

MONDEOR ECO SCHOOL OF SKILLS

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Geregistreerde Onafhanklike Gekombineerde Privaat Skool
Registered Independent Combined Private School
Nr. 13/3/1/295

SCHOOL OF SKILLS PARENTS INFORMATION BOOKLET

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Our Vision

The School of Skills offers a balance between an academic and skills curriculum that teaches learners a positive attitude and self-belief and equips them to be part of a productive workforce.

Our Mission

- Planting seeds of hope and encouragement
- Cultivate a positive attitude to life in a structured environment
- We offer an opportunity to reach a successful future
- Good and solid foundation
- Offer learning in an eco-environment
- Providing practical skills that will empower learners to successfully move into society





Academics

Our Curriculum

The Mondeor Eco School of Skills is currently piloting the curriculum for school of skills along with a group of other skills schools in the Western Cape. This curriculum was designed by the Western Cape Education Department in 2012 and based on the 2011 Caps document for mainstream schools.

The Mondeor Eco School of Skills' curriculum is a four-year educational track that is dually focused around academic learning and vocational training. Learners receive a comprehensive education in all traditional academic subject areas – Afrikaans, English, Maths, Natural Science, Creative Arts, Life Skills, and Physical Education – at an Intermediate Phase level.

Our learners receive a Year 4 School of Skills Certificate at the end of their 4th year issued by the School.

This conventional education is supplemented with vocational skills training in one of five specialty areas:

- Maintenance
- Beauty and Nail Technology
- Early Childhood Development
- Hairdressing
- Hospitality Studies

The School of Skills curriculum covers the following over a period of four years:

YEAR 1: Orientation of different skills and upgrading level of language and mathematical competencies.

YEAR 2: Specialized skills training and six academic subjects.

YEAR 3: Specialized skills training and six academic subjects.

YEAR 4: Specialized skills training with six academic subjects and exposing to world of work and School of Skills Year 4 final examination.

Time Allocation

Teaching and learning within a five-day cycle is 27 ½ hours. It is envisaged that 50% of the time will be allocated to skills training with sufficient learning and practice time to develop skilled routine work competence.





DISCIPLINE

Refer to Code of Conduct booklet.
(Learner commitment form must be signed both by learner and parent or guardian, and will be kept on record at school).

CODE OF CONDUCT FOR STUDENTS

The appearance and dress of staff and students must comply with the norms generally accepted by the community served by the school, and as set out in the printed uniform prescriptions.

Students must attend school for the full academic day. They may not leave the school site without the permission of the principal.

If a student needs to go home early for whatever reason, the parent must give a suitable reason in writing. (If no letter has been received, reception will have to communicate with the parent by phone before a student may leave the school premises early.)

If a student is absent, his or her parents must present the principal with an acceptable reason for the absence. (Preferably a doctor certificate) Kindly inform the school, first thing in the morning, if the child is absent from school.

Students are required to obey reasonable instructions of teachers and school staff.

While under the supervision of the school, a student may not damage or endanger the physical welfare of another person or animal.



No weapons, implements or materials which can cause bodily harm may be in the possession of students at school or while under the supervision of the school. SASA clearly states that no person may bring a dangerous object or illegal drug onto the school premises or have such object or drug in his or her possession on school premises or during any school activity. The principal or his or her delegate may, at random, search any group of learners, or the property of a group of learners, for any dangerous object or illegal drug, if a fair and "reasonable suspicion" has been established.

At all times students may not have in their possession, nor use, cigarettes or any tobacco products, other drugs, alcoholic beverages or objectionable printed or recorded matter or objects, when on the school's premises, when in school uniform or when under the supervision of the school.

School property, or the property of others, may not be taken, damaged, defaced or polluted.

Students must participate in the educational programme prescribed by the education department, unless exemption has been granted by the department.

Students may not use any facilities or equipment of the school, including those for sport, nor be on the school grounds, outside school hours without the principal's permission.

Students may not bring discredit to the name of their school in any way.

Students may not sexually harass, bully, fight with, or tease other students or members of the school community including the animals on the school premises.

Contravention of the above code will result in disciplinary action being taken against the applicable student.





SCHOOL CELL PHONE POLICY

While the school acknowledges that cell phones have become an important and useful means of communication, it is also aware of the fact that their use and abuse, particularly by children, pose social, ethical and safety consequences.

The school would prefer students not to have cell phones in their possession while they are at school or in school uniform for the following reasons:

Students, who carry or use cell phones in public, particularly when traveling to and from school, have become the targets of criminals who accost them and rob them of their cell phones and other possessions. These attacks occur most frequently when students are seen using their cell phones, particularly if they are expensive and/or "latest models" of sought-after brands.

- Theft of cell phones at school from bags and blazers is a persistent problem.
- Students are careless with their cell phones and leave them lying around or in blazers and bags which are left unattended. Lost and mislaid cell phones are frequently claimed to be stolen when this is not the case.
- Cell phones can be used to cheat in examinations and tests. For this reason, no cell phones are permitted in examination venues or in teaching venues when tests and examinations are written. This same policy applies to the externally set national examinations.
- Cell phones are increasingly multi-functional, offering an array of features which are designed to attract and entertain users. The ready availability of these features means that students with cell phones tend to access and use these features in the classroom, becoming distracted from their work. Students with low levels of self-discipline, poor concentration and/or a poor work ethic are more likely to become distracted by these features.
- Cell phones allow students unlimited access to salacious and age-inappropriate material.



- Cell phones make students vulnerable to approaches by undesirable individuals or groups including criminals and pedophiles.
- Cell phones may carry private and personal material, including photographs, video clips, voice messages and personal details which may become accessible by undesirable individuals and groups when cell phones are lost, borrowed or stolen.

The school will not take responsibility for the theft or loss of any cell phone brought to school, no matter what the circumstances. This includes the loss, theft or damage of cell phones that may be handed in to teachers and/or coaches for safekeeping, as well as to cell phones which have been confiscated from students who use them in defiance of the school rules.

Students who, despite the school's policy, insist on bringing a cell phone to school are required to ensure that it is:

- Turned off (not on "silent") and signed in and handed in at reception during school hours.
- Handed in / Signed in at reception when they are writing exams.

The school will not, in principle, under any circumstances engage parents in discussions resulting from complaints parents have received from their children by cell phone during the school day.

If a child brings his/her cell phone to school the phone should not be seen or heard during the school day, 8:00 am to 15:00 pm. If a student is found using a mobile phone at school, it will be confiscated and the student will pay a fine of R50 (fifty Rand) before the phone can be collected at the Principals office.

If the student needs to contact parents for whatever reason during school hours, they will be allowed to phone at the office (must pay the school for the call) or use their cell phone in the Administration office, with the permission of the Administrator. The cell phone may not be visible on the school premises after school hours and may be used outside the gate, where the students wait for the parents.





SCHOOL DRUGS POLICY

The aim of this policy is to encourage all students to abstain from using any drugs (other than those which are medically prescribed), including alcohol and tobacco. This documents sets out the school's policy on drugs, alcohol and tobacco use. Every student and his/her parents or guardians are required to sign the general undertaking form and confirm that they have read and understood it, and that they have agreed to abide by this policy.

1. Position. The school does not tolerate:

- The use or possession of any illegal or prohibited substances
- The possession of drug-related equipment such as cigarette paper, pipes, and similar devices that enables a person to participate in such illegal conduct.
- The use of anabolic steroids and other performance-enhancing substances
- The inappropriate use of solvents, inhalants and similar agents
- The consumption of alcohol and the smoking of tobacco.

DRUGS: Drug testing: ALL students will be subject to random drug testing or searches and failure to co-operate will result in disciplinary measures being taken against such a student. If a test proves to be positive the parent will be asked to pay R100 for the drug test used.



2. **Procedure.** Anybody found in possession of, or using any of these substances either on school property, or when in school uniform, or when under the supervision of the school, or attending school-related functions, including sports outings and general outings and social events, will be subject to the following procedure:

- The students will first be interviewed by the school counselor or senior member of staff to determine the nature and extent of the student's involvement with drugs (casual experimentation, habitual use, drug dependence, dealing, etc.) and to determine the appropriate response.
- The student's parents will be informed of the student's involvement, and they will be required to attend a meeting at school to discuss the matter.
- If, on the basis of the interview, the school considers it necessary to refer the student to an agency for professional drug counseling or other treatment, the parents will be informed of this. The costs of such treatment shall be paid for by the student's family. In instances where parents are unable to afford treatment, the student will be referred to appropriate state health facilities or agencies.
- Disciplinary action against the student may follow if, in the opinion of the school, this is warranted by the nature of the student's involvement with drugs. The results of such disciplinary action may include the provision of support, including professional drug counseling, to a range of punishments which may include expulsion. In the case of illegal substances, the matter will be reported to the South African Police Services. Dealing in drugs or involving others in their use will normally result in a recommendation that the student be expelled from the school.



NOTE 1: ONCE A STUDENT HAS TESTED POSITIVE FOR ANY SUBSTANCE, IT WILL BE THE RESPONSIBILITY OF THE PARENTS TO PRODUCE A NEGATIVE TEST FROM A PATHOLOGY LABORATORY FOR THAT SUBSTANCE EVERY SECOND WEEK. THIS DOES NOT PRECLUDE THE SCHOOL FROM TESTING FOR OTHER SUBSTANCES AS WELL.

NOTE 2: SHOULD A STUDENT REQUIRE TESTING AS REFERRED TO IN NOTE 1 ABOVE, AND THEN EITHER REFUSE TO DO A DRUG TEST OR THE STUDENT'S PARENTS REFUSE TO HAVE SUCH STUDENT TESTED, THIS MAY LEAD TO THE IMMEDIATE EXPELSION OF SAID STUDENT.

3. Addiction, treatment and help. The school understands that addiction is a medical problem, and that certain drug use may need support and treatment rather than punishment. Any student who asks for, or is identified as needing, assistance in coping with drug use, will not be punished, but will be expected to attend appropriate counseling.

4. Confidentiality. All approaches by any student to the school's staff will be treated with the utmost confidentiality.





SCHOOL UNIFORM AND UNIFORM RULES SKOOL UNIFORM EN UNIFORM REËLS

Dogters / Girls Sommer / Summer	Red golf shirt / Rooi golf hemp Dark Blue Denim Jeans knee length/ Donkerblou Denim Jeans knie hoogte. Black Jersey – long sleeves or sleeveless / Swart trui-langmou of mouloos Black socks and black school shoes/black Tommy Tekkie / Swart sokkies met swart skoolskoene/Swart Tommy Tekkie
Dogters / Girls Winter / Winter	Red golf shirt / Rooi golf hemp Dark Blue Denim Jeans / Donkerblou Denim Jeans Black Jersey – Long sleeves or sleeveless / Swart trui- langmou of mouloos Black rain jacket / Swart reënbaadjie Black school shoes/Tommy Tekkie / Swart skoolskoene <u>Accessories / Bykomstighede:</u> Scarves, beanies, gloves / Serpe, musse, handskoene - Swart
Boys / Seuns Summer / Sommer	Red golf shirt / Rooi golf hemp Dark blue Denim Jeans shorts”, Denim Jeans pants / Donkerblou Denim Jeans kortbroek of Donkerblou Denim langbroek Black tommy tekkies/ Black school shoes and swart socks / Swart Tommy Tekkie/ swart skoolskoene en swart sokkies
Boys / Seuns Winter / Winter	Red golf shirt / Rooi golf hemp Dark Blue Denim Jeans / Donkerblou Denim Jeans Black tommy tekkies/ Black school shoes and swart socks / Swart Tommy Tekkie/ swart skoolskoene en swart sokkies <u>Accessories / Bykomstighede:</u> Scarves, beanies, gloves / Serpe, musse, handskoene - Swart

School cap for boys and girls / Skoolpet vir seuns en dogters

Sportswear: Boys and Girls / Sportdrag: Seuns en Dogters	Sports kit is available at the clothing shop / Sport toerusting is beskikbaar by die klerewinkel
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UNIFORMS CAN BE ORDERED FROM ELNA LOGIE: 083 384 0846





PERSONAL APPEARANCE RULES / **PERSOONLIKE VOORKOMS REËLS**

School uniform must always be neat and clean / Skool uniform moet altyd skoon en netjies wees.

HAIR / HARE :

Girls / Dogters

Hair must be neat and clean / Hare moet netjies en skoon wees.
Shoulder length hair must be tied back / Skouerlengte hare moet vasgemaak wees.
Fringes must be above the eyebrows / Kuiwe moet bokant die wenkbroue wees.
Long fringes must be cut or tied / Lang kuiwe moet gesny word of vas wees.
Maintain natural colour scheme / Behou natuurlike haar kleur.
No colouring allowed / Geen haarkleur word toegelaat.

Boys / Seuns

Neat, clean and short hair / Netjies, skoon en kort hare.
Fringes must be above the eyebrows / Kuiwe moet bokant die wenkbroue wees.

JEWELLERY / JUWELE :

Boys and Girls / Seuns en Dogters

No jewellery. / Geen juweliersware.
No bangles or rubber bands / Geen armband of rubber bandjies.
Only a watch and Medic Alert bracelet. / Horlosie en "Medic Alert" bandjies alleenlik.
Small ear stud or small ear ring in gold or silver for girls only / Klein oor"stud" of ooringetjies in goud of silwer. Net dogters mag ooringe dra.
No other body piercings are allowed / Geen ander "body piercings" word toegelaat nie.

NAILS / NAELS :

Boys and Girls / Seuns en Dogters

Neat, clean and short / Netjies, skoon en kort.
Only clear nail polish is allowed and only for girls only / Slegs kleurlose naellak is toelaatbaar vir en slegs dogters.

MAKE-UP / GRIMERING :

Girls / Dogters

Only mascara is allowed / Net maskara is toelaatbaar.
Lip Gloss is allowed / Lip Glans is toelaatbaar





COMMUNICATION WITH SCHOOL OF SKILLS PARENTS **KOMMUNIKASIE MET SCHOOL OF SKILLS OUERS**

The school communicates with parents through e-mail, sms and our D6 communicator. /

Die skool kommunikeer met ouers deur middel van e-pos, sms en ons D6 communicator.

A. The following information will be available on the D6 communicator:
/ Die volgende inligting sal beskikbaar wees op ons D6 communicator:

1. Year plan / Jaarplan

B. Newsletters will be available every term, and parents will be informed via D6 communicator / Nuusbriewe sal elke kwartaal beskikbaar wees en die ouers sal per D6 communicator ingelig word.

C. Detention information will be sent to parents by sms / Detensie inligting sal per sms aan die ouers gestuur word.

D. Parents evenings will be held only in terms 1-3 / Oueraande sal slegs in kwartale 1-3 gehou word.

At this meeting the progress of students will be discussed with parents by the subject teachers. / By hierdie vergadering sal die vordering van die student deur die vakonderwysers met die ouers bespreek word.

E. The register teachers will contact the parents of her/his students, when needed (telephonically, or on an individual parents appointment) / Die registeronderwyser sal, indien nodig, kontak maak met sy/haar student se ouers (telefonies, of per individuele ouer afspraak)





SCHOOL TIMES, ASSEMBLY AND EXAMINATIONS :
SKOOLTYE, SAALBYEENKOMS EN EKSAMENS :

School times / Skooltye :

School of Skills

Monday to Friday / Maandag tot Vrydag

08:00 – 14:00

Break times / Pouses :

Monday to Friday / Maandag tot Vrydag:

1st 08:35 – 08:45

2nd 11:25 – 11:55

School times during Exams / Skooltye gedurende Eksamens:

School of Skills

08:00 – 11:00

Break times during Exams / Pouses gedurende Eksamens:

08:20 – 09:00

Assembly / Saalbyeenkoms

Every Friday / Elke Vrydag

08:45 – 09:25

(not during exam times / nie gedurende eksamens nie)

The School of Skills gathers at the School of Skills Building./ Die School of Skills kom in die School of Skills gebou bymekaar.





FINANCIAL RESPONSIBILITY & SCHOOL FEES: 2018

Registration fee

A non-refundable registration fee of **R3 000** for all new learners is to be paid in full before a learner will be allowed to attend classes.

School fees

The full school fees are payable annually in advance by the end of February, unless one of the provided alternative payment options has been selected and approved with the signature of the Financial Administrator. School fees will be revised on an annual basis.

Banking details

Bank:	First National Bank
Branch:	Strand
Account Name:	Mondeor Eco School (Pty) Ltd
Account Number:	62355 386 121
Branch Code:	200 612
Account Type:	Business Cheque
Reference:	Student's Name & Surname

School fees for 2018

<i><u>Grade:</u></i>	<i><u>Annual:</u></i>	<i><u>Monthly (1 Jan - 1 Dec):</u></i>
Gr 000 – R	R 28 800-00	R 2 400-00 x 12
Gr 1 – 7	R 42 000-00	R 3 500-00 x 12
Gr 8 - 9	R 44 100-00	R 3 675-00 x 12
Gr10 – 12	R 47 400-00	R 3 950-00 x 12
School of Skills	R 44 100-00	R 3 675-00 x 12

Additional costs payable to Mondeor Eco School for Skills training at Mondeor School of Skills.

- Practical fees – skills training R500 per term
- Camps and outings (estimate) R800 per year



Please note: As from 2018 no sport levy, photo copy levy or cash handling fee will be charged.

Additional costs payable to 3rd Party

- School Uniform
- Text Books, Stationery
- School Outings
- Therapists – Occupational Therapist, Speech, Remedial, Psychologist

Family package

1 st Child:	Full Price
2 nd Child & Other:	7% Discount

Where payment is made for more than one child, please pay each child's amount separately as per statement, with the correct reference.

Approved methods of payment

- Internet payment, cash or bank cash deposit
- Cheque payment: Please note that we will not accept any cheque payments



Collection of school fees

School fees must be paid on or before the first day of each month. Should the fees due or any part thereof remain in arrears by the 8th day of the month, we reserve the right to terminate the contract and refuse the student access to the school as set out below (refer to "Take Note" table below).

We also reserve the right to charge collection fees and interest. You will however still be responsible for payment of the particular month as well as the following month, which should be seen as the notice month.

Notice period

One calendar month's written notice is required should you wish to terminate your child's attendance and may be subject to a cancellation fee.

Take note

In the event where school fees are in arrears, a written notification will be sent to the scholar's parents/guardians. If such account remains in arrears for a period of twenty business days after receiving such notification, the contract between the school and the scholar's parents/guardians will be regarded as terminated due to breach of contract and the scholar will be requested to leave the premises and will be barred from attending further classes.

Payment options for school fees

- Single payment by 30 November 2017 (Early payment discount of 10%)
Note: If paying for a year in advance making use of the discount for once off payments no money shall be refunded if classes are terminated or a student is expelled.
- Single payment by 29 February 2018 (Early payment discount of 7%)
Note: If paying for a year in advance making use of the discount for once off payments no money shall be refunded if classes are terminated or a student is expelled.
- Monthly – 12 monthly installments, payable up to the 1st of every month from January to December. *No discount applicable.*



Additional costs that will be recovered from parents

- Any special arrangement that needs to be made (for example: transcriber for examinations and/or any other special service that your child may require).
- Damages suffered by the school due to the negligence of students.
- Any extra cost involved with educational visits, for example entrance fees and transport.
- The following phone calls will be charged against the parent's account:
R10 per call/SMS/email for outstanding school fees
R10 per call resulting from parents who failed to notify the school before 09:00 of the scholar's absenteeism
- Once a scholar has tested positive for any substance, it will be the responsibility of the parent(s) to produce a negative test result in respect of such scholar from a pathology laboratory for that substance every second week. This does not preclude the school from testing as well. R100 will be charged for every positive drug test performed by the school.

Non-paying parents/guardians

If any portion of the total amount of school fees that is payable in terms of a specific payment plan is not paid on or before the specified date, the full outstanding amount of the annual school fees will become due and payable and legal action may be taken. The parent/guardian will be held liable for any outstanding amounts on behalf of their minor child. Mondeor Eco School (Pty) Ltd reserves the right to apply to an appropriate court for an order claiming all outstanding fees and all collection and/or attorney expenses on an Attorney and Client Scale.

Correspondence regarding school fees

If we have your email address, all correspondence regarding school fees will be distributed by e-mail, alternatively the correspondence will be handed to the learner by the respective register teacher for delivery to the parent/guardian.



To contact us:

Mondeor Eco-School (Pty) Ltd t/a

MONDEOR ECO SCHOOL OF SKILLS

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CEO : Erna Goss

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