

KLERKSDORP CHRISTIAN ACADEMY



GRADES RR-7 INFORMATION BROCHURE 2022

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INTRODUCTION

Klerksdorp Christian Academy was founded in 1989 by Helena and André de Kock as a biblically-based non-profit religious organisation that supports families who choose to give their children a Christian education based in the Christian worldview and moral convictions that are expressed in our:

- Vision and Mission Statement
- School Values
- Philosophy of Education
- Statement of Faith

The School welcomes children from families that do not hold onto these beliefs under the clear understanding that:

- Every child will be taught all aspects of the school curriculum, including the beliefs outlined in the above documents.
- No family will actively seek to alter or undermine the teachings of the School.
- Each child will be encouraged to receive Jesus Christ as Lord and Saviour, but no child will be compelled to do so.
- The School will respect all parents, including those whose beliefs are contrary to those of the School.
- Continually submit to the Sovereignty of God the Father, the Lordship of Jesus Christ and the guidance of the Holy Spirit.
- Instil in our children a desire for Christian wisdom to enable them to conquer the challenges of life.
- Guide children towards having a Biblical worldview and clear biblical values.
- Develop and instil Godly character.
- Develop the whole child – physically, intellectually, socially, emotionally and spiritually within a Christian context
- Maintain firm discipline with clearly defined standards of behaviour, inculcating respect for parents, teachers, fellow pupils and country.
- Provide a Biblically- integrated, quality education and enables pupils to fulfil their God-given purpose.

Klerksdorp Christian Academy was established with the primary aim of providing a quality Christ-Centred education in support of the Christian family. The ultimate target is for the child to develop a healthy and mature value system from which positive attitudes are formed and from which life choices are made. We have no doubt that this value system needed is based on a deep-rooted faith built on biblical truth and teaching.

VISION

To disciple young people to follow Jesus whilst providing quality education. Excellence in education to the Glory of God.

MISSION

- To offer quality, affordable, value-based education that will empower the learners at every level of their lives.
- To build a solid academic and vocational foundation together with excellence in character.
- To assist, facilitate and guide people in their relationship with Father God, their Source of Origin, Creator and Saviour Jesus Christ, with Whom they can establish a personal relationship, finding their true identity and security in His unconditional passionate love.
- To release strong leadership for our country and its people, bringing forth excellence, fairness, faith, honesty, hope, human dignity, integrity, joy, justice, kindness, love, patience, peace, tolerance, equity and quality, in every aspect of their lives.

OUR PHILOSOPHY OF EDUCATION

Klerksdorp Christian Academy endeavours to fulfil its mission and realise its vision through its philosophy of education is characterised by the following commitments and that the Bible's teachings are absolute, dependable and unchanging:

We believe that God existed before the universe was created and that He holds all creation together (Col. 1:17). We believe that all people are created by God, in His image and for His purpose. "For everything absolutely everything, above and below, visible and invisible, ... everything got started in Him and finds its purpose in Him" (Col. 1:16). We believe that our life purpose, identity and significance are only revealed in God. The purpose of education is to assist children to discover their purpose and identity and to equip them with the necessary skills to fulfil this purpose in a meaningful way.

We believe that all truth is found in God and is revealed to us in His Word, the Bible. The Bible is the only inspired and infallible, authoritative Word of God. Education then is the process by which truth, including wisdom, knowledge, skills and Christian values and attitudes, are taught, discovered, learnt and applied.

We believe in the sinful nature of God and that as the Holy Spirit brings conviction of sin, the child will readily and, with guided understanding, accept Jesus Christ as their Saviour. We shall provide a nurturing environment to facilitate the children's recognition of their need for salvation and provide opportunities to grow in their relationship with Him.

We believe that God's handiwork is evident in all His creation, and it is our desire to assist children to discover and enjoy His creative design.

We believe that there should not be a separation between intellectual and character education. Jesus Christ is the full and complete revelation of the character of God, and He is worthy to be imitated. Our aim is to support a balanced personality with a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship. This is founded and grounded in the Christian concept of love.

We believe in the value of children and that we need to love them unconditionally. Children are a blessing from God with unique talents, gifts, potential and purpose.

We believe in maintaining a rigorous and deliberate integration of Biblical Worldview and learning in all academic disciplines. We promote high academic standards while helping children achieve skills in creative and critical thinking.

We believe in educating the whole child, encompassing the spiritual, mental, intellectual, physical, social and emotional dimensions of the individual. The spiritual dimension permeates all areas of life and learning.

The concept of life-long learning is applicable for the school staff through professional development, the children through education for life and the parents through active parental guidance.

We believe that our Christian Teachers are the living curriculum and must strive to consistently be dynamic and authentic expressions of Biblical principles. They teach not only by what they say and do but by who they are. They need to model humility, integrity, transparency, a serving heart and self-discipline and encourage these values in the children they teach. We believe that our teachers are called by God to represent Christ at our School.

We believe in the value of family. The family and School should partner with meaningful engagement and support. We desire for parents to be actively involved in their children's educational experiences and the broader life of the school community.

We believe in active community engagement with the aim of developing our children to be mission-minded, compassionate and proactive in support of others.

We believe that we have been commissioned by God to extend His Kingdom on earth by effective and responsible stewardship of what He has given us. We strive to maintain an eternal perspective in teaching and daily operational procedures.

STATEMENT OF FAITH

Based on our traditional Biblical understanding, we believe:

BIBLE

We believe in the Scriptures of the Old and New Testaments in their original writing as fully inspired of God and accept them as the supreme and final authority for faith, life and the governance of this Church.

GOD

We believe in one God, eternally existing in three Persons - Father, Son and Holy Spirit.

JESUS CHRIST

We believe that Jesus Christ was begotten of the Father, conceived by the Holy Spirit, born of the virgin Mary and is true God and true man.

MAN, SIN & DEATH

We believe that God created man in His own image; that man sinned and thereby incurred the penalty of sin, which is death, physical and spiritual; that all human beings inherit a sinful nature which issues (in the cases of those who reach moral responsibility) in actual transgression involving personal guilt.

FORGIVENESS

We believe that the Lord Jesus Christ died for our sins as a substitutionary sacrifice according to the Scriptures and that all who believe in Him are justified on the grounds of His shed blood.

NEW LIFE

We believe in the bodily resurrection of the Lord Jesus, His Ascension into Heaven, and His present life as our High Priest and Advocate.

VICTORIOUS RETURN

We believe in the personal bodily return of the Lord Jesus Christ.

SALVATION

We believe that all who repent of their sin and receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God.

MINISTRY

We believe in the divinely ordained ministries of Apostle, Prophet, Evangelist, Pastor and Teacher.

FOREVER

We believe in the resurrection of both the just and the unjust, the eternal blessedness of the redeemed and the eternal banishment of those who have rejected the offer of salvation.

MARRIAGE

We believe in and subscribe to the Biblical principle of heterosexual relationships between a natural man and a natural woman and that this is the only marriage relationship that constitutes holy matrimony.

CHURCH

We believe that the one true Church is the whole company of those who have been redeemed by Jesus Christ and regenerated by the Holy Spirit, that the local Church on earth should take its character from this conception of the Church and therefore that the new birth and personal confession of Christ are essentials of church membership.

CHRIST-LIKENESS

We believe in the doctrine of sanctification as a definite yet progressive work of grace, commencing at the time of the new birth and continuing until the consummation of salvation.

BAPTISM AND COMMUNION

We believe that the Lord Jesus Christ appointed two ordinances - Baptism in water and the Lord's Supper - to be observed as acts of obedience and as perpetual witnesses to the cardinal facts of the Christian faith; that Baptism is the immersion of the believer in water as a confession of identification with Christ in burial and resurrection and that the Lord's Supper is the partaking of the emblems symbolic of the Saviour's broken body and shed blood, in remembrance of His sacrificial death, 'till He comes.

HEALING

We believe that divine healing was provided for in the Old Testament and is an integral part of the Gospel.

HOLINESS

We believe the Bible teaches that without holiness, no man can see the Lord.

REVELATION

The Church is open to any further truth, which the Holy Spirit may illuminate from the Scriptures

SCHOOL VALUES

EXCELLENCE

"As you excel in everything—in faith, in speech, in knowledge, in all earnestness, and in our love for you—see that you excel in this act of grace also." 2 Corinthians 8:7

We promote the striving towards the achievement of individual excellence in all facets of School and home life.

SERVANTHOOD

"For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many." Mark 10:45

We strive towards the ideal of placing the needs of others before those of the individual.

TRUTH

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." 2 Timothy 3:16

We submit to God's Word as the absolute truth that governs life and disciples people towards maturity in relationship with Him.

LOVE

"A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another." John 13:34

We strive towards caring for all of God's people as we would like to be cared for. There is no discrimination in sharing His love with others.

CHRIST CENTERED

"Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God." Ephesians 5:1-33

We strive towards living according to God's standards and not the standards of the world. To be Christ-like in every endeavour.

INTEGRITY

"Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things." Philippians 4:8

We promote an inherent character of honesty where individuals honour themselves and their relationship with others.

DIGNITY

"So God created man in his own image, in the image of God he created him; male and female he created them." Genesis 1:27

We promote the acceptance of all God's created beings and will strive to accept all mankind's differences of colour, race, ethnicity, culture or ability.



Klerksdorp Christian Academy offers the CAPS curriculum in accordance with legislation and Umalusi directives. Unfortunately, we do not provide any formal sports training.

The Grade RR - 7 learners follow a quality based curriculum which aims to:

- provide opportunities for all learners to learn and to achieve;
- promote learners' spiritual, moral, social and cultural development and to prepare them for the opportunities, responsibilities and experiences of life.

This curriculum places a high value on:

- teaching children to communicate and work effectively with others,
- the ability of the learners to express themselves verbally and in writing,
- to solve problems by thinking logically using the facts at hand.

AVAILABLE SUBJECTS: *Grade Dependent

- English Home Language
- Afrikaans First Additional Language
- Mathematics
- Life Skills
- Life Orientation
- Creative Arts
- Natural Sciences and Technology
- Economic Management Sciences
- Natural Sciences
- Social Sciences
- Technology
- Bible

In addition to stimulating the academic growth of these learners, they also participate in a variety of social events like Speech and Reading competitions.

TERMS & SCHEDULES

TERM	DESCRIPTION	DATE	SCHOOL DAYS
1	School Opens for Term 1 School Closes for Term 1	10 January 2022 18 March 2021	50
2	School Opens for Term 2 School Closes for Term 2	5 April 2022 29 June 2022	56
3	School Opens for Term 3 School Closes for Term 3	19 July 2022 23 September 2022	47
4	School Opens for Term 4 School Closes for Term 4	10 October 2022 9 December 2022	45

***Dates may change. Please see Website / Facebook for the latest dates.**

Grade RR – 7 / Monday - Friday	
Screening	6:50 - 7:40
Period 1	7:45 - 8:15
Period 2	8:15 - 8:45
Period 3	8:45 - 9:15
Period 4	9:15 - 9:45
Period 5	9:45 - 10:15
Period 6	10:15 - 10:45
Period 7	10:45 - 11:15
Period 8	11:15 - 11:45
Period 9	11:45 - 12:15
Period 10	12:15 - 12:45
Period 11	12:45 - 13:15
Period 12	13:15 - 13:45
Full Day	14:00 - 17:00

LATE-COMING IN MORNING

Learners must be at School by 07h30. Please ensure that your child arrives at the correct time. Also, arrange with transport or taxi drivers to be at the School at 07h25.

The academic day begins at 7:45. The learners immediately start with the first period after screening.

LEAVING SCHOOL

No learner will be allowed to leave School with other transport than the norm. A written and signed letter from the parent, stipulating what transport has been arranged, has to be handed in at the Office in the morning of the day other transport has been arranged.

DROP-OFF / PICK-UP PROCEDURES



MORNINGS

Learners are dropped off at the 3 Rothman St (Office) gate between: 6:50-7:35AM. They are screened in Classroom 26 before entering the premises for COVID19 symptoms. Should the learner fail the screening, they are sent home immediately. Screening stops at 7:40AM to allow teachers to return to class and begin their first class at 7:45AM. Please don't be late.

HALF-DAY PICK-UP PROCEDURES

Half-day learners should be picked up at the Williams St gate (across the open field). The gate opens at 1:15PM. The School is out at 1:45PM. Please park your car inside and wait for your kid(s) to get into the car, then drive around the Lapa and exit.

Important notice pertaining to Transportation late-coming in afternoons:

- A penalty fee for Half-day learners that have not been collected by 14h20 will be implemented in 10-minute increments. The fee structure is available from the Office. The penalty fee is to pay staff for overtime.
- The Williams St gate is closed at 14h10 on Mondays to Fridays Learners will have to be collected at the Administration Office after 14h10.

AFTERCARE PICK-UP PROCEDURES

Aftercare learners should be picked up at the Williams St gate (across the open field). The gate opens at 4:30PM. Aftercare closes at 5:00PM. If you want to pick up a learner earlier, please stop at the gate and call 018 468 5559 to speak to the teacher on duty.

Important notice pertaining to late-coming in afternoons

- There will be a penalty fee if your child is not collected at School by the stipulated time. The fee structure is available from the Office.
- The gate closes at 17h15 on Mondays to Thursdays and 17h00 on Fridays for Aftercare Learners.
- Learners must be collected at 16h00 on Fridays.

STATEMENT OF CO-OPERATION

ACADEMIC CRITERIA

A pupil must be seen to be benefitting from the teaching of the School. If progress is not satisfactory, alternative or supplementary education may be required in consultation with the parents.

DISCIPLINE

A disciplined environment is essential for effective learning to take place. Serious misdemeanours or persistent infringement of school rules will require the parent to make alternative plans for their child's education.

Discipline is what is done FOR a pupil, not what is done TO him/her. If your child comes home complaining about a policy or discipline, please follow the following procedure:

- Give the staff the benefit of the doubt in front of your child before checking up with the staff member concerned. We're sure that you don't want a disagreement to be used to divide parent and teacher.
- Realise that your child's reporting may be emotionally biased and may not include all the information.
- Realise that the School has reasons for all rules and that they are enforced without partiality.
- Support the School and meet with the teacher for all the facts.

The discipline will be firm, consistent, fair and tempered with love. Our staff maintains standards of behaviour in the classroom through kindness, love and genuine regard for the pupil. However, when disciplinary action becomes necessary, it will be firmly carried out, tempered by good judgement and understanding. God's Word is very clear:

"Obey them that rule over you, and submit yourselves" Hebrews 13:17

"Children obey your parents in all things for this is pleasing to the Lord."
Colossians 3:20

NB. Please remember that the attitude and actions which you adopt with regard to regulations and discipline will send a very strong signal to your child. If you are perceived by the child to be "side-stepping" inconvenient regulations, they will assume that they too may do this, and our ability to run an ordered community will be seriously undermined.

GENERAL

- All pupils admitted to the School will be on probation for two terms.
- Parent involvement with the School is a prerequisite for the School to function effectively. Parents are required to attend school functions, Parent/Teacher meetings and Parents' Evenings.
- Parents undertake to pay the School fee as prescribed by the School. Whenever this is not possible, the parents undertake to communicate with the School as soon as possible to make arrangements for the payment of arrears.
- Parents undertake to absolve Klerksdorp Christian Academy, the Board of Governors and the staff for any loss or damage to property or any injury whatsoever to pupils whilst in the care of the School. The Board of Governors shall be entitled to review or amend conditions of application upon one Term's written notice.
- Parents agree that upon receipt of such written notice, such amended conditions shall be binding as if incorporated herein. The decision of the Board of Governors is final.

The educating and development of all learners can only be achieved if both the parents and School work together. This can only happen if both parents and School are actively involved in the learners' lives.

Parents must be actively involved in their child's life and education and maintain a positive and encouraging relationship with their child. The parents contractually fulfil their responsibility to pay School fees so their child can attend class uninterrupted. **Where financial problems are being experienced, the parents contact the School to make arrangements so as not to inconvenience their child. Arrangements have to be honoured and not to be used as an excuse to postpone payment.**

SCHOOL SOCIAL ACTIVITIES

➤ PHYSICAL TRAINING

Learners participate in compulsory Physical Training, which includes ball exercises and swimming activities. The aim is to help the child develop academically but also physically.

➤ SPORTS DAY

The School organises a sports day where the learners are divided into groups competing in a variety of events. The aim of this sports meeting is to have good, healthy fun. As this day is very early in the year, it gives new and old learners a chance to meet and bond together as a community.

➤ FUN DAY/TALENT SHOW

A Talent Show is held to showcase the singing, acting and performance skills of our learners. Learners compete in a variety of categories, in which sponsored prizes can be won. While some learners demonstrate their talents, the School community can appreciate the variety of cultures and languages that form this multiracial, multilingual School.

➤ PRIMARY SCHOOL CONCERT

The Performing Arts department presents a production every second year to showcase the learners' skills and abilities.

➤ PRESTIGE AWARD CEREMONY

At the end-of-the-year, a Prestige Award Ceremony is to be held to award all the academic and cultural activities of all the learners.

➤ DAY TRIPS

During all four terms, the School organises day trips for all Grade 4 - 7 learners. This is an ideal time for the learners to experience learning outside of the school environment. The trip might be to Klerksdorp Dam, Gold Reef City, Sun City, Johannesburg Zoo, Pretoria Zoo, Planetarium, Science Exhibitions, Sandton Convention Centre Exhibitions, etc.

ASSIGNMENTS AND HOMEWORK

The teachers set the assignments and homework according to the academic requirements for each subject. Assignments can comprise oral, written or practical work to be done in class or at home. All work to be assessed in assignments or as homework have first been discussed and explained in class. All homework and assignments are marked, and the results are discussed with the learners.

TESTS AND EXAMINATIONS

All learners from Grade 4 to 7 write two full examinations per year. The first examination is at the end of the second Term, and the final examination at the end of the year.

During all four Terms, learners write compulsory term tests every week, as well as class tests. All academic subjects have been given a day of the week to schedule tests as needed.

This means that, for example, if Social Sciences is scheduled to write a test on a Wednesday, another subject cannot schedule a test for that Wednesday. Parents and learners must check Term Planners for specific Test dates.

REPORTS AND PARENT-TEACHER MEETINGS

All learners (Grade RR-7) receive an academic report for each Term. The learners' academic progress is reflected in grades and percentages. On the report, the number of days the learner was absent during the year is also indicated, as well as the number of misbehaviour forms the child has gathered during the year.

The School requests that parents collect their child's report themselves, as this gives the ideal time for interaction with the various teachers of their child. Reports are never handed to learners.

When parents collect their children's reports, they can make an appointment to see specific teachers if they have concerns. The academic Principal will arrange parent-teacher meetings where learners are struggling.

Please note no Reports or Grade 7 Testimonials are released when school fee accounts are not fully paid.

SCHOOL UNIFORM

The School uniform immediately identifies a learner as belonging to a specific institution. It is an image presented not only of the School but also of the learners to the outside community. Therefore, learners should at all times be neat, clean and incorrect School uniform. Parents are also advised to mark all clothing items of their child clearly with name tags.

Please study the following information regarding the official School uniform for Grades RR - 3, and on the next pages for Grades 4 - 7, with great care before buying any items. If you are uncertain if any of the items are actually required for the grade/course your child has enrolled for; please contact the School for any clarification.

Summer Uniform to be worn from January to May and again from September to December. Winter Uniform to be worn from May to August.

WHERE TO BUY THE SCHOOL UNIFORM

The tracksuit, jersey, red and black School t-shirt, red Dri-Mac/windbreaker, school red padded jacket, School dress and School tie are available from:



ULTIMATE SCHOOL AND SPORT
STARGATE BUSINESS CENTRE
20 BUFFELSDOORN ROAD, FLAMWOOD, KLERKSDORP
TEL: 018-464-2008

GR. RR-R: SUMMER UNIFORM

BOYS	GIRLS
Grey or black pants (short or long) School t-shirt School jersey Black leather School shoes or black tackies Red Mac Jack / Dri Mac - windbreaker - only for use in rainy weather. When very cold small children can wear grey beanies.	Grey or black pants (short or long) School t-shirt School jersey Black leather School shoes or black tackies Red Mac Jack / Dri Mac - windbreaker - only for use in rainy weather. When very cold small children can wear grey beanies.

GR. RR-R: WINTER UNIFORM

BOYS	GIRLS
Grey or black pants (short or long) School t-shirt School jersey Black leather School shoes or black tackies Red Mac Jack / Dri Mac - windbreaker - only for use in rainy weather. When very cold small children can wear grey beanies.	Grey or black pants (short or long) School t-shirt School jersey Black leather School shoes or black tackies Red Mac Jack / Dri Mac - windbreaker - only for use in rainy weather. When very cold small children can wear grey beanies.

GR. 1-3: SUMMER UNIFORM

BOYS	GIRLS
Grey pants only (short or long) White shirt only Grey socks only School jersey only Black leather School shoes only Red Mac Jack / Dri Mac - windbreaker - only for use in rainy weather. No hats, caps or beanies!	Red and white checked School dress (Not shorter than 4 fingers above the knee) White ankle socks School jersey only Black leather School shoes only Red Mac Jack / Dri Mac - windbreaker - only for use in rainy weather. No hats, caps or beanies!

GR. 1-3: WINTER UNIFORM

BOYS	GIRLS
Grey pants (long) White shirt with School tie Grey socks only School jersey only Track suit Black leather School shoes, tackies allowed Red Mac Jack / Dri Mac School red padded jacket No hats, caps or beanies!	Grey School pants (preferable) or Grey School skirt (Not shorter than 4 fingers above the knee) White shirt with School tie School jersey only Track suit Grey socks Black leather School shoes, tackies allowed Red Mac Jack / Dri Mac School red padded jacket No hats, caps or beanies!

GR. 4-7: SUMMER UNIFORM

BOYS	GIRLS
Grey pants only (short or long) White shirt only Grey socks only Black leather School shoes only School jersey only School red padded jacket Dri Mac - windbreaker - only for use in rainy weather. No hats, caps or beanies!	Red and white checked School dress (Not shorter than 4 fingers above the knee) White ankle socks Black leather School shoes School jersey only School red padded jacket Dri Mac - windbreaker - only for use in rainy weather. No hats, caps or beanies!

GR. 4-7: WINTER UNIFORM

BOYS	GIRLS
Grey pants only (long) White shirt with School tie Grey socks only Black leather School shoes only School jersey only School red padded jacket No hats, caps or beanies!	Grey School pants (preferably) or Grey School skirt (not shorter than 4 fingers above the knee) White shirt with School tie Either grey socks or Full black tights (not both) Black leather School shoes School jersey only School red padded jacket No hats, caps or beanies!

Please note that learners usually wear the school t-shirt with the School's emblem and jeans when going on an outing or day trip.

It is NOT compulsory for Intermediate Learners (Grades 4-7) to buy a tracksuit. If parents buy a tracksuit it is their choice, and they must understand it is NOT part of the daily school uniform and CANNOT be worn as such.

SPORTS' UNIFORM (GRADE RR-7)

IMPORTANT: Parents should only buy a sports' uniform and school tracksuit once they are sure their child will use it.

BOYS	GIRLS
Black boxer shorts - also for swimming with a swimming cap Red and black school t-shirt Grey socks and tackies School tracksuit only if it is cold Towel on swimming days No hats, caps or beanies!	Red and black school t-shirt Black tights above the knee or black shorts White socks and tackies Full bathing costume & swimming cap School tracksuit only if it is cold Towel on swimming days. No hats, caps or beanies!

Where Grade RR - 7 learners do not have the correct sports' clothing to wear for Physical Training, they come to School in their normal, proper School uniform and change to an appropriate sports' uniform immediately before the sports' period begins.

GENERAL REMARKS ON UNIFORMS

- No t-shirt or other clothing (vests, ski-pants, tights, polo-neck shirts or jerseys) must show underneath the learners' School uniform.
- No jewellery is allowed, except one pair of earrings, which must be small rings or studs. Watches are allowed.
- No necklaces, bands or bangles around the neck, arms, legs, etc.
- The Red Mac Jack/Dri Mac can be worn when it rains.
- Only the School jersey and/or School red padded jacket is to be worn when cold. Tracksuits are NOT part of the daily school uniform and CANNOT be worn as such.
- No heavy make-up is allowed.

BOYS' HAIRSTYLES

Together with wearing the correct school uniform, the boys' hairstyles are also required to comply with the following regulations:

- Hair must be neat and clean.
- The fringe (or front hair) is not allowed to touch the eyebrows as not to impair sight.
- Back and side hair must not touch the collar.
- No patterns may be cut into the hair, and no Mohawks are allowed. Learners will be asked to change their hairstyle before returning to School.

GIRLS' HAIRSTYLES

Together with wearing the correct school uniform, the girls' hairstyles are also required to comply with the following regulations:

- Hair must be neat and clean.
- The fringe (or front hair) is not allowed to touch the eyebrows as not to impair sight.
- Long hair must be fastened.
- Ribbons or bands worn in hair must conform to the School uniform and be neat and clean. Only red or black ribbons or bands are allowed.
- No patterns may be cut into the hair, and no Mohawks are allowed. Learners will be asked to change their hairstyle before returning to School.

POLICY ON BODY PIERCING

- The only acceptable body piercing is one plain gold or silver stud in the ear for girls.

LOST AND FOUND CORNER

- Please mark children's clothing clearly on the inside of the clothing with the child's name and surname so as to ensure that your child gets his/her clothes back when they misplace them.
- Parents can collect marked clothes lost at the Office.
- When your child grows out of his/her school clothes or is not at our School any longer, please consider donating the clothes to the School to help other parents.

MOBILE PHONE AND TABLET POLICY

Cell phones may be used to facilitate parents' and learners' communication, but the following guidelines must be adhered to:

- Cell phones must be switched off (not on silent) during scheduled school activities. These include academic classes, class discussions, sporting activities and matches, assembly, cultural activities, homework periods, outings etc.
- Cell phones must be kept out of sight, in pockets or bags. Cell phones may be handed in at the school office for safekeeping, if required.
- Cell phones may only be used with the consent of a teacher or Grade Head. These calls must be made in the presence of the teacher. Calls after School should be made discreetly.

Contravention of the above guidelines will result in the cell phone, iPod, etc., being confiscated and kept in the Office until after School.

Klerksdorp Christian Academy will not be held responsible for lost, stolen or damaged cell phones, iPods, Mp3s etc. The School will also not be responsible for the misuse of a cell phone by any individual, or for other people's actions, or the quality and content of the messaging.

LEARNER ABSENTEEISM

In case of absence due to illness, the parent/guardian must please contact the School on the first day the learner is not attending School. If a learner missed a test or exam, the learner must bring a letter from the parents/guardian or doctor stating the reason for his/her absenteeism when he/she returns.

DEPARTING LEARNERS

Parents must inform the School in writing, via e-mail or verbally with written notice when a learner will leave the School. If a learner leaves, a one month notice is required by the School. Parents should read the financial contract carefully as to all the contractual obligations and provisions regarding fees, etc., when a learner leaves the School.

SCHOOL RULES

Each organisation works on guidelines and regulations. All learners and parents are required to follow these. The Disciplinary Code of Conduct contains all the regulations in this regard. The following provides further practical information and guidelines of what is expected of learners attending the School.

GENERAL BEHAVIOUR

- When the bell rings for the beginning of the day (7:45AM) all learners should be in their Period 1 class as indicated on their timetable.
- No learner is allowed to leave class before the end of a period.
- Permission to leave the School premises, or to abandon tuition for the day during school hours, can only be authorised through the Office and with full consent from the parents and the Principal.
- Learners should at all times show respect towards themselves, teachers, staff members and other learners.
- Girls only are allowed to wear jewellery. In order to create uniformity, only two types of earrings, small rings and studs with a diameter or length of not more than 1.5 cm, are allowed. Girls may only wear one type of earring at a time.
- Girls are also not allowed to use nail polish and artificial nails.
- Learners are not allowed to practice for any shows, pageants, assemblies, etc., during academic class time. This includes any study periods the learners might have. Only scheduled practice sessions under the supervision of a teacher are allowed after the Principal has given permission.

SPECIFIC CLASS BEHAVIOUR

- In an effort to improve English communication skills, English is the sole medium of communication during class time.
- Cheating in homework/tests/examination shows a lack of respect and discipline and cannot be tolerated by the School and will result in the learners involved not receiving any recognition for that subject.

- During a test, learners are not allowed to talk to any other learner, make noise, indicate signs or signals to any other learner. Learners are also not allowed to have any paper on their person or on their desk.
- Bunking classes are not acceptable and can lead to a disciplinary process being started against a learner.
- Learners are not to eat or drink any liquids during class time as it distracts from teaching. This includes chewing gum.
- As hats and caps are not part of the official school uniform, they are not allowed to be worn on the School grounds, which includes all classrooms.
- Learners who need to go to the bathroom during period time must not dally and must return immediately as not to lose too much teaching time. Learners also do not go in pairs or more to the bathroom or leave the classroom.
- Learners are not allowed to be sent by teachers to other teachers or the Office. If a message needs to be sent, one learner is enough to bring a message, or a WhatsApp message can be sent.
- Learners should at all times consider how their actions in class (and outside) affect the other learners' education. In this regard, the following applies:
 - Acting or distracting other learners during lessons shows disrespect towards the teachers, other learners and their parents.
 - Littering inside classrooms (or on the School grounds) shows disrespect for the School, the environment, other learners, parents, and the community.
 - Damaging School property shows disrespect towards the School, other learners and parents. Any damages will be charged to the responsible learner's account and may lead to a disciplinary process.
 - Fighting, strife, cursing, swearing or dirty language are not acceptable behaviour and can lead to a disciplinary process.
 - Stealing, lying, or any dishonesty are not acceptable behaviour and can lead to a disciplinary process.
 - No chairs may be lifted above the head as it could damage the fans or ceiling.

BULLYING POLICY

Klerksdorp Christian Academy does not tolerate bullying in any form, and all members of the school staff are committed to promoting a safe and caring environment for children. Staff, children and parents will work together to address issues of bullying when these arise.

DEFINITION

Bullying happens when a child, or group of children, sets out deliberately to upset another child **again and again**. It may include:

- Name-calling and teasing
- Threats and intimidation
- Hurting physically
- Extortion (taking things away)
- Damaging property and belongings
- Spreading horrible rumours and stories
- Deliberate exclusion from games and activities
- Cyberbullying (using the Internet and cellular telephones to torment, threaten or humiliate)

STEPS TO BE TAKEN TO PREVENT BULLYING

- Staff members will teach the children about bullying as part of their Life and Faith lessons.
- Children will learn how to identify bullying, how to respond when made a victim of bullying, and how to handle bullying incidents that they might observe.
- Children are encouraged to report any incident or suspected incident of bullying.
- They will also learn how to identify and correct bullying behaviours that they themselves may exhibit.
- Staff will also ensure adequate supervision of the children around the School, and will take special note of any identified bullying "hotspots" in the School, to reduce the incidence of bullying.

REPORTING OF BULLYING

Children or parents may report bullying to the child's class teacher and/or the Office; the reporting of bullying should be encouraged as the right and courageous thing to do. Staff members will take these reports seriously, investigate them thoroughly, and provide feedback.

PROCEDURES TO DEAL WITH BULLYING

When an incident of bullying or suspected bullying is reported, the School will respond in a manner that is appropriate to the incident. The following steps will usually be taken, depending on the nature of the incident:

- A suitable member of staff will meet with the victim to establish what has been taking place, to ensure that the victim understands and is comfortable with the action that the School will take in dealing with the matter, and to ensure that the victim will not be placed at further risk.
- The victim's parents will be contacted and informed of the situation and kept apprised of the School's actions and approach. If it is felt that the victim is in need of further support or coaching, this will be arranged in conjunction with his/her parents and the School's management team.
- A suitable member of staff will then meet with the perpetrator of the bullying incident to hear his/her side of the story and to ensure that the bullying behaviour stops immediately. If there is a negative comeback from the perpetrator to the victim following this, parents will be called in. If it is felt that the perpetrator needs some form of help, this should be arranged in conjunction with his/her parents and the School's management systems.
- In the event of the stories of the victim and the perpetrator being at odds, investigating staff will usually either bring both children into an interview together for mediation or will investigate further by interviewing other children who witnessed the incidents.

- The class teachers of both the perpetrator and the victim and the school management team should be kept informed at each step of the process.
- The incidents should be recorded on the school management team learner monitoring database.
- If the perpetrator repeats his/her behaviour, the School will be obliged to take more stringent steps to curb his/her bullying behaviour. In the event of repeated bullying behaviour that may endanger one or more of the children in the School, the perpetrator may be asked to leave the School.
- In incidents involving cyberbullying, whether these occur on or off the school property, the School reserves the right to take the same action as for other incidents of bullying behaviour.

ROLE OF PARENTS AND GUARDIANS

Parents or guardians should:

- Watch for signs of unhappiness in their child's life.
- Be supportive when an incident of cyberbullying is reported, as this can be extremely damaging and have lasting effects.
- Inform their child's class teacher if there is any suspicion that their child is being bullied.
- Not take matters into their own hands by confronting the perpetrator or his/her parents.
- Refrain from telling their child to retaliate.
- Help their child to learn positive behaviours that will help him/her not to become a victim.
- Clearly address the situation if their child is found to have abused another child.

FREQUENTLY ASKED QUESTIONS

➤ **CAN I BRING CAKE, COOL DRINK, PARTY PACKS WHEN MY CHILD HAS HIS/HER BIRTHDAY?**

In Grade RR - 3, a parent/guardian can phone the Office and arrange which day they are going to bring something to the Office, which will be delivered to the relevant class.

Grade 4 - 7 learners do not have free periods and also move between various classes and teachers. Therefore, it is not possible to find the time and place to celebrate a birthday.

➤ **MY CHILD IS SICK ON A SCHOOL DAY?**

The parent/guardian must telephone the School and report that the child will not attend School that day. The first day the child does attend School again, a doctor's note must be handed in with the register class teacher. This is important, especially when tests and classwork have been missed.

Learners with contagious diseases will not be allowed back at School until the School is satisfied that the learner poses no threat to other learners or staff.

➤ **MY CHILD NEEDS TO GO TO THE DOCTOR APPOINTMENT?**

Appointments during School hours should at all costs be avoided. In extremely urgent cases, the parent/guardian must report at the Office.

➤ **MY CHILD NEEDS TO ATTEND A FAMILY FUNERAL?**

Travel arrangements should be made as not to incorporate School hours where possible. In extremely urgent cases, the parent/guardian must report at the Office.

➤ **MY CHILD LOST A PIECE OF CLOTHING AT SCHOOL?**

The parent/guardian should report the loss at the Office. All lost clothing pieces are brought to the Office or kept in a lost container. **All clothing must be marked clearly with the child's name and surname.**

➤ **MY CHILD LOST A TEXTBOOK OR OTHER ACADEMIC MATERIAL?**

The parent/guardian or learner must ask the Office if the lost item has been handed in for safekeeping. If the textbook or other academic material is lost, the parent/guardian will have to pay for replacement documentation.

➤ **A TEXTBOOK OR ANY OTHER ITEM WAS STOLEN FROM MY CHILD AT SCHOOL?**

The parent/guardian should inform the School immediately and give any information related to the events preceding the item's disappearance. The School will launch an investigation under the disciplinary code of conduct.

The School cannot be held responsible for items being lost or stolen on School property. Please ensure that your child's name and surname are written on all textbooks, exercise books, manuals and stationery.

➤ **MY CHILD FORGOT A BOOK, HIS/HER LUNCH, CLOTHING, ETC. AT HOME. CAN I DELIVER THE ITEM AT THE OFFICE TO BE GIVEN TO MY CHILD?**

Yes, however, we suggest you and your child check that they have everything he/she is going to need—a suggestion: Pack their bookcase in the evening ready for the next day.

FINANCIAL PROCEDURES AGREEMENT

The following policies & procedures will be followed, and costs are charged when accounts are not paid on time as agreed upon. **(Remember that School Fees are a year fee broken up into smaller instalments):**

1. SCHOOL FEE INSTALLMENTS MUST BE PAID BEFORE OR ON THE SEVENTH 7TH DAY OF EACH MONTH.
2. **School Fees are a full-year course fee broken up into monthly instalments of 10, 11 or 12 months.** There are 4 Terms per year. If a learner is admitted in February or March, for example, you are still liable to pay for the full year as this falls under Term 1. If a learner is admitted in Term 2, 3 or 4, you will only pay from that Term.
3. Aftercare (Full-Day) is billed month-to-month. You agree to give written notice no later than the 25th day of the month to cancel Aftercare. Without written notice, you will be liable for the next month's payment. No verbal notification is accepted.
4. When payments are received, arrears will be redeemed first.
5. A reminder/warning will be sent via SMS to the person responsible for paying the account if fees are not paid by the seventh 7th day of each month. **If there are no response or payment within three (3) days, the learner must be kept at home till outstanding fees are paid up to date.**
6. Half-Day learners must be fetched after School no later than 14:10 and Full-Day learners by 17:00. Failing to do so will result in a penalty fee charged to the person responsible for paying the account so that staff members who work overtime can be compensated.
7. Bad credit will be reported to a registered credit bureau which will negatively affect your credit score, which could lead to blacklisting.
8. Continuous non-payment will result in a breach of this contract, and this agreement cancelled by the account holder. Should the account be paid

after this cancellation, a new application will have to be processed, including new administration/registration fees paid, provided placement is still available.

9. All accounts will be handed over for debt collections after 90 days, and a penalty fee of R50 be charged for every month the school fees are outstanding.
10. It is agreed that no Reports or Grade 7 Testimonials will be released unless an account is fully paid.
11. You agree to give a written month notice in the event of taking a pupil out of Klerksdorp Christian Academy. No verbal notification is accepted.
12. Cash bank charges paid by the School when cash is deposited at the bank will be charged to your account when paid with cash directly at the bank. Please pay via EFT, by CARD or CASH in the Office or on D6 to avoid cash fees.
13. Educational tours, trips and visits are extra (only if an account is paid up can a child go on a tour).
14. Re-enrolment Forms + Yearly Registration Fees must be submitted before the year-end to avoid an administrative penalty of R200 for late re-enrolments.

This agreement will form a legal basis for all future financial commitments but will be adjusted yearly according to revised school fees. If any financial problem arises during the year, do not delay informing the Office as soon as possible to prevent legal action from being taken to recover the debt.

The School qualified for a small grant from the government which amounted to 5% of the total income for the 2019 school year. This contribution is used to act as a buffer against unexpected cost increases, e.g. electricity, supplies, bank charges, photocopy copies or photocopying, administration, bursary, etc.

GRIEVANCE PROCEDURES FOR PARENTS

OPEN DOOR POLICY AND GENERAL COMMUNICATION

Parents are always welcome to make appointments to discuss concerns they may have. Kindly phone the Office to make appointments with the relevant staff at mutually agreeable times.

GRIEVANCE PROCEDURE

1. Send an e-mail or call the Office giving a detailed account of your grievance.
2. Make yourself available for an enquiry into the complaint, or a meeting with a member of the management of the School or the Head.
3. Should the complaint prove to be intractable, you reserve the right to remove your child from the School – in the best interests of your child and the School. This action, however, will in no way negate your obligations in terms of the 'Contract of Admission'.
4. The parent should complete the first sections of the Grievance Form that requests a range of information that will enable the School to follow up on the grievance.
5. The Head will then initiate an investigation of the parent's grievance and take the appropriate steps to attempt to resolve the grievance in the interests of the School and the learner/parent.
6. Should the grievance not be resolved to the satisfaction of the parent, a more formal process of reconciliation/mediation will be set up to bring the matter to a conclusion.
7. Whilst parents may not agree with every decision by the School, in most cases, the parent and School will find enough common ground to continue a mutually respectful relationship. In an extreme case, however, when an impasse may be severe, both the parent and the School should consider whether another school would be a better match for the family.
8. Should the breakdown in the relationship between the School and parents (or the learner) be considered to be irreparable, or should the School and the parents be unable to agree on a positive way forward to resolve the impasse, the Head may need to consider instituting cautionary measures against the parents and/or even revoking the Contract of Enrolment.

SCHOOL MANAGEMENT

DIRECTOR OF EDUCATION	DIRECTOR OF ADMIN & FINANCE
Mrs Helena de Kock office@kcaschool.co.za	Mr André de Kock Mr Nicholas de Kock (Deputy) admin@kcaschool.co.za
FOUNDATION PRINCIPAL (RR-3)	ACADEMIC PRINCIPAL (4-7)
Mrs Mari de Kock mari@kcaschool.co.za	Ms Ina de Necker ina@kcaschool.co.za
ACADEMIC DEPUTY-PRINCIPAL	OFFICE ADMINISTRATORS
Mr Sarel Carelse office@kcaschool.co.za	Mrs Gerda Krüger Mrs Daphné Bezuidenhout office@kcaschool.co.za

If a learner or parent wants to discuss any academic or social issue regarding School activities, an interview must be arranged through the Office with the relevant management members.

Interviews must be arranged in advance, as the above-mentioned management members also teach various classes during the day and may not always be available immediately.

COMMUNICATION CHANNELS

As a parent/guardian, we understand that you want to see what your child is doing, communicate with your school, and stay updated with developments. We encourage parents to be part of the learning process.

CONTACT DETAILS

TEL: 018 468 5559

WHATSAPP: +27 18 468 5559

EMAIL: OFFICE@KCASCHOOL.CO.ZA

WEB: WWW.KCASCHOOL.CO.ZA

FACEBOOK: FB.ME/KCASCHOOL

ADDRESS:

3 ROTHMAN ST

WILKOPPIES

2571

D6 CONNECT



connect

Grade RR-7 makes use of the D6 Connect app. d6 Connect provides the following features:

Keeps users informed and up-to-date with the learner and school activities.

Provides relevant and up-to-date information (such as school contact persons, account statements and allow payments).

Download D6 Connect by searching for “D6 Connect” on your mobile App Store. Once installed, register with the ID and mobile number you provided with the application. Once registered, connect to our “Community” Klerksdorp Christian Academy.

WHATSAPP / FACEBOOK

You can also text message the Office via WhatsApp & Facebook Messenger.

Voice calls are not available via WhatsApp

