

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 Hermans Streets, Sophiatown.
POSTAL ADDRESS: P O Box 52139, Saxonwold, 2132
TELEPHONE NO: 011 477-6917
EMAIL: vuleka@vulekaschool.co.za
WEBSITE: www.vulekaschool.co.za

SCHOOL HOURS

Teaching starts at 07:30 am and finishes at 14:00 pm. On a Wednesday school finishes at 15:00. It is vital that your child arrives by 7:20am. Your child's academic progress is likely to suffer as a result of frequent late coming. Parents are requested to drop and collect children on time if they are providing their own transport.

VULEKA VENUES

Vuleka Early Learning Centres:

St Francis Church
44 Tyrone Avenue
Parkview
Tel: (011) 486-1367
akhupe@vulekaschool.co.za

St John's Church
C/o Pam & Benmore Roads
Benmore
Tel: (011) 883-6793
akhupe@vulekaschool.co.za

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

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
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

Headmistress	Karien Van der Merwe	Kvandermerwe@vulekaschool.co.za
Secretary	Pat Cornelius	stmichael@vulekaschool.co.za
Grade 0	Kirsty Standing	kstanding@vulekaschool.co.za
Grade 1	Cheryl Zietsman	Czietsmann@vulekaschool.co.za
Grade 2	Nelly Ngcongwane	nngcongwane@vulekaschool.co.za
Grade 3	Nadia Coetzer	ncoetzer@vulekaschool.co.za
Grade 4	Lorraine Calitz	Lcalitz@vulekaschool.co.za
Grade 5	Charlene Cloete Fourie	ccfourie@vulekaschool.co.za
Grade 6	Heleen van Pletsen	hvanpletsen@vulekaschool.co.za
Grade 7	Jana Fenn	jfenn@vulekaschool.co.za
Grade 5-7 / Maths/ 5 NS	Lifa Mdluli	Lmdluli@vulekaschool.co.za

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 Social Worker	Janet Gibbins 083 930 2316

2020 Vuleka School Term Calendar

Term 1	
Start	15 January - Wednesday
Close	20 March - Friday
School Holiday	21 February - Friday -School closed for pupils. (Staff Summit)
Public Holidays	21 March – Sunday (Human Rights Day) 10 April – Good Friday 13 April – Monday (Family Day)
Term 2	
Start	14 April - Tuesday
Close	12 June - Friday
Public Holidays	27 April – Monday (Freedom Day) 1 May - Friday (Workers' Day) 16 June – Tuesday (Youth Day)
Term 3	
Start	7 July - Tuesday
Close	18 September - Friday
Public Holidays	9 August - Sunday (Women's Day) 10 August - Monday (Public Holiday) 24 September – Thursday (Heritage Day)
Term 4	
Start	06 October – Tuesday
Close	02 December - Wednesday
School Holiday	23 October- Friday- School closed for pupils. (2021 Planning)
Public Holidays	16 December – Wednesday (Day of Reconciliation) 25 December – Friday (Christmas Day) 26 December – Saturday (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.

1. 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.
2. 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.
3. 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.**
4. 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.
5. 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 half-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.
6. 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.
7. 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.
8. **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.



Vuleka School Contact Details
www.vulekaschool.co.za

Central Office: St Joseph's Diocesan Centre,
cnr Good & Hermans Street,
Sophiatown, 2092

email: vuleka@vulekaschool.co.za

Phone: 011 477 6917

Vuleka SSB Contact Details
www.vulekaschool.co.za

Vuleka SSB High School
7 June Ave, Bordeaux, Randburg, 2194

email: school@ssb.za.com

Phone: 011 787 7290

VULEKA SCHOOL FEE SCHEDULE 2020									
CLASS	TUITION FEES		Pupil Enrichment		Cultural/Sport Levy		Insurance	TOTAL	11 months
	Year	Month	Year	Month	YEAR	YEAR	YEAR	MONTH	
<i>Pre-school and Gr 0</i>	R 17,160	R 1,560	R 1,990	R 181	R 550	R 100	R 19,800	R 1,800	
<i>Gr 1 - 7 Primary School</i>	R 22,308	R 2,028	R 3,387	R 308	R 550	R 100	R 26,345	R 2,395	
<i>Assisted Learning School Junior 1-7</i>	R 22,660	R 2,060	R 3,640	R 331	R 550	R 100	R 26,950	R 2,450	
<i>Assisted Learning School Senior</i>	R 22,880	R 2,080	R 3,970	R 361	R 550	R 100	R 27,500	R 2,500	
<i>Gr 8 - 12 High School</i>	R 30,025	R 2,730	R 1,940	R 176	R 550	R 100	R 32,615	R 2,965	

WHEN MAKING A PAYMENT (Bank Deposits/EFT/Stop order)

Kindly put your child's ACCOUNT NUMBER or Surname & Grade as a Bank Reference so that we can allocate your payment to your account.

Vuleka Primary School Banking Details:	
Bank	Nedbank
Account Name:	Vuleka School
Branch:	The Carlton
Branch Code:	190605
Account No:	190 638 45 41
Deposit Ref:	ACCOUNT No. or Surname & Grade

Vuleka SSB High School Banking Details:	
Bank	Standard Bank
Account Name:	Sekolo sa Borokgo
Branch:	Northcliff Branch
Branch code:	006305
Account No:	200505750
Deposit Ref:	ACCOUNT NO. or Surname & Grade

As in all independent schools, fees are payable in advance on the first day of every month.

Vuleka School Contact Details www.vulekaschool.co.za		Vuleka SSB Contact Details www.vulekaschool.co.za					
Central Office: St Joseph's Diocesan Centre, cnr Good & Hermans Street, Sophiatown, 2092 email: vuleka@vulekaschool.co.za Phone: 011 477 6917		Vuleka SSB High School 7 June Ave, Bordeaux, Randburg, 2194 email: school@ssb.za.com Phone: 011 787 7290					
ADDITIONAL COSTS: R50 each - Eye and ear tests for all NEW pupils and for those who request.							
CAMP FEES 2020	Gr4 Camp R850	Gr6 Camp R1,400	ALC Camp R1,400	Gr8 Camp R1,200	Gr 11 Camp R850		
<i>Please Note: Pupils must purchase their own stationery.</i>							
New parents: Total registration payment R1,675 PLUS 1st month tuition fee							
All pupils:	Enrolment fees are R275 per pupil.						
Primary & High:	The new parent contribution to development fee is R1 400.						
Pre-school:	The refundable deposit in the ELC pre-schools are R1 400.						
VULEKA SCHOOL FEE SCHEDULE 2020 - DISCOUNT				5% Sibling Discount will be allocated to the siblings of the highest grade pupil. Fees Paid in Advance: If full annual school fees are paid on or before 31 January 2020, a 5% discount applies.			
TUITION FEES (and additional)		<i>Paid in Advance</i> 5% Discount				<i>Sibling Disc</i> 5% Discount	
CLASS	Year	11 Months	Year			11 Months	
<i>Pre-school & Gr 0</i>	R 19,800	R 1,800	R 18,810			R 1,710.00	
<i>Gr 1 - 7 Primary</i>	R 26,345	R 2,395	R 25,028			R 2,275.25	
<i>Assisted Learning J</i>	R 26,950	R 2,450	R 25,603			R 2,327.50	
<i>Assisted Learning S</i>	R 27,500	R 2,500	R 26,125			R 2,375.00	
<i>Gr 8 - 12</i>	R 32,615	R 2,965	R 30,984	R 2,816.75			
DID YOU KNOW: That Vuleka School has FOUR Primary Schools (Including a Boys' school), ONE Assisted Learning Centre, TWO Early learning Centres, and One High School							
FEES PAID IN ADVANCE PLEASE PAY JANUARY 2020 FEES BY 24 DECEMBER 2019 REMEMBER TO USE YOUR ACC NO. AS A REFERENCE							

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.

Our official uniform supplier, **Rufaro Garments**, is situated at :

413 Pine Ave, Ferndale, Randburg, **AND** 10 Philo Rd, Wynberg, Sandton

A price list is available on their website: **www.rufarogarments.com**

- **SPORTS and ELC Uniform: - Navy blue shorts, Vuleka T-shirt, white takkies, white socks, Vuleka tracksuit and Vuleka hat. For swimming: black school costume and navy or black cap. (Please put this in a plastic bag with a towel on the swimming days)**

Children are expected to come to school properly dressed in clean uniforms every day. Please mark all clothing with the child's name. Any unmarked clothes not claimed will be sold

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.

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 07:20 every day. If your child arrives after 07:30, 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**.

HOLIDAY HOMEWORK

Your child will be given holiday homework to do in the holidays. Please ensure that your child completes the work **themselves**. Please encourage your child to do a little bit of homework every day and take the time and effort when completing their homework.

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.

SPORT AND CULTURAL

Swimming is offered at the schools. 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. Ballet, Judo and Ladumah is offered for boys and girls at an extra cost.

DISCIPLINE

Vuleka School follows the PBIS (Positive Behavioural Supports and Interventions) programme, in which we reinforce positive behaviour and correct negative behaviour. We will do whatever it takes to make sure that every child is safe physically, emotionally, mentally, intellectually and spiritually. We have 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.

TOYS

Please do not allow your child to bring toys to school, unless specially asked to bring by the teacher for Show and Tell. Toys cause jealousy and fights amongst the children and can get lost or broken.

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 2:00 pm Monday, Tuesday, Thursday and Friday, and at 3:00 pm 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.

The school cannot be held responsible for transport problems.

All transport money must be paid directly to the drivers.

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 by sharing children or sending other vehicles. The school remains against over-loading in any shape or form.

If you require contact details of the drivers please contact Central Office 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) and **electronic mail** (emails)
- **Class DOJO** This is a smart phone app that will be used for communication and behaviour tracking. The messages on this app are instant and parents will be aware

of what is happening at school almost immediately. It is very easy to download via the app store and utilises very little data.

- **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.

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. Always reinforce the four pillars of the Vuleka behaviour expectations: Be Safe; Be Respectful; Be Responsible and Be Healthy.

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 or healthy alternative
- Contain a piece of fruit.

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

No food will be warmed up for learners.

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 and Grade 6 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 on medication which he/she needs to take to school, please send clear written instructions to the teacher about dosage and time to be administered. If your child is on permanent medication to be taken at school, it is your responsibility to send the new medication on time. If your child is booked off, please do NOT send him/her to school.

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

BIRTHDAYS

If you would like to send cupcakes / party packs etc. to school on your child's birthday, please ask the teacher for the number of children in the class. Your child may wear civvies on the day. Please only send cupcakes or party packs. It is very time consuming and difficult to divide and distribute creamy cakes.

CARE OF BOOKS AND EQUIPMENT

Some text books, readers and electronic equipment used at school by your child will be provided by Vuleka. Please remind your children of their responsibility to look after their books and equipment.

FUNDRAISING

Your child is asked to participate in fundraisers at school. We do encourage support of these activities because it assists us in keeping our fees lower. There is a small tuck shop that sells a variety of small items. Hotdogs or toasted sandwiches or similar items are sold once per week. You will be informed of dates and costs via the newsletter.

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 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: R650 a month

Teacher in charge of aftercare St Michaels

Nomsa Sibisi 083 598 4342

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?

A FINAL NOTE

We trust that you will be happy at Vuleka School. Please assist us in making sure of this by contacting the school directly as soon as possible should you feel aggrieved in any way.



Foundation Phase

Grade 0-3

Welcome to the Foundation Phase

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.
3. 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.

4. 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.
5. 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-scotch are also a lot of fun.

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

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

How can I develop my child's mathematical skills?

- **Counting activities daily:** if your child is in Grade 0, 1 or 2, put up a number chart in his/her room. Ask your child to count from any given number on the chart up to 50 in Grade 0, up to 100 in Grade 1 and up to 200 in Grade 2. Grade 3 pupils will learn to count to 1000.
 - In Grade 0 in term 1 your child should count in 1's up to 50
 - In Grade 1 in term 1 your child should count in multiples of 2, 5 and 10 up to 50.
 - In Grade 2 in term 1 your child should count in multiples of 2, 3 5 and 10 up to 200.
 - In Grade 3 in term 1 your child should count in multiples of 2, 3, 4, 5, 10, 20, 25 and 50 up to 1000.
 - Let your child learn his/her bonds and tables by heart when they are set for homework.

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

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

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

Kind regards

The FOUNDATION phase teachers