

Welridge Academy



*Welridge Academy*

**Information Brochure  
Primary School**

*2017*

*Foundation Phase*

*Grade R – 3*



# “Quest for Excellence”

## Admission Requirements 2017

Should a prospective Grade 1 learner be younger than the prescribed school going age, a comprehensive psychological school readiness assessment must be submitted prior to admission. This assessment can be done at Welridge. School readiness is very important so as to ensure that a child is ready for formal schooling, socially, emotionally and academically. Placement of learners will be done according to the above mentioned admission criteria so as to ensure that learners reach their full potential and progress to later school years without impediments.

## Admission Criteria 2017

PRIMARY SCHOOL (Grade R to Grade 3)		
GRADE	YEAR OF BIRTH	AGE
Grade R	2011	5 turning 6
Grade 1	2010	6 turning 7
Grade 2	2009	7 turning 8
Grade 3	2008	8 turning 9

All prospective learners are required to do a Genetic Profiling Test.

The cost of this testing is R 350-00 (this is just for the test with information provided to the teachers only) or R 500-00 (for the test as well as a comprehensive report provided to parents)

This is payable in advance at the front office or via EFT.

## Welridge Academy

From the day a child enters Welridge Academy, they embark on a path of discovery unlike that of any other school experiences. Along this unique path they learn to achieve their goals and through these experiences, they find a positive direction.

Our children are the future! We sincerely believe that it is our responsibility to equip our learners with learning and thinking skills to prepare them for their future. We believe that every child is valuable and has the potential to achieve. At our school we aim to give our learners a well-rounded education, not only in the classroom, but also by building their self confidence and self-esteem.

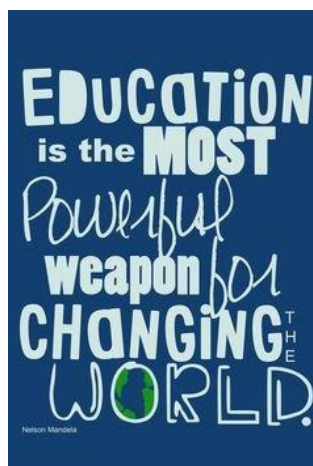
Welridge Academy is a family – that is what makes us so special! It takes a team of skilled and dedicated people to achieve success in any situation. We are fortunate to have such an effective and dedicated team of staff members at our school.

We all deserve the right to achieve our full potential, yet we know of many reasons that have kept us from accomplishing our full potential. A small change in the early learning experience of your child can make a big difference in later grades, and allow them to rise to completely new heights.

We focus on instilling a culture of learning in all our learners and aim to be a contributor to the transformation of education in South Africa, acting in the interest of our society, respecting equality of all children.

Our classes and child centred approach cater for every child's unique abilities and individual needs. We would like to equip all children with the necessary skills required to succeed in their educational career. We are looking forward to this great adventure!

*“Quest for Excellence”*



## School Policy

Central to our policy is our nurturing environment, the belief that every child is valuable and the uniqueness of each individual is appreciated. We believe that the responsibility for a child's education comes directly from God to parents. Our school is a supplementary agency, commissioned to support but not replace home.

We focus on instilling a culture of learning in all our learners that not only ensures they will become valuable members of our future society, but will encourage them to become life-long learners. Our school is committed to provide education of the highest quality and we pledge a standard of excellence.

## Our Curriculum

Producing the finest curriculum for children requires adherence to the highest standards. Welridge Academy allows parents, with the means to do so, an opportunity to provide an education of outstanding quality.

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Our school curriculum is implemented in the spirit of the South African curriculum statements. This approach provides exposure to all learners in the different learning areas; supporting their development, ensuring that all lessons are relevant to the needs of learners. Time is allocated fairly to the different learning areas. Learners are assessed on a continuous basis.

The uniqueness of each individual is appreciated and through inspired and innovative teaching, every learner is encouraged to reach his or her goals, develop talents and actively take part in our unique educational process.

It is our policy to encourage close teacher-learner interaction to emphasize on individual attention, socially and academically.

We are focused on catering to the needs of all our learners and ensuring that they have the tools to enable them to reach their true potential. Our gifted learners receive extra attention through academic enrichment programmes.

Our curriculum aims to create a lifelong learner. A learner who is confident, independent, creative, innovative, literate, numerate and multi-skilled.

## School Objectives

- 📖 We aim to provide a solid foundation for each individual
- 📖 We aim to provide quality of education for all children
- 📖 We have adopted an inclusive approach creating opportunities for all learners to learn successfully
- 📖 We aim to encourage all children to respect human value and dignity
- 📖 We aim to uphold high standards of professional integrity
- 📖 We aim to support the educator's professional growth in teaching and nurturing children
- 📖 We aim to generate a spirit of excellence in all we do

## Parental Involvement and Parent Meetings

The quality of your child's education is greatly supported and enhanced through your active involvement at school. Progress reports and your child's Learner Portfolio will be given to you at Parent Evenings.



## Communication

Please check your child's communication book on a **daily basis** for news, notes from teachers, permission slips etc. If you have any concerns regarding your child's education or welfare please contact us immediately.

The principal and educators are always willing to meet with you should you have any queries or should you wish to discuss your child's progress. However, it is necessary to arrange an appointment. We need updated email address of both parents and guardians. We send out both accounts and communication in this way.

## School Communicator

The School Communicator keeps you up-to-date with what's happening at the school. It updates automatically, and brings you all the latest news and calendar events. In addition, it contains a photo gallery, contact list and a range of useful links and documents. All homework is made available via the School Communicator. The communicator can be downloaded via the links below – select “Welridge” from the drop down list.

<http://www.school-communicator.com/download.php>

<http://schoolcommunicator.mobi>



## Consistency in Attendance

As with punctuality, this is a very important aspect of building confidence and security into your child. In the case of absence, we would appreciate a note or telephone call giving us the reason for absence.

## Emergency Information

It is necessary that you notify the school immediately whenever there is a change in address and contact details. We cannot be held responsible for misinformation if we are not notified of changes. Please notify the front office on (011) 476-5216 or via email [info@welridge.co.za](mailto:info@welridge.co.za)

## Notification of Illness / Injury

When a child appears to be ill and is considered unfit to complete the school day, parents will be notified and expected to collect their child immediately. Immediate collection is very important for your child's health and comfort. There is also the danger of a sick child infecting other children. A child who has a contagious disease must stay at home until they have recuperated.

## Accidents



Accidents can happen. However, we do our utmost to ensure that your child is cared for in an environment which is free from obvious and potential hazards. We maintain good safety standards indoors and outdoors and a safety check of all areas and equipment is carried out. Constant supervision is vital so as to ensure that our learners do not get hurt. Should an accident happen, an incident report must be completed by the teacher on duty, even when it's a minor injury (abrasions and grazes, bite wounds etc.) Parents will be notified via the communication book, telephone call or on arrival in the afternoon. First Aid treatment is vital and our staff are all trained as to what to do in an emergency.

## Fund Raising

Finances are a major concern for most schools. Because of our commitment to keep our fees as affordable as possible and yet meet the needs of our school, additional funds are required. We would like to encourage parents to become involved in our fund raising projects. Your help and support in this area would be greatly appreciated and it is vital in maintaining our school's high standards.

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## Extra Mural Activities

### Cultural Activities

Welridge Academy offers a variety of cultural activities. We aim to give our budding young musicians, actors and artists a well-rounded education, not only in the classroom, but also by building self-confidence and self-esteem. Our learners have the opportunity to choose from a variety of exciting cultural activities. It is our hope that our cultural programme becomes a venue for nurturing the best in every child.



## Sport Activities

**(Grade 1 – 3)**

Students are encouraged to take part in the sport programme offered. We aim to instil a love for physical activities.

Our extra-mural programme for the school year includes:

- ☆ Soccer
- ☆ Ball skills: junior soccer, mini-netball, mini cricket
- ☆ Athletics
- ☆ Cricket
- ☆ Netball
- ☆ Volley Ball



## Other Activities

- ☆ Computer lessons (Futurekids)
- ☆ Music lessons
- ☆ Choir
- ☆ Chess
- ☆ Individual Academic Support
- ☆ Public Speaking
- ☆ Conquesta
- ☆ Eisteddfod

## External Providers

These are available at an additional cost. Please enquire at the front office as to what external extra-murals are available.



## School Fees

Fees are payable monthly in advance. No refunds will be made for absences. Three calendar month's written notice is required if contract is terminated. Notice is to be emailed to our Accounts Department on [accounts2@welridge.co.za](mailto:accounts2@welridge.co.za) and a copy is to be emailed to the Principal on [info@welridge.co.za](mailto:info@welridge.co.za). Alternatively written notice of termination must be hand delivered to Welridge Academy for attention of "The Principal". Notice of termination may not result in the last day of attendance being in the month of November.

Parents who fall into arrears will automatically be handed over to our attorneys and your child will be suspended from school until such time as fees are up to date. Learners whose fees are not up to date will not receive their progress reports, nor will they receive transfer cards if they are moving on to other schools.

## Supervised Homework

Learners attending Aftercare have the opportunity of completing homework in an environment conducive to concentrated study, assisted by qualified educators.

A cooked, lunch-time meal is also provided. The onus is on the parent to ensure that all homework is completed.

## Personal Belongings

Parents must please provide a big enough school bag for their child for their belongings to fit in. We appeal to you and would appreciate it if you would mark all items with your child's full name. This includes juice bottles, cups, shoes, clothing, hats, lunch boxes etc. We cannot take responsibility for any articles going missing or for the breakage of such articles. Should your child accidentally take someone else's belongings home, we would appreciate it if you could please return it to the school.



## Meeting your Child's Needs

It is important for the school to be made aware of any "out of the ordinary" occurrences in your child's life (e.g. death of a relative, pregnancy, pending move, trauma etc.) so that we are able to support your child accordingly.

## Medication

Medication must be clearly marked and handed in at the front office and the medicine register must be completed, with the quantities as well as the time the medicine is to be dispensed. It is the responsibility of the parents/guardians to notify the register teacher if your child requires medicine. You can also send an email to [info@welridge.co.za](mailto:info@welridge.co.za) to inform the school of any medication your child may need. **No medicine** whatsoever (including natural remedies) may be left in a child's possession.



## Toys

No toys may be brought from home to school. It causes a great deal of unhappiness amongst the children, resulting in fighting. Any toys brought from home will be confiscated and we cannot take responsibility for any toys going missing or for the breakage thereof. We welcome items for "Show-and-Tell", which relates to the theme of the week and carries educational value and will be requested by the teacher. Any electronic device (except for the tablets) are considered toys and will be confiscated.

## School Photographs

Individual school photos as well as class photos are taken annually in the second term. You will be notified in advance as to the dates the photographs will be taken.

Photographs taken during school events may be added to the School Communicator, Welridge Facebook Page, and Welridge website etc. as a form of keeping parents updated as to what is happening during school events.

Should your child participate in an extra mural activity outside of school and win any prizes, please send in the photographs so that we can post these on our Website and Facebook pages.



## School Lunch

We do not allow the learners to have sugar or preservatives during the school day. Please ensure that your child gets a healthy packed lunch each day. The learners are allowed to buy sweets from the tuck shop during second break on Fridays.

## Birthdays

A birthday is a great event in every child's life and others love to share in it. Parents may arrange beforehand to bring refreshments on this day (after second break) and they are welcome to stay and enjoy the party.



## Application Procedure

☞ An Enrolment Agreement must be completed for each individual child.

☞ The following documents must accompany your application:

- ✎ Parents ID Books
- ✎ Student ID / Birth Certificate
- ✎ Immunization Card
- ✎ 4 x ID Photos of Learner
- ✎ Proof of Residence (no older than 3 months)
- ✎ Copy of Medical Aid Card
- ✎ Three months bank statements
- ✎ Current Work Permit (if applicable)
- ✎ Previous School Telephone Number (if applicable)
- ✎ Previous School Report
- ✎ Welridge Academy Transfer Form
- ✎ Transfer Card



☞ A non-refundable Registration Fee is payable on enrolment

☞ A non-refundable Holding Deposit for Grade R and Grade 1 is payable on enrolment  
(the Holding Deposit is offset against the January school fees)

☞ All prospective learners may spend a day at the school, prior to admission

## Registration Fees

Primary School Registration Fee (non-refundable)	R 1,500-00
Family Registration Fee (non-refundable) **	R 1,500-00

\*\* Applies to registrations for siblings regardless of whether both/all children will be in the Pre-School / Primary School / in Pre-School and in Primary School.

## Grade R and Grade 1 Registration

The following is payable in addition to the Registration Fee:

<b>Grade R Holding Deposit</b>	<b>R 2,700-00</b>
(non-refundable, but offset against January 2017 school fees)	
<b>Grade 1 Holding Deposit</b>	<b>R 3,450-00</b>
(non-refundable, but offset against January 2017 school fees)	

**"If a child cannot  
learn in the way we  
teach, we must teach in a  
way the child can learn."**

- Unknown



## Annual Levies and Requirements

### 2017 Educational Resources Fee

- ☞ Please ensure that all books and materials are clearly marked with your child's name and surname.
- ☞ Kindly note that lost or damaged materials will need to be replaced at your cost.

### 2017 Shows & Outings Fee

- ☞ The shows and outings are scheduled and booked for the year.
- ☞ **Learners will not be permitted to attend any shows and outings if the annual Shows & Outings Fee has not been paid**

### Grade R

**Shows and Outings** - R 500,00

Includes: All shows and outings for the year

**Educational Resources** - R 850,00

Includes: Futurekids  
Paper  
Printing  
Arts and Crafts  
Concert  
Additional support books (printed in house)

## Grade 1

Shows and Outings - R 580,00

Includes: All shows and outings for the year  
Conquesta

Educational Resources - R 850,00

Includes: Futurekids  
Paper  
Printing  
Arts and Crafts  
Concert  
Additional support books (printed in house)

## Grade 2 and Grade 3

Shows and Outings Grade 2 - R 580,00

Shows and Outings Grade 3 - R 580,00

Includes: All shows and outings for the year  
Conquesta

Educational Resources Grade 2 - R 820,00

Educational Resources Grade 3 - R 920,00

Includes: Futurekids  
Paper  
Printing  
Arts and Crafts  
Concert  
Genetic Profiling Test FOR GRADE 3 ONLY

## Other School Requirements

- 📖 A school bag (with dividers)

**The annual Educational Resources Fee and the Shows & Outings Fee are both payable at the beginning of the year.**

## Book Requirements

- 📖 A list of the required books which are to be purchased is available from the office from the 4<sup>th</sup> term and will be loaded onto the School Communicator
- 📖 Please ensure that all workbooks are clearly marked with your child's name and surname
- 📖 All books are to be covered in paper and thick plastic
- 📖 All lost or damaged books will need to be replaced by the parents or guardians

The books are available from:

- 📖 Afro School Supplies 011-708-6334
- 📖 Any CNA
- 📖 Any PNA (we recommend Horison View 011-766-3366)
- 📖 K & P Lohmiller 011-478-1106
- 📖 Alfs Stationers 011-674-3275

**Please note that you are required to place the order for the books timeously**



## Dress Code

1. Hair must always be neat and clean. No radical, fashion or unusual styles.
2. Girls: If hair touches the shoulders or covers the eyes it must be tied up. All hair must be in a band. (White, grey, green, yellow or black accessories).
3. Boys: Hair must be short all round. Neat and tidy.
4. No jewellery may be worn. One earring only in each ear lobe. Small studs or sleepers only.
5. Boys: No ear rings or jewellery of any type.
6. Only watches are allowed.
7. No make-up may be worn at all. Nails must be kept short and clean. No nail varnish or artificial nails.
8. Uniforms are to always be clean and tidy and in a good condition.
9. Shoes must always be clean.
10. Girls are to wear regulation black shoes or baby dolls.
11. Boys are to wear regulation black shoes.
12. No takkies may be worn with school uniform (except for Grade R).
13. Skirts must be on the knee in length.

## Physical Education / Sport Activities

14. Learners must be dressed appropriately for lessons. Sports uniform is to be worn as per roster. Please check the website and communicator or the information pack.

## School Uniform

### BOYS (Grade 1 to 3)

Summer Uniform	Winter Uniform
Grey shorts	Grey pants
Short sleeve white shirt with school badge	Long sleeved white shirt
Long grey Welridge socks are to be worn all year round	Long grey Welridge socks are to be worn all year round
Only regulation black shoes may be worn	Only regulation black shoes may be worn
Regulation green Welridge school jersey	Regulation green Welridge school jersey
PE uniform: green shorts & PE golf shirt	School tie School bomber jacket/windbreaker
	PE uniform: green shorts & PE shirt Welridge tracksuit (if it is a cold a long sleeved white cotton shirt / polo neck may be worn under the golf shirt)
School cap	Green Windbreaker / Dry Mac

### GIRLS (Grade 1 to 3)

Summer Uniform	Winter Uniform
Green Welridge skirt	Green Welridge skirt/grey long pants
Short sleeved white shirt with school badge	Long sleeved white shirt
Short white socks	Long black stockings /tights are to be worn
Only regulation black shoes may be worn	Only regulation black shoes may be worn
Regulation green Welridge school jersey	Regulation green Welridge school jersey
PE uniform: green shorts & PE shirt	School tie School Bomber jacket/windbreaker
School cap	PE uniform: green shorts & PE shirt Welridge tracksuit (if it is a cold a long sleeved white cotton shirt / polo neck may be worn under the golf shirt)
	Green Windbreaker / Dry Mac

**Grade R Uniform (boys and girls)**

**Summer Uniform**

**Winter Uniform**

White Golf Shirt with school badge	Green tracksuit with plain white polo neck with Welridge golf shirt worn over the polo neck
Green shorts with yellow stripe	Tekkies
Tekkies	Green Windbreaker / Dry Mac
School cap	

School uniforms are available from:

**1) LSW SCHOOL & LEISURE**

Black Heath Centre (Off Beyers Naude Road)

Tel: (011) 431-0406.

**2) Student's Schoolwear & Sports/ Omni Skate and Surf**

Shop 14 Trinity Village Shopping Centre (opposite Trinityhouse Private School)

Beyers Naude Drive (Corner Eastwood and Knoppiesdoring Street), Randpark

Ridge Ext 121

Randburg

Tel: (011) 795-4305

## School Times



### **Grade R**

**Monday to Friday:**

**Normal School Hours  
07h40 – 12h50**

**12h50 to 14h00 Aftercare children will be supervised until Aftercare starts**

### **Grade 1 - 3**

**Monday to Thursday:**

**Normal School Hours  
07h40 – 13h20**

**Friday's school ends at 12h50**

**12h50 to 14h00 Aftercare children will be supervised until Aftercare starts**

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**12h50 to 14h00 Aftercare children will be supervised until Aftercare starts**

### **After Care**

***Grade R: 12h50 to 18h00***

***Grade 1 to 3: 13h20 to 18h00***

**Our lessons start at 07h40 and we would appreciate it if your child could be at school no later than 07h30.**

**Our After Care Centre closes at 18h00.**

**If you are delayed, please contact the duty teacher to inform them of your delay. However, a fine of R100-00 for every 15 minutes, or part thereof will be imposed, should you collect your child after 18h00.**

**It is very unfair on the staff to remain at school after closing time. During the winter period it gets dark early and most of our staff members have family responsibilities. Small children become very frightened when they are collected late and they are the only ones left at school.**

**We appreciate your cooperation with regards to this matter.**



## 2017 Calendar

### 2017 SCHOOL CALENDAR FOR PUBLIC SCHOOLS IN SOUTH AFRICA

Term	Duration	No. of weeks	No. of days	No. of public holidays	Actual no. of school days
1	(09) 11 Jan -31 March	12	58 (60)	1+1	56 (58)
2	18 April -30 June	11	54	3+1	50
3	24 July-29 September	10	50	2	48
4	09 Oct-06 (8) Dec	09	43 (45)	0	43 (45)
<b>TOTAL</b>		<b>42</b>	<b>205 (209)</b>	<b>6+2</b>	<b>197 (201)</b>

Public and School Holidays 2017	
01 January	New Year's Day
20 March	School holiday
21 March	Human Right's Day
14 April	Good Friday
17 April	Family Day
27 April	Freedom Day
28 April	School holiday
01 May	Workers Day
16 June	Youth Day
09 August	National Women's Day
24 September	Heritage Day
16 December	Day of Reconciliation
25 December	Christmas Day
26 December	Day of Goodwill

Aftercare opens on 4<sup>th</sup> January 2017

**IN ADDITION TO ALL PUBLIC HOLIDAYS, PLEASE NOTE THAT THE ENTIRE SCHOOL (INCLUDING AFTERCARE) WILL BE CLOSED ON THE FOLLOWING DATES:**

20 March 2017

28 April 2017