

## Welcome Letter

Dear Parents,

We would like to welcome you in the Name of our Lord Jesus Christ. We hope that this relationship will bear fruits and will be led by the Holy Spirit, in so saying, I would like to inform the parents that Genesis Academy is a Christian school.

## Background about the schools

The academy was officially opened on the 5<sup>th</sup> of January 2019. We are a tutorial Learning Centre which was founded after realizing the need for an academy that is digital focused around our area.

## How do we work?

We are a Home Schooling Centre for learners registered with the Department of Education.

Parents need to register their children with the Department of Education which only caters for Grade R to 9. We do assist parents with all the required documentation when registering the child with the department. One of the advantages is that, as a parent you can decide which curriculum is suitable for your child.

**Curriculum used:** In Grade R - 4 we use **CAPS** curriculum with physical textbooks, for Grade 5-9, we use **CAPS**, on a paperless system, meaning our learners use tablets/laptops to learn. We are a NO HOMEWORK SCHOOL, as we saw that approach not bringing value to our learners, we only have home practice exercise and reading.

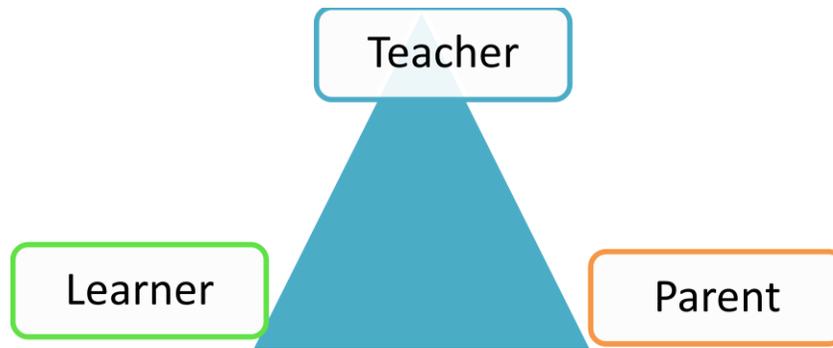
**Registration with department:** We assist parents with registrations, by providing the following documents required by the department; Learners curriculum, the yearly calendar and the daily calendar, motivation letter and the Fica documents( copies of parents' ID's, proof of resident, Copy of birth certificate of the learner, transfer letter of the previous school, latest term results)

**Grade 10 & 12:** We are currently in partnership with Impaq, which offers the curriculum for Grade 10-12. The learner is still given an opportunity to choose from part time tutorials or full time.

**Part time:** Learning/ online learning is a type of service that we offer to learners that do not reside nearer to our Centre, or learners who are working whether as actors or who are athletes/in sport. We also have learners with certain conditions that do not allow them to attend full time.

## 1. How we conduct our curriculum

Our curriculum imposes a three phase system called Teacher – Learner – Parent System and the following is expected:



### 1. The Teacher/tutor

#### The Responsibilities

- The teacher/tutor must plan, develop and implement the learning curriculum for the learner, in doing so, he does it according to the program designed as per our yearly calendar.
- The Tutor is responsible to evaluate the learners' capabilities, after the implementation, she/he must ensure if the planned curriculum is responding, and also weigh it as per a certain level. The tools include class activity, homework, assessments, test and project
- The tutor must be able to communicate weekly the progress or everything done. If the need to report daily arises, it must be attended for.
- There are classroom rules, academy HR policies and Performance accountability that the tutors will be adhering to.

### 2. The Learner

#### The Responsibilities

- The Learner must adhere by all our academy rules & policy, and take note of the demerit and the merit system
- The learner has to ensure that he/she commits herself /himself to his/her academic work
- We command **respect** from the learners
- The learner must ensure that all work given is done with perfection
- The learner must ensure they bring all the tools, resources to the academy so that they do not disrupt others.
- It is compulsory for all learners to attend and be actively involved in all our school calendar activities

### 3. The Parent

#### The Responsibilities

- The Parent must pay all tuition fees as per the payment agreement
- Parents must pay for all activities upfront, upon registration
- Attend the parents meet & greet meeting, where we will be aligning all our policies, but before that, they must have signed the **entrant agreement form**
- Understanding that our rules cannot change to accommodate his/her child and that this is applicable to all learners.
- Buy all stationery and ensure they have proper stationery, textbooks and study tools for school
- Check their children's books daily, sign the daily homework planner/diary
- Ensure that their children do not bring any cellphone to the school, if found, it will be confiscated.
- Ensure they attend all planned workshops, meeting and activity that the school has.
- Ensure they check and sign weekly progress report from school.

## **2. Entrant assessment**

The entrant assessment is an assessment that is done to assess the level of capabilities that the learner has, so that we can then prepare the curriculum as per the result. This was decided by the board, after encountering discipline related issues, the rise in ADHD's, and Social ills related challenges. In most cases parents were either unaware or ignorant.

We charge R400 for entrance assessment and upon evaluation; we will then advise if the child has been accepted in our academy. Part of the assessment, include one-on-one questionnaire with the parents which mostly assist us in knowing the family in depth.

## **3. Aftercare/Supervised Homework**

We assist learners from others schools (grade R to Grade 11) who are experiencing challenges with their academics. We do homework, exam preparations and projects. Our learners that are registered for Homeschooling attend aftercare at no extra cost.

## **4. Saturday School**

We assist learners from other schools (grade 1 to Grade 11) who are experiencing challenges with their academics on Saturdays.

### **The calendar**

The Academy uses a three term calendar, please see our attached calendar.

### **School fees**

Please find the attached list. We would also like to inform parents that we are self sponsored school and if your child is registered with us, it can only mean that all planned tutorials must be paid in time, as for every head the tutor teaches, she/he is expecting to get remunerated for. Delaying and not paying will result in us not paying teachers, and not paying the school expenses/. Our fees include stationery

### **Extra mural activities**

To be confirmed later before the New Year

### **Uniform**

- All our uniform is manufactured and sold by Allycat in Selcourt. We will provide the pamphlet with prices.

### **Textbooks and learning tools**

- Grade R-4: they use textbooks, the school provides a list of textbooks and stationery for parents to buy. We also try and source out second hand textbooks, which are cheaper.
  - ✚ **Grade 1-3:** List provided
  - ✚ **Grade 4: Platinum Textbooks** (Maths, Afrikaans FAL, English HL, Mathematics, and creative Arts (Sold by us at R80), Social Science, Natural Science & Technology)
- **Grade 5 to 12:** we use electronic textbooks, which are bought from the school, and the amount depends on the supplier.
  - ✚ **Grade 5 to 9:** The Price list is attached, a reminder to parents with learners from these grades that this is a paperless system, which will require paperless learning tools.
  - ✚ **Grade 10 – 12:** Impaq curriculum, which is sent either by electronic or physical textbooks. Please note that the Impaq curriculum is a continuation and a transition from our Grade 9.

Regards,

