

Le-Amen Private School



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

Gr 1-9 Manual 2017

'Train up a child in the way he should go,
And when he is old he will not depart from it.' Proverbs 22v6



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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Le-Amen Private School

Le-Amen Private School has been a part of South African education for over 21 years. **Le-Amen** has challenged every traditional and conventional practice in education in our country and become known for trend-setting assessment and guidelines in the distance education market. Their academic success is proven.

Le-Amen is a trail-blazer in innovative and forward-thinking education. **Le-Amen** offers every student the opportunity to excel and every student is acknowledged for who they are and for the potential they have. The child-centred approach is inherent and at the core of **Le-Amen**. This is the Foundation and the basis of the School. Le-Amen has always been known for their ongoing commitment to sound education that enables learners to build a strong foundation to ensure that they have the correct tools to succeed in life.

Le-Amen is committed to ensure that the relationship between the requirements of the DOE are always implemented and followed whilst implementing the values and beliefs of **Le-Amen**.

We believe that every student needs the infrastructure, support and love to be able to examine and realise their own potential. Le-Amen believes that dreams are realized when the relationship between commitment, dedication and a desire to learn collate.

Le-Amen offers an academic foundation of the highest order that has a strong emphasis on confident learners that develop their own identity and leadership strengths. **Le-Amen** ensures that each student is a fully-rounded personality.

Le-Amen prepares students in the best possible way for life. In the Matric year, students are prepared thoroughly for an examination that is a gateway to tertiary education. Progress and practice is monitored through a series of internationally benchmarked assessments. For over fifteen years, Le-Amen students have established a reputation of success in Tertiary Institutions once matriculating through **Le-Amen** with an international recognized matric. Le-Amen learners do not learn by rote, they enter University able to accept challenges, participate effectively, think independently and question critically.

Le-Amen Private School has been the evolution and natural progression of Le-Amen and has become an integral part for a practical implementation and moderation guide for Le-Amen. Le-Amen Private School and Le-Amen supplement each other by feeding of the strengths of administration and assessment versus the practical implementation. The scope of Le-Amen Private School is captivated in the vision of Le-Amen. Le-Amen Private School believes that every child needs to be able to be a child, and when the time comes to be an adult then to be able to be mature adults with their own identity and confidence to deal with life as winners.

The culture of the school is based on the desire to evolve not as a collective but rather the transformation and evolution of one student at a time. We believe that every child needs time..... a time to be, a time to learn, a time to love, a time to belong.....the list goes on.

Le-Amen prepares their students to face life with a zest and zeal to be conquerors.

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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 with an intimate setting and teaching approach designed to ensure personal attention to our students.
- It is a main stream school with a home school environment.
- 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

- New learners and parents will be interviewed.
- 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 2017.
- School will start at 8h30 and finish at 13h30 Monday – Thursday
- School will start at 8h30 and finish at 13h00 Friday
- 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.

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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 1st & 3rd term. An official exam will be written in the 2nd & 4th 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 (Grade 4-9)

- 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

- Please note that the R 2000 registration fee is not a once-off fee, but an annual fee that should be paid at the beginning of every year.
- 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 10th 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 3rd term you are liable for the 4th term's fees.
- No refunds on any fee.

Fee Structure

Registration fee	R 2000,00
Learning Material Grade 1-6	R1000 per annum or R250 per term
Learner's Books Grade 7-9	Order at Book Shop (see banking details on booklist form)
Grade 1-3	R 2 600,00 per month for 11 months
Grade 4-6	R 2 750,00 per month for 11 months
Grade 7-9	R 2 950,00 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

<u>Banking Details:</u>	<u>First National Bank</u>
<u>Branch:</u>	<u>Featherbrooke 250741</u>
<u>Account:</u>	<u>622076337804</u>
<u>NB:</u>	<u>No Refunds</u>

Accounts

Le-Amen Private School makes use of an **outsourced finance department for credit control**. It will be strictly monitored and Le-Amen **does not deal directly** with any accounts. Please make sure that the school fees are paid timeously at the **beginning of each month**. Refer to payment policy in the manual. Account queries can be e-mailed to melinda@nes.co.za

7. Stationary

Grade 1-3	5X A4 Exercise books (72 pages) Homework diary Basic stationary Writing pad
Grade 4-6	7X A4 Hard cover exercise books (72 pages) Homework diary Basic stationary Basic calculator Geometry set Writing pad
Grade 7-9	7X A4 hard cover exercise books (192 pages) Homework diary Writing pad Basic stationary 2X H pencils 2X 3H pencils
Grade 7-9 Geometry (please note that the standard geometry set is too small)	Set square 30° - 60° 45° set square T-ruler protractor Compass 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.
- No caps, chains, earrings, nail polish, make-up are allowed.
- No shorts for senior girls (grade 7-12). No short tops for any girls.
- If any learners are dressed inappropriately, the parents will be contacted at the start of the school day to fetch their child and change the clothing. If this is not possible we will give the learner a track suit to wear for the day.



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Playground

- 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.



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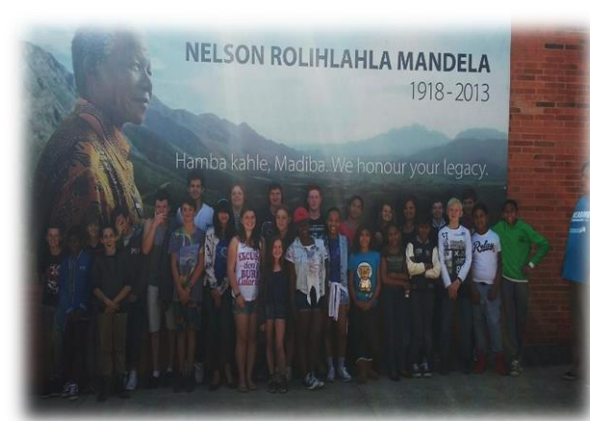
Medical

- 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, MUSIC & 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/Nico Willems/Eugene Hattingh 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.



Tennis:

- 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.



Music: Marco Smith (B-mus (Hons))

- Learners will be learning the art of music through basic theory and playing in an ensemble.
- It will provide a multitude of percussive instruments where theory will be implemented.



Extra Mural Activities: (on premises)

- Altitude Life Coaching (ALC) www.altitudelifecoaching.co.za NLP and Life Coaching
- Fencing – Contact Michael Nel 072 740 4380
- Smith and Trump Music School - Piano, vocal, guitar, etc. – Contact Marco Smith 071 869 7761 or Mark Trump 082 441 1992
- Soul to Sole Dance School – Contact Eugene Hattingh 072 470 5570



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10. LE-AMEN TRADITIONS

Annual School Camp: Term 1 *In February all learners go on a camp for team building, leadership and lots of FUN!*



Spring Day Hike: Term 3 *On 1 September we organize a hiking trail in nature, which the learners enjoy tremendously.*



Sleep-Over: Term 4 *In Term 4 we have a Sleep-Over for all learners on the plot. This serves as the end-year function.*



11. 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 1st & 3rd 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.
- No parents are allowed to enter through the bottom gate. The bottom gate is only to drop off or to pick up. **Please make an appointment at the office (top gate) if you wish to speak/discuss any matter with a teacher.**
- Please use the 082 330 2177 cell number for any sms's and **not the teachers' private numbers.**
- You are welcome to e-mail info@le-amen.co.za for any queries or information.

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.

Code of conduct

- A high standard of values and behaviour;
- Development of positive characteristics;
- Responsible behaviour at all times;
- Consideration and respectfulness towards others;
- A consistent, neat and tidy appearance; and
- Display of good manners and courteous conduct at all times.

If in possession or participate in any of the following, it will be immediate expulsion.

- Drugs
- Alcohol
- Pornographic material, etc.

Cell phones:

- No cell phones or any other device are allowed during school hours.
- All cell phones need to be handed in to the class teacher. It will be locked in a safe during school hours.
- Any misconduct on social media will be strictly dealt with.
- If any learner is in possession of a cell phone, etc during school hours, it will be confiscated.

Dating:

- No dating is allowed in the school.
- It is extremely distractive and inappropriate for school going children.
- It destroys lovely friendship relationships.

Dress

- No caps, chains, earrings, nail polish, make-up are allowed.
- No shorts for senior girls (grade 7-12). No short tops for any girls.
- If any learners are dressed inappropriately, the parents will be contacted at the start of the school day to fetch their child and change the clothing. If this is not possible we will give the learner a track suit to wear for the day.

AS A LEARNER OF LE-AMEN, I UNDERTAKE TO:

Be responsible for upholding the core values of Le-Amen, as outlined in the Mission Statement.

- Strive in work and play to be an example of Christian love for others and for ourselves.
- Respect myself by striving to realise my full potential, have pride in my actions, dress, and thoughts.
- Respect others by being polite, considerate, and helpful at all times, giving others every opportunity to realise their full potential.
- Respect the environment, by consciously caring for and protecting my physical and natural surroundings.
- Accept responsibility by completing tasks given and recognising that with responsibility comes accountability.
- Endeavour to have the courage to face, and overcome challenges and stand up for what is right and fair.
- Pupils are required to appear neat, tidy, and clean at all times and must be dressed in the correct manner.
- Pupils must at all times display impeccable behaviour.
- Pupils are to be ambassadors for Le-Amen and are expected to conform to the normal rules of courtesy, and dignified behaviour in and out of school.
- Poor sportsmanship will not be tolerated. This includes offensive language and / or racial comments.
- Pupils are expected to take pride in their school. Littering will not be tolerated. Grounds and buildings are to be kept clean and tidy at all times.
- No pupil may through his or her behaviour or attitude disrupt the learning process of other pupils.
- No rough play or unruliness is allowed.
- Respect: Academic staff, administrative staff, ground staff, parents, visitors, and fellow pupils are to be treated with the utmost respect and courtesy.
- When an adult approaches the pupil will stand and greet the adult. Offer assistance where necessary.

2017 CALENDAR

TERM 1	
COMMENCE	WEDNESDAY 18 JANUARY
END	FRIDAY 31 MARCH
CAMP	MONDAY 20 FEBRUARY – THURSDAY 23 FEBRUARY
MIDTERM BREAK	FRIDAY 24 FEBRUARY – MONDAY 27 FEBRUARY
PUBLIC HOLIDAYS	MONDAY 20 MARCH / TUESDAY 21 MARCH
REPORTS	FRIDAY 31 MARCH
TERM 2	
COMMENCE	WEDNESDAY 19 APRIL
END	FRIDAY 30 JUNE
PUBLIC HOLIDAYS	THURSDAY 27 APRIL / FRIDAY 28 APRIL/ MONDAY 1 MAY/ FRIDAY 16 JUNE
REPORTS	WEDNESDAY 5 JULY
TERM 3	
COMMENCE	TUESDAY 25 JULY
END	FRIDAY 29 SEPTEMBER
PUBLIC HOLIDAYS	WEDNESDAY 9 AUGUST/ SUNDAY 24 SEPTEMBER/ MONDAY 25 SEPTEMBER
REPORTS	FRIDAY 29 SEPTEMBER
REPORTS	TUESDAY 25 JULY
TERM 4	
COMMENCE	TUESDAY 17 OCTOBER
END	FRIDAY 1 DECEMBER
SLEEP-OVER	TO BE NOTIFIED
REPORTS	THURSDAY 7 DECEMBER

Public and School Holidays 2017

1 January: New Year's Day
20 March: School holiday
21 March: Human Rights Day
14 April: Good Friday
17 April: Family Day
27 April: Freedom Day
28 April: School holiday
1 May: Workers Day
16 June: Youth Day
9 August: National Women's Day
24 September: Heritage Day
25 September: Heritage Day observed
16 December: Day of Reconciliation
25 December: Christmas Day
26 December: Day of Goodwill