



**ALC**

**PARENT**

**HANDBOOK**

**2020**



## **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.”

Our 5 School Values are:

- Respect
- Compassion
- Integrity
- Honesty
- Responsibility

## **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 SCHOOL**

**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](mailto:vuleka@vulekaschool.co.za)

**WEBSITE:** [www.vulekaschool.co.za](http://www.vulekaschool.co.za)

### **SCHOOL HOURS**

Teaching starts at 07:30 am and finishes at 14:00 pm. 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. Parents of children left late at school will be charged R70 for aftercare to be paid on the day.

### **VULEKA EARLY LEARNING CENTRES**

#### **St Francis –Parkview 011 486-1367**

Grade 00	Judith Mfikwe	<a href="mailto:jmfikwe@vulekaschool.co.za">jmfikwe@vulekaschool.co.za</a>
Grade 0 & Headmistress	Angelina Nyoni	<a href="mailto:cshepherd@vulekaschool.co.za">cshepherd@vulekaschool.co.za</a>
Intern	Caroline Modau	<a href="mailto:carolinemodau396@gmail.com">carolinemodau396@gmail.com</a>
Assistant	Thabisile Buthelezi	<a href="mailto:tbuthelezi@vulekaschool.co.za">tbuthelezi@vulekaschool.co.za</a>

#### **St John's- Benmore 011 883-6793**

Grade 00	Matlakala Mokgatlhane	<a href="mailto:mmokgatlhane@vulekaschool.co.za">mmokgatlhane@vulekaschool.co.za</a>
Grade 0	Dudu Buthelezi	<a href="mailto:dbuthelezi@vulekaschool.co.za">dbuthelezi@vulekaschool.co.za</a>
Assistant	Rejoyce Sangweni	<a href="mailto:rsangweni@vulekaschool.co.za">rsangweni@vulekaschool.co.za</a>

Should you wish to speak to your child's teacher personally, kindly phone between 10am and 11am or after 1:30pm, so as not to disturb teaching time.



## **VULEKA VENUES**

Vuleka Early Learning Centres are situated at:

### **St Francis Of Assisi Anglican Church**

44 Tyrone Avenue  
Parkview  
Tel: (011) 486-1367  
anyoni@vulekaschool.co.za

### **St John The Evangelist United Church**

C/o Pam & Benmore Roads  
Benmore  
Tel: (011) 883-6793  
anyoni@vulekaschool.co.za

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

#### **St Martin's-in-the-Veld Anglican Church**

43 Cradock Avenue  
Dunkeld  
Tel: (011) 447-2117  
stmartins@vulekaschool.co.za

#### **St Martin's Senior Primary**

19 Jellicoe Avenue  
Rosebank  
Tel: (011) 447-4276  
lbaker@vulekaschool.co.za

#### **St Mark's Anglican Church**

Cnr Witkoppen & Hyperion Roads  
Northriding  
Tel: (011) 462-6768  
stmarks@vulekaschool.co.za

#### **St Michael and All Angels Anglican Church**

1123 Cornelius Street  
Weltevreden Park  
Tel: (011) 475-5802  
stmichael@vulekaschool.co.za

#### **Randburg Methodist Church (Assisted Learning)**

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

#### **Vuleka St Joseph's**

#### **Archbishop Thabo Makgoba School for Boys**

Cnr Good & Herman Street  
Sophiatown  
Tel: (011) 477-6917  
Fax: (011) 477-1390  
vuleka@vulekaschool.co.za

#### **Vuleka SSB High School**

7 June Street  
Bordeaux, Randburg  
Tel: (011) 787-7290/ (011) 787-6460  
Fax: 086 618 5861 Email: school@ssb.za.com

## **IMPORTANT HELP SERVICES**

Child Line	0800 055 555
Johannesburg Child Welfare	011 331 0171
People Opposing Women Abuse (Domestic violence, rape)	011 642 4345
Narcotics Anonymous (drugs)	011 485 5248
Alcoholics Anonymous	011 436 0116
Life Line South Africa (Rape, trauma, Aids counselling)	011 728 1347
Mental Health Help line	011 262 6396
Police/Fire Emergency	10111
Medical emergency / ambulance	10177
Poison Control	011 642 2417



Suicide Prevention

0800 567 567

Vuleka School Counsellor – Janet Gibbins

082 930 2316

Vuleka Educational Psychologist - Vuyiswa Halana 083 422 0794

## **2020 Vuleka School Term Calendar**

(All Vuleka schools, including SSB will be following this 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 – Saturday (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.
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 21<sup>st</sup> of each month.
2. In terms of the parent's contract with The School, monthly fees are due monthly in advance before the 7<sup>th</sup> 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 halt-term, term or year and must include the child's latest school report in order for the child to be able to enrol at another school.
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 the debtor's collector 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 7<sup>th</sup> OF EVERY MONTH) NOT ARREARS**. E.g. when you receive your statement and the description says June fees, it means that June fees are due on or before the 7th June and not at the end of June.

**January fees are due by the 31<sup>st</sup> December.** The last acceptable date at the beginning of the New Year will be the day that school officially starts for the children. However, all your fees are to be paid up by the 7th November each year. Please make provision either in November or December to pay your January fees, so that should you wish to pay at the end of each month toward your fees, you will then be paying the correct amount at the end of January for February's fees.

### **PAYMENT OPTIONS:**

**PER YEAR:** Fees can be paid in full for the year at the beginning of the year. Fees for the year must be paid by the 7<sup>th</sup> of January.

**PER TERM:** Fees can be paid at the beginning of each term for the full term. Fees for the term are due on the first day of term.

**PER MONTH:** Fees for the year are divided into a monthly fee payable over 11 months (January to November) to enable parents to budget. Please pay fees on or before the 7<sup>th</sup> of each month.

**ALL FEES MUST BE PAID UP IN FULL BY THE 7<sup>TH</sup> NOVEMBER**

### **METHODS OF PAYMENT:**

#### **ELECTRONIC TRANSFER:**

Fees can be paid directly into the Vuleka bank account. Please note that this account is **ONLY** for school fees as stipulated in the fees schedule. Fees can be paid at any branch of Nedbank.

<b>BANK DETAILS:</b>	Bank Name: Nedbank (The Carlton branch)
	Branch Code: 190605
	Account name: Vuleka School
	Account no: 1906 384541
	Type: Current account

Please use your account number as the reference and email the deposit slip or proof of payment to [finance@vulekaschool.co.za](mailto:finance@vulekaschool.co.za).

Statements showing the status of your account are sent out to parents every month. The statement will also reflect all payments. Please ensure that you receive your receipts. **PLEASE KEEP RECEIPTS AS A RECORD OF PAYMENT.**



Parents are requested to contact the Finance Department on 011 477-6917 or [finance@vulekaschool.co.za](mailto:finance@vulekaschool.co.za) with any money queries. Please check suitcases regularly for statements and receipts.

#### **DISCOUNTS:**

- Vuleka will give you a family discount on your fees if you have 2 or more children at the school (5% of the fees portion only for the second and third child).
- Fees Paid in Advance: If full annual school fees are paid on or before 31 January 2019, a 5% discount applies.

#### **OTHER COSTS:**

- ADDITIONAL COSTS:
- R100 per pupil per year - Compulsory Pupil Insurance for all schools.
- R550 per pupil per year - Sport & Cultural fee (All pupils) Includes swimming, music and cultural lessons, sport coaching, transport costs to all sport and cultural events
- R50 each - Eye and ear tests for all NEW pupils and for those who request.
- Parents will have to purchase their child's own stationery for the year.

#### **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.

- **SPORTS and ALC 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)

The uniform can be bought in most clothing stores. 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.

**School Uniform Supplier:** Rufaro Clothing Solutions Head Office, 10 Philo Road, Wynberg

Tel: 011 028 6691

Rufaro Ferndale Ferndale Village Shopping Centre Shop F03, Upper Level, 413 Pine Avenue, Ferndale

#### **LOST AND FOUND**

The school will keep lost and found property in a container at school. Parents or guardians may come in any day between 07h30 and 14h00 to search for lost property. It is important that all your child's clothes are marked with your child's name using a permanent marker or name tapes. Any unmarked clothes not claimed will be sold.





Children at this age are still very careless with their belongings. Please **label** everything. Teach your child to take the responsibility of looking after his/her uniform and belongings. Teach them that as soon as they take off their jersey, socks or shoes that they immediately put these articles into their school bag for safe keeping.

## **ATTENDANCE**

Attendance is the first step in ensuring your child's academic progress. Please ensure your child attends school every day. At Vuleka our curriculum is rigorous, and attendance is essential for your child to keep pace. Excessive absences will be considered a violation of the teacher-parent-child agreement and your child may not be promoted to the next grade.

Please let the venue know telephonically if your child is **absent** and ensure that your child makes it his/her responsibility to catch up on all work missed. All absences, whatever the reason, must be followed up and explained in a note to the school. If your child has an infectious disease such as ringworm, conjunctivitis, infected sores, chicken pox, German measles, mumps, or flu please do not send him/her to school. A doctor's certificate is required on return to school.

### **Absence Consequences**

*All absences – excused or unexcused are considered absences and your child will be marked as absent on the register.*

*Never miss school for appointments.* Make medical, dental and other appointments after school hours.

*Suspensions are considered absences.*

*Any departures that occur before 11am will result in your child being marked absent for the entire day.*

*How the school will keep track of and follow up on your child's absences.*

The school will keep track of all your child's absences. You will be contacted, and the school's strict attendance policy will be re-explained to you and you will be requested to enforce this policy.

The Head or Deputy Head will follow up with parents about attendance issues.

- **Three days absent in a term.** If your child is absent three times in a term it is considered a serious issue. At this point the parent/guardian will be called to the school to meet with the Head where the problem will be discussed, and an attendance plan will be developed.
- **Six days absent in a year.** At this point the parent/guardian will be called in to meet with the Head and an attendance plan will be developed.
- **Nine days absent in a year.** At this point your child is at risk of not being promoted to the next grade. The parent/guardian will be called to meet with the Head. The teacher and the Head reserve the right to retain any student who misses more than nine days of school. In addition, a report may be filed with Child Welfare South Africa.
- **Twenty days absent in a year.** Your child will be considered to be a habitual truant. The school administration may file a written complaint with the relevant authorities alleging the



belief that the acts and omissions of your child are such that his/her family has social service needs.

## **LATENESS**

Getting to school on time is a key to your child's success both at school and in life. Late arrival is a bad habit. One of the most common reasons that people lose their jobs is persistent late arrival at work.

At Vuleka School the learning begins from the moment your child walks in the door. After morning prayers, the daily routines are discussed and oral maths problems such as critical thinking problems are done upon first entry into the classroom. If your child is late he/she misses these essential skills, disrupts the learning of the other children and stands the risk of falling behind on the curriculum.

### *Definition of late arrival*

Our doors open at 7am and your child is expected to be at school by 07h20 every day. If your child arrives after 07h30 he/she will be marked as late.

### *Consequences of lateness*

- Three late arrivals in a term. This is considered a serious issue. The parent/ guardian may be called in by the Head, the problem will be discussed and an "On Time" plan will be developed.
- Three late arrivals = One absence.
- Seven late arrivals in a year. This is considered a serious issue. The parents/guardians will be called in by the Head and an "On Time" plan will be developed.

Since three late arrivals are considered to be one absence, **excessive lateness is a truancy problem.** If your child is **absent nine times** and some or all are due to excessive late arrivals, **your child will be at risk of not being promoted to the next grade.**

## **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 is offered for boys and girls at an extra cost.

## **DISCIPLINE**

Vuleka School reinforces 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 five values: Respect, Responsibility, Integrity, Compassion and Honesty. 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.



**VULEKA SCHOOL PUPIL CODE OF CONDUCT**

I, \_\_\_\_\_, a pupil at Vuleka School, understand the Code of Conduct and its implications and hereby commit to:

<p><b>The Vuleka School Values:</b> Respect, Responsibility, Integrity, Compassion and Honesty.</p>
<p>I will abide by the Code of Conduct and Disciplinary System. I will behave in a manner that is always safe, respectful, responsible and healthy. I will respect and take care of all property that belongs to me and to others. I will always do my best at school, at home and in my community. I will behave in a safe manner at school, at home and in my community. I will only bring school-related items to school. I will only engage in healthy and respectful relationships at school, at home and in my community. I will do my daily homework with excellence, and will make sure that it is signed and handed in on time. I will behave respectfully and responsibly on all school and public transport. I will wear clean and correct school uniform with pride, at all times. I will help to maintain the cleanliness of the school property by picking up litter. I will be friendly, kind and courteous to everyone in my school, my home and my community. I will cooperate with my teachers and other school staff. I will seek help if I need it. I will let the school know if I feel my rights have been infringed, or if I experience any other difficulty.</p>

Name of pupil: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## **TRANSPORT**

**Poor behaviour on the taxi:** Taxi drivers need to focus on the road and ensure that your child arrives safely. On the taxi, therefore, your child must remain seated, talk quietly and follow all directions given by the driver. If your child behaves poorly on the taxi it compromises the safety of the other children. We expect your child to behave on the taxi in the same way they are expected to behave at school. The taxi driver may suspend your child for a day or a week at his discretion for persistent bad behaviour. Bad behaviour will also be reported to the Head of the venue.

**Parent/Guardian late pick-up:** As a parent/guardian you have the responsibility to pick up your child at 2pm Monday, Tuesday, Thursday and Friday, and at 3pm on Wednesday. If you collect your child late, it causes inconvenience to the school and to the teachers on duty. Late pick-ups will not be tolerated. First time offenders will be placed in aftercare. Upon collecting your child, a fee of R50.00 for aftercare will be charged and paid by you to the aftercare teachers upon collection of your child. Repeated failure to collect your child on time could result in your child being taken to the local South African Police station for collection there. Should this problem persist you will be called in and asked to find an alternative school for your child.

If you are going to be late on a once-off basis and you would like your child to go into aftercare for the afternoon, please contact the venue to make arrangements for this.

***If your child is being fetched by a person other than you, we cannot release the child unless we have had written or verbal notification of this from you.***

***If your child uses public transport or walks to and from school, please note that Vuleka School cannot be held responsible should anything happen to the child once they leave the school premises. Please remind your child not to talk to strangers and to walk in a group whenever possible, and to be aware of traffic.***

Speak to your child about “**Stranger Danger**” so that he/she is fully aware of what to do when confronted by strangers. If your child is taking **public transport** to school and back, please inform the school so the teacher will know to release your child at the end of the day. Failing this you will be called to collect your child personally. If your child is on **organised transport** the transport contract is between you and the driver and not the responsibility of the school. The school will assist in monitoring the taxis for roadworthiness, overloading and whether a driver has a PDP to transport children. Should we notice problems with any of these a letter will be sent with your child to make you aware of the problem and it is then up to you to sort this out with the driver.

Please ensure that the school is kept up to date with all **contact numbers**. This is extremely important as emergencies can and will occur from time to time.

Transport is an **INDEPENDENT** arrangement between drivers and parents. All transport money must be paid directly to the drivers.



**The school cannot be held responsible for transport problems.**

The Vuleka drivers provide a door-to-door, home-to-school-to-home service.

**REMEMBER THAT CHILDREN NEED TO BE READY FOR COLLECTION EARLY – ASK YOUR DRIVER FOR THE TIME.**

If vehicles break down, the drivers try their best to help each other.

**To contact drivers:**

Soweto

Jerry Morake 082 939 4166/ 073 589 2089

Alex and local

Elijah Naledi 073 084 1618/ 082 793 7341

Cosmo City, Diepsloot and surrounding

Ronald Maphumolo 073 136 2765

Mike Dumbisa 073 798 8924

Some Vuleka parents like to organise lift schemes to school for their children. If parents would like information about other parents who live in their area they should contact the office on **011 477-6917**.

Please note that ...

- ***TRANSPORT ARRANGEMENTS ARE BETWEEN THE PARENT AND THE DRIVERS.***
- ***VULEKA DOES NOT GUARANTEE TRANSPORT FOR YOUR CHILD – IT DEPENDS ON THE AVAILABILITY OF DRIVERS AND VEHICLES IN YOUR AREA.***

**The taxi drivers who carry the Vuleka children to and from school show dedication and commitment. Here is their code of conduct.**



### **VULEKA TAXI DRIVERS CODE OF CONDUCT**

The safety of the children comes first.

All children contracted with the drivers will be collected each school day from home and delivered back home again.

Vehicles will be maintained in a roadworthy condition, will be checked thoroughly at regular intervals, and will be kept clean.

Passengers must act in accordance with what is safest for all. The school and parents must assist with this.

All drivers in the Vuleka scheme must be properly licensed, and in possession of a public driving permit.

Drivers must aim for the highest standards of safety and integrity in all circumstances. They must show concern for the comfort of their passengers.

All drivers are expected to obey the rules of the road, and to work in co-operation with one another, the parents, the school and other road users.

### **FAMILY INVOLVEMENT POLICY**

Vuleka School is a partnership between the school Heads, Deputy Heads, teachers, your child and you.

As a school, therefore, we ask families to:

- Reinforce Vuleka School's academic and behavioural expectations at home.
- Establish a daily routine for your child.
- Provide a quiet space for your child to read and do homework.
- Provide positive reinforcement of your child's progress and success.
- Help and guide your child with his/her homework.
- Ensure he/she completes all homework every day.
- Assist on outings and volunteer at school.
- Support other Vuleka school families.

**In order to be effective partners, we need to communicate.** There are several ways in which we will do this throughout the year:

- **Text messages** (SMSes)
- **Newsletters** will be sent out fortnightly and will contain important information, announcements and calendar dates. It is very important that you take the time to read these updates and make notes of the upcoming events.
- **Parents' Meetings** will be held once a term and you will be required to come to school to collect the child's report and meet with the teacher to discuss your child's progress. Dates will be advised.



- **Interim reports** will be sent out to the parents of those children who are at risk of having to repeat the grade through lack of academic progress.
- **Phone calls:** throughout the year you may receive a phone call from your child's teacher or the school administration regarding your child.
- **Electronic mail** (emails)

#### *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
- 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.

## **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.

## **NOTE TO PARENTS**

The school should be informed if ...

- Your child is sick and cannot come to school.
- You change your address at home or work.
- You change your telephone numbers at home or work.
- There are any changes at home such as divorce, parental absence, and prolonged illness.

## **ILLNESS AND MEDICATION**

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

## **BIRTHDAYS**

Your child is allowed to come to school dressed in their own clothing on their birthday. You are welcome to send a cake, cup cakes or party packs to school for the class. Teachers will hold a small party (party items supplied by parents if you wish) in classroom for your child on their birthday. Please speak to and arrange the day with your class teacher.

## **CARE OF BOOKS AND EQUIPMENT**

All books and equipment used at school by your child will be provided by Vuleka as part of the school fee charged. School stationery stays at school and you will be required to ensure that your



child has his/her own set of crayons, ruler, pencils, eraser, glue, scissors and sharpener at home to be used for homework exercises.

### **FUNDRAISING**

Your child is asked to participate in fundraisers at his/her venue should you wish him/her to. For example, hotdogs are sold once a week. Your venue will let you know when they sell hotdogs and what they cost, and also if they sell any other tuckshop items.

### **AFTER CARE**

An aftercare service is available at most venues. Please phone the venue concerned for further information.

Children will work on their homework during the aftercare sessions. The assistant teachers will assist pupils wherever possible. Parents must check that homework is completed and sign the homework diary on a daily basis. Parents must reinforce work done at home and show an interest in the child's academic progress. The aftercare staff will not take full responsibility for homework to be completed each day.

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

**Times:** 14:00 – 17:00

**Aftercare fees:** R650 a month

#### **Teacher in charge of aftercare at each venue:**

St Francis -	Thabisile Buthelezi	083 715 3488
St John's -	Rejoyce Sangweni	071 733 0511
St Martin's -	Andy Ncube	083 599 9958
	Sindi Sibisi	073 364 4156
Jellicoe -	Philiswa Mkhwebane	083 865 1033
St Joseph's -	Merriam Ngcobo	073 651 5213
St Mark's -	Nellie Moima	082 541 3254
	Martha Mogashoa	073 627 9560
St Michael's -	Nomsa Sibisi	083 598 4342
ALC -	Sanah Mokope	082 218 0551

### **NOTE TO SPONSORS OF CHILDREN APPLYING TO VULEKA**

Thank you for becoming involved in a practical way with the schooling of your employee's child. Becoming involved in a child's life is a long-term commitment. The child can stay at Vuleka for the



primary phase (up to Grade 7), and then there is the rest of the schooling to consider. This can be a financial burden.

A sponsor treads a fine line. The authority of the child's parents cannot be usurped, despite sponsors needing to be involved and supportive. This is easy when the child is young and less able to express opinions and make demands.

Have you discussed the matter fully with your employee? Does he / she understand the requirements?



## Grade 1-7

**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 1:30pm Monday to Friday.
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.

### **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.

#### *Plastic folders*

Each child has a plastic folder with his / her name on it. Please check this for notices, letters or your child’s work. When work arrives home, discuss it and praise the child for the effort that has been put into it and say “what a wonderful picture it is.” Put it somewhere, where it can be admired often and never throw anything away while your child is watching. Please return the folder the following day.

#### *Message book*

Each child will have a message book. This book will be used by the teacher to send messages. Please sign and return the book the following day.

#### *Make and create at home*

Please make sure that your child has a small pair of scissors, crayons, glue-stick and lots of blank paper so that he /she is able to freely create at home. Please encourage your child to be responsible and tidy up after himself/ herself at home.



## Homework

### 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
  - **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.