

Policy	GENERAL SCHOOL POLICY			
Policy Ref No	EDUPOL 042			
Policy Section	OWNERS			
Date	Prepared by	Version	Approval Date	Review Date
26 MAY 2016	OWNERS	2016.1	1 June 2016	1 June 2017
26 June 2017	G Aitchison			June 2018
03 March 2020	G Aitchison	2016.3	03 March 2020	March 2021

This policy is to be read in conjunction with EDUPOL005, with reference to vision, mission, legislative framework, definitions and acronyms contained therein, and the annexures attached hereto.

The purpose of this policy is to indicate, amongst other things, language of instruction, school times, core and extra-curricular activities, service delivery, fee structure, enrolment process for new learners, the admission process, the code of conduct for students and the code of conduct for parents.

1. Language of instruction:

English Medium School

2. School Times

07:30 – 14:00

Certain senior grades run until 15:00, depending on subject choice combinations

3. Core and Extra-Curricular Activities (See EDUPOL43)

Education Incorporated does not offer a traditional sports programme as we are too small. We strongly encourage participation in club sports to ensure a balanced lifestyle for the students.

4. Extra-Curricular Activities Offered (EDUPOL43):

4.1. Class enrichment outings:

- 1 per grade per term (3 per year)
- Cultural (plays/performances etc) or curriculum extension

Person responsible: subject relevant grade/class teacher

4.2. Olympiads

Person responsible: subject relevant grade/class teachers

~~4.3. Est Lapis Writing Competition~~

~~Person responsible: HOD English (HL)~~

4.4. Provision for Sport:

- Equestrian (annual SANESA membership for students competing in equestrian disciplines at provincial level)
- ~~• Fly fishing at provincial level~~
- ~~• Golf at provincial and international level~~
- ~~• Soccer at provincial and international level~~
- All extra mural sport activities that learners engage in is recognized by the school.
 - The onus is on the parents and learners to keep the school informed of their progress.
 - Sports achievements are incorporated into the school's award system when official documentation has been received from an accredited organization representing the sport in question.
 - Students are required to report back at assemblies on occasion so that their peers can support them in their endeavors.

Person responsible: School administration/affected subject teachers

4.5. ~~Toastmasters~~ TED ed

Person responsible: School administration/teachers heading up project

4.6. Camp-out

Person responsible: School administration/teachers heading up project

4.7. Grade 11 Job Shadowing

Person responsible: ~~School administration/teachers heading up project~~ **Grade 10, 11 and 12 Life Orientation teacher.**

4.8. Community Service and Charity Work

Students of Education Incorporated complete fundraisers and provide community services **to many institutions. These may include:**

- CHOC
- Reach for a Dream Foundation
- Mother Touch Academy
- Vuleka School
- Witkoppen school for orphans
- **4 Paws**
- **SPCA**
- **Selected Old Age Homes**
- **SAPS**

Person responsible: ~~School administration/teachers heading up project~~ **Grade 10, 11 and 12 Life Orientation teacher.**

5. Service Delivery:

5.1 Grades: 4 – 12

5.2 Class size: 10 students per class (grades 4-9)

Up to 12 students per language class but no more than 10 per subject choice class (grades 10-12)

5.3 Academic focus: Exceptionally high academic expectations facilitated through:

- closely guided and monitored teaching

- compulsory in-depth study skills courses
- proof of preparation submissions for all tests and exams
- Compulsory additional programmes to remediate/accelerate/enrich academic skills (Readers for Leaders, Kip McGrath Mathematics)

5.4 Curriculum:

Grades 4 – 9: CAPS curriculum as per ~~DBE~~ IEB requirements

Grades 10 – 12: CAPS curriculum as per ~~DBE~~ IEB requirements with the following subject choices:

- English (HL)
- Afrikaans (FAL)
- Mathematics
- Maths Literacy
- Physical Science
- Life Science
- ~~Accounting~~
- Business Studies
- History
- Geography

Additional subjects (8th and 9th) include:

- Engineering Graphic Design
- Economics
- AP Mathematics

6. Fee Structure:

Tuition and Related Fees

Our fees ~~comprise three components, an annual curriculum fee, a grade-specific tuition fee and an initial registration/administration fee with deposit.~~ Are reflected on the Schedule of Fees.

- The annual curriculum fee is payable at the commencement of each year and covers **all the curriculum expenses related to the academic year that fall outside of the tuition fees. These details are published with the schedule of fees.** ~~all academic material, examinations, moderation, marking, printing costs, reports, NSC IEB registration and practical lessons where applicable, school photos and outings~~
- The grade-specific tuition fee is payable either monthly over 12 months, annually in advance (a discount does apply) or on a per-term basis (January, May and September)
- The initial registration ~~/administration~~ fee is payable **on enrolment. Details of this are available on the schedule of fees.** ~~together with a refundable deposit equal to one month's tuition. This includes... 3 x Golf Shirts, 1 x School Bag, Locker Rental, Printing costs, Developmental levy, Administration and Registration fees, Entry exams and interview.~~

Payment discounts on the tuition fee are available for pre-payment as well as for multiple enrolments (e.g. siblings) ~~as follows:~~ **Details of this are available on the schedule of fees.**

- ~~5% off the tuition of simultaneously enrolled younger siblings~~
- ~~5% for term in advance payments~~
- ~~10% for annual in advance payments.~~

7. Enrolment Process for New Learners:

Being a private boutique school with small classes means that space is limited. We therefore follow a process of a personal tour and a parent interview **before** recommending a trial. Our trial week encompasses academic and social assessments, and is followed by interviews with you and your child to determine whether **Education Incorporated** is the right fit for your family.

While enrolment is usually scheduled for the commencement of the next academic year, under certain circumstances we may accept and admit your child immediately.

You may also be placed on a waiting list and notified when a space becomes available. When attending the tour, please remember to bring along your child's most recent **three** school reports and any clinical reports we should be aware of.

If a trial week is recommended, you will be required to provide personal information and sign an indemnity form before it can commence.

The admission process:

- 1) **Electronic** Query and motivation
- 2) Personal tour **and** Pre-interview (Parents)
- 3) Book Trial Week and complete Trial Week Indemnity and ~~background forms~~ **Pay for trial week**
- 4) **Pre-trial week student interview**
- 5) Trial week and Assessments
- 6) Teachers & assessors feedback
- 7) Post-trial interview (Child)
- 8) Post-trial interview (Parent)
- 9) Offer **Letter with conditions of enrolment** ~~of a position~~ (starting immediately, next academic year or wait-listed)
- 10) Fill in and submit all admission forms, ~~Codes of Conduct etc.~~
- 11) Purchase school uniform and stationery
- 12) Start as an EduInc learner

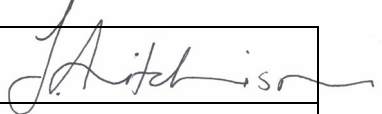
8. Student Code Of Conduct (EDUPOL 008):

9. Rules and Conditions of Admission for Parents (EDUPOL 044):

Adopted at Fourways on this the 1st day of June 2016

Annually from date of adoption being the 1st day of June 2017

Signed at Fourways on this the 1st day of June 2016

Director		Director	
Name	G H Aitchison	Name	J I Aitchison