

# Le-Amen Private School

*Train up a child in the way he/she should go*



***Soft is the heart of a child***

***Fragile is the soul of a child  
nurture it***

***Deep are the thoughts of a child  
quiet them***

***Heavy is the grief of a child  
lighten it***

***Bitter are the tears of a child  
sweeten them***

***Soft is the heart of a child  
embrace it***

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## 1. WELCOME

### January 2015

Welcome at Le-Amen. We trust that it will once again be a wonderful year.

Le-Amen wishes each family a prosperous and most joyous year ahead.

We believe that a positive partnership, based on an open friendly relationship between staff and parents is essential to every learner's education. The school strives to create a positive ethos to create a happy, safe and effective environment for pupils, staff and parents.

Enjoy your children. Before you know, they are grown!

*"Mama exhorted her children every opportunity to "jump at the sun".  
We might not land on the sun, but at least we would get off the ground!"*

**Feel free to contact us, should there be any queries.**

- Office hours: 8h00 – 13h00 (Louise)
- Tel: 011 958 0366 / 011 958 0532
- SMS or call 082 330 2177 in case you cannot reach the office.
- Fax: 011 958 1945
- Website: [www. le-amenprivateschool.co.za](http://www.le-amenprivateschool.co.za)
- E-mail: [info@le-amen.co.za](mailto:info@le-amen.co.za)



## **2. MISSION STATEMENT:**

If I learn my ABCs, can read 600 words per minute, and can write with perfect penmanship, but have not been shown how to communicate with the Designer of all language,

***I have not been educated***

If I can deliver an eloquent speech and persuade you with my stunning logic, but have not been instructed in God's wisdom,

***I have not been educated***

If I have read Shakespeare and John Locke and can discuss their writings with keen insight, but have not read the greatest of all books – the Bible – and have no knowledge of its personal importance,

***I have not been educated.***

If I have memorized addition facts, multiplication tables, and chemical formulas, but have never been disciplined to hide God's Word in my heart.

***I have not been educated***

If I can explain the law of gravity and Einstein's theory of relativity, but have never been instructed in the unchangeable laws of the One Who orders our universe,

***I have not been educated***

If I can classify animals by their family, genus and species, and can write a lengthy scientific paper that wins an award, but have not been introduced to the Maker's purpose for all creation,

***I have not been educated***

If I can recite Gettysburg Address and the Preamble to the Constitution, but have not been informed of the hand of God in the history of our country,

***I have not been educated***

If I can play the piano, the violin, six other instruments, and can write music that moves men to tears, but have not been taught to listen to the Director of the universe and worship Him,

***I have not been educated***

If I can run cross-country races, star in basketball and do 100 push-ups without stopping, but have never been shown how to bend my spirit to do God's will,

***I have not been educated***

If I can identify a Picasso, describe the style of da Vinci, and even paint a portrait that earns an A+, but have not learned that all harmony and beauty comes from relationship with God,

***I have not been educated***

If I graduate with a perfect 4.0 and am accepted at the best university with a full scholarship, but have not been guided into a career of God's choosing for me,

***I have not been educated***

If I have become a good citizen, voting at each election and fighting for what is moral and right, but have not been told of the sinfulness of man and his hopelessness without Jesus Christ,

***I have not been educated***

However, if one day I see the world as God sees it, and come to know Him, Whom to know is life eternal, and glorify God by fulfilling his purpose for me,

***Then, I have been educated!***

### **3. SCHOOL, ETHOS, CURRICULUM**

#### **The School:**

- Is registered with the GDE (JW 700 400627).
- The Le-Amen Private School was established in January 2007.
- The school will remain a small group of maximum 40 pupils.
- It is a main stream school.
- The school is situated on a spacious plot and provides a happy and secure environment for pupils, staff and parents.
- The children enjoy the use of an attractive play area of field.
- The building is spacious and well equipped to meet the demands of today's curriculum.

#### **Ethos:**

- The school provides a stimulating and bright environment where individuals are valued and respected.
- Le-Amen aims to develop good working relationships with parents and the community.
- The school provides a happy and secure environment for the learners, staff, parents and visitors to the school.
- The school aims to foster co-operation and understanding amongst the pupils and staff.
- We aim to encourage communication between parents and the wider community.

#### **Curriculum:**

- The curriculum develops the child's capacity to work independently and confidently at a variety of tasks that include problem solving, enquiry and information handling.
- The curriculum enables the learners to acquire the basic skills, to build upon these in order to achieve their full potential.
- We aim to develop the pupils' awareness and understanding of the environment both within their own community and in the wider world.

## **4. ENROLLMENT, SCHOOL TERMS**

### **Enrollment**

- All learners must be approved through a formal testing.
- Admission forms can be obtained from the school office.
- After being approved, an application form, indemnity form and S9 form must be completed by both parents.
- We will need the latest school report as well as a transfer card from the previous school.

### **School terms and times**

- See school terms for 2015.
- You will notice that there is a midterm break approximately every 3-4 weeks. According to our working method, no time is wasted.
- The students work at a strict and steady pace to finish their goals every day and they also have to get used to self-study. We have noticed that after about 3-4 weeks they are extremely tired.
- School will start at 8h30 and finish at 13h30 Monday – Thursday
- School will start at 8h30 and finish at 13h00 Friday
- When there is a midterm break, school will start at 8h30 and finish at 12h00 on Thursday
- During exams, school will start at 8h30 and finish at 11h00

### **Please Note:**

- Supervision in the mornings will be from 8h00.
- Ensure that you make the necessary arrangements to collect your child on time in the afternoons.
- Learners that are still at school half an hour after the school has closed, will be charged a R70 penalty fee.

## **5. WORK PROCEDURE, WORKING STATION, TEACHING**

### **Work Procedure**

- Our curriculum is based on the CAPS guidelines required by the Department of Education.
- Learners will do all the subjects required by the Department of Education.
- Tests (prepared & unprepared) will be written in the 1<sup>st</sup> & 3<sup>rd</sup> term. An official exam will be written in the 2<sup>nd</sup> & 4<sup>th</sup> term.
- Evaluation will be continuous and includes test/exam marks, book marks, class work, and overall progress.
- Teaching and learning cater for each learner through planning, assessment and evaluation, so that each learner can achieve their full potential. We provide a stimulating and challenging classroom where appropriate resources are used to meet requirements. We use various teaching methods (classes, group work, individual work, etc.), text books and work sheets.

### **Working station**

- Each student has his/her own "Station".
- They are welcome to decorate it to create an adventurous working atmosphere.
- Each student will receive a goal chart on Mondays, indicating all the work to be completed for the week. Pacing themselves, they must complete each day's goals. Any outstanding goals will be given as home work. However, this does not happen easily as we strictly monitor them throughout the day.

### **Teaching**

- As the school system spoils the students by spoon feeding them, they might find Le-Amen's teaching methods strange in the beginning, however they adapt quickly.
- Our ultimate aim is towards self-study, which will benefit the student's whole study career.
- Classes will be given when a new concept or section is introduced. Thereafter the work sheets/text books in the various subjects are self-explanatory and the student can complete it on his/her own. Individual attention will be given. No time will be wasted, as the student needs to carry on with any of the other subjects whilst waiting to be attended to by a teacher.
- Since it is a small group, individual attention can be given.
- We maintain a high standard. Demarcation and exam time tables will be available well in advance.
- We use our discretion with Life Orientation where sex education and evolution are concerned.
- Bible Education will be part of this subject, although it will be integrated throughout all the subjects. We do not teach religion, but give them the Word, which leads to LIFE.

## 6. FEES

- Fees must be paid in advance during the first week of every month.
- No service/teaching will be given if account is still outstanding by the 10<sup>th</sup> of the month. The learner will be suspended, until the account is settled.
- Regardless of when enrollment takes place, the full month's fee is payable.
- One term's notice when pupil wants to leave the school.
- When leaving the school at end of 3<sup>rd</sup> term you are liable for the 4<sup>th</sup> term's fees.
- No refunds on any fee.

### Fee Structure

|                                                    | Per month                          | Per annum           |
|----------------------------------------------------|------------------------------------|---------------------|
| Securing deposit<br>(regardless of when you apply) |                                    | R2000.00 (once off) |
| Admin fee                                          |                                    | R1500.00 (once off) |
| Grade 1-3                                          | R 2 280,00 per month for 11 months |                     |
| Grade 4-6                                          | R 2 424,00 per month for 11 months |                     |
| Grade 7-9                                          | R 2 568.00 per month for 11 months |                     |

### Additional costs:

- Fees for outings are additional and you will be notified in advance.
- Term 1 Camp fees (+/- R 1000) are additional and you will be notified in advance.
- Term 4 Sleep Over fees are additional and you will be notified in advance

**Banking Details: First National Bank**  
**Branch: Featherbrooke 2 5 0 7 4 1**  
**Account: 6 2 2 0 7 6 3 7 8 0 4**  
**NB: No refunds**

## **7. Stationary**

|                                                                                        |                                                                                                                                     |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Grade 1-3</b>                                                                       | 5X A4 Exercise books (72 pages)<br>Homework diary<br>Basic stationary<br>Writing pad                                                |
| <b>Grade 4-6</b>                                                                       | 7X A4 Hard cover exercise books (72 pages)<br>Homework diary<br>Basic stationary<br>Basic calculator<br>Geometry set<br>Writing pad |
| <b>Grade 7-9</b>                                                                       | 7X A4 hard cover exercise books (192 pages)<br>Homework diary<br>Writing pad<br>Basic stationary<br>2X H pencils<br>2X 3H pencils   |
| <b>Grade 7-9 Geometry</b><br>(please note that the standard geometry set is too small) | Set square 30° - 60°<br>45° set square<br>T-ruler protractor<br>Compass<br>Scientific calculator                                    |

**!!! Please insure that all books are covered with paper and strong plastic**

## **8. LUNCH, UNIFORM, PLAY GROUND, MEDICAL**

### **Lunch**

- Ensure that your child has a good breakfast before coming to school.
- Please pack lunch for break time. We prefer normal sandwiches, yoghurt, etc. No fancy foods are needed.
- No energy drinks and unhealthy food that will rob them of their concentration will be allowed.

### **Uniform**

- No uniform is required, however, keep the clothing appropriate.
- Pupils can wear normal casual clothes. Must wear shoes/slops for thorns, bees, etc.
- Do not wear best clothes to school as the children play and clothes can get dirty or tear.
- Appropriate tennis clothes and shoes are necessary for tennis on Fridays.

### **Play ground**

- There will be supervision as teachers are either in the class room or on playground at all times.
- Play area: The children may make use of the whole area at the bottom of the property.
- Areas that are out of bounds: Horses, House verandas, Business area or near the main gate.
- Dogs: They are very child friendly. Students are allowed to play with them, but may not feed them at all.
- Swimming pool: They are allowed to swim (with parent's permission) if the weather permits and always with supervision. Bring own towel and appropriate costume.
- Trampolines: No shoes, no dangerous tricks, no wrestling.

### **Medical**

- Parents are requested to inform us of any medical condition or medication that the child needs to take.
- We need to have medication for any child that is allergic to bees, etc.
- Children that suffer from asthma must have their asthma pumps at all times.

## **9. OUTINGS, SPORT & EXTRA MURAL**

### **Outings**

- Education is not our main goal for these outings, but rather enjoyment, interaction and experiencing and appreciating other places/people.
- We go on outings with the school bus. Vincent Willems is the driver and does have all the documentation/licenses for transport.
- Fees for the outings are additional to the school fees, but we always keep it as fair as possible.

### **Sport**

- The learners will all receive tennis coaching every second Friday.
- Le-Amen makes use of the Ruimsig Country Club's tennis facilities.
- All learners must wear appropriate clothes and shoes on the tennis courts.
- Physical Education, which forms part of Life Skills, will be given twice a week.
- Learners must have a note if they are not able to do exercise for that day.

### **Extra Mural Activities: contact office**

- Drum lessons - Contact Nico Willems 082 8255203
- Fencing – Contact Michael Nel 072 740 4380
- Music school-Piano, vocal, guitar, etc. (on premises): 082 441 1992 / 071 869 7761

## 10. PARENTS, DISCIPLINE

### Parents

- The school strives to create a positive ethos. In order to maintain good links with parents and the wider community the school produces a monthly newsletter to inform parents about school activities and upcoming events.
- If necessary, we will contact the parent during the year for a meeting to discuss any issues concerning a child. If you therefore do not hear from us, it is an indication that everything is going well.
- Although we prefer not to run to parents for all petty issues, it does not mean that you as the parent do not have to be involved with your child's education. Please check and assist with any homework, tests and exams.
- The work books will be sent home in the 1<sup>st</sup> & 3<sup>rd</sup> terms for book control. Please put an effort into it. Go through your child's work and encourage him/her.
- We will have a parents meeting before the June and final exam.
- If you need to speak to a teacher concerning your child, you are most welcome to make an appointment at the office.
- We will not tolerate car park gossip. If you have any bad feelings or discrepancies with the school, please bring it to our attention so that we can resolve it in love.

### Discipline

- Our positive school discipline plan aims to help pupils develop socially and academically. Since it is a small group of different ages, there is less peer pressure. This eliminates a lot of problems. Sometimes just a stern look is enough to let a child know that he/she has overstepped the boundaries. If necessary, the child will stay in during break time and be given lines or any other suitable punishment.
- Bullying: We will not tolerate any bullying at the school. There is however a fine balance between bullying and a child who likes to play victim. We will deal with it carefully and with much discretion.
- We believe that once a problem has been sorted out and the child has apologized, it is forgiven and forgotten. No one then needs to gossip or keep grudges or have an attitude thereafter. If your child thus tells you stories of things that happened at school, please find out whether it has been dealt with and then use your discretion to guide your child to deal with it in the correct manner.
- If your child has a problem with another student, please notify us of it so that it can be dealt with. No parent is allowed to confront another child on the school premises.

## **11. YEAR PLAN 2015**

### **Term 1**

Commence: 14/01/2015  
End: 20/03/2015  
MID TERM BREAK: 20/02/ – 23/02/2015  
CAMP: to be notified

### **Term 2**

Commence: 13/04/2015  
End: 26/06/2015  
PUBLIC HOLIDAY: 27/03/; 01/05; 15/06; 16/06/2015  
REPORTS: 01/07/2015

### **Term 3**

Commence: 20/07/2015  
End: 23/09/2015  
PUBLIC HOLIDAY: 10/08/2015

### **Term 4**

Commence: 12/10/2015  
End: 27/11/2015  
SLEEP OVER: to be notified  
REPORTS: 09/12/2015