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# **ALBERTON STARS PRIVATE SCHOOL**

## **PROSPECTUS 2025**

### **INTRODUCTION**

Alberton Stars Private School is an affordable, quality, independent education group with a vision to make independent learning more accessible to communities across the country. At Alberton Stars Private School we aim to bring the benefits of private school learning to as many young minds as possible by offering affordable school fees whilst maintaining excellent academic standards.

Alberton Stars Private School offers a co-ed learning environment from Pre-Primary/Grade R to Grade 3 Currently with English as the primary language.

At Alberton Stars Private School we are devoted to ensuring the best possible learning environment for your children. We more than educate our pupils – we prepare them for life! We will enhance their holistic development, which will include refinement and development of communication skills, self-discipline and respect for themselves, their peers and the environment in which they live.

We allow your children to grow not only in a classroom but on a social level as well. We believe strongly in the benefits of a well-rounded education, by incorporating general teaching techniques with teamwork, self-expression and personal development that happens inside and outside the classroom.

### **THE EDUCATION PILLARS AT ALBERTON STARS PRIVATE SCHOOL**

#### **Individual-Based Teaching**

We focus on the needs of every individual child to help them thrive and reach their potential. Classes are kept small, with a maximum of 15 pupils per class, receiving personal attention.

#### **Academic Excellence**

The South African Schools Curriculum is followed (CAPS) with emphasis on building a foundation of academic excellence.

#### **Creative Thinking**

In our innovative and entrepreneurial age, creative thinking is key to reaching personal and professional goals in life, which is why Alberton Stars Private School encourages creative expression and problem-solving from a young age.



## **Constructive Discipline**

Discipline creates greater self- and social awareness which allows children to become well-adjusted individuals later in life. We hold to a culture of positive, constructive discipline that reinforces reasonable boundaries and social norms.

## **Strong Values**

Our Christian ethos is embedded in a Christ-centred and Child-centred approach that relies on: Integrity, Respect and Love for others.

### **IT IS OUR VISION TO:**

- Be the best by living our values
  - ✓ Loyalty
  - ✓ Respect
  - ✓ Integrity
  - ✓ Excellence

### **OUR MISSION:**

- We strive to deliver continuous high quality education within a disciplined learner atmosphere where everyone can achieve success, be proud, positive, prepared and become individual thinkers for the benefit of the community we serve.

### **ALBERTON STARS PRIVATE SCHOOL WILL TRY TO ENSURE:**

- To operate a financially viable independent school.
- To provide quality education and social development to learners.
- All staff leading by example and acting as positive role models.
- A strong, positive and caring ethos that values every individual and every individual's achievements.
- A positive relationship with parents, the local community and other educational establishments to support learning.

### **PARENTS / LEGAL GAURDIANS HAVE THE RESPONSIBILITY TO:**

- Support the efforts of the school and its educators to teach their children.
- Provide a home environment which supports and enhances the learner's education.
- Treat all staff at all times with dignity, courtesy and respect. Parents or associates who act discourteously, aggressively, and threateningly or make racial allegations should have no further expectations of goodwill from the school. Any such abuse of staff members will result in the immediate declaration of breach of contract. Staff members have been instructed to terminate phone calls where the caller is abusive or obstructive.
- Keep the school informed immediately of any changes in telephone number or address. In the event of our being unable to contact the parent/legal guardian, we will disclose all necessary information of the people designated as alternative contacts.



- Ensure that fees are paid on time to avoid disruptions. Proof of payment done by bank deposit or transfers must be emailed to the office.
- Verify information received from the learner before responding.
- Ensure that learners arrive at school punctually and that absenteeism is avoided. Unavoidable absenteeism must be substantiated by telephone before 9:00 am on the day of absence, and in writing on the learner's return. Contact details must be provided.
- Support the disciplinary structures and procedures of the school and the implementation thereof.
- Encourage their children to participate fully in all school activities.

The school reserves the right to request that ANY person leave the premises should he/she be deemed to be under the influence of alcohol or behave in an inappropriate, disrespectful, threatening or dangerous way.

### **ADMISSION POLICY**

- By enrolling at Alberton Stars Private School parents and learners indicate their acceptance of our vision, mission and values.
- Our school educates learners in Christian beliefs according to the Word of God.
- The language of tuition at Alberton Stars Private School is English. Therefore learners admitted to the school will need to be sufficiently proficient in English so that their academic performance is not impeded.
- Learners are enrolled on condition that they comply with the age restrictions as set out in this document.

### **The role of the parent during the admission period**

The parent has the responsibility to provide the school with true, correct information during the enrolment process and not to withhold any relevant information.

- The parent has to ensure that the learner attends school regularly, has the correct school uniform and stationery and is whole heartedly supported in his/her learning process.
- Parents are responsible for ensuring that school fees are paid punctually.
- Parents /guardians will be expected to sign the **School Agreement** as well as a **Debtors Policy** on date of registration.

### **Registration / admission of learners**

- A registration fee is payable (for old and new learners) at the beginning of each year.

### **Application for admission**

- Collect application documentation from our school Reception.
- Complete the application forms and obtain the other items required (see relevant documentation below)
- Deliver the fully completed application to school before **31 October 2023**.
- Incomplete applications will not be considered.



## Registration

Learners will only be admitted to Alberton Stars Private School when:

- They adhere to the values (ethos) of the school.
- All relevant documentation has been completed.
- The learner is of the appropriate age for the grade in which he/she has been enrolled.
- The learner does not have specific barriers to learning for which the school cannot provide adequate support.
- The learner is proficient in English.

## Age restrictions

Alberton Stars Private School will enrol a learner in a Grade as follows:

Grade	Age	Grade	Age
Grade R	5 (before 30 June)	Grade 4	10 (maximum age 12)
Grade 1	6 (before 30 June)	Grade 5	11 (maximum age 13)
Grade 2	7 (before 30 June) maximum age 8	Grade 6	12 (maximum age 14)
Grade 3	8 (maximum age 10)	Grade 7	13 (maximum age 15)

Learners are admitted to Grade 1 in the year in which they turn seven (7). Parents who wish to apply for admission for a learner below this age may do so. Such an application must however be accompanied by a school readiness report which should be a report from a psychologist or similar professional person.

## Relevant documentation

### LEARNER

- Birth certificate
- 1 colour ID-size photo (to be attached to the application form)
- Transfer card / letter from the previous school
- Most recent report card

### PARENT / GUARDIAN

- Copy of ID of both parents/guardian
- Proof of residence(not older than 1 month)
- Proof of Income

### ***FOREIGN NATIONALS***

**Please take note that NO current or new learner will be enrolled without the following documentation in place:**

### ***FOREIGN STUDENT***

- Valid passport and birth certificate
- Study permit

### ***FOREIGN PARENTS / GUARDIANS***

- Valid passport / refugee permit / asylum permit



- Working visa
- Temporary or permanent residences permit from the Department of Home Affairs of parents and learner.

### FEES 2025

- Every parent wants what is best for his or her child – both in the short term, and in the long term. For this reason the provision of a quality education for the child is of the utmost importance and concerned parents go to great lengths to secure the best possible schooling, often at great sacrifice to them.
- Schools, for their part, are acutely aware of the aspirations of parents for their children and strive, each in their own way, to provide the best education affordable. **No School can operate successfully if inadequately funded.** The primary reason for deteriorating standards in some schools is the relatively low level of funding to these schools. This has made independent schools very attractive to many parents.
- **Fees structure 2025**

	ENROLMENT FEE	SCHOOL FEES
<b>NEW Learners Grade R</b>	<b>R2500 (Non - refundable)</b>  <i>10% discount if you pay before</i>   <i>31 October 2025</i>	R2100 x 12 (January – December)  R2300 x 11 (January – November)  <b>Once Off Annual Fee (Discounted) R24 000</b> <b>Payable By the 1 December</b>
<b>Grade 1-3</b>	<b>R2500 (Annual Levy &amp; Reg Fee)</b>  <i>10% discount if you pay before</i>   <i>31 October 2025</i>	R1950 x 12 (January – December)  R2100 x 11 (January – November)  <b>Once Off Annual Fee (Discounted) R23 000</b> <b>Payable By the 1 December</b>

### Account Statements

- All monthly statements for school fees are sent to parents at the end of each month.

### Default on Payments

- The following is a guideline for the procedure followed in the case of the default of payments.
- Parents will be liable to sign the following documents:
  - Memorandum of agreement
  - Account holders agreement
  - Parents are urged to familiarize themselves with the Debtors policy.



- If parents experience a financial problem, an appointment must be set up with the Financial Department to see if an arrangement can be made with regards to fee payments.

### Terms Associated with the Payment of fees

- Annual fees are due and are payable:
  - As a lump sum **on or before 31 January** of the academic year; or
  - Parents will be responsible for the prompt payment of school fees **on or before the 7<sup>th</sup> of each month in advance** for the period of 12 months commencing on the date of registration; or
  - From the first day of registration thereafter, for the respective months in total until December.

### Methods of Payment

- The following methods of payments are accepted:
  - **Debit Orders:** The School administers a debit order system which is our preferred method of payment if the account is not paid annually. Please provide learner full names and grade as reference.
  - **EFT:** Parents must please provide learner FULL NAMES & GRADE as reference.
  - **Cash:** This method of payment is not advised for security reasons

### Notice Period:

- Parents are reminded that in terms of the agreement signed by them at the time of the child's enrolment, they are required to give a **1 months' notice in writing** (addressed to the Head of that school) if it is their intention to remove their child/children from the ALBS Private School. Alternatively they are required to pay a month's fees in lieu of notice. Adequate notice is appreciated as it allows the ALBS Private School to make arrangements for the re-allocation of the space at the ALBS Private School.

### DEBTORS POLICY

1. To standardize the procedure for the collection of outstanding accounts.
3. Details for the payment of fees are available from the financial department. General:
  - a. All communication will be collected on a data system (D6)
  - b. The school reserves the right to record any conversations with any parents
  - c. All communications concerning arrangements for the payment of outstanding accounts will be confirmed in writing and signed at the school
  - d. Credit balances on the account of a learner(s) will be refunded to the accountholder 2 (two) months after the learner has left the school due to whatever reason being.
  - e. Refunds will only be paid out if the school is in possession of a written document as proof stating the reasons for moneys to be refunded.

### LEARNER SUPPORT

The school provides additional support to learners who struggle mastering their school work. The school has a SBST (School Based Support Team) who is responsible for managing support services rendered by the school. In some circumstances support services might have to be delivered at additional costs to the parent.

- School readiness assessment (at an additional cost) – Grade R learners
- Remedial teaching



- Occupational therapy (at an additional cost)
- Speech therapy (at an additional cost)
- Psychological evaluation or therapy (at an additional cost)

## CURRICULUM

- CAPS are followed in all subjects and grades.
- Language of learning and teaching (LOLT) - English.
- First Additional Language – Afrikaans

## LANGUAGE OF INSTRUCTION

Our Grade R classes are offered by means of a double medium approach. In our Grade 1 and 2 classes the language of instruction will be English. In our Grade 3 classes we follow a unique language model as set out below. We aim to equip all our pupils for a smooth change over to English as the only language of instruction as from Grade 4.

From Grade 4 the language of instruction will be English. Our English pupils will be taking

English on Home Language level and Afrikaans on 1<sup>st</sup> Additional language level. Our Afrikaans pupils will be taking both English and Afrikaans on Home Language level. Our aim with the Afrikaans pupils is to equip them in English and Afrikaans up to Grade 7.

The table below sets out a detailed explanation of the approach in each grade:

	Grade R	Grade 1 and 2	Grade 3
Language of Instruction	Afrikaans and English	English	Afrikaans and English in the same class
English	Daily English language enrichment	English – on Home Language level.	English – on Home Language level for all English and Afrikaans pupils
Afrikaans	Daily Afrikaans language enrichment	Afrikaans on 1 <sup>st</sup> additional language level	Afrikaans – Home Language level (Afrikaans pupils in a parallel class by a separate teacher) Afrikaans on 1 <sup>st</sup> additional language level (English pupils by register teacher)
Mathematics	Afrikaans and English	English	English for all English and Afrikaans pupils
Life Orientation	Afrikaans and English	English	English



## CURRICULUM

The prescribed National Department of Education syllabus is used as the basis, but is adapted to facilitate the Christ-centred lifestyle and world view principles of the school. The Computer laboratory supports the teaching programme.

The following subjects are offered:

	<b>CAPS curriculum Grade R – 3</b>
	Afrikaans Home Language or Afrikaans First Additional Language (Grade 1 – 3)
	English Home Language
	Mathematics
	Life Skills: <ul style="list-style-type: none"><li>• Beginning Knowledge,</li><li>• Creative Arts</li><li>• Physical Education</li><li>• Personal and Social Well-being</li></ul>

## COMPUTER LITERACY

From Grade R - 6 all pupils are introduced to formal computer training. This subject will resume in Grade 7.

## ASSESSMENT

Assessment Requirements

National Policy Pertaining to the Programme and Promotion requirements of NCS:



Promotion requirements for Grade 1 to 3:

- Moderate achievement (Level 3) (40% – 49%) in Afrikaans
- Moderate achievement (Level 3) (40% – 49%) in Mathematics
- Adequate achievement (Level 4) (50% – 59%) in English

## Assessments

School-Based Assessment (SBA) is a compulsory component of the promotion marks. The SBA component conducted during the year must be 75%, and the final examination component 25% of the promotion mark.

CODE	DESCRIPTION OF COMPETENCES	%
7	Outstanding achievement	80–100%
6	Meritorious achievement	70–79%
5	Substantial achievement	60–69%
4	Adequate achievement	50–59%
3	Moderate achievement	40–49%
2	Elementary achievement	30–39%
1	Not achieved	0–29%

### STUDY METHODS (Grade 4 pupils)

Alberton Stars Private School has a Psychometrist on our premises. She Offers Study Skills and professional services **At an additional Cost.**

**Mphumi Skosana – Psychometrist 084 400 6737**

### EVALUATION AND RECOGNITION

In Grade R pupil's assessment will be done according to the guidelines as explained in the Grade prospectuses.

Grade R to 3 pupils are formally and informally assessed on a continuous basis using a 7-point scale.

Assessment is based on:

- skills that are achieved
- individual understanding of new concepts
- application of new concepts

In the Intermediate and Senior phases (Grades 4 to 7) pupils are continually assessed on a formal and informal basis.



A report is submitted to parents at the end of term 1, 2 and 4 for all Grades. A progress report is submitted to parents at the end of the third term.

Class tests, test series, exams, projects and class work all form part of the school's formal assessment plan.

### **Crowning/ Awards Evening**

Awards Evenings take place annually, for each Grade. On this evening the required recognition is provided to our pupils. Every pupil receives a character certificate on this evening that is unique and that celebrates his/her individual talents and gifts.

### **STATIONERY AND EQUIPMENT REQUIREMENTS**

A stationery and equipment list is included in the grade prospectus. Parents are responsible for obtaining these items.

If you have any enquiries please contact the class teacher (Grade R - 3) or the subject teacher (Grade 4 - 7).

### **ABSENTEEISM**

Being absent, even for one day, places strain on the pupil, the teacher and the whole class, and should be kept to the minimum.

A pupil will only be excused if a doctor's certificate is issued or if there is a good reason that is in the pupil's best interest that he / she be absent from school. Parents will receive a warning where absenteeism occurs on a regular basis. Permission to be absent from school for special circumstances can only be obtained from the Head of School.

### **PAYMENT POLICY**

The methods of payment are:

- Annually by the last working day of January.
- Monthly for 10 months (February to November), by the 7<sup>th</sup> of month.
- Or from the first day of registration thereafter for the respective months in total until November.

Registration:

Parents are obliged to complete the:

- Account holders agreement.
- Memorandum of agreement.
- Fee structure
- Annual Registration: Learners are required to be registered at the ALBS Private School on an annual basis. Learners may not attend school and their names will be removed from class list unless a "Learner Enrolment form" has been received by the ALBS Private School before the tenth school day of the year, or 1 day after enrolment of a learner thereafter. Any outstanding fees from the previous year must be settled before registering at the start of the year. Should they fail to meet the requirement it will be deemed to be in breach of the contract, and the learner will therefore not be able to register for the new academic year.



1. Procedures for collection:

- a. Parents will be invoiced for fees annually and statements will be sent on a monthly basis.
- b. If an account is outstanding for more than 30 days, the account holder is phoned and will receive a SMS to inform him/her about the outstanding amount. Account holders will be given 5 (five) working days to settle the account. Statements will be emailed again when requested by account holder.
- c. Should the account remain unpaid after the window period stated above, account holders will receive a 2<sup>nd</sup> phone call and SMS advising them their account will be handed over to debt collectors if no payment is received within the next 2 (two) working days.
- d. NO arrangement will be made.
- e. All outstanding accounts (per term) are handed over to Debt collectors in the beginning of the next term.
- f. As from August all parents / account holders with outstanding amounts will be notified that their contract with Princess Park ALBS Private School Rosslyn will NOT be renewed if all outstanding fees are not paid by the 7<sup>th</sup> of December of the current academic year.

2. All procedures and communications concerning the collection of fees will be conducted by the financial department. The heads of the school will NOT be involved in the process.

## CODE OF CONDUCT

Every learner at the school is bound by this code of conduct:

- At the school during normal school hours.(08:00 - 14:00)
- During extra mural activities and school functions.
- When a learner appears in public in a school uniform.

**It is the responsibility of the school to:**

- Ensure that copies of the code of conduct will be kept by the Principal and the administrative department and that learners and parents/guardians will have free access to the code of conduct.
- Should a learner request a copy of the code of conduct, he/she will be supplied with a copy free of charge.

**It is the responsibility of educators to:**

- Ensure that all stakeholders are at least annually made aware of the content and implementation requirements of this policy.
- Ensure that the provisions of this policy are enforced.
- Make available to learners, parents/ guardians this code of conduct, or any other policy of the school, when requested to.
- Implement and apply the code of conduct equally and fairly.

**It is the responsibility of learners to:**

- Familiarise themselves with the contents of this code of conduct.
- Sign a copy of the acknowledgment attached as **Addendum A** to this policy confirming that he/she has received this code of conduct and agrees to adhere to it.
- Comply with instructions from educators and the general rules of the school.
- Behave responsibly and not endanger the safety and welfare of others.



- Respect and care for the property of the school and others.
- Maintain sound relations with others at school, be courteous and respect the dignity and self-worth of others.
- Be punctual and observe the timekeeping practices of the school.
- Behave honestly and conduct them with integrity.
- Accept legitimate punishment and disciplinary action taken against them as being fair, reasonable and rehabilitative.
- Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn.
- Conduct themselves within the policies, codes and rules of the school, whether described in this code of conduct or any other policy or rule implemented by the school.
- Behave respectfully towards all employees of the school and with consideration for their fellow learners.
- Treat all school property with utmost care.
- Always be dressed properly and to exhibit good behaviour.
- Contribute to the neatness of buildings and school grounds by not littering.
- Arrive punctually in the mornings.
- Arrive at classes prepared for the day's work i.e. with the necessary stationery and learning material.
- Complete homework to the best of their ability.
- Follow good hygiene procedure, wash regularly, brush teeth well and wear clean clothes.
- Respond to reasonable requests from educators and employees of the school.
- Avoid the use of foul language.
- Refrain from chewing gum at school.
- The school does not take responsibility for the theft of valuables.
- Learners may not receive visitors during school hours. Urgent messages may be left with the administration office and these will be handed out at break or after school.
- All clothing items and personal possessions must be CLEARLY marked.

**It is the responsibility of parents/guardians/sponsors to:**

- Familiarise him / her with the contents of the code of conduct and to ensure that the code of conduct is properly understood by the learners.
- Participate in the learning process and assist their children with homework, provide encouragement, check results and communicate freely with the school.
- Sign a copy of the acknowledgment attached as Addendum A to this policy confirming that he/she has received a copy of this code of conduct and do what is practically possible.
- Actively support the efforts of the school and its educators to teach their children.
- Involve themselves to the fullest possible extent in school activities.
- Make positive suggestions and contributions to improve the school's education process and the learning environment.
- Work with the school to overcome any learner behaviour which negatively impacts on the learning environment.
- Support the disciplinary structures and procedures of the school in the interest of maintaining an orderly and positive learning environment.
- Encourage their children to participate fully in the school and extra-curricular activities.
- Ensure that learners are in attendance at all compulsory attendance functions and activities and that school timekeeping requirements are observed.



- Keep them informed about their child's progress and behaviour as reflected on progress reports.
- Inform the school in writing of any changes in their contact details.
- Ensure that school and other fees are paid timeously.

## General rules

- Learners shall support the Principal and members of staff to establish and maintain good order and an environment and conditions in which the process of teaching and learning can take place. In particular, learners shall be required to obey and promptly carry out any instructions reasonably given by the Principal, any educator or class leader to this end.
- In their dealings with one another, learners shall be required to show mutual respect and tolerance. In particular, learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learners, or which may have that result.
- Princess Park ALBS Private School is a smoking free, drug free, alcohol free, weapon free, gun free and gambling free zone.
- No learner will be allowed to be in possession of any pornographic or offensive material (including on cell phones)
- No vandalism will be tolerated.
- Learners must take care of their own personal belongings and Princess Park ALBS Private School will accept no responsibility for any loss or damage.
- Learners who are found to have stolen property in their possession will have steps taken against them, which might include criminal action.
- School bags must be of good quality and learners will not be allowed to carry schoolbooks in plastic bags.
- Learners are not allowed to play with fire fighting equipment and will be expected to replace all damaged equipment.
- Learners must switch off all cell phones during the course of the school day.
- Learners may not eat or drink in the classrooms and classrooms must be kept neat and tidy. Chewing gum / bubble gum is **FORBIDDEN**. The school grounds must always be kept neat and tidy (pick up a paper, don't walk pass it).
- School management, administrative staff, and educators have the right to search the belongings of a learner for cigarettes, drugs, weapons, stolen property, or pornographic material in cases where there is a reasonable suspicion and sufficient information to suspect a learner of such offence.
- Educators have the right to make and display rules regarding classroom conduct in their own classrooms and insofar as these rules do not interfere with this code of conduct, school rules or the rights of the learners, learners must adhere to these rules.
- The rules regarding property are applicable to all ALBS Private School property which includes:
  - ✓ The land and buildings occupied by the ALBS Private School and any permanent or relatively permanent fixture or fitting on or in such land or buildings, including equipment, computers, books, materials, motor vehicles and the like, owned by the ALBS Private School, hired by the ALBS Private School or stored by the ALBS Private School, the property of members of staff, fellow learners and visitors to the ALBS Private School.
  - ✓ These rules apply to property on the ALBS Private School premises, in the vicinity of the ALBS Private School, at or in the vicinity of the venue of any ALBS Private School activity, as well as any mode of transport conveying learners to or from ALBS Private School or ALBS Private School activities.
- The ALBS Private School reserves the right to take disciplinary action against a learner for misconduct that took place 'off-site', e.g. after school hours and/or off ALBS Private School



premises, and/or which may have a negative impact on the ALBS Private School and/or other learners as a result.

- Every learner has a right to education and the ALBS Private School respects this right.
- Registers must be kept to record the learner attendance in every class.
- Although the school will make an attempt to make parents/guardians aware of any notices issued to learners through SMS, email or D6 Communicator, it is the responsibility of the learners to ensure that parents/guardians receive notices.
- Learners must in general at all times:
  - ✓ Adhere to the prescribed school dress code at school, during sports events and during all other school events.
  - ✓ Be neatly dressed at all times during the school day and during all school events.
  - ✓ Have neat hairstyles in accordance with the school rules.
  - ✓ Only wear the jewellery stipulated in the school rules.
- Learners are not allowed to display any form of political support or ideology through physical appearance or the wearing of clothes, garments or jewellery.
- Learners are not allowed to have tattoos or any other form of body art that are visible whilst wearing school clothes or sports clothes.

#### Cell phones:

In the time we live it is understandable for parents to allow their children to come to school with a cell phone. However this leaves the school with a huge problem -pupils tend to listen to music and play games during teaching time. Cell phones get stolen or are used to call parents to fetch learners who are not feeling well. You may only fetch a child from school if someone from the office calls you. Learners with cell phones should keep it out of sight and switched off, until the school adjourns at 14h00. If a learner is caught playing or using a cell phone during school hours (including breaks), the phone will be confiscated and kept safe in the office until the parent of the learner comes to collect it. It is asked of all parents to assist us in this matter. Please take note that this rule will also apply to all other electronic devices such as IPods / Tablets etc.

#### SCHOOL UNIFORM AND APPEARANCES

ALBS Private School learners are recognized by their uniform and they are proud of their uniform. ALBS Private School prescribes the uniform to be worn by all learners during school hours as well as during official school functions. Personal appearances are very important as it reflects a learner's respect for him-/herself as well for their school. Summer refers to the 1st, 3rd and 4th terms. Winter refers to the second term.

Uniform is available at Our School on Order basis. Please mark all uniform clearly. We cannot be held responsible for lost uniform.

#### AFTERCARE CENTRE

After school care is available.

A fixed amount of **R650** per month is payable over a period of **12 months from January to December**. This package includes full care **Monday to Friday** from **straight after school – 17h30** daily. The fee also includes a healthy **lunch** for the children. The Centre will be closed on weekends, public holidays and during the school holidays.



## **PARENTAL INVOLVEMENT**

We place a high value on the Biblical principle that the parent is primarily responsible for the upbringing of his/her child. The school is there to assist the parents by creating an environment that is based on Biblical principles and values. It is therefore imperative that parents of pupils at ASPS accept the value system of the school and apply it to their own lives.

We encourage regular interaction between the school and parents. Once a term, a Parents/Teacher Consultation is held to enable parents to discuss the progress of their child with the involved teachers. It is important to discuss any concerns you have with the relevant teacher, phase head, Deputy or Head of School. A concern that is not handled in the correct manner can cause unnecessary inconvenience at a later stage.

## **HOMEWORK**

Pupils must accept responsibility for their progress. Homework is an important and integral element in progressing at school and parents are expected to ensure that homework tasks are done on time and that the pupil's homework book is signed.

Homework given to Grade 4-7 pupils will be available on the ITSI calendar (or alternatively on School Communicator). Teachers will update the site every Monday to add the following week's homework. This will be updated every week and will enable parents to assist their children with their planning, completion of homework assignments and to provide the necessary support.

## **DISCIPLINE**

Integrity is one of ALBS Private School's passions and therefore we want to encourage our pupils to demonstrate it in their daily lives.

In the process of supporting our children towards this, we make use of a discipline system wherein relationships play a very important part. We would like to create an environment where pupils develop character and achieve their goals.

A demerit points system is used in Grades 4 to 7 as a tool to support disciplinary procedures. For some notices a sms will be sent to parents. This is done so that parents can discuss the incident with the child or the school. This process is overseen by the Deputy Head of School.

As a token of appreciation for living out the values of the school pupils receive an opportunity to wear civvies to school when they have accumulated a certain amount of merits. They are also awarded a tuck-shop voucher for a certain amount of merits accumulated.

More information of the Discipline Code can be found in the School's Code of Conduct.

## **PUBLIC SPEAKING PROGRAMME (GRADE 1 TO 7)**

To handle oneself in front of an audience is a very important facet of the literacy and life skills programme. Our public speaking trials are held during the first and second term. Participation in class is compulsory for all our pupils.



The initial adjudication takes place in class and then selected pupils will participate at the Alberton EISTEDFOD.

### **LEADERSHIP DEVELOPMENT**

Leadership development takes place on an informal basis. Pupils have the opportunity to act as class captain, which entails specific responsibilities.

In Grade 7, leadership development is emphasised through the election of a boy and girl as chairpersons. Every term two new chairpersons are elected by the Grade 7 group. Grade 7 pupils are also given the opportunity to develop their leadership skills on other levels at school.

### **EDUCATIONAL OUTINGS**

Pupils are frequently taken on educational outings to give them the opportunity to expand and apply their knowledge. Outings also develop their social skills.

### **ADVENTURE CAMPS/EXCURSIONS (GRADE 3 TO 7)**

All pupils in Grades 3 to 7 attend a compulsory camp annually. The purpose of the camp is to experience the theoretical lessons that have been discussed in class. In Grade 3, one parent is invited to join the pupil at the camp for the evening.

Class teachers will provide more information regarding dates. The cost of the camp is **not included** in the school fees.

### **SCHOOL CONCERT**

A school concert will be held every year, alternating between a different phase. As we view a concert as a social, emotional and academic skill, taking part in a concert/review/play/etc. is compulsory. It has educational value regarding pupil's growth and development in the above-mentioned areas of their lives.

A compulsory participation fee (determined each year) will be payable to the school.

### **TUCK SHOP**

The tuck shop offers refreshments and sandwiches.

### **BIRTHDAYS AND CLASS PARTIES**

Unfortunately, birthday and class parties cannot be held during school hours. Exceptions are made in the Grade R class, as long as the entire class is invited and satisfactory arrangements are made. To avoid disappointment, discuss party arrangements with the teacher beforehand. We also request that parties are arranged so as not to interfere with sport practices or matches.

On their birthday, pupils are welcome to bring treats to school for their particular class. However, we do request that healthy eating habits are considered, in particular friends with food allergies.

We usually set one day aside at the end of the year for class parties. The focus of these parties is for our pupils to socialise. Parents are welcome to support the class teacher with the planning of these parties.

Invitations to private parties should please be delivered personally and not in the presence of pupils who are not invited and thus be disappointed and sad.



### **LUNCH BOXES**

We advise parents to pack balanced meals for their children. We would prefer that lunch boxes do not consist of sweets or food with a high sugar level. Children are prone to become tired or too active if they take in too much sugar.

### **SAFETY**

The safety of our pupils is very important to us; therefore, we have a guard at the gate to register all visitors. The guard does not allow pupils to leave the premises if they have not been signed out at the office. Everybody must please respect this arrangement.

The signing out rule for pupils during school hours always applies.

### **YEAR PROGRAM**

The complete program will be available at the School Office, but will also be communicated in the school calendar and on the school communicator.

### **PUBLIC HOLIDAYS**

Thursday, 21 March – Human Rights Day

Friday, 19 April – Good Friday

Monday, 22 April – Family Day

Saturday, 27 April – Freedom Day

Wednesday, 1 May – Workers Day

Sunday, 16 June – Youth Day

Monday, 17 June – public Holiday

Friday, 9 August - Women's Day

Tuesday, 24 September – Heritage Day

Note: Please do not arrange holidays during school terms. The year programme makes sufficient provision for holidays and long weekends throughout the year.

### **OUR CONTACT DETAILS**

#### **Physical Address:**

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ALBERTON  
1449

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**THANK YOU!**  
**STAY BLESSED**