your child to go into aftercare for the afternoon, please contact the venue to make arrangements for this.

If your child is being collected by a person other than yourself, we will be unable to release the child unless we have had written or verbal notification of this beforehand.

If your child uses public transport or walks to and from school, please note that Vuleka School cannot be held responsible should anything happen to the child once they leave the school premises. Please remind your child not to talk to strangers and to walk in a group whenever possible, and to be aware of traffic.

Speak to your child about **“Stranger Danger”** so that he/she is fully aware of what to do when confronted by strangers. If your child is taking public transport to school and back, please inform the school so the teacher will know to release your child at the end of the day. Failing this, you will be called to collect your child personally.

If your child is on organised transport, the transport contract is between you and the driver and not the responsibility of the school. The school will assist in monitoring the taxis for roadworthiness, overloading and whether or not a driver has a PDP to transport children. Should we notice problems with any of these a letter will be sent with your child to make you aware of the problem and it is then up to you to sort this out with the driver.

Please ensure that the school is kept up to date with all contact numbers. This is extremely important as emergencies can and will occur from time to time. Please also ensure that your child knows what the arrangements are.

Transport is an **INDEPENDENT** arrangement between drivers and parents.

- All transport money must be paid directly to the drivers.
- The school cannot be held responsible for transport problems.
- The Vuleka drivers provide a door-to-door, home-to-school-to-home service.

REMEMBER THAT CHILDREN NEED TO BE READY FOR COLLECTION EARLY – ASK YOUR DRIVER FOR THE TIME.

If vehicles break down, the drivers try their best to help each other.

To contact drivers:

Soweto

Jerry Morake 082 939 4166/ 073 589 2089

Alex and local

Elijah Naledi 073 084 1618/ 082 793 7341

Cosmo City, Diepsloot and surrounding

Ronald Maphumolo 073 136 2765

Mike Dumbisa 073 798 8924

Some Vuleka parents like to organise lift schemes to school for their children. If parents would like information about other parents who live in their area they should contact the office on 011 477-6917.

Please note that ...

- **TRANSPORT ARRANGEMENTS ARE BETWEEN THE PARENT AND THE DRIVERS.**
- **VULEKA DOES NOT GUARANTEE TRANSPORT FOR YOUR CHILD – IT DEPENDS ON THE AVAILABILITY OF DRIVERS AND VEHICLES IN YOUR AREA.**
- **THE DRIVERS ARE EXPECTED TO GET YOUR CHILDREN TO SCHOOL ON TIME. PLEASE REMEMBER THAT LATENESS IS NOT TOLERATED. IF THE DRIVERS ARE LATE, A LETTER WILL BE SENT HOME WITH YOUR CHILD. PLEASE DISCUSS THIS WITH THE DRIVER.**

The taxi drivers who transport the Vuleka children to and from school are dedicated and committed. Here is their code of conduct.

VULEKA TAXI DRIVERS CODE OF CONDUCT

The safety of the children comes first.

All children contracted with the drivers will be collected each school day from home, and delivered back home again.

Vehicles will be maintained in a roadworthy condition, will be checked thoroughly at regular intervals, and will be kept clean.

Passengers must act in accordance with what is safest for all. The school and parents must assist with this.

All drivers in the Vuleka scheme must be properly licensed, and in possession of a current public driving permit.

Drivers must aim for the highest standards of safety and integrity in all circumstances. They must show concern for the comfort of their passengers.

All drivers are expected to obey the rules of the road, and to work in co-operation with one another, the parents, the school and other road users.

FAMILY INVOLVEMENT POLICY

Vuleka School is a partnership between the school Heads, Deputy Heads, teachers, your child and you.

As a school we therefore ask families to:

- Reinforce Vuleka School's academic and behavioural expectations at home.
- Establish a daily routine for your child.
- Provide a HEALTHY lunch for your child to bring to school every day.
- Provide a quiet space for your child to read and do homework.
- Provide positive reinforcement of your child's progress and success.
- Help and guide your child with his/her homework.
- Ensure he/she completes all homework every day.
- Assist on outings and volunteer at school functions.
- Support other Vuleka school families.

In order to be effective partners we need to communicate. There are several ways in which we will do this throughout the year:

Text messages (SMSes)

Newsletters will be sent out fortnightly and will contain important information, announcements and calendar dates. It is very important that you take the time to read these updates and make notes of the upcoming events.

Parents' Meetings: These will be held at your child's venue each term on a Saturday morning. Your child's progress will be discussed at these meetings on a one-to one basis. It is vital that you attend these as you are personally responsible for your child's education and well-being.

Interim reports will be sent out to the parents of those children who are at risk of having to repeat the grade through lack of academic progress.

Phone calls: during the year you may receive a phone call from your child's teacher or the school administration regarding your child.

Electronic mail (emails)

Parent letters: Letters are often sent home with children for their parents. These letters keep parents in touch with the school. Please check children's suitcases every day for letters. Please read these letters carefully.

THE PARENT TEACHERS' ASSOCIATION

The PTA is elected at the Vuleka AGM held near the beginning of each year. Each class in the school elects one PTA member. From these members Vuleka Council Representatives are elected. The Council members help decide the policy of Vuleka, and PTA members help with fundraising events. The PTA members are also there to help other parents who have queries or problems.

THE VULEKA COUNCIL

The Vuleka Council is the body that determines Vuleka policy. Approximately a third of the members of the Vuleka Council are parents. The Vuleka Council meets six times per year. There is an AGM near the beginning of each year to elect new members and to present the school accounts. There is a Chairman, Deputy Chairman, Treasurer and secretary. The senior members of the school administration also attend Council meetings.

SCHOOL LUNCHES

NB! PLEASE DO NOT SEND SANDWICHES WITH PEANUT BUTTER ON THEM! SOME OF OUR CHILDREN ARE ALLERGIC TO NUTS!

School lunches should ...

- Be healthy
- Be inexpensive
- Be given every day
- Could contain thin brown bread sandwiches or healthy alternative
- Should contain a piece of fruit.

Please do not send yoghurt, rice or other messy foods, and no cold drinks in glass bottles or cans. A small plastic lunch tin and plastic bottle is adequate.

STATIONERY AND BOOKS

Vuleka supplies a stationery pack and exercise books needed by the children. Please be careful to keep homework books, textbooks and readers clean and undamaged. Parents will be asked to pay for books that are damaged or lost. Additional stationery supplies will be charged for.

SCHOOL EVENTS (Sports Day, Fun Day, Concerts etc.)

These events are a time of sharing together as a family. They are the fun part of the school calendar. They are also a time for fundraising for the school, and a time for parents and teachers to work

together. Concerts are important as they develop the child's confidence. Children love to attend these events with their families.

SCHOOL CAMPS

All pupils in Grade 4, Grade 6 and the Senior Vocational Class go on camp. The cost of the camp will be added on to the school fees account and will be paid over 11 months.

IMPORTANT NOTE TO PARENTS

The school should be informed if ...

- Your child is sick and cannot come to school.
- You change your address at home or work.
- You change your telephone numbers at home or work.
- There are any changes at home such as divorce, parental absence, and prolonged illness.

MEDICATION

If your child is on medication which he/she needs to take at school, please send clear written instructions to the teacher about the dosage and time to be administered. If your child is on permanent medication to be taken at school, it is your responsibility to send the new medication on time.

A medical indemnity form will be sent home for you to complete, allowing the school to administer any other medication. PLEASE make sure ALL information provided is correct at all times.

BIRTHDAYS

If you would like to send cakes/ party packs etc. to school on your child's birthday, please ask the teacher for the number of children in the class. Your child may wear civvies on this day.

CARE OF BOOKS AND EQUIPMENT

All books and equipment used at school by your child will be provided by Vuleka as part of the school fees charged. Please remind your children of their responsibility to look after their books and equipment. School stationery stays at school. You will be required to ensure that your child has his/her own set of crayons, ruler, pencils, eraser, glue, scissors and sharpener at home to be used for homework exercises.

FUNDRAISING

Your child will be asked to participate in various fundraising activities at school. We do encourage support of these activities because it assists us in keeping our fees lower. However, if your child can not participate for any reason, please inform the school. The school will always inform you of such events so please do not just send large amounts of money to school. Hotdogs are sold once a week.

The school will let you know when they sell hotdogs and what they cost. There is also a small tuckshop that sells a variety of small items.

AFTER CARE

An aftercare service is available at most venues. Please phone the venue concerned for further information.

Children will work on their homework during the aftercare sessions. The assistant teachers will assist pupils wherever possible. Parents must check that homework is completed and sign the homework diary on a daily basis. Parents must reinforce work done at aftercare and show an interest in the child's academic progress. The aftercare staff cannot take full responsibility for the completion of homework every day.

Aftercare closes at 17h00. Please take note if you pick your child up after 17h15 you will be charged R50 for every half hour that you are late. If this is a continuous occurrence, you will be asked to remove your child from aftercare. All fees are to be paid directly to the aftercare provider at the beginning of every month. Please ensure that you receive a receipt.

- **Times: 14:00 – 17:00**
- **Aftercare fees: R550 a month**

Teacher in charge of aftercare at each venue:

St Francis -	Thabisile Buthelezi	083 715 3488
	Martha Magasgoa	073 627 9560
St John's -	Rejoyce Sangweni	071 733 0511
St Martin's -	Andy Ncube	083 599 9958
	Nelisiwe Mthembu	082 717 5917
Jellicoe -	Merriam Ngcobo	073 651 5213
St Joseph's -	Philiswa Mkhwebane	083 865 1033
St Mark's -	Nellie Moima	082 541 3254
	Ruth Matong	073 095 9151
St Michael's -	Nomsa Sibisi	083 598 4342
ALC -	Sanah Mokopr	082 218 0551

NOTE TO SPONSORS OF CHILDREN APPLYING TO VULEKA

Thank you for becoming involved in a practical way with the schooling of your employee's child. Becoming involved in a child's life is a long-term commitment. The child can stay at Vuleka for the primary phase (up to Grade 7), and then there is the rest of the schooling to consider. This can be a financial burden.

A sponsor treads a fine line. The authority of the child's parents cannot be usurped, despite sponsors needing to be involved and supportive. This is easy when the child is young and less able to express opinions and make demands.

Have you discussed the matter fully with your employee? Does he / she understand the requirements?



Foundation Phase

Grades 0 - 3

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Grades 0 – 3 subjects taught at school are: English, Afrikaans, Maths and Life Skills. Included in the life skills programme are computers, Lego, swimming, physical education, art, drama, music and dancing.

Introduction to Grade 0

BIG SCHOOL AT LAST!

Our children are our most prized possessions and we have loved and helped them through the first five years of their life. They are now ready to attend *big school at last!*

This booklet will help you with many of your questions about big school.

Be sure you are not holding them back – it is time to let go. It can be a scary and difficult experience but, in working together with your child’s teacher this will become an exciting and fun experience for you and for your child.

Introduction to Grade 1 and Grade 2

In these years, pupils consolidate all the concepts taught in the previous year and learn a large number of brand new skills and concepts.

This booklet will help you with many of your questions and assist you in giving your child the support and encouragement needed for this very important year. Working together with your child’s teacher will ensure a happy and fun experience for you and for your child.

Introduction to Grade 3

Your child is now in Grade 3 which is the third and final year of the Foundation Phase. In Grade 3 all the concepts necessary to ensure a solid foundation for his/her education have to be put firmly in place. As teachers in this grade, we have to stress the absolute importance of regular attendance at school, participation in activities, effective independent and group work and completion of all class work and homework.

This booklet will help you with many of your questions and assist you in giving your child the support and encouragement needed for this very important year. Working together with your child’s teacher will ensure a happy and fun experience for you and your child.

What practical skills must my child have before starting Grade 0?

- Follow simple instructions
- Write his/her name (first name is normally sufficient)
- Recognise his/her full name (first name and surname)
- Dress himself/herself – fasten zips, buttons, buckles
- Do up his/her own shoelaces
- Blow his/her own nose
- Know how to use the toilet on his/her own and how to wash his/her hands
- Identify his/her belongings – school case, clothing and lunchbox
- Know a contact phone number for his/her parent or guardian
- Be confident enough to try new things

What practical skills should my child have before starting Grade 1?

- Follow more complex instructions
- Follow school behaviour expectations
- Have mastered all previous year's curriculum skills
- Read simple text
- Know his/her date of birth
- Write his/her name and surname
- Blow his/her own nose
- Identify and care for his/her belongings (case, jersey, lunchbox)
- Keep his/her working space neat
- Be able to pack and unpack his/her own case at school and at home
- Know a contact phone number for his/her parent or guardian
- Be confident enough to try new things
- Be able to complete most tasks in the given time

What practical skills must my child have for starting Grade 2 and 3?

- Understand and follow complex instructions
- Follow school behaviour expectations
- Read and understand more complex text
- Be able to focus for longer periods of time without distracting others
- Be able to move away from concrete apparatus and more towards the abstract in Grade 2 and work completely in the abstract in Grade 3
- Keep his/her working space neat
- Be able to work independently
- Know a contact phone number and personal address for his/her parent or guardian
- Be confident enough to try new things
- Be able to complete **all** tasks in the given time
- Be able to participate in and contribute to group work
- Be actively involved in class discussions.

What can I do to help my child become more independent?

- Let your child do things on his/her own and guide him/her only when he/she asks for or needs help. Doing things for your child only leads to dependency.
- Set a specific **quiet** time each day for doing homework and listening to reading.
- Set up a roster for homework time, TV time, bath time and chores. Allow your child to mark them off daily. Reward your child with praise for completing the roster or correct your child for not complying by withholding privileges.
- Encourage your child to have the confidence to give you his/her point of view and then guide him/her into understanding your point of view if they should differ.
- Praise your child for work well done and encourage him/her to persevere when he/she wants to give up.

What can I do to make sure my child has a good day at school?

- Pack a good healthy lunch each day consisting of brown bread sandwiches, fruit and juice in a plastic bottle.
- Ensure that no messy foods such as rice or yoghurt are taken to school and that all juice bottles are closed tightly to prevent damage to his/her books.
- No sweets, crisps, biscuits or fizzy cold drinks please.
- Ensure your child is at school by 07:20 at the latest and is collected by 2pm Monday, Tuesday, Thursday and Friday. School closes at 3pm on Wednesday.
- Please ensure that your child has done all his/her homework including reading and that you have signed the reading record, as well as the homework book.
- Ensure that your child packs his/her school bag at night before going to bed.
- Make sure that your child goes to bed by 8pm or earlier every night including Sunday. They need their sleep in order to function properly in the classroom.
- If your child is ill, please keep him/her at home under supervision as they may infect other children in the classroom.
- Please ensure that all your child's books and worksheets are kept clean and in good condition. For this reason his/her books are to be kept in the plastic folder provided.
- All your child's reading, library and text books must be transported in the provided plastic folder every day.
- If your child damages or loses a book, you will have to replace this at the current cost of that particular new book.

How do I help with homework, reading, Maths and spelling?

HOMEWORK

- Homework is given every day Monday to Thursday.
- Homework consists of reading, spelling, making sentences with spelling words, sight words, dictation, tables and bonds every day. On some days they may receive additional maths homework, or be required to prepare a speech or complete a project at home.
- Allow your child to complete the homework to the best of his /her ability and do not do it for them.
- Please allow a **quiet time** and space for doing the homework without the television being on. Sit next to your child and listen carefully to what they are reading.

READING

Always ensure that your child respects his/her books and turns the pages carefully and correctly as they have been shown at school.

Your child must always wash his/her hands before reading and never eat or drink whilst doing homework.

Reading is done with you sitting next to your child. Your child reads while you listen. If he/she struggles with a word be patient and let them try to sound it out once. If he/she cannot get it right, gently tell them the correct word and continue to listen and encourage them with praise.

After your child has read the required pages, ask them different types of questions about what they have read to help increase their comprehension.

In Grade 1 and Grade 2 A, B, C type questions can be used. In Grade 3 use A, B, C, D and E.

A: Literal questions: with words such as “point out”, “find”, “show me”, “tell me”.

E.g. What was Ben climbing on when he was looking out of the window?

B: Reorganisation questions: with words such as “list”, “compare”, classify how it is different to.

E.g. List 2 differences between Ben’s bedroom and your bedroom.

C: Inferential questions: with words such as “pretend”, “suppose”, “what might have happened if”, “what consequences did...”, “what do you think?”

E.g. Pretend it was Ben’s first day at school; “how do you think he felt?”

D: Evaluation questions: with words such as “in your opinion”, “do you agree”, “would you have ..”, “is it right that...”

E.g. Is it right that the boy reacted in that way? “What do you think?”

E: Appreciation questions: with words such as “what do you think when”; “do you know anyone like...” “why do you like/dislike...?”

E.g. Why do you like/dislike Ben? Give a reason for your answer.

We encourage you to join your local library where your child can do research and use the internet.

SPELLING

Each teacher has a method she employs for her class. Generally however you can use this method, unless the teacher has specified what is required.

- Read the word
- Sound it out
- Cover it and write it
- Check to see if it is correct
- Finally he/she has to make a good sentence with the word in it.
 - E.g. fire. A fire is hot and can burn one.

Some teachers give daily dictation for you to read and your child to write.

SIGHT WORDS

These are words that are generally found in most books and constitute about 70% of all reading material. Your child will read these words every day in order to recognise them in passages. Often these words cannot be sounded out in the way we do in phonics which means that we simply have to learn to read and recognise them by sight in Grades 0 and 1. In Grades 2 and 3 your child will have to learn to spell these words correctly in addition to reading them.

What physical activities can my child do regularly to help him at school?

- It is important that your child remain physically fit and active.
- Reduce the number of hours your child watches television where he/she is inactive, and encourage him/her to play outside daily, doing running, jumping, skipping, hopping on one leg and walking.
- If your child enjoys soccer you could consider enrolling him at a soccer club.
- Spend some time each weekend teaching your child ball skills such as kicking a soccer ball, catching and throwing a ball, hitting a ball using a bat (e.g. cricket, tennis) as this improves his/her co-ordination.
- Balancing is very important so teach your child to balance by standing on 1 leg for 30 seconds and then have a competition to increase this time each week.
- Games such a hop-scotch are also a lot of fun.

How can I develop my child's language and listening skills?

- **Talk** to your child while you are doing daily tasks, explaining what you are doing and why you are doing it that way. By using the appropriate vocabulary this helps to extend the child vocabulary too. E.g. frying pan, bath plug, etc.
- **Listen** to your child to show them that they are important and this allows them to develop listening skills too.
- Maintain **eye contact** with your child to ensure their attention.
- Continually **extend** your child by speaking to them in good adult language but refrain from treating them like adults. Use big words such as nourishment, circumstances, apprehend, ultimate etc. Clap the syllables to break the word up e.g. cir-cum-stan-ces. nou-rish-ment, ap-pre-hend as a game etc.
- **Encourage** your child to use full sentences when speaking. E.g. "May I watch television please" and not just "TV please"
- Send your child to fetch a few items at a time.
- Use travel time in the car or taxi to play games: Number plate games, I spy, point out things around them like trees, logos, construction sites, buildings.
- Point out happenings around you like a building site, road works, skid marks on the road, road signs and traffic rules that are being disobeyed by drivers. Ask relevant questions.
- Always encourage your child to talk and give opinions.
- **Reward** your child with praise and encouragement.
- Watch television with your child. Ask him/her to sum up what happened in the programme, ask questions and discuss his/her views.
- **Read** stories to your child and encourage him/her to retell the story to you at a later stage.
- When you have had an outing over the weekend, discuss this with your child as it helps to remind him/her of the names and the sequence of events for Monday morning news.

How can I develop my child's Mathematical skills?

Counting activities daily:

- If your child is in Grade 0, 1 or 2, put up a number chart in his/her room. Ask your child to count from any given number on the chart up to 50 in Grade 0, up to 100 in Grade 1 and up to 200 in Grade 2. Grade 3 pupils will learn to count to 1000.
- In Grade 0 in term 1 your child should count in 1's up to 50
- In Grade 1 in term 1 your child should count in multiples of 2, 5 and 10 up to 50.
- In Grade 2 in term 1 your child should count in multiples of 2, 3 5 and 10 up to 200.
- In Grade 3 in term 1 your child should count in multiples of 2, 3, 4, 5, 10, 20, 25 and 50 up to 1000.

Let your child learn his/her bonds and tables by heart when they are set for homework.

Tables:

- In Grade 2 your child will learn the 2x, 3x, 5x and 10x tables.
- In Grade 3 your child will learn the 4x, 6x,,7x 8x 9x 11x and 12x tables.

Bonds:

- In Grade 0 your child will learn bonds to 5.
- In Grade 1 your child will learn bonds to 10.
- In Grade 2 your child will learn bonds to 20.
- In Grade 3 your child will learn bonds to 30.

Homework sums: let your child do the work on his/her own. If you notice a mistake, *guide* your child to double check the work. Should he/she still not see the mistake, *point* to the specific sum and ask for it to be corrected.

We hope you have a great year! Please do not hesitate to call the school with any queries.

Have fun!

The Foundation Phase