



KERSTEN COLLEGE

Private Primary School

GDE Registration number 400416

Secure and affordable future for your child

Prospectus

West Avenue/cnr Goldman Street

Florida , Roodepoort

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Website: www.kerstencollege.co.za



Grade R Class



Grade 1 Class



Grade R Readers

Word of Welcome and Background

Welcome to Kersten College, which opened its doors to learners in grades R (Readiness grade), and grades 1 - 7 on 12 January 2011. The school has been founded by Mrs Elisabeth Balloch, a retired Bank Branch manager, qualified and experienced as a staff manager, trainer, coach, assessor and moderator, who has envisioned this leap into ensuring high quality, academic education of children, for many years and is fully prepared, as Director, together with her teachers/educators, to ensure all children who attend the school, will receive caring attention at all times. All educators are registered with the South African Council for Educators (S A C E).

Admission Policy

The school is an 'Ordinary' Private School and will be unable to accommodate learners diagnosed with special education needs. Please read 'Enrolment Application Form' for more details regarding admission.

School Vision

We want our school to be known as a caring school where all students gain the confidence to become positive, quality, learners.

School Mission

The school will provide a nurturing, caring, stable environment and academic excellence while preparing its students for life long learning.

School Motto

The school **Motto** is 'Knowledge, Friendship, Integrity', which are depicted in the School Coat of Arms (The Kersten Crest), as 3 Gold Stars, and these principles will be adhered to at all times, as well as life's core values, namely, Truth, Love, Peace, Right Action and Non Violence.

School Character

The school strives for the recognition, protection and respect of freedom of belief, religion and speech. The school utilises the Gauteng Department of Education learning guidelines. Having studied a number of 'other' curriculums, we feel this syllabus is academically the most appropriate, is well rounded, and compares favourably to the best in the world. Our main 'Readers' are published by the commercial arm of the NGO "READ", 'Reading Matters'. These readers are very appropriate for South Africa and depict our wonderful diversity in cultural aspects, as well as our animals and bird life.

Parents' Evenings

Parents' evenings/afternoons/mornings are held once per term, except for the last term in an academic year. At these visits, parents will have the opportunity to view the children's books. However, should either the parent or the school feel the need to discuss any aspect concerning the learner, this will be welcomed, after an appropriate appointment has been set up, after normal school hours.

Homework

Homework is given to all learners from grade R, daily. It is important that reading be done consistently. Homework may also include projects.

Absenteeism

A letter explaining absenteeism must be handed to the class teacher on the first day that the learner returns to school. Should absenteeism negatively affect a child's progress, the educator or Director will contact the parents by phone/email. No learner may leave the school grounds during school hours unless a parent/guardian has submitted a request in advance. No relative will be allowed to collect a child during school hours unless this has been arranged with a parent/guardian, and the parent/guardian has sent a request in advance.

Visitors

ALL persons requesting to see a learner or collect a learner during school hours, must sign the visitor's register.

Discipline

The school has a code of Conduct, please see page 4 of this document. It is expected that the conduct of all learners will be beyond reproach, and when disciplined, the learner will be expected to be courteous and obedient.

Sport/Physical Education

We suggest parents allow their children to join clubs which cater for sport which need large spaces as our grounds are not conducive to these needs. However, we offer a good physical education curriculum, and assure parents our children receive a great deal of exercise.

School Uniform

We have signed an exclusive contract with VIVA SPORT, situated at 10 Olivier St, Florida, (ph 011 6727562). The FULL range of uniform must be purchased at this stockist.

First Aid

Many Educators at Kersten College have attended First Aid Training, and our First Aid Kit is of the highest standard. Please note the school's Sick Policy on page 5 as well as the school's Safe Environment Policy on page 5 of this document.

Managing of Assessment

Assessment of all grades will take place on a continuous basis. Please be assured that should a child not be achieving the standard required, the educator or Director will inform the parent/guardian of such and will discuss the 'way forward'. However, as our classes will remain small in number, 26, although up to 28 children in an emergency, the school will do its utmost to endeavour to pay some personal attention to every learner.

Kersten College Code of Conduct

Undesirable Conduct

1. 'Disrespectful' conduct. Respect and politeness are expected at all times.
2. Any practice that may influence other learners detrimentally or harm the school in any way, will not be tolerated
3. Stealing is regarded as a serious offence
4. Verbal or physical abuse. We all need to teach our children to rather debate an issue
5. Vandalism and graffiti. Please note our furniture and premises is precious to all of us, and portrays a positive image.
6. Foul language. We, as parents need to set an example and refrain from using foul language ourselves
7. Learners are expected to keep the school grounds and classrooms free of litter
8. Learners are expected to be punctual as late coming to school may affect the other learners negatively
9. Learners may not tamper with other learners' school bags
10. Learners may not bully each other

Undesirable conduct will have consequences. Should it be shown beyond reasonable doubt, a child has vandalised school property, parents will be accountable for the cost of replacement thereof. School staff will endeavour to teach children right from wrong, in terms of behaviour/language, and slight deviations from the code of conduct will be managed by the school and parents will only be involved, should undesirable behaviour continue thereafter. We have many children and parents/guardians, to consider, therefore, should bad behaviour continue, a learner may be expelled.

Kersten College Sick Policy

1. Learners who are ill should not come to school as we have a small sick bay, and do not have nursing staff to attend to them
2. Should a learner become sick during the day, the school staff will make a decision on whether to instruct the parent/guardian, to collect the child, or whether it may be suitable to place the child in the sick bay until school closes for the day. We are not trained doctors nor nurses, therefore, we may ask a parent/guardian to fetch a child, which may prove cumbersome for the parent if the child is not actually sick enough in their opinion, to be fetched from school, but we ask parents/guardians to please understand our situation.
3. Should a child have an Infectious Disease, as identified by a doctor, the child can only be readmitted to school on production of a medical certificate
4. If a child is away longer than 3 days, the school will need a medical certificate
5. The school will not administer any oral medication to any learner. Medication sent to school with any learner must be accompanied by a letter of explanation and the medication must be handed over to the class teacher

Kersten College Safe Environment Policy

All blood, open wounds, sores, breaks in the skin, grazes and open skin lesions, as well as all body fluids and excretions, which could be stained or contaminated with blood (example, tears, saliva, mucus, phlegm, urine, faeces and puss) will be treated as potentially infectious. Skin exposed accidentally to blood will be washed immediately with soap and running water. All bleeding wounds will be cleaned immediately with running water and/or other antiseptics.

All persons attending to blood spills, open wounds, sores, breaks in the skin, grazes, open skin lesions, body fluids and excretions, will wear protective latex gloves. Any surface contaminated with any of the aforementioned will be cleaned with running water and fresh household bleach (1:10) solution. The person doing the cleaning will wear protective gloves or plastic bags. Blood contaminated material will be sealed in a plastic bag and either burnt or sent to an appropriate disposal firm.

OUR COMMITMENT

We assure you we shall do our utmost best at all times to ensure your child receives above average academic education/ leadership training/ good behavioural skills, to stand him/her in good stead to meet the challenges of any high school your child will attend hereafter.

Yours faithfully

E M Balloch (Mrs) Director