

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.

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 Hermans Streets, Sophiatown.

POSTAL ADDRESS: P O Box 52139, Saxonwold, 2132

TEL: 011 477 6917

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 R70.

VULEKA VENUES

Vuleka Early Learning Centres are situated at:

St Francis Church

44 Tyrone Avenue

Parkview

Tel: (011) 486-1367

cshepherd@vulekaschool.co.za

St John's Church

C/o Pam & Benmore Roads

Benmore

Tel: (011) 883-6793

cshepherd@vulekaschool.co.za

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

smartins@vulekaschool.co.za

St Martin's Senior Primary

19 Jellicoe Avenue

Rosebank

Tel: (011) 447-4276

Fax: (011) 447-4274

lbaker@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) 673-0475

stjosephs@vulekaschool.co.za

Vuleka SSB High School

7 June Street

Bordeaux, Randburg

Tel: (011) 787-7290

Fax: 086 618 5861 Email: school@ssb.za.com

St Martin's 011 447-2117 Jellicoe 011 447 4276

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|--------------|--------------------|--|
| Headmistress | Lizette Baker | lbaker@vulekaschool.co.za |
| Secretary | Joy Jenya | stmartins@vulekaschool.co.za |
| Grade 0 | Genevieve Howarth | genhowarth@gmail.com |
| Grade 1 | Sikhangele Moyo | skhamoyo19@gmail.com |
| Grade 2 | Sherissa Pillay | sherissapillay@yahoo.com |
| Grade 3 | Pam Cleeve-Edwards | pambackwell@gmail.com |
| Grade 4 | Anli Congalves | anlivanderwesthuizen1@gmail.com |
| Grade 5 | Karen Naicker | babyk@mweb.co.za |
| Grade 6 | Benita Carels | carelsb@yahoo.com |
| Grade 7 | Gladys Munyorovi | brandynaledi@gmail.com |
| SS and LO | Zanele Zwane | sakhezwane@gmail.com |

Should you wish to speak to your child's teacher personally, kindly phone between 10 and 10:30am junior classes, 10:30am and 11:00am intermediate classes and 12 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 | 082 930 2316 |

VULEKA TERM CALENDAR 2019

TERM 1

Vuleka
Start: Wednesday 16th January
Teaching staff start: 11th January
Gr 8 Orientation 11th January
Close: Friday 15th March

VSSB
Start: Monday 14th January
Staff start: 10th January
Close: 15th March

TERM 2

Start: Wednesday 3rd April

Start: Tuesday 2nd April

Close: Friday 14th June

Close: Friday 14th June

Half term

Close: Friday 26th April

Return: Thursday 2nd May

Public and School Holidays 2019

1 January: New Year's Day
21 March: Human Rights Day
19 April: Good Friday
22 April: Family Day
27 April: Freedom Day
1 May: Workers' Day
16 June: Youth Day
17 June: Public holiday

TERM 3

Start: Wednesday 10th July
Close: Friday 20th September
September

Start: Tuesday 9th July
Close: Friday 20th

Term 4

Start: Tuesday 8th October

Start: Tuesday **1st**

October

Close: Friday 6th December
December

Close: Friday 6th

Public Holidays:

9 August: National Women's Day
23 September: School holiday
24 September: Heritage Day
16 December: Day of Reconciliation
25 December: Christmas Day
26 December: Day of Goodwill

POLICY AND PROCEDURES FOR THE COLLECTION OF SCHOOL FEES AND EXCLUSION

Revised 06 August 2018

It is neither the interests of Vuleka nor 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.

Monthly statements are to be issued on a regular basis: suggested dates being the first day of term and on the 21st of each month.

In terms of the parent's contract with The School, monthly fees are due monthly in advance before the 7th of the month. If a parent breaks this contract by paying late, by paying too little or by not paying, the school has no further responsibilities for educating the child.

The central office will attempt to contact the parent/ sponsor telephonically to remind them to settle their account. It is however the parent's responsibility to make sure that they receive a monthly statement and pay their school fees on time.

If the parent is not paying and there is no relief their case, the Bookkeeper/ Debtors Controller will send a strong letter to the parent concerned with a Final Demand for payment before a certain date in conjunction with the venue Head's approval.

If this fails to produce the desired payment, the Bookkeeper/Debtors clerk may, with a letter, advise the account holder that child will be removed from the class list for the following year (Gr1-12) and for pre-primary a letter to suspend the child from school for the non-payment of fees. The enrolment officer will issue a transfer card that must accompany the transfer / suspension letter either at the end of the halt-term, term or year and must include the child's latest school report in order for the child to be able to enrol at another school.

A final chance may be given to the parent to re-instate the contract by paying fees. If payment has not been made by the date again stipulated on the letter, the child will not be able to attend Vuleka from the stipulated date.

Once transfer is issued, the responsible person who signed the agreement with Vuleka will have to come to Central Office or the Head's office, as may be determined in a letter, with their identification and collect the report card.

At all times, insofar as it is possible, the child is to be protected from knowing about any arrears debt collection.

Please note that should you at any time require assistance regarding the payment toward your fees, please do not hesitate to call 011 477-6917 and speak to either Jeanette Malindi or Natalie Hulme for your Vuleka Fees.

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. 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. 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:

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 email a copy of the deposit slip or proof of payment, with your child's name and surname clearly marked as the reference, to finance@vulekaschool.co.za. Once this has been received, a Vuleka receipt will be sent home with your child.

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 finance@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).

Fees Paid in Advance: If full annual school fees are paid on or before 31 January 2019, a 5% discount applies.

OTHER COSTS:

ADDITIONAL COSTS:

R75 per pupil per year - Compulsory Pupil Insurance for all schools.

R450 per pupil per year - Sport & Cultural fee (All pupils) Includes swimming, music and cultural lessons, sport coaching, transport costs to all sport and cultural events

R40 each - Eye and ear tests for all NEW pupils and for those who request.

Parents will have to purchase their child's own stationery for the year.

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. If this is absolutely unavoidable please inform the school timeously. All children leaving school early must be collected and signed out at the secretary's office. No child may leave the premises without permission.

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 se

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 to cover the costs for this. The transport fees will be included in the fee statement and paid with the school fees. 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:

Netball, soccer, cricket, swimming & athletics

The following cultural activities are offered:

Choir, violin, ballet & dance

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.

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 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 may consist of:

The Principal
Deputy Principal / class teacher
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 R70.00 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** (SMSes)
- **Class Dojo or WhatsApp Group**
- **Edupac Parent Portal** keeps you up-to-date with what's happening at the school. It updates automatically, and brings you all the latest news and calendar events. It contains a contact list and a range of useful links and documents. To install the Edupac Parent Portal go to the "Play Store" search for "Edupac Parent Portal" and download onto phone or computer.
- **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. Letters will also be sent electronically and placed on the Class Dojo. A newsletter will go out every second week. Please look out for those.

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 try not to send yoghurt, rice or other messy foods without a spoon, and no cold drinks in glass bottles or cans. A small plastic lunch tin and plastic bottle are adequate.

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.

ILLNESS AND MEDICATION

If your child is unwell, please keep him/her at home. Please phone the school (before 8am if possible) to inform us that the child will be absent. Please do not send medication to school. If medication has to be given 4 times a day, it can be taken before the child leaves home, after school, later afternoon and then at bedtime.

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 must be provided by the parent and stays at school. You will be required to ensure that your child has his 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, popcorn and ice creams and other treats are sold. We also have a cake and candy sale once a term and a civvies day on the first Friday of each month.

AFTER CARE

An aftercare service is available at our 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 R70 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: R600 a month

Teacher in charge of aftercare at each venue:

| | | |
|----------------|---------------------|--------------|
| St Francis - | Thabisile Buthelezi | 083 715 3488 |
| St John's - | Rejoyce Sangweni | 071 733 0511 |
| St Martin's - | Andy Ncube | 083 599 9958 |
| | Sindi Sibisi | 073 364 4156 |
| Jellicoe - | Philiswa Mkhwebane | 083 865 1033 |
| St Joseph's - | Cynthia Mlilo | 061 824 9158 |
| | Merriam Ngcobo | 084 087 9216 |
| St Mark's - | Nellie Moima | 082 541 3254 |
| | Ruth Matong | 073 095 9151 |
| | Martha Mogashoa | 073 627 9560 |
| St Michael's - | Nomsa Sibisi | 083 598 4342 |
| ALC - | Sanah Mokope | 082 218 0551 |



Foundation Phase

Grade 1-3

Grade 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 huge 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, 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?

1. 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.
2. 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.
3. 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.
4. 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?

1. Pack a good healthy lunch each day consisting of brown bread sandwiches, fruit and juice in a plastic bottle.
2. 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.
3. No sweets, crisps, biscuits or fizzy cold drinks please.
4. Ensure your child is at school by 07:25 at the latest and is collected by 2pm Monday, Tuesday, Thursday and Friday. School closes at 3pm on Wednesday.
5. 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.
6. Ensure that your child packs his/her school bag at night before going to bed.
7. 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.
8. If your child is ill, please keep him/her at home under supervision as they may infect other children in the classroom.
9. 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.
10. All your child's reading, library and text books must be transported in the provided plastic folder every day.
11. 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 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

1. Always ensure that your child respects his/her books and turns the pages carefully and correctly as they have been shown at school.
2. Your child must always wash his/her hands before reading and never eat or drink whilst doing homework
3. 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.
4. 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.

F. Read the word

G. Sound it out

H. Cover it and write it

I. Check to see if it is correct

J. 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-sotch 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.