



# **FOUNDATION PHASE**

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# **PARENT HANDBOOK 2020**



## **Grade 0 - 3**

# Welcome to Vuleka St. Joseph's Archbishop Thabo Makgoba School for Boys **Foundation Phase**

The foundation phase (Grades 0 – 3), are the most exciting years of your child's schooling career, as it is here that your child lays the foundation for all future learning.

We are teaching not only the curriculum of reading, writing and maths, but also social skills and problem solving. Holistic education is the key to your child becoming an independent, respectful and productive adult.

The information contained in this booklet is important. Please read it carefully and keep it in a safe place for future reference.

We look forward to working in partnership with you, to develop your child's full potential.

If you need to contact your child's teacher, please feel free to send her an email on:

[sheila.syster@gmail.com](mailto:sheila.syster@gmail.com) - (Grade 0),  
[tamlindoherty@gmail.com](mailto:tamlindoherty@gmail.com) - (Grade 1)  
[pumlamabs@gmail.com](mailto:pumlamabs@gmail.com) - (Grade 2),  
[danielapimentel@gmail.com](mailto:danielapimentel@gmail.com) - (Grade 3)  
or call the school office on 011 673-0475  
([stjosephs@vulekaschool.co.za](mailto:stjosephs@vulekaschool.co.za))

or alternatively, write a note in your child's message/homework book.

Deputy-Head: Mr Thato Majola  
[tmajola@vulekaschool.co.za](mailto:tmajola@vulekaschool.co.za)



## **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 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.



### **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**

School starts at 07:25 and finishes at 14:00. It is vital that your child arrives by 7:20. 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.

## **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.

##### **BANK DETAILS:**

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.

#### **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.

#### **STATIONERY:**

##### **PLEASE NOTE**

At times your class teacher may ask you to top up on stationery throughout the year.

**Ensure every item is marked with your child's name to avoid items getting lost or misplaced.**

#### **SCHOOL UNIFORM**

Remind your child of the importance of being neat and tidy for school each day and to wear his uniform with pride.

- **SPORTS Uniform:** - Navy blue shorts, Vuleka Navy Blue T-shirt, white takkies, white socks, Vuleka tracksuit and Vuleka hat.
- **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



## SCHOOL HOURS AND ABSENTEEISM

School starts at 7:25 am every day. E-pap is served from 7:15.

School ends at 2:00pm (Monday, Tuesday, Thursday and Friday), and at **3:00pm on a Wednesday**. Wednesday is sports day, and all children are required to participate.

Please ensure that your child is punctual in the mornings and is collected on time in the afternoon.

- If your child is absent from school, please ensure to inform the school.
- You are encouraged to only keep your child home from school if he is sick. Please make doctors/dentist etc. appointments for after school.
- If your child is absent, please send a note to school when he returns, explaining the absenteeism.
- Take note, that if your child is absent for **9 (nine) days** or **more** in a school year, that is sufficient grounds to retain the child in the same grade for the following year.

## FOOD

### BREAKFAST:

It is imperative that your child starts the day with a healthy breakfast. E-pap is prepared at school for those children who want to eat. E-pap is not compulsory but is available to your child if he is hungry. It is served from 7:15am.

### LUNCH:

Please send a packed lunch to school daily. Your child's lunch box should include healthy and nutritious food. Sandwiches, fruit, crackers, cheese etc. are all good options. Please ensure to pack fresh juice/water daily. No fizzy drinks are permitted at school.





## BIRTHDAYS AND SPECIAL OCCASIONS:

Birthdays and special occasions are celebrated at school, and when it is your child's birthday, you may send some treats to school. Please note that it is not compulsory to do so.

Please send individual treats, for example, cupcakes or doughnuts or alternatively, a party pack for each child.

✚ We request that you **DO NOT SEND CAKES** that need to be cut.

*Your child may wear civvies to school on his birthday.*

## UNIFORM:

Children are required to look neat and tidy at all times. This develops a sense of pride in self and school. Please ensure that your child is wearing the proper school uniform. Sports clothes are only to be worn on Wednesdays and PT days (which will be advised by the class teacher).

**EVERY SINGLE ITEM OF CLOTHING IS TO BE CLEARLY MARKED WITH YOUR CHILD'S NAME. The school will not be held responsible for unmarked, missing uniform.**

Please note that your child is requested to wear a neck tie on a Monday. This is for our Gentlemen's Club and Assembly.

## **PARENT MEETINGS:**

There is a parent meeting with the class teacher once a term. If you are asked to be at this meeting, it is imperative that you attend. These meetings are for you and the teacher to discuss your child's academic, emotional and behavioural progress.

You may at times be called for a meeting with your child's teacher, during the term, if any issues arise.

Please feel free to contact the office at any time, to make an appointment to see the teacher, if you have any matter you wish to discuss.

*Please do not come to the class unannounced to see the teacher, as it is disruptive to the teaching process. Make sure to schedule an appointment.*

## **MEDICATION AND FIRST AID:**

Please note that teachers are not permitted to give medication to your child, without your expressed consent.

If your child has a minor injury at school, it will be attended to accordingly.



IT IS VITALLY IMPORTANT FOR YOU TO ENSURE THAT THE OFFICE HAS UP-TO-DATE CONTACT DETAILS, IN ORDER FOR US TO CONTACT YOU IN THE CASE OF AN EMERGENCY.

### **MONEY:**

ANY money sent to school, needs to be in a **CLEARLY MARKED ENVELOPE**. Please write your child's name, class and what the money is for, on the envelope.

### **HOMEWORK:**

Your child has daily homework, Monday to Thursday. It is important that your child takes responsibility for doing his homework, every day.

You are requested to supervise your child's homework, and give assistance where necessary.

**YOU, THE PARENT, HAS TO LISTEN TO, AND SIGN YOUR CHILD'S READING, EVERY DAY.**

Homework time is a good opportunity for you and your child to bond, and for you to stay informed of what is happening at school. Use this time to find out about your child's day, his playmates, his routine etc.

Please ensure to read the homework sheet/written page, as there is often important information for you to take note of.

Your child will at times be requested to bring something to school, dress up etc. and this will be conveyed to you via the homework. Please stay informed by signing the homework every day.

### **AFTERCARE:**

There is aftercare available at St. Joseph's, for those parents who would like to leave their children at school later.

It is run by our assistants Merriam Ngcobo & Cynthia Mlilo.

Supervised homework is done daily, and opportunity for play is given.

You are more than welcome to contact them for more information regarding fees, times, activities etc... Aftercare ends at 17:00.



## **What can I do to help my child become more independent?**

1. Let your child do things on his own and guide him only when he 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 point of view and then guide him into understanding your point of view if they should differ.
5. Praise your child for work well done and encourage him to persevere when he 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 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 02:00pm on Monday, Tuesday, Thursday and Friday. Wednesday at 03:00pm.
5. Please ensure that your child has done all his homework including reading and that you have signed the reading record as well as the homework book.
6. Ensure that your child packs his 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 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 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 is inactive, and encourage him 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 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 to sum up what happened in the programme, ask questions and discuss his views.
- **Read** stories to your child and encourage him 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 of the names and the sequence of events for Monday morning news.

### Plastic folders

Each child has a plastic folder with his 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.

### **Grade 0**

**Grade 0 – 3 subjects** taught at school are English, Afrikaans, Maths and Life Skills. Included in the life skills programme are computers, Lego, swimming, physical education, art, drama, music and dancing.

*What practical skills must my child have before starting Grade 0?*

- Follow simple instructions
- Write his name (first name is normally sufficient)
- Recognise his full name (first name and surname)
- Dress himself – fasten zips, buttons, buckles
- Do up his own shoelaces
- Blow his own nose
- Know how to use the toilet on his own and how to wash his hands
- Identify his belongings – school case, clothing and lunchbox
- Know a contact phone number for his parent or guardian
- Be confident enough to try new things



## 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 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 books and turns the pages carefully and correctly as they have been shown at school.
2. Your child must always wash his 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 struggles with a word be patient and let him try to sound it out once. If he cannot get it right, gently tell him the correct word and continue to listen and encourage him with praise.
4. After your child has read the required pages, ask him different types of questions about what he read to help increase his comprehension.
  - In Grade 1 and Grade 2 - A, B, C type questions can be used. In Grade 3 use A, B, C, D and E.
  - A. **Literal questions:** with words such as “point out”, “find”, “show me”, “tell me”.  
E.g. What was Ben climbing on when he was looking out of the window?
  - B. **Reorganisation questions:** with words such as “list”, “compare”, classify how it is different to.  
E.g. List 2 differences between Ben’s bedroom and your bedroom.
  - C. **Inferential questions:** with words such as “pretend”, “suppose”, “what might have happened if”, “what consequences did...”, “what do you think?”  
E.g. Pretend it was Ben’s first day at school; “how do you think he felt?”
  - D. **Evaluation questions:** with words such as “in your opinion”, “do you agree”, would you have ..”, “is it right that...”  
E.g. Is it right that the boy reacted in that way? “What do you think?”



- E. **Appreciation questions:** with words such as “what do you think when”; “do you know anyone like...” “why do you like/dislike...?”  
E.g. Why do you like/dislike Ben? Give a reason for your answer.

*We encourage you to join your local library where your child can do research and use the internet.*

## **Spelling**

Each teacher has a method she employs for her class. Generally, however you can use this method, unless the teacher has specified what is required.

- Read the word
- Sound it out
- Cover it and write it
- Check to see if it is correct
- Finally, he/she has to make a good sentence with the word in it.  
E.g. fire. A fire is hot and can burn someone.
- Some teachers give daily dictation for you to read and your child to write.

## **Sight words**

These are words that are generally found in most books and constitute about 70% of all reading material. Your child will read these words every day in order to recognise them in passages. Often these words cannot be sounded out in the way we do in phonics which means that we simply have to learn to read and recognise them by sight in Grades 0 and 1. In Grades 2 and 3 your child will have to learn to spell these words correctly in addition to reading them.

## **How can I develop my child’s mathematical skills?**

- **Counting activities daily:** if your child is in Grade 0, 1 or 2, put up a number chart in his/her room. Ask your child to count from any given number on the chart up to 50 in Grade 0, up to 100 in Grade 1 and up to 200 in Grade 2. Grade 3 pupils will learn to count to 1000.



- In Grade 0 in term 1 your child should count in 1's up to 50
- In Grade 1 in term 1 your child should count in multiples of 2, 5 and 10 up to 50.
- In Grade 2 in term 1 your child should count in multiples of 2, 3 5 and 10 up to 200.
- In Grade 3 in term 1 your child should count in multiples of 2, 3, 4, 5, 10, 20, 25 and 50 up to 1000.
- Let your child learn his bonds and tables by heart when they are set for homework.
- **Tables:**
  - In Grade 2 your child will learn the 2x, 3x, 5x and 10x tables.
  - In Grade 3 your child will learn the 4x, 6x,7x, 8x, 9x, 11x and 12x tables.
- **Bonds:**
  - In Grade 0 your child will learn bonds to 5.
  - In Grade 1 your child will learn bonds to 10.
  - In Grade 2 your child will learn bonds to 20.
  - In Grade 3 your child will learn bonds to 30.
- **Homework sums:** let your child do the work on his own. If you notice a mistake, *guide* your child to double check the work. Should he still not see the mistake, *point* to the specific sum and ask for it to be corrected.





## **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 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.



## **TRANSPORT**

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

**Parent/Guardian late pick-up:** As a parent/guardian you have the responsibility to pick up your child at 2pm Monday, Tuesday, Thursday and Friday, and at 3pm on Wednesday. If you collect your child late, it causes inconvenience to the school and to the teachers on duty. Late pick-ups will not be tolerated. First time offenders will be placed in aftercare. Upon collecting your child a fee of R70.00 for aftercare will be charged and paid by you to the aftercare teachers upon collection of your child. Repeated failure to collect your child on time could result in your child being taken to the local South African Police station for collection there. Should this problem persist you will be called in and asked to find an alternative school for your child.

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

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

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

Speak to your child about “**Stranger Danger**” so that he 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**

John Morake	073 501 2725
Mkhulu (Solly) Khoza	073 905 4775
Jeanette Malindi	072 260 3744

**Cosmo City**

Monica Molefe	076 029 8187
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**JHB CBD/JHB SOUTH**

Timothy Hlatshwayo	072 442 6414
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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.

### **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?