

PRIMARY SCHOOL PROCEDURES FOR 2015

1) ORGANISATION

The Primary School is administered from the Primary School Administration Building which is situated next to the Central Administration office in the middle of the complex. Should you have any queries relating to your child's academic progress, please discuss them with your child's teacher first. If you still need assistance, then make an appointment via the secretary to see the Director of Primary Education.

The Bursar's office is located in the General Administration building of Khanyisa Education Centre. If you have any questions about your account, please contact Mr Musasa or the bursar's assistant during working hours. Fees must be paid directly into the school account at the bank.

2) TUITION FEES AND OTHER CHARGES

Tuition fees

Khanyisa is an independent school that has received support from the Government in the past, but that support has been reduced substantially. Therefore, Khanyisa is dependent on fees paid to cover the operating costs of the Centre. It is therefore vital that school fees are paid on time and in full for the Centre to operate effectively.

2015 BASIC TUITION FEE:

Grade 000-R819; Grade 00-R847; Grade 0-R998, Grade 1-R1544, 00; Grade 2-R1686.00; Grade 3-R1788.00, Grade 4-R1940.00; Grade 5-R2043.00; Grade 6-R2156.00

Monthly for 12 months

Payments for 2015 begin in October 2014 and will end in October 2015 a period of 12 months. If you wish to pay your whole term's fees in advance at the beginning of the term you are entitled to a 5% discount (excluding Grades 000 & 00 and 0) and please inform the bursar that you are taking this option of payment. Fees are to be paid directly into the school's bank account of which the details are:

Bank: First National Bank
Acc Name: Khanyisa School Fee Account
Branch: 260649
Acc Number: 54850085514
Your ref: 720/____ (followed by a three digit number that will be given to you by the Bursar's office when you make your first payment.)

Please pay fees into the bank and send a copy of the deposit slip to the Bursar.

NO LEARNER WILL BE ADMITTED TO CLASS AT THE START OF THE YEAR 2015 UNLESS THE FIRST TWO FEE PAYMENTS HAVE BEEN PAID IN FULL.

The office will be open from Monday 5 January 2015, for queries. Parents must however, pay fees directly into the Centre's bank account. Please keep your deposit slip in case of a query. Please make absolutely certain that your correct Khanyisa fee account number appears on the deposit slip when you make a deposit.

PARENTS ARE ADVISED THAT ADDITIONAL PAYMENTS WILL BE REQUESTED DURING THE YEAR TO COVER THE COST OF EDUCATIONAL EXCURSIONS, AFTERNOON ACTIVITIES, TRANSPORT TO AND FROM EVENTS, THE SCHOOL MAGAZINE AND TEXT BOOKS AND STATIONERY.

Stationery & printing

A charge of R 704 per learner will be added to the February fee account for stationery, printing, a school diary and the school magazine. Learners are supplied with basic stationery throughout the year. This includes exercise books, files, paper and photocopied work. **Pens, pencils, rulers, maths instruments etc. are not supplied.** The school makes no profit from textbook or stationery costs billed to the parents. In addition to stationery, the school supplies all families with an annual magazine showing all activities and highlights of the Centre for the past year.

Transport to school events

Various school events and sporting activities take place during the course of the year. Some of these events take place in surrounding towns and the cost of transporting Khanyisa learners to such events must be covered by the learner's parents. We would like to encourage our parent body to become involved in transporting their own children to such events. This would reduce transportation costs and also enable parents to see their own children participating in such events.

Educational excursions

Each child from Grade 000 – Grade 6 will be expected to go on any educational excursions organised by the school. Intermediate Phase learners go away for 3-4 days. These excursions are compulsory as they form part of the wider curriculum and offer the learners hands on experiences. The cost of the trips will be published well in advance and will be recovered from parents over at least a three month period by being added to the fee account. Parents will obviously also be given the option of paying for the trips in cash.

3) THE SCHOOL DAY

Times:

Children must be at school no later 07:20. The first lesson begins at 07:30. The academic learning areas are taught throughout the morning. There is a break at 10:15 to 10:45 during which the pupils need a snack of wholesome food to supplement the good breakfast they should have had before coming to school.

The Primary school has two sections: the Foundation Phase from Grade 000 to Grade 3, and the Intermediate Phase from Grade 4 – Grade 6.

Dismissal Times:

Grade 000 – R	–	13H00
Grade 1 – 3	–	13H30
Grade 4 – 6	–	15H15

All Foundation phase and Intermediate Phase **classes end at 13:30** followed by a lunch break of half an hour, after which afternoon activities take place for grade 4-6 learners.

All learners are expected to participate in the afternoon programme. It is in the interest of their personal development.

Afternoon activities from 14:15 to 15:15. (Grade 4-6)

A comprehensive programme has been compiled from 14:15 to 15:15 from Monday to Thursday. There are no activities on Friday afternoon. This means that school ends at 13:15 on Friday for all learners in the school. The children are briefed on when the different activities happen.

Lunch

Learners are advised to bring a packed lunch to school to sustain them for the course of the day. If they do not, there is a tuck shop facility during the first break, which sells limited fare.

Transport

A variety of buses and taxis operate to Khanyisa from Giyani and Malamulele. It is the responsibility of the parents to ensure that adequate transport arrangements are made for their children to get to school and they are on time. As we get a number of incidents where learners report that their transport has left them, it is important that parents talk to their children about their responsibility in ensuring that they are there at the designated area on time to take their transport back home. Please try and avoid your child waiting for long, unsupervised periods of time. Idle children tend to get up to mischief!

AFTERCARE PROGRAMME

An aftercare programme is available from Mon – Thur from 13H30 to 15H15. The cost is R150.00 per month.

TELEPHONE

Learners requesting the school to call parents for any reason except an emergency is required to pay R5 for a cellphone call and R2 for a landline call.

Homework

There is no compulsory homework time, but depending on the age of the children, homework will be given as and when necessary. Learners in the intermediate phase will be given homework on a more regular basis. Please take an interest in your child's work and help them establish a routine to cope with the demands of their particular needs. Each learner from G4-G6 will receive a homework diary. This homework diary serves to inform parents of what homework has been given. Please sign the homework diary on a daily basis.

Parents are urged not to allow learners to watch late night television and to supervise their children's television privileges. Please help your child to develop a routine for going to bed at a certain time every night so that they can get a good night's sleep and be able to concentrate in class the next day. Children should be in bed by 20H30.

Absence from school

If a child is absent from school he/she must bring a note signed by his/her parents on the day of returning to school. It is always appreciated if a phone call is received as to explain the absence. Absence for two days or longer should have a doctor's certificate to substantiate the reason and period of absence. Absence for other reasons is discouraged and will only be granted in exceptional circumstances and then only with the permission of the Director of Primary Education. Parents should phone or write to the Director in such cases.

Learners who are absent from school without a valid reason will have deemed to have bunked and will be dealt with accordingly.

4) PARENTS' CONSULTATIONS

At the end of the first and third terms, parents are invited to meet with the class and subject teachers to discuss the progress of their children. Parents are encouraged to not only use these "set" times, but also have regular correspondence with the class teacher as and when the need arises. Even if there is no obvious need, it is important that you show an interest in your child's progress, it means a great deal to them. Dates will be announced later. Parents are encouraged to attend.

5) REPORTING

At the end of the second and fourth terms, written reports are compiled on each learner. These reports contain comprehensive comments from the class teachers and Director of Primary Education.

6) UNIFORM

There is a School Uniform and a Sports Uniform. They are worn separately

School Uniform:

Boys Uniform

Blue Khanyisa school shirt with navy shorts, grey long socks and black lace up school shoes. Shoes must be plain lace-up school shoes. Slip on shoes, suede shoes or shoes with buckles are not allowed. The Boys & Girls uniform is available at Sasekani Outfitters, next to the Bakery in Section A, while jerseys, the school tracksuit, the sport uniform and swimming costumes are available from the "Khanyisa Uniform Shop" on the school campus. A Khanyisa School jersey or a full tracksuit may be worn in very cold weather.

Girls Uniform

A blue checked tunic, plain white ankle socks and black girls buckle shoes (T-bar) or plain black lace-up school shoes. The Khanyisa school jersey or full tracksuit may be worn in cold weather. Hair accessories must be in the school colours of yellow, blue and white. The girl's uniform is available at Sasekani.

Three sets of uniform should be purchased. Learners are not allowed to wear any other jersey or jacket other than the school tracksuit or jersey. We are proud of the school uniform and expect learners to wear it with pride. Please help your child by ensuring that a neat, clean uniform is worn each day.

The Sports Uniform

For Physical Education and afternoon activities, the children need to have the appropriate uniform. For both boys and girls this is a blue sports shirt with yellow and white trim and a pair of blue school shorts. The new sports uniform will also serve as the official school sports uniform when competing in inter-school competitions. The swimming uniform is a royal-blue costume in either briefs or Baggies for the boys and a one piece for the girls. Speedo is a recognised make which dries quickly and is hard wearing. Costumes are available from the "Khanyisa Uniform Shop". All children must have their own towels, clearly marked with their name. Children wearing braids must wear a swimming cap when swimming. A tog or sports bag is invaluable in preventing lost property. Please ensure that all your child's clothing items are marked clearly with their name & surname.

7) THE CURRICULUM

Foundation Phase:

The subjects offered in the Foundation Phase are according to CAPS (NCS) methodology and are as follows:

Home Language, First Additional Language, Maths, Life Skills.

Intermediate Phase

In the Intermediate Phase we follow the CAPS (NCS) methodology with continuous assessment playing a large part in our evaluation of the learner's progress.

The six subjects offered are:

**English, Maths, Social Science, Xitsonga, Technology/
Natural science, & life skills**

Afrikaans is included as an additional language.

Languages are offered as follows:

The language of teaching and instruction for all learners is English.

Grade 4, 5 & 6: English Home Language and Xitsonga First additional Language,

Compulsory Afrikaans Second Language is taught in Grade 4, 5 and 6.

8) OCCUPATIONAL THERAPIST

For those learners who are experiencing learning difficulties, an Occupational Therapist, Mrs J.Mathye-Nxumalo is available at school fortnightly to conduct assessments and recommend therapy. Sessions are conducted by appointment only and learners are referred by the class teacher after consulting with the parents. Please make enquiries from the secretary for further information.

9) PRIMARY SCHOOL STAFF

Academic Staff

Mr V. Naidoo
Mr .S. Raseale
Mrs K. Nteyi
Mrs M. Chirandu
Mr K. Makhubele
Mrs J. Mafodya
Mrs W. Mbhalati
Mrs T. Raletjena
Mrs J. Makhubele
Ms T. Mkhize
Mr M. Mathonsi
Mrs M. Baloyi

Director of Primary Education

HOD Intermediate Phase

HOD Foundation Phase

Remedial

Mr E. Mudau
Mrs A. Mawela
Mrs K. Maluphaso
Mrs F. Mackay
Mrs S. Kirimi
Mrs M. Chokoe
Ms E.V. Rikhotso

Administrative and Support Staff

Mr L.N. Musasa	Bursar
Mrs. C. Kasiya	Bursar's assistant
Ms M. Msisinyane	Primary School Secretary
Ms V. Mathebula	Secondary School Secretary
Mrs B. Ngongoma	Computer Centre Manager
Ms T. Zitha	Printing Co-ordinator
Mr D. Mathonsi	Sports Co-ordinator

10) THE STRUCTURES OF KHANYISA EDUCATION CENTRE:

THE KHANYISA SCHOOL'S COUNCIL:

This is the body responsible for the overall control and management of the Khanyisa Education Centre. It operates as part of a Trust, which is a Section 21 Company, being a company formed not for profit. An outside auditor audits the financial statements and the findings are presented to Council as well as complying with the Companies Act. Any surplus in the financial year is put back into the development of Khanyisa Education Centre. The parents have representation on Council through the KPA. They normally meet once a quarter.

11) THE KHANYISA PARENTS ASSOCIATION: KPA

An association formed to provide a forum for parents to involve themselves in matters concerning the school. Regular meetings are held. Your active involvement in the KPA is encouraged. A general meeting of the KPA will take place during the first term of 2014. All parents are encouraged to attend the meeting to be involved in the planning of events in which parents can play an active part at Khanyisa.

12) SCHOOL CALENDAR FOR 2015

	LEARNERS START	LEARNERS END	HALF TERM HOLIDAY
Term 1	Thurs 08 Jan	Fri 20 Mar	13 Feb -18 Feb
Term 2	Tues 14 Apr	Fri 26 Jun	No half term
Term 3	Tues 21 July	Fri 02 Oct	07 Aug – 12 Aug
Term 4	Tues 13 Oct	Thurs 26 Nov	No half term

Public Holiday

21 March	Human Rights Day
27 April	Freedom Day
01 May	Worker's Day
16 June	Youth Day
09 August	National Women's Day
24 September	Heritage Day

13) CONTRACTUAL OBLIGATIONS

A. Contract of acceptance of a learner to Khanyisa Education Centre.

This documents deals with the rules and procedures, tuition fees and related matters, notice of withdrawal and outstanding fees, as well as the academic progress and retention policy. It is signed by the parent or guardian of the child and is binding on these matters.

B. Code of Conduct

All boys and girls sign acceptance of the conduct expected of them when joining Khanyisa Education Centre. This document spells out what is acceptable behaviour and what is not. It furthermore deals with judgement and consequences of breaking the code of conduct.

C. Consent & Indemnity

This form grants consent for participation in school activities on and away from school and allows the child to participate in all school arranged functions.

The Reward and Discipline Structures

Children, who consistently work well, as well as those who have tried their best, are given acknowledgement in our weekly assembly. They also receive praise from their teacher and in some instance might be sent down to the Headmaster's office for good work.

Children, who continually refuse to do their homework, disregard school rules and show disrespect to the staff or other children, receive a written offence record. When three written offences are received, that constitutes a detention. Detention is usually on a Friday afternoon from 13:30 up to 15:30. Children are given their detention notification on a Wednesday and must return it the following day having been signed by their parent/guardian. It is then the parent/guardians responsibility to make alternate travelling arrangements for that afternoon. We realise that this may be inconvenient, but it is up to the family to assist in the disciplining of the child. Please assist us with your co-operation to ensure the maintenance of discipline in our school.

The Centre's motto is:
LEARNING TO CARE, DO AND ACHIEVE.