

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	cfourie@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	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.



Intermediate Phase: Grades 4 – 6

Senior Phase: Grade 7

Welcome to the Intermediate and Senior Phases.

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

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

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

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

Vuleka English programme

Introduction

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

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

Homework

English homework is done **EVERY DAY** from Monday to Friday and may be in the form of reading, spelling or the completion of classwork.

Reading

Reading is important to improve vocabulary, spelling, creative thinking and Language Structures. Please encourage your child to read as much as possible. Reading is compulsory and parents need to check and sign reading records daily. Your child will be given a class reader which will be recorded in the Reading Record. These readers will be exchanged twice a week but reading records will be checked daily. If your child has finished

reading their class reader, please feel free to record any other reading material used (e.g. School library books, personal reading books, comics, magazines etc.)

Spelling

Spelling words and exercises are given weekly and the children write a weekly Spelling and Dictation test. These marks are used towards their Term marks so it is important for them to learn for their spelling tests. Comprehension and Language activities will be also sent home to reinforce work learnt in class. Please do not mark and correct your child's work as this does not give me any indication of their understanding, strengths or weaknesses. Do not let your child work late into the night, but do homework early and to the best of THEIR ability.

Literature (this is subject to change)

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

External Exams

	<i>Conquesta</i>	<i>ISASA</i>	<i>IEB</i>
<i>Grade 4</i>	X		
<i>Grade 5</i>	X		
<i>Grade 6</i>			X
<i>Grade 7</i>	X	X	

Conclusion

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

Natural Science and Social Science

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

Natural Science

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

Term1: Life and Living

Term2: Matter and Materials

Term 3: Energy and Change

Term 4: Planet Earth and Beyond

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

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

Projects

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

Assessments

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

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

Benchmarking

Grades 4, 5 and 7 write Conquesta examinations, while Grade 6 pupils write the IEB Core Skills tests, and Grade 7 classes write the ISASA shared assessments. These exams are written in Term 4. Past papers will be incorporated into the June and August holiday homework to help pupils revise and consolidate in preparation for these exams. For the past two years most of our pupils have performed really well and our average for the school in

Science has gone up a great deal. We would like to see the pass rate going up even more, to the point that the school becomes a force to reckon with in Science education.

Reading and Homework

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

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

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

Outings

At Vuleka we try to extend the learning process by visiting places of interest when we can. Parents and pupils will be notified by the teachers of any such visit. Parents should pack a healthy lunch for their child and ensure that they are in the correct Vuleka uniform which should also be clean.

Social Science

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

Work ethic

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

Rules and regulations

There are rules governing the use of, and behaviour in, the science and computer rooms. It is important that pupils abide by these rules for their own safety and the safety of others. Appropriate behaviour when using our precious and expensive science equipment is expected at all times in order to prevent breakages and accidents. Both parents and pupils

must make sure they understand all the behaviour expectations. Inappropriate behaviour will obviously have consequences. Please read through the expectations carefully.

Behaviour Expectations for the Science Room

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

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

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

Maths

Maths requires your child to be confident, neat, accurate and quick.

The workbook in which pupils do their classwork remains in the classroom but may occasionally go home.

Each pupil will receive a New Wave Mental textbook from which they do their mental homework, Monday to Thursday. If learners lose or ruin their textbooks they will have to buy a new book at the going price. All textbooks are returned at the end of the year. Maths textbooks will also be handed out to the learners with their numbers on the inside. These will only come home occasionally.

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

Apart from the mental homework pupils may also have a few sums to do based on the current concept that we are doing in class. It is very important for them to do their homework. Reading of Maths problems and terminology will also be given.

Afrikaans

The first additional language taught at Vuleka School is Afrikaans. The reason for this is that some high schools require Afrikaans and we would like to give our pupils the widest possible choice. All pupils start to learn to read, write and speak Afrikaans from Grade 1.

Reading

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

Class work

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

Speeches

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

Homework

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

Life Skills

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

Homework

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

Technology (only Grade 7)

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

Class work

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

Homework

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

Assessment

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

Economic Management Science (EMS) (Grade 7 only)

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

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

Homework

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

Assessment

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

Other subjects:

There are other subjects that appear on your child's report. i.e. Computers. These are non-examinable subjects in terms of the CAPS curriculum. As a private, All Grade 4 – 7 pupils also write the Knowledge Network Exam. This is an external exam with a pass mark of 70%. This mark is also included in the Life Orientation/ Life Skills programme.

Note to parents:

Please engage continuously with your children with regards to homework, reading, projects, tests and exams. All assessments contribute to the final result at the end of the year and it is vital that our pupils maintain a consistent work ethic. The first term is NOT a time to rest and take things easy! And remember: all terms are weighted equally.

Communication is vital so please assist us and your children by keeping an open and constant dialogue with the school. PLEASE do not hesitate to contact your child's teacher or the Head of the school if you have any queries or concerns.

We look forward to a successful year.

Kind regards,

The INTERSEN phase teachers.