

SCHOOL MISSION

Vuleka School prepares our children to succeed in and graduate from an outstanding primary school. We instil in our pupils the knowledge, skills and character necessary to succeed academically, to become accountable and respectable citizens and courageous leaders who embody the Vuleka creed of values 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 you must pay fees.
- Vuleka is a non-profit making school.

Vuleka means to “**enlighten**” and to “**open up**” and children at Vuleka are given the skills they need to reach their potential.

Vuleka is a Church School of the Anglican Church of Southern Africa. Pupils at Vuleka School must attend all assemblies and church services, wherever they may be held. No pupils will be compelled to take part in practices not appropriate to their own beliefs, but pupils must attend all these events and behave in a respectful and reverent manner.

Vuleka classes are moderately sized (24 – 28 pupils), and children receive individual attention. Vuleka gives an intensive programme in English and Maths and also helps children who are over-aged and 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 full perceptual programme that includes fine and gross motor skills development. We also introduce all our children to reading and writing during this year.

Grade 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 the Junior Supported Learning 1 and 2 classes, and 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 the 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 AND ADDRESS

The office is open from Monday to Friday, 7:30 am to 3:30 pm. 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 07:30 to 14:00, Mondays, Tuesdays, Thursdays and Fridays; and 07:30 to 15:00 on Wednesdays. Teachers and assistants will be responsible for children from 07:15 to 14:15 or 15.15. 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.

VULEKA VENUES

Vuleka Early Learning Centres are situated at:

St Francis Church
44 Tyrone Avenue
Parkview
Tel: (011) 486-1367
matlaksm@gmail.com

St John's Church
C/o Pam & Benmore Roads
Benmore
Tel: (011) 883-6793
Duduzilebuthelezi69@gmail.com

Vuleka Primary Schools, the Assisted Learning Centre and the High school are situated at:

St Martin's-in-the-Veld
43 Cradock Avenue
Dunkeld
Tel: (011) 447-2117
Fax: (011) 447-7088
stmartins@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

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

Vuleka St Joseph's
Archbishop Thabo Makgoba School for Boys
Cnr Good & Herman Street
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 Mark's

Headmistress
 Secretary
 Grade 0
 Grade 1
 Grade 2
 Grade 3
 Grade 4
 Grade 5
 Grade 6
 Grade 7 / Maths
 Natural/ Social Science

011 462-6768

Vivienne Du Preez vdupreez@vulekaschool.co.za
 Lorraine Nadas stmarks@vulekaschool.co.za
 Maxine Walker maxinewalker@mweb.co.za
 Jeanine Patterson Patterson.js.333@gmail.com
 Angelina Khupe aangienyoni@gmail.com
 Kirsty Noordergraaf kirstynoord@gmail.com
 Tamarin Lawson tamlawson@gmail.com
 Urvasha Prithipal vashramdass@gmail.com
 Jenilee Pieterse engelbrechtjenilee@yahoo.com
 Tony Khupe amlatony@gmail.com
 Eugenia Nhlapo basetsana.nhlapo@gmail.com

Should you wish to speak to your child's teacher personally, kindly phone between 10:00 and 10:20 and 12:05 and 12:15pm, or leave a message with the office for them to call you back.

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

Vuleka

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

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

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.

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 waiting list for Grade 1, so don't leave your child at another preschool and then find that we cannot take 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. Intermediate Supported Learning Class girls may wear black Lycra knee length leggings or cycle shorts under their costumes, and boys may wear their navy blue sports shorts.

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 any day between 07h30 and 14h00 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 that 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 let the venue know 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.

Absence Consequences

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. 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 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 plan will be developed.
- **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 the learning begins from the moment your child walks in the door. After morning prayers the daily routines are discussed and oral maths problems such as critical thinking problems are done upon first entry into the classroom. 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 07h30 every day. If your child arrives after 07h30 he/she will be marked as 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 developed.

Since three late arrivals are considered to be one absence, **excessive lateness is 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 to help your child develop a better understanding of concepts and to promote good study habits. Homework is given every day 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 teacher each morning as he/she arrives at school.

Consequences of poor homework skills

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

Independent reading

Research shows 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, vocabulary and comprehension of their reading. 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).

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 3. 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 hard work and 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. 50% is the required subject pass rate at Vuleka.***

SPORT AND CULTURAL

Your child will do ***sport and extra-murals*** every Wednesday between 2pm and 3 pm.

Swimming

You will be required to pay a transport fee monthly to cover the costs for this. All children are required to swim as this is a compulsory life skill. Should your child not be allowed to swim that day, please send a written note excusing him/her from participating.

The following sports are offered:

Swimming, netball, soccer, athletics, ball skills, volleyball, cricket, baseball

The following cultural activities are offered:

Chess, singing, art, choir, marimbas, drama

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 three core values: be safe, be respectful and be responsible. 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.

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

1. I will abide by the Code of Conduct and Disciplinary System.
2. I will behave in a manner that is always safe, respectful, responsible and healthy.
3. I will respect and take care of all property that belongs to me and to others.
4. I will always do my best at school, at home and in my community.
5. I will behave in a safe manner at school, at home and in my community.
6. I will only bring school-related items to school.
7. I will only engage in healthy and respectful relationships at school, at home and in my community.
8. I will do my daily homework with excellence, and will make sure that it is signed and handed in on time.
9. I will behave respectfully and responsibly on all school and public transport.
10. I will wear clean and correct school uniform with pride, at all times.
11. I will help to maintain the cleanliness of the school property by picking up litter.
12. I will be friendly, kind and courteous to everyone in my school, my home and my community.
13. I will cooperate with my teachers and other school staff.
14. I will seek help if I need it.
15. 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 an incident the Educator/Manager/Deputy Principal/Principal may deem that normal detention procedures are inadequate and an internal disciplinary hearing may be held.

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 can 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.

The learner will be suspended from school until such a hearing is held.

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. On the taxi, therefore, your child must remain seated, talk quietly and follow all directions given by the driver. If your child behaves poorly on the taxi it compromises the safety of the 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 teachers 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 fetched by a person other than you, we cannot release the child unless we have had written or verbal notification of this from you.

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 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.

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 taxi drivers who carry the Vuleka children to and from school show dedication and commitment. 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 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, therefore, we ask families to:

- Reinforce Vuleka School's academic and behavioural expectations at home.
- Establish a daily routine for your child.
- 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.
- 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 (SMS)**
- **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** will be held once a term and you will be required to come to school to collect the child's report and meet with the teacher to discuss your child's progress. Dates will be advised.
- **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:** throughout the year you may receive a phone call from your child's teacher or the school administration regarding your child.
- **Electronic mail (emails)**

PARENT MEETINGS

Parent meetings 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.

PARENTS' 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, and please read 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

School lunches should ...

- Be healthy
- Be inexpensive
- Be given every day
- Contain thin brown bread sandwiches
- 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 a plastic bottle are adequate.

STATIONERY AND BOOKS

Vuleka supplies a stationery pack and exercise books needed by the children. Please be careful to keep homework books 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.

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.

MEDICINE

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 given. 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 form will be sent home for you to complete, allowing the school to administer any other medication.

BIRTHDAYS

If you would like to send goodies 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 fee charged. School stationery stays at school and 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 is asked to participate in fundraisers at his/her venue should you wish him/her to. For example, hotdogs are sold once a week. Your venue will let you know when they sell hotdogs and what they cost, and also if they sell any other tuckshop 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 home and show an interest in the child's academic progress. The aftercare staff will not take full responsibility for homework to be completed each day.

Please take note if you pick your child up after 17:15 you will be charged R50 every half hour that you are late. If this is a continuous occurrence, your child will be asked to be taken out of after care.

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 -	Sana Mokopi	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?



Intermediate Phase: Grades 4 – 6

Senior Phase: Grade 7

Welcome to the Intermediate and Senior Phases.

The Intermediate Phase (Grades 4 -6) and the first year of the Senior Phase (Grade 7) are designed to provide your child with the necessary skills and knowledge to enable them to enter high school with confidence and a solid work ethic that will enable them to achieve the best possible results.

The most important skills that your child should acquire in this period of their schooling are:

- Learning to become increasingly more **independent**, both at school and at home. i.e. becoming self-reliant.
- Learning to **manage** their **time** efficiently.
- Learning to become more **organised** in their working and in their thinking.
- Moving from the concrete to the more **abstract**.
- Learning to **apply** their knowledge to a variety of situations.

Parents, care-givers and teachers can best help their children to acquire these vital skills by allowing them to learn by doing, rather than by being told. Children must therefore be actively involved in their learning process. Let them do it – even a minor mistake can be a learning experience!

English programme

Introduction

At Vuleka, English is the Language of Learning and Teaching. Learners are taught and assessed in English as their Home Language and therefore a very high standard is required by all learners. To achieve this high standard of education, learners are expected to work consistently and always encouraged to do the best according to their abilities. Please encourage your child to ask for help when needed. This builds a mutually beneficial relationship in the classroom.

Being well prepared for lessons builds a child's confidence and makes them feel comfortable in the classroom and ready to face the teacher and handle the expectation for the lessons. Please ensure your child has the required stationery, books, homework and other classroom requirements when they pack their bags for school. This avoids children being anxious, scared or nervous when they get to school.

Homework

English homework is done EVERY DAY from Monday to Thursday. The homework will be written on the board on a daily basis and it is the responsibility of the child to ensure they have copied it down correctly into their homework diaries. **Parents are required to check and sign these diaries daily.**

Reading

Reading is important to improve vocabulary, spelling, creative thinking and language structures. Please encourage your child to read as much as possible. Reading is compulsory and **parents need to check and sign reading records daily.** Your child will be given a class reader which will be recorded in the Reading Record. These readers will be exchanged twice a week but reading records will be checked daily. If your child has finished reading their class reader, please feel free to record any other reading material used (e.g. School library books, personal reading books, comics, magazines etc.)

Spelling

Spelling words and exercises are given weekly and the children write a Spelling and Dictation test every Friday. These marks are used towards their Term marks, so it is

important for them to learn for their spelling tests. Spelling Homework is either given in the form of theme words or activities from the Adventures in Spelling (Gr4 – Gr 6). Grades 7 use a Spelling Homework booklet.

Comprehension and Language activities will be also sent home to reinforce work learnt in class. Please do not mark and correct your child's work as this does not give the teacher any indication of their understanding, strengths or weaknesses. Do not let your child work late into the night, but do homework early and to the best of THEIR ability.

Literature

Grade 4	Charlotte's Web	The Sheep Pig
Grade 5	Twits	Albatross Winter
Grade 6	Narnia	Love, David
Grade 7	Cageful of Butterflies	Bongani's Secret / Holes

External Exams

	Annual National Assessment	Conquesta	ISASA	IEB
Grade 4	X	X		
Grade 5	X	X		
Grade 6	X	X		X
Grade 7	X	X	X	

Conclusion

As the parent, help your child prepare, but please do not do their homework, speeches and projects for them as this does not help your child, but rather puts them at a greater disadvantage.

Natural Science and Social Science

Welcome to the Science Laboratory: a room where minds are challenged; facts practically proven; new, exciting and important discoveries made; mysteries demystified; and the world – its landscape and its people, past, present and future, studied in depth.

Natural Science

Four themes are done per grade every year. Each theme is covered in more detail as pupils move up the school. The following themes are covered:

Term1: Life and Living

Term2: Matter and Materials

Term3: Energy and Change

Term 4: Planet Earth and Beyond

There may be some overlap from one term to the next.

For each theme, pupils are required to research and read as much as they can to enrich their minds. Internet research and presentation will be done at school. Pupils will be required to collect anything relevant to add to the content they are covering and bring it to school, not only for display but also for observation. Examples: animal skeletons, plants, a solar appliance etc.

Projects

Research, invention and modelling form an integral part of the Natural Science curriculum. Pupils will do projects regularly. One major project will be done every term using some class work time and a lot of home work time. Due dates for each project will be given. It is imperative that pupils meet deadlines, failing which the project in question loses 5% of the total mark for each day it is delayed. A warning letter will be given to notify parents if a project is not done or handed in at all. A few smaller projects will also be done, mostly during class work time. If a child is unable to submit a project on time, a written and signed letter from the parent is required.

Assessments

Marks for continuous assessment shall be obtained from projects, class tests, class work and practical experiments. Please remember that all four term count towards the year mark at the end of the year. Cycle exams will be written in an exam week in Term 2 and final exams will be written in Term 4. Parents and pupils will be notified of dates for cycle tests and examinations well in advance in order for pupils to prepare.

It is the child's duty to study and prepare for these assessments, and the parent's duty to ensure that the child studies, to help him/her study if able to, and also to create an environment which will enable the pupils to study successfully at home.

Benchmarking

Grades 4 to 7 write Conquesta examinations, while Grade 6 pupils write the IEB Core Skills tests, and Grade 7 classes write the ISASA shared assessments. These exams are written in Term 3. Past papers will be incorporated into the August holiday homework to help pupils revise and consolidate in preparation for these exams. For the past two years most of our pupils have performed really well and our average for the school in Science has gone up a great deal. We would like to see the pass rate going up even more, to the point that the school becomes a force to reckon with in Science education.

Reading and Homework

Each science room is equipped with a science library. Pupils are able to borrow books which they should read as often as possible. They may borrow books on the content they are learning at that time or any other books of interest.

Written homework is given regularly which the pupil is required to do to the best of his/her ability and complete on time. Pupils will be detained at break times to update their homework should this be found wanting, and their parents will be notified. Should it become a constant problem then further steps involving the parents, teacher and Head will be taken to address the problem.

Please encourage your children to watch as many science programmes on television as possible, to read science magazines and to research science and science related issues on the internet if available at home. Newspaper articles are also valuable in encouraging your child to become involved with the subject.

Outings

At Vuleka we try to extend the learning process by visiting places of interest when we can. Visits to Sci-Bono in Newtown, the Science Lab at Delta Park, the Techno-Lab at the University of Johannesburg, and the Planetarium are often arranged. Parents and pupils will be notified by the science teachers of any such visit. Parents should pack a healthy lunch for their child and ensure that they are in the correct Vuleka uniform which should also be clean.

Social Science

Social Science is divided into Geography and History for all four grades. Parents should encourage general knowledge. Children should use community libraries as much as they can, especially during the school holidays. Watching and listening to news on television and radio is a good way to keep up to date with what's happening around the world. The world has become a global village and it is vital that our pupils have as much information as

possible at their finger-tips. They also need to be able to use that information when the need arises.

Work ethic

Children have to be trained to become independent, confident and hard workers. Pupils should ensure that they complete all given work and produce work of the highest standard possible. Neat and legible hand writing should be used; work sheets decorated, dates and headings underlined and completed work ruled off. Correct punctuation, grammar and spelling are vital at all times in all written work.

Rules and regulations

There are rules governing the use of, and behaviour in, the science rooms. It is important that pupils abide by these rules for their own safety and the safety of others. Appropriate behaviour when using our precious and expensive science equipment is expected at all times in order to prevent breakages and accidents. Both parents and pupils must make sure they understand all the behaviour expectations. Inappropriate behaviour will obviously have consequences. Please read through the expectations carefully. A separate copy of these expectations will be sent home for parents and pupils to sign, and the signed copy will be kept at school.

Behaviour Expectations for the Science Room

1. No running around the room.
2. Be careful with the equipment. Breakages will need to be replaced.
3. Co-operate with your group.
4. Help any person in your group if they are struggling.
5. Never use or play with equipment without the teacher's permission.
6. Listen to all instructions carefully.
7. Wash hands after working with chemicals.
8. Never fiddle with gas taps or spirit burners.
9. Turn off the gas or spirit burner immediately after use.
10. Tidy up after yourself and put away all equipment.
11. Don't carry too much equipment at once.
12. Concentrate on what you are doing
13. Talk softly when carrying out investigations.
14. Never taste any substances unless asked by your teacher to do so.
15. No touching of any teaching models, skeletons, specimens or animals unless instructed to do so.
16. Enjoy yourself!!!

Please keep this information booklet in a safe place so that you can refer to it when needed.

We wish all parents and pupils exciting, educative and informative years in science education. Parents, remember we are partners in education: your active involvement, co-operation and support in the education of your children will be greatly appreciated. Attendance at all meetings is very important. If you cannot attend on the scheduled day, please make an appointment to see the teacher on another day.

Mathematics

Maths requires your child to be confident, neat, accurate and quick. In Grade 4,5 and 6 they have 12 periods of Maths per week and in Grade 7, 9 periods.

Their workbook in which they do their classwork remains in the classroom but may occasionally go home. Their homework book is a 72 page soft-cover book and should always be with them. Assessments and Problem Solving is done in a 72 page soft-cover book which remains at school except when it goes home for the parent to sign the assessment and observe their progress.

They have to use a blue pen, a ruler (no writing on it) and a pencil which will be given to them. They will be each given a New Wave Mental textbook from which they do their mental homework, Monday to Thursday. If learners lose or ruin their textbook they will have to buy a new book at the going price. All textbooks are returned at the end of the year. Maths textbooks will also be handed out to the learners with their numbers on the inside. These will only come home occasionally.

In Maths we do Mechanical and Concept skills, Mental and Problem Solving. In addition we are required to do investigations, assignments and projects. For the project they may need help in the form of materials and computers to do research. Do not do the project for them but you can give advice.

We have an intern to support the learners who need assistance. Apart from the mental homework they may also have a few sums to do based on the concept that we are doing in class. It is very important for them to do their homework. Every alternate Friday they will write a test on Mental, Problem Solving or Concepts. These marks form their term mark. On Thursday we do Problem Solving for an hour. On Thursday afternoons they should be revising for their class test on Friday. Over and above class tests there will be Cycle tests and Exams.

How we arrive at the report mark:

Gr. 4, 5, 6	Class assessments (CAS):	= 75%
	Formal assessments: Exams, Cycle	= 25%
	Total:	= 100%
Gr. 7	Class assessments (CAS):	= 40%
	Formal assessments: Exams, Cycle:	= 60%
	Total:	= 100%

Afrikaans

The first additional language taught at Vuleka School is Afrikaans. The reason for this is that some high schools require Afrikaans and we would like to give our pupils the widest possible choice. All pupils start to learn to read, write and speak Afrikaans from Grade 1. All Grades will receive new Afrikaans terminology which will be tested in a spelling and dictation test every alternate week.

Reading

This is a very important skill to learn. Pupils will have an Afrikaans reader and will have reading as part of their homework. A reading record will be issued to every child and parents are expected to sign this record to indicate that reading homework has been done. You can help your child by encouraging him/her to read an Afrikaans comic or other appropriate material. Reading for fun is a wonderful teacher.

Class work

Our pupils do Afrikaans comprehensions, language skills, read poetry, learn spelling rules and will also do creative writing.

Speeches

All pupils are expected to deliver a speech in order to show their proficiency in this language. Encourage your child to have Afrikaans discussions, watch Afrikaans television and practise as much as possible.

Homework

Please buy your child an Afrikaans-English dictionary for use at home. Allow your child to watch some Afrikaans television – this will help increase his/her vocabulary and understanding of the language. Reading and writing in Afrikaans are vital to the success of the learning process. One of the best ways to learn a new language is to hear it being spoken and then to speak it. Try talk in Afrikaans to your child if you are able so that they can gain valuable practise.

Life Skills

The subject of Life Skills is split into three components i.e. Visual Art, Performing Art and Physical Education. Each component is weighted equally and each is assessed practically. Life Skills is an examinable subject and the pass requirement is 50%.

Homework

Homework in Life Skills is given fairly often but is normally in the form of a practical task. Please remind your children that all marks given in this subject do actually count towards the promotion requirements.

Technology (only Grade 7)

This subject was introduced into the curriculum in order to address the need for engineers, technicians and artisans in South Africa. The subject is designed to stimulate the pupils' creativity and to develop their critical thinking skills. At Vuleka our pupils are extremely lucky to have access to sophisticated Lego sets to help them master this unique subject.

Class work

A large percentage of class work in this subject is done practically using Lego or other materials. Technical drawing skills are also developed during class time. Your child will be expected to work in groups and collaborative learning is encouraged.

Homework

Homework in Technology is given regularly and is often practical in nature. If your child is expected to design and build an object, PLEASE do not do it for them! On occasion, the pupils are expected to collect materials at home to use at school to complete a practical activity. If your child does not bring the required materials to school they will be unable to complete the task. PLEASE inform the teacher if you experience any problems with this aspect.

Assessment

Technology is an examinable subject and pupils are expected to achieve 50% in order to pass. There are two components to the assessment every term i.e. a practical component which counts 70% of the term mark, and a written test/ exam which counts 30% of the term mark.

Economic Management Science (EMS) (Grade 7 only)

This subject is designed to teach the pupils efficient and effective use of different resources in order to satisfy people's needs and wants. It gives pupils the ability to reflect critically on the impact of resource exploitation, and with the effective management of scarce resources.

EMS is also a practical subject and all pupils will be expected to participate in the Vuleka market day where they will learn how to budget, how to design and make a product which they will then "sell" at market day. They learn how to market their product and how to calculate prices, mark-ups, profit and loss.

Homework

Homework is given regularly and pupils are expected to work independently. Because of the practical nature of this subject some of the homework will be in the form of projects, investigations and assignments.

Assessment

EMS is an examinable subject and pupils are expected to achieve 50% in order to pass. Pupils will be expected to complete the following during the year: 2 assignments; 1 case study and 1 project; 2 controlled class tests; 1 cycle exam and the final exam.

Other subjects:

There are other subjects that appear on your child's report. i.e.: Bible Education and Computers. These are non-examinable subjects.