

## Introduction

Vuleka Schools strive to prepare our children for life. We instil in our learners the knowledge, skills and character necessary to succeed both academically, and as accountable and respectable citizens. We aim to develop courageous leaders who embody the Vuleka school-wide values to be safe, be honest, be courageous, have integrity, be committed, be responsible, be humble, love one another and persevere.

## CONTACT DETAILS

VULEKA SSB HIGH SCHOOL, 7 June Avenue, Bordeaux, Randburg

Telephone 011 787 7290

Loraine Orchard: [school@ssb.za.com](mailto:school@ssb.za.com)

**FINANCE: VULEKA CENTRAL OFFICE, cnr Good and Herman Streets, Sophiatown Telephone 011 477 6917**

Lisa van Deventer: [businessmanager@vulekaschool.co.za](mailto:businessmanager@vulekaschool.co.za)

<b>SENIOR STAFF</b>	<b>RESPONSIBILITY and e-mail address</b>
Mrs E Pieters	Head of Vuleka SSB High School, <a href="mailto:lpeters@ssb.za.com">lpeters@ssb.za.com</a>
Ms T Jewell	Deputy Head of Vuleka SSB High School, <a href="mailto:deputyhead@ssb.za.com">deputyhead@ssb.za.com</a>
Mrs P Beharie	HOD <b>Sciences</b> : Physical Sciences, Life Sciences, Natural Sciences and Technology <a href="mailto:hodsciences@ssb.za.com">hodsciences@ssb.za.com</a>
Mrs M Manyatshi	HOD <b>Maths</b> : Mathematics, Advanced Programme Mathematics and Mathematics literacy <a href="mailto:hodmaths@ssb.za.com">hodmaths@ssb.za.com</a>
Mrs I Poole	HOD <b>Languages</b> : English HL, Afrikaans FAL and isiZulu FAL <a href="mailto:hodlanguages@ssb.za.com">hodlanguages@ssb.za.com</a>
Mrs J Hulley	HOD <b>Commerce</b> : Accounting, Economics, Business Studies, Economic and Management Sciences (EMS) <a href="mailto:hodcommerce@ssb.za.com">hodcommerce@ssb.za.com</a>
Mr C Jewell	<b>Acting HOD Humanities</b> : Social Sciences, Geography, History, Life Orientation including Physical Education, Creative Arts, <a href="mailto:hodhumanities@ssb.za.com">hodhumanities@ssb.za.com</a>
Mr S Maseko	School Counsellor <a href="mailto:counsellor@ssb.za.com">counsellor@ssb.za.com</a>

Should you wish to speak to the teachers personally, you may contact the office. A more effective way of making contact is to e-mail a senior staff member.

We also include information about our staff for your reference.

SSB: 011 787-7290	Fax: 083 618 5861
Headmistress	Lizbé Pieters
Deputy Head, Life Orientation, Social Sciences	Tasmyn Jewell
Counsellor	Sihle Maseko
Office Manager	Lorraine Orchard
HOD Commerce, Accounting & Bus Studies	Janine Hulley
HOD Languages, Afrikaans, LO	Ilonka Poole
HOD Maths, Mathematics	Makgoshi Manyatshe
HOD Sciences, Physical Sciences, Natural Sciences	Preshima Beharie
Acting HOD Humanities, History, English	Chris Jewell
Teacher Life Sciences	Anneke Meintjes
Teacher Maths Lit, Natural Sciences	Murphy Mugabi
Teacher Mathematics, Natural Sciences	Sandile Mpontshane
Teacher Business Studies, EMS	Adeline Jinga
Teacher Creative Arts, EMS, Technology	Zabeth Marais
Teacher Economics, Afrikaans FAL	Theo Smith
Teacher Mathematics	Thabo Ndzimandze
Teacher English	Yugeshini Moonsamy
Teacher English, Geography, Social sciences	Milton Tapfuma
Teacher English, Geography	Ashade Ntswane
Teacher isiZulu FAL	Ntombi Ngaleka/ Sithembile Mdlovu
Teacher Afrikaans FAL, LO	Ivan Meyer
Maths teacher	Theo Mohale
Maths teacher	Teboho King
Maths teacher	Bongani Lamola
Sport co-ordinator	Liam Gallagher
Cleaner	Monica Mbono
Cleaner	Rutendo (Faith) Chita
Gardener	Collen Nyirenda
Administrator	Nogolide Mbono
Reception	Phumzile Kunene

## Register Class Teachers for 2019

Your child's register teacher is his/ her "parent at school" and is usually the first person to contact with your concerns about your child

8B - Zabeth Marais  
8S - Ntombi Ngaleka  
8V - Theo Smith  
9B - Murphy Mugabe  
9S - Thabo Nzimande  
10B - Janine Hulley  
10S - Thabo Ndzimandza  
11B - Ilonka Poole  
11S - Chris Jewell  
11V - Preshima Beharie  
12B - Anneke Meintjes  
12S - Adeline Jinga

## VULEKA & VSSB TERM CALENDAR 2019

### TERM 1

#### Vuleka

**Start: Wednesday 16<sup>th</sup> January**  
Teaching staff start: 11<sup>th</sup> January

**Close: Friday 15<sup>th</sup> March**

### TERM 2

**Start: Wednesday 3<sup>rd</sup> April**  
**Close: Friday 14<sup>th</sup> June**

#### Half term

**Close: Friday 26<sup>th</sup> April**  
**Return: Thursday 2<sup>nd</sup> May**

#### VSSB

**Start: Monday 14<sup>th</sup> January**  
Staff start: 10<sup>th</sup> January  
Gr 8 Orientation 11<sup>th</sup> January  
Cycle tests start 5 February  
Gr 8 Camp 27 Febr- 1 March  
**Close: 15<sup>th</sup> March**

**Start: Tuesday 2<sup>nd</sup> April**  
**Close: Friday 14<sup>th</sup> June**

#### Half term

**Close: Friday 26<sup>th</sup> April**  
**Return: Thursday 2<sup>nd</sup> 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

## Vuleka

### TERM 3

**Start: Wednesday 10<sup>th</sup> July**  
**Close: Friday 20<sup>th</sup> September**

### Term 4

**Start: Tuesday 8<sup>st</sup> October**  
**Close: Friday 6<sup>th</sup> December**

### 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*

## VSSB

**Start: Tuesday 9<sup>th</sup> July**  
**Close: Friday 20<sup>th</sup> September**

**Start: Tuesday 1<sup>st</sup> October**  
**Close: Friday 6<sup>th</sup> December**

## **PAYMENT PROCEDURES AND THE COLLECTION OF SCHOOL FEES**

It is neither in the interest of Vuleka nor of the parent that there is an accumulation of debt. While we understand the financial pressures on parents and try to accommodate individuals, ultimately Vuleka cannot compromise its sustainability by waiving fees due by parents/ guardians as agreed.

1. Monthly statements are to be issued on a regular basis on the 25<sup>th</sup> of each month.
2. The finance office will attempt to contact the parent/sponsor telephonically to remind them to settle their account. **It is however the parents' responsibility to make sure that they receive a monthly statement and pay their school fees on time.**
3. If the parent is not paying, the credit controller will send a strong letter to the parent concerned with a Final Demand for payment before a certain date. Please urgently settle your account by that date.
4. **Please note that should you at any time require assistance regarding the payment toward your fees, please do not hesitate to speak to Ms Mokgadi Ramasodi, the credit clerk in this regard.**

## **BANK DETAILS**

<b>Account holder</b>	Sekolo sa Borokgo
<b>Bank</b>	Standard Bank, Northcliffe
<b>Branch code</b>	006305
<b>Account Nr</b>	200505750
<b>Type of account</b>	Cheque Account
<b>Reference</b>	Learner's Name & Surname

5. As per the agreement signed by yourself on admittance and acceptance of your child to Vuleka SSB HIGH SCHOOL, the following applies regarding payment of your fees:

**FEES ARE PAYABLE IN ADVANCE NOT ARREARS.** For example, when you receive your statement and the **description shows June Fees, (Grade) June fees are due on or before the 7<sup>th</sup> June and not the end of June.**

**Your January fees are due on or before the 7<sup>th</sup> January, the latest date being the start date when school reopens in the New Year.**

The monthly payments scheme has been implemented to make it more affordable for you, the parent, rather than having to pay the full amount at the start of the year. However, you need to ensure **that all your fees are paid up by the 7<sup>th</sup> of November each year.** Therefore, 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 are then paying at the end of January for February, which is in line with the financial agreement.**

6. Please kindly make provision for additional payments which are compulsory. This includes: R75 insurance and the camp fees for Grade 8 and 11. Grade 12 learners are only allowed to attend their matric dance if their fees are up to date.
7. Parents who pay the full amount by 31 January gets a discount.
8. No learner will be allowed into class in any grade if there are fees outstanding from the previous academic year.

## **HOMEWORK**

All learners must buy a homework diary from the school at R20. Relevant school information is included in the diary. Learners who fail to submit tasks or complete homework will be given demerits. Should this become a pattern, further intervention will be required.

## **ASSESSMENTS**

Cycle tests are written on Tuesdays and Thursdays. The cycle test roster has been distributed to learners. These Continuous Assessment test/tasks will contribute towards the end of year promotion mark. It is very important that your child prepares well for these tests in order to remain up to date with his/her learning work. Please encourage your child to revise each evening and not leave the revision to the night before the test. Learners will also get tasks, projects or assignments for all subjects, which count toward term and promotion marks. If tasks are not submitted on the due date, subject teachers will be required to take further steps. Interim reports may be issued during Terms 1 and 2 in order to identify learners at risk earlier in the year.

## **PUNCTUALITY and ABSENCE**

Attendance is the first step in ensuring your child's academic progress. Please ensure your child attends school every day. At Vuleka SSB our curriculum is rigorous and attendance is essential for your child to keep pace. Getting to school on time is a key to any person'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.

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 a child is absent from school for more than three days or is absent on the day of a scheduled test, practical or assignment please take him/her for

treatment and send us the proof. In line with DBE practice, your child may receive 0% if he/she is absent for a School Based Assessment (SBA) task without a doctor's note.

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.

Please refrain from asking for permission to take your child out of school before the end of any school day. 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.

## **SCHOOL TIMES**

1. High school: The school day commences at 07h25 and finishes at 14h30 except on Wednesdays when we close at 15:00 and Fridays when the ordinary academic programme ends at 13:30. Extra lessons, extra-curricular activities and detention are organized after 13:30. Details will be communicated to relevant parents.
2. The school day is broken down as follows:
  - Register period
  - Assembly /chapel on Mondays, Cycle tests on Tuesdays and Thursdays
  - Lessons
  - Break 10:20 - 10:50 except on special Fridays (10:10 - 10:30)
  - Lessons
  - Short Break 13:15 - 13:30 except for Fridays
  - Lessons
3. Please do not ask for your child to leave school early or miss a school day. It is very difficult and disruptive for the learner to catch up on the work and it impacts on the teacher and the rest of the class.
4. Should it be absolutely unavoidable that the learner has to miss school, please arrange ahead of time; notifying the school. Should you

need to see your child during the school day, please come at break and report to reception on arrival.

5. The school gates (pedestrian and main) are opened at approximately 06h30 and closed during the school day. They are opened to release learners at the end of the school day. We request that transport is arranged timeously.

## **TIMETABLE**

1. Each learner has received his/her timetable. On Wednesday afternoons an extramural programme is offered. This program includes sport, cultural activities, and self-development activities.

## **UNIFORM (see uniform policy in diary)**

Please ensure that your child has the correct uniform by the end of January. Most uniform items can be bought at any clothing store. Items that are unique to Vuleka SSB like school ties and blazer badges can be bought from the uniform stockist called Hermers of Rosebank in the Rosebank Zone (by the Food Court).

You can call Mohammed for directions on Telephone: 011 788-5241/2

By **marking** all articles of clothing, you reduce the risk of your child losing them. The uniform policy will be strictly enforced. Unacceptable pieces of clothing or jewellery will be confiscated and can be claimed at the end of the term. The learner will also receive demerits. Parents must get written permission from the school if they require their child to wear anything on the grounds of their tradition.

## **LOST AND FOUND ITEMS**

Teach your child to take the responsibility of looking after his/her uniform and belongings. If they do lose something, they should enquire if it is not in the "lost and found container" at the school office. 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.

## **CELL PHONE POLICY**

Learners are not allowed to keep their cell phones on them or in a locker during the school day. Cell phones need to be handed in at the reception office by 07h25 and collected within 15 minutes after the school day. If a learner is caught with a cell phone it will be confiscated and a letter will be sent home. Only a parent and or guardian will be allowed to collect the cell phone from the office on a Friday afternoon or at the time arranged by the parent or guardian.

## **EXTRA-CURRICULAR ACTIVITIES**

Your child will do sport and extra-curricular activities every Wednesday between 13h30 and 15h00. These activities are a compulsory part of the school timetable. An amount of R ??? is added to school fees to pay for transport, sport coaches and equipment. Our sport co-ordinator, Mr Liam Gallagher also organizes friendly matches, sport and fun days on a regular basis. Details of such events are communicated beforehand.

## **DISCIPLINE**

We keep record of both good and bad behaviour by a system of merits and demerits. The Code of Conduct and policies are included in the front of the diary and should be signed by all learners and parents. Failure to abide by these rules may lead to a week's break detention, a Friday afternoon detention or a Saturday morning Principal's detention. Slips will be handed out on a Monday. These must be signed by the parent or legal guardian and returned to the supervising teacher. Forging a signature will be severely punished.

In the case of serious disciplinary problems a disciplinary hearing will be conducted which could result in suspension and expulsion. In the case of scholarship learners, the scholarship may be withdrawn. Good behaviour is embraced, encouraged and acknowledged.

## CODE OF CONDUCT FOR VULEKA STAFF, PUPILS AND PARENTS

### 1. Introduction and objectives

- 1.1. A certain standard of conduct and behaviour is expected from the parents, teachers and the students. To sustain a healthy learning environment, it is important that these parties to the education relationship acknowledge their respective responsibilities and conduct themselves accordingly.
- 1.2. The Code of Conduct strives to provide a framework for orderly and purposeful education, but with a responsible and self-disciplined approach, rather than a punitive one based on fear.
- 1.3. It should also be noted that the Code of Conduct may have a bearing on the behaviour of the pupil outside of normal school hours, should the pupil's conduct impact negatively on the teacher/pupil relationship or reflect badly on Vuleka School.

### 2. General conduct expected of staff

- 2.1 Vuleka School prides itself on selecting the best possible staff in order to fulfil its mission of providing an excellent and holistic education for our pupils. All staff are required to act in accordance with the ethos and to abide by the School's **Code of Conduct for Staff**. In addition, academic staff members are bound by the **Code of Conduct of the South African Council of Educators**, membership of which is obligatory for all teachers/educators and which requires, that teachers undertake to:
  - 2.1.1 be punctual, well prepared and professional in their approach to education;
  - 2.1.2 manage learner performance effectively and motivate pupils to achieve realistic and meaningful personal educational goals;
  - 2.1.3 be sensitive to the needs of their pupils and address learning difficulties in a positive manner;
  - 2.1.4 praise, encourage, recognise and reward pupils who strive to achieve;
  - 2.1.5 create a classroom climate which is based on a learning partnership which makes education both relevant and stimulating;
  - 2.1.6 set a positive example for their pupils to follow;
  - 2.1.7 Administer discipline correctively and with dignity when necessary.
- 2.2 Since its founding, the school has selected staff members with the greatest care and sought to ensure that their interaction with pupils promotes the best interest, well-being, safety and success of each pupil as far as they possibly can.

### **3. General conduct expected of Parents**

3.1 The school prides itself on having good relations with the parents of pupils. While parents may expect the school and its teachers to provide the best education possible with the resources available to the school, parents must also accept the responsibility to help the school achieve this goal.

Parents are required to:

- 3.1.1 Ensure that the pupil understands the Code of Conduct and complies with the terms thereof;
- 3.1.2 Actively support the efforts of the school and its teachers to teach the pupil;
- 3.1.3 Inform the school in writing, prior to admission and enrolment, of any special educational needs of the pupil known to the parents,
- 3.1.4 Involve themselves as far as they are able, to support the pupil and the school to contribute to the improvement of the pupil's progress and the schools' education process and learning environment;
- 3.1.5 Treat the members of staff/employees of the school with respect at all times;
- 3.1.6 Encourage the pupil to participate fully in the school and extra-mural activities;
- 3.1.7 Participate in the learning process and assist the pupil with homework and give appropriate support at home, provide encouragement, check results and communicate freely with the School;
- 3.1.8 Not expect the school to meet the pupil's every need and work with the school to overcome any behaviour of the pupil which negatively impacts on the learning environment;
- 3.1.9 Ensure that the pupil is in attendance at all compulsory attendance functions and activities, and that the school's timekeeping requirements are observed;
- 3.1.10 Support the disciplinary structures and procedures of the school in the interests of maintaining an orderly and positive educational environment;
- 3.1.11 Parents are expected to conduct themselves courteously at sports fixtures and refrain from making disparaging remarks about teachers, referees, judges or players.
- 3.1.12 Understand that parents, and not the school, are primarily responsible for laying down a moral, ethical and disciplinary framework within which the pupil must conduct him/herself;
- 3.1.13 Encourage the pupil to adopt a responsible and self-disciplined approach to all school related activities;
- 3.1.14 Supervise the pupil in his/her use of technological equipment, including cell phone usage and internet access. Access to undesirable information and material can affect the well-being and behaviour of a pupil and his/her peers;
- 3.1.15 Parents must keep the school informed of matters which affect the pupil including health, family matters, welfare, traumas etc.;
- 3.1.16 Maintain a courteous and constructive relationship with school staff; and attend meetings and otherwise keep in touch with the school where the pupil's interests require the parents to do so.
- 3.1.17 The Head may in his or her discretion require the parents to remove the pupil if the parents behaviour is in the reasonable opinion of the Head so unreasonable as to

- affect or likely affect the progress of the pupil or of another child (or other children) at the school or the wellbeing of the school staff or to bring the school into disrepute.
- 3.1.18 Not to use inappropriate language on Vuleka School property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. At NO time shall inappropriate language be directed toward members of staff.
- 3.1.19 Not to drink and smoke on school property. No parent may be intoxicated on school property.

#### **4. General conduct expected of pupils**

Pupils are required to:

- 4.1 Abide by the Code of Conduct and Disciplinary System.
- 4.2 Behave in a manner that is always safe, respectful, responsible and healthy.
- 4.3 Respect and take care of all property that belongs to them and to others.
- 4.4 Always do their best at school, at home and in their community.
- 4.5 Behave in a safe manner at school, at home and in their community.
- 4.6 Only bring school-related items to school.
- 4.7 Only engage in healthy and respectful relationships at school, at home and in their community. (This includes not taking part in hate speech and racial misbehaviour)
- 4.8 Do their daily homework with excellence, and will make sure that it is signed and handed in on time.
- 4.9 Behave respectfully and responsibly on all school and public transport.
- 4.10 Wear clean and correct school uniform with pride, at all times.
- 4.11 Help to maintain the cleanliness of the school property by picking up litter.
- 4.12 Be friendly, kind and courteous to everyone in their school, their home and their community.
- 4.15 Cooperate with their teachers and other school staff.
- 4.16 Seek help if they need it.
- 4.17 Let the school know if they feel their rights have been infringed, or if they experience any other difficulty.

### **PROCEDURES FOR DISCIPLINARY HEARINGS**

Following an incident the School Disciplinary Committee / Deputy Head/ Head may deem that normal detention procedures are inadequate and a disciplinary hearing may be held. Notice will be given beforehand. Hearings are part of the educational process and the aim is to correct behaviour rather than to punish.

The panel will consist of:

An objective chair person

A member of the School Disciplinary Committee/ Staff will represent the school

The School Counsellor

The accused learner

One family member may represent the learner; the other parent may attend as an observer.

The panel may be expanded, depending on the nature of the hearing.

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, suspension or possible expulsion and/or some form of punishment which can include community service.

### **LODGING OF APPEAL (REVIEW FORM)**

In terms of the school's disciplinary procedures, parents are allowed to lodge an appeal against the decision of the Disciplinary Committee within five (5) school days. Please note this must be done in writing on the review form.

### **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 which includes enough sleep, healthy eating and physical activity.
- Provide a quiet space for your child to read and do homework.
- Provide positive reinforcement of your child's progress and success.
- Encourage your child to take full responsibility for his/ her academic progress.
- Encourage him/her to be well-prepared for every day/ task. This includes the completion of all homework and doing research on relevant topics.
- Support other Vuleka school families.
- Attend school functions.

## Communication

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** From time to time we send an **SMS** to parents about urgent matters or communicate information on whatsapp groups. Please ensure that we have your current cellphone number. The SMS system is an automated function and we cannot receive an SMS sent to the school.
- **Newsletters** will be sent out fortnightly and will contain important information, announcements and calendar dates. We believe that all learners in our school are old enough to take the responsibility to ensure that they hand these letters over to the parent/guardian. 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 as per the calendar. 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.
- **Interim reports** will be sent out to the parents of those children who are at risk of having to repeat the grade or who we believe are under-performing.
- **Phone calls:** Throughout the year you may receive a phone call from your child's teacher or the school administration regarding your child.
- **Electronic Newsletter:** These are available on our website: Please give your email to the office staff to be added to the distribution list.
- We request that you send a **note** (or e-mail) to school to inform us about personal needs, problems or information about your child rather than a phone call, as the written note can be filed.
- If your child has an emotional problem or needs **guidance or support** of any kind from the school, please contact us yourself or encourage him/her to ask for help. Mr Maseko is a qualified counselor and social worker.

- **Mr Maseko** is also the chairperson of the communication committee.  
Feel free to get in touch with him regarding communication

## **MEDICINE**

We do not keep or administer medication. Should you require your child to take any medication, please do inform the school in writing and send the medication to school with him/her.

## **CARE OF BOOKS AND EQUIPMENT**

Learners receive text books on loan from the school. They need to return the same text book issued to them, in a good condition at the end of the year. A replacement fee of **R280** will be charged for lost or damaged books. Parents should buy consumables and stationery as per the requirements for the subjects taken. Please encourage your child to take responsibility for his/her belongings.

## **FUNDRAISING**

The cost of your child's education exceeds the school fees by very far. Learners and staff are asked to participate in fundraisers to help raise the difference. Funds raised are used for the benefit of the school and the learners; not for staff functions/parties. Please also sign up for the MySchool card or Macro card the school benefits without it costing you anything.

## **FOOD**

Please ensure that learners eat a proper **breakfast** before leaving home in the morning. The school tuck shop is open at break times, but learners are very welcome to bring **lunch boxes** to school. Prices are reasonable and a meal and drink can be obtained for around **R30**.

We do not have a feeding scheme in place, but e-pap is available at school on request. Should you experience extreme lack of finances at home and are unable to feed your child, please notify Mr Maseko. A letter of motivation stating your circumstances is required.

## **HOME AFFAIRS**

Our school database connects with the database of the Gauteng Department of Education (GDE). All learners are required to produce a birth certificate, ID document or a passport and study permit (immigrant learners). The name and surname that appear on the above documentation is the information that will be entered on our database. As this is government documentation it cannot be changed on our database even if the spelling of the name/surname is incorrect or if there is a preferred name that the learner would rather use. Home Affairs is required to update any documentation issued before information on the school database can be changed.

## **IMMIGRANT LEARNERS**

South African study permits are required by all foreign nationals who intend to study within South Africa for longer than 3 months. Valid study permits are required for the duration of the learner's stay at the institution i.e. Grade 8 - 12 (5 years). This information is linked to the GDE. Random checks may also be done by them and the learner will be regarded as illegal should the study permit not be up to date. This will have legal ramifications for the school, the learner and the learner's parents/guardians. Home Affairs is responsible for the application and updating of study permits. Please sort all documents out over the holidays; not on a school day when your child will miss academic work.

## **SUBJECT SELECTION (Grades 10 & 11)**

If parents would like to request a change of subject, a letter requesting a change must be handed in as per GDE departmental policy. Textbooks of the subject dropped need to be returned before new textbooks may be issued.

## **TRANSPORT**

Parents who live in the same area are encouraged to arrange transport amongst themselves or to liaise with David Mazibuko at the Vuleka Central Office on 011 477 6917.

## **SCHOOL TRIPS AND OUTINGS**

Compulsory educational excursions are arranged from time to time. The cost of a day trip is approximately R250. Notification will be distributed ahead of time.

All grade 8s and 11s are expected to attend a camp during an academic year. The camp fee of R1 500 is added to the fees account but if fees are in arrears the learner will be excluded from the camp.

## **GENERAL**

Please ensure that your child **sleeps** enough. Please accept responsibility for your child's **study time**. You as parent/guardian should have realistic expectations of the effort your child should make at home. It is our experience that learners with unlimited TV time/ Home Computer time/ Cell phone time/Socializing time, etc. never find any time for school work or for revision. On the other hand, learners who never have time for themselves, very often under-perform because they are stressed and tired.

## **AN INVITATION TO PARENTS**

We invite you as parents to join us in these important years of learning. Join us on this education journey and as partners we will be proud of the magnificent results we will get from our talented children!

## **HEALTHY SELF-IMAGE**

As parents and teachers we must support, help and strengthen our children with good discipline and encouragement. An independent pupil with self-confidence and good discipline is a pleasure to teach. Respect for self and our peers is something we must strive for, and as adults we lead by example.

**Thank you for your presence. We look forward to a happy and successful year. Please do not hesitate to contact us if you have any areas of concern.**

## **Important Help Services**

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