



Anchorage Academy

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MISSION STATEMENT

The mission of Anchorage Academy is to provide each student a diverse education in a safe, supportive, enjoyable environment that promotes self-discipline, motivation, and excellence in learning. The Anchorage Academy team joins the parents and community to assist the students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community and eventually become a success. Taking to heart the school's motto:

*Per Aspera Ad Astra,
through difficulties we will reach the stars.*

B GENERAL INFORMATION

SCHOOL HOURS

No child may be dropped off before 06:45 for security reasons. Parents must ensure that morning care staff members are on duty before they depart. If the child is dropped off at school before this given time the school will not be held responsible if any harm is done to the child.

SCHOOL HOURS	
Grade 1 – 3	07:30 – 14:00
Grade 4 - 7	07:30 – 14:00
Fridays Grade 1 – Grade 3	07:30 - 12:00
Fridays Grade 4 - 7	07:30 – 13:30
SCHOOL ADDRESS	
PHYSICAL ADDRESS	E-MAIL ADDRESS
21 Tamara Street Tamara Park Centurion 0157	info@anchorageacademy.org
POSTAL ADDRESS	TELEPHONE NUMBER
P.O. Box 51439 Wierda Park 0149	Cell: 0847440065

LATE ARRIVALS

It is very important that the children arrive at school on time. A large amount of life skills learning takes place first thing which allows the children to regroup and focus on the day that lies ahead. Parents who are unavoidably late are requested to be as unobtrusive as possible when bringing their child to class and not to disturb the whole group. If you arrive after 08:30, please report directly to the office as your child would have been marked absent.

DROPPING OFF AND COLLECTING

Parents are to drop their child off within the school grounds, dropping off outside the gate is not permitted. Parents are expected to inform the school office if they are delayed as children become anxious when they are not collected on time.

For security reasons anybody, including parents, that come on the school property during school hours need to report to the admin office.

No children are allowed to leave the school property, with an unauthorised person, at any time unless arrangements have been made by the parents with the office.

CORRESPONDENCE

Correspondence concerning any official school matters concerning the school and students with regards to arrangements, happenings, procedures, appointments, etc. must be addressed to the Headmistress and must be in writing via letter form or e-mail. The school follows the same format but also embraces technology such as WhatsApp for more informative communication.

CHANGE OF ADDRESS

Kindly inform the school in writing immediately of any change of address or telephone numbers.

HOMEWORK

The Gauteng Department of Education recommends the following hours of study:

Reception Phase

Homework for this phase is recommended for once per week to enable the child to begin fostering a good habit being doing homework and time management.

Foundation Phase:

Limited homework according to Departmental Policy to include work already done in the classroom +/- 30 minutes per day except for Fridays.

Intermediate and Senior Phase:

Gr 4 - Gr 7: One hour per day.

Children who have not completed their homework by the due date will have to attend break or afternoon detention until the outstanding work has been completed.

STATIONERY REQUIREMENTS

Stationery packs must be purchased by the parents, marked and returned to school before the end of the school year. Foundation Phase learner's stationery will be kept at school for safe keeping. Learners are expected to have an extra set of stationery at home in order to complete their homework. Should stationery become depleted during the course of the year a letter will be sent home in order to replenish missing stationery items. All items must be individually marked. Intermediate and Senior phase will keep their stationary at home and bring it to school daily.

MEDIA CENTRE

Children may borrow books from the media centre on scheduled days and this is administrated by an appointed Admin staff.

VALUABLES

The school cannot be held responsible for any valuables lost and parents are advised to discourage children from bringing valuable items or toys to school. All personal belongings must be clearly marked.

VISITORS TO THE SCHOOL

Parents, brothers, sisters or other relatives may not visit learners or educators in classrooms under any circumstances. Visitors are requested to report to the Headmistress when visiting the school. Messages will be passed on to learners from the admin office.

The right of admission to the school grounds is reserved.

PHYSICAL EDUCATION

Physical Education is compulsory for all learners. Learners not able to do Physical Education on a particular day must produce a note signed by their parent/guardian on that day

LOST PROPERTY

All lost property is collected and sent to the office. Children whose clothing is marked will be sent to their classes respectively. Parents are to make sure all items of clothing are marked clearly.

TUCK SHOP

Tuck shop runs on a daily basis, serving toasted cheese, chips and fruit juice.

SCHOOL RULES

All learners must be conversant with the school rules and abide by them as their contribution to the smooth running of the school and the upholding of its standards.

- On mornings of Hall Assembly, learners are to enter the assembly area in an orderly manner. Learners must take up their places and sit quietly. After assembly, learners should move out smartly.
- Learners using the precincts of the school in the evenings or on Saturdays must do so with the knowledge of the Headmistress and under supervision of an educator or authorised person.
- If learners report sick, they report to the admin office who will telephone the parent to collect the child. Learners may not phone their parents to collect them if they are ill.
- No learner may leave the school grounds during school hours without the Headmistress's permission.
- Foodstuffs must not be eaten in classrooms and passages, but away from the school building. Learners must keep the school grounds neat by using the rubbish bins provided. Chewing gum is NOT allowed.
- Malicious damage caused to any school property (de-facing desks, walls, breaking windows etc.) will result in the parents of the child being invoiced for the full repair of the damage.

STANDARDS OF COURTESY

Learners are expected to:

- Obey instructions issued by a member of staff.
- Stand when speaking to an adult, as well as when an educator enters a classroom.
- Greet the educator at the beginning of a lesson before sitting down and wait to be dismissed at the end of a lesson.
- Make way for an educator on crowded stairs or corridors.
- Greet visitors in the corridors and offer assistance when necessary.
- Greet educators in the corridors and on the grounds.

DISCIPLINARY CODE

Repeated flouting of rules and a disregard for the needs of other may result in the offending party being asked to attend a disciplinary discussion. In the event of a repetition of the unacceptable behaviour, the child may be asked to leave the school. Parents may be asked to collect children from school for certain transgressions e.g swearing, lewd or violent behaviour.

Should a child be in violation three times the child will be asked to leave the school. Should a child be found to be unnaturally violent parents will be asked to take such a child for an evaluation and consequent professional assistance. Should this request be failed to be adhered to the child will also be asked to leave the school.

SCHOOL UNIFORMS

It must be noted that legally the school uniform is an extension of the school and that the rules of conduct, the authority and jurisdiction of the school can accompany the learner as long as he/she is in school uniform in public.

School uniform is worn in the interest of learners, parents and staff. It prevents competition between learners and is also the most cost effective option. Children attending Anchorage Academy will begin to wear uniform as from Grade 1. All items are to be well marked with the learner's name.

APPEARANCE

Learners are expected to be neat, clean and have their hair well groomed. No nail polish on finger nails or hair colouring may be used. School uniform is to be worn at all times. No jewellery is permitted, other than what has been specified under the jewellery section in this document. School uniform must be clean and neat at all times and free from any form of stains. Children will not be permitted to wear soiled uniform.

HAIR **GIRLS**

- Hair must be neat at all times.
- Hair that touches the bottom of the collar, or should the hair in any way cause an obstruction to learning or sight must be tied up.
- Alice-bands, clips, scrunchies etc. must be, beige, navy, white or a combination thereof. These must also be appropriate for wearing with a school uniform. Fashion clips/clasps are not permitted.
- Hair may not be permed or coloured.
- Hair may be relaxed. Extensions are not encouraged, but if worn, must be clear of the eyes, must follow the contour of the head or must be tied up if shoulder length. Extensions must be the same colour as the natural hair.
- A maximum of two ponytails may be worn.
- Learners may wear gel, mousse or hairspray; however no wet look is permitted!

BOYS

- Hair must be neat at all times.
- Hair must be short and well-groomed. No hair to hang in the eyes. The fringe must be well clear of the eyebrows.
- Fashion hairstyles will be at the discretion of the headmistress.
- As fashions change, the headmistress has the right to ask any learner to change a hairstyle that is not appropriate.

- Learners who wear their hair short (brush cut) are limited to using a number 4 blade - less than that is a skinhead which is not acceptable.
- Learners may wear gel/mousse in their hair, however no wet look is permitted!

JEWELLERY

- Only "Medic Alert" bracelets or pendants may be worn.
- Girls may only wear one stud with or without a stone or sleeper or hoop, in the middle of each ear lobe of each ear.
- Watches may be worn.
- Confiscated items may be collected at the end of the year from the headmistress. If a confiscated item is lost it will not be replaced as it should not have been worn to school. Parents must collect confiscated items.
- School uniforms may not be written on or defaced in any way.
- Badges (metal or plastic) which do not relate to school activities must not be worn.
- The boys may not wear earrings at school or at any school related functions.
- No other jewellery may be worn.

ATTENDANCE

Starting time is 07:30 am and all learners are expected to be punctual. A doctor's certificate is required for absence from school on more than 2 days or where an absence occurs on a Monday or a Friday. Learners may not leave the school property during school hours unless arrangements have been made with the headmistress. These regulations are stipulated by the GDE and do not apply to Grade R. Children may not be absent from school on a test or exam day. Should a child fall ill on such a day he/she will still need to come to school to write the test and may then go home. Should this be impossible a doctor's note is required and the child will then be expected to write the test on the day of his/her return to school.

ILLNESS

When a learner suffers from a permanent or recurring illness, please inform the school immediately for record purposes. If necessary the relevant medication must be kept in a locked cupboard. Please **do not** send ill children to school. Parents will be phoned if learners become ill during school and need to be fetched. If a child is scheduled to write a test on a day of which he/she may be ill, the child will write the test the following day in the first period. This rule does not apply to children who are admitted to hospital. Such children will receive a term average for any missed tests. If a child is ill on the due date of an assignment it is the parent's responsibility to bring such an assignment to school and hand it in to the respective teacher.

Doctor' appointments, as far as possible, are to be made for after school hours

SICK CHILDREN

No child may attend the school if he/she has;

- had diarrhoea in the past 24 hrs,
- vomited in the past 24 hrs,
- a temperature above 37.8,
- a rash
- a septic focus anywhere,
- infected eyes,
- yellow/green nasal secretions,
- an exceptionally heavy cold or cough,

- lice or nits,
- any other infectious diseases.

We follow the guidelines, stipulated in the Health Act, 1977 (Act 63 of 1977) regarding Childhood Diseases (1995) indicating the length of time that the child must stay off school.

NO medicine may be put in any child's bag. Please leave it in the office in a clearly marked container with written instructions as to the dosage and duration of treatment.

If your child is taking homeopathic medicine, the school will not give the medication hourly, as the child is then too sick to be at school. We will give it to the child at midday.

Children that suffer from Asthma must have an asthma pump at school, in case of emergencies. Medicine must be collected from the office as it will not be handed to children. Sick or injured children must be signed out at the office when they are collected.

If your child has been off sick, it is the parent's responsibility to come to school to collect work which has been missed.

MEDICAL AND DENTAL APPOINTMENTS

Medical and dental appointments should be made, as far as possible, after school hours. Where an appointment can only be made during school hours, the parents are to notify the school, in writing or via cell phone message, a day in advance. This letter of request **must** be signed by the Headmistress. No children are just allowed to just be kept out of school without legitimate reason. **No learners may leave the premises without informing any member of the admin staff.** Parents need to write a note in the communication book requesting permission once signed by the educator the child may leave.

ASSESSMENT BY PROFESSIONALS

There are numerous highly qualified, professional therapists who can assist children experiencing difficulties.

Parents will be notified of problems without delay and a recommendation will be made as to the type of intervention required. The school is committed to helping parents find a suitable professional once a problem has been identified. Problems are only brought to parent's attention after careful observation over a reasonable period of time.

Parents are expected to respond by taking the recommended action within two weeks. The school is to be kept informed on which initial steps have been taken to address the perceived problem. Once assessments have taken place, the school is to be provided with copies of the assessments. Thereafter, progress reports need to be submitted to the school. Regular therapy should be brought to the school's attention without delay. All reports submitted will be deemed confidential and will be kept on the child's file.

All referrals are done with only the child's best interest in mind. Early intervention and consistent, intensive work on the problem area are the keys to success.

PARENT/SCHOOL INTERACTION

Staff may only be telephoned during break times or after school until 15:00 and **not** in the evening at all. Any appointments with staff are to be made for after school hours. Quarterly parent/Staff meetings are held at the school and all parents are encouraged to attend these meetings.

OUTINGS

Outings are organized on a regular basis through the course of the year. The cost of these outings is **not** included in the school fees. Parents are requested to budget R400 per year per child for this.

A packed lunch in a disposable wrapper is usually required for these outings. Children are permitted to wear their school uniform. For safety reasons the children are transported by rented busses or with the educators concerned.

Should parents know of interesting events, festivals or places which would interest the children, please inform the office.

From time to time, the children are taken on different educational tour/camps relevant to their age and curriculum.

C ANNUAL INFORMATION

FINANCIAL COMMITMENT

Due to Anchorage Academy being a fully private school and since our funding is completely dependent upon school fees, we would ask that you consider a monthly debit order to cover your child's fees. This will go a long way to ensuring the effective day-to-day running of the school. Because we only accept between 10 children per educator you can appreciate that funding is tight.

Your financial commitment to the school is for school fees payable over **11 months**. **Please be advised that school fees have to reflect in the school bank account by the 5th of each month. Any outstanding fees or late fees will be subject to a late penalty fee of R100 per day. Every effort must be made to avoid this action from being enforced.** Should it become necessary for the school's account department to contact you telephonically for late payment of school fees an additional cost of R5,00 per call will be levied to your account. Most importantly if the school fees are not reflected in the school's account by the 5th your child will not be permitted access to the school as from the 8th of each month.

FEE STRUCTURE FOR 2017

Payment of School Fees is the parent's first financial obligation.

PHASE	FEES ANNUALLY
Foundation Phase	R39 600,00
Intermediate Phase	R39 600,00
Senior Phase	R39 600,00

A 5% discount is allowed if fees are paid in full by 31 January of the following year.

A 5% discount is allowed for the second sibling.

PHASE	FEES PER MONTH
Foundation Phase	R3 600,00
Intermediate Phase	R3 600,00
Senior Phase	R3 600,00
Aftercare	R450.00

School fees are payable by the 5th of the month in advance for 11 months of the year (January to November) after which the account is rendered for collection.

Fees are transferred out of Debtors into Bad Debts after 60 days and the account is handed over to debt collectors. All avenues must be explored in an endeavour to recover outstanding school fees. It is the school's policy to allocate whatever monies it receives, to settle school fees first and then allocate the balance to other accounts.

Fees can be paid in one of the following ways:

- Direct deposit into the school's account, EFT or
- Cash.

We offer no credit card facilities.

BY HAND OR CASH PAYMENTS

All by hand payments must be made at the office. No responsibility will be taken by the school for any money placed in a child's school bag.

LATE PAYMENTS

Absolutely no late payments will be tolerated at all!

REGISTRATION FEE

R2500,00 non-refundable registration fee will be payable upon acceptance at Anchorage Academy in order to secure your child's space, and covers administrative expenses.

SCHOOL'S BANKING DETAILS

Anchorage Academy
First National Bank
Branch: The Reds-250655
Account Number: 62533332871
Business Account
Ref: Childs Name and Surname

NOTICE OF DEPARTURE

If the parent wishes to take their child out of the school, this should be done in writing. At least a weeks' notice period must be given to get all documentation in order.
