



Passion and Inspiration

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5 Voortrekker Road, Mindalore, Roodepoort, 1734

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Reg No.: 2015/210130/07



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PARENT INFO GUIDE

2016



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1. DUENDÉ ACADEMY

1.1 Our management

Name and Photo	Position	Qualifications	Experience
Monique Pretorius 	Director	BA Child and Family Psychology Degree Post Graduate Certificate in Education (PGCE) BEd (Hons) Educational Psychology Degree	6 years
Marisa Smith 	Director	BEd Intermediate and Senior Phase Degree	6 years

*Personnel and staff to be appointed as soon as the amount of applicants are determined.

1.2 About our Academy

“A quality of passion and inspiration”, that is the slogan for our Academy. It takes baby steps which will grow into huge leaps, making a difference in the heart and soul of every learner that takes the pride studying here. Small, intimate classes providing an education that is both interesting and fun puts a smile on each face, a smile that will become a smile of a future leader. Our Academy makes differences in the lives of many children, from offering innovative, high quality education to outstanding extra-curricular activities.



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Opening the Academy is a dream in many instances such as; teaching new things in life, shaping the future together and lets you take initiative, deal with responsibilities, giving an opportunity to share knowledge in different fields and the opportunity of shaping the life's of children – as the saying goes: "Children are like wet cement, whatever touches them in their youth leaves a lasting impression".

Making a difference in someone else's life was and will always be a dream, passion and goal of our Academy. With passion, inspiration, perseverance, adaptability, self-motivation, a mixture of our strengths, life experience, achievements and most importantly our knowledge, we believe we can make a difference in the youth of today. We will always be available to teach, listen and make children feel safe and needed. By helping a single child, that child can make such a big difference in his/her community. A life can be restored, dreams can be built again. We will strive to develop each child in a whole, meaning, intellectually, physically, emotionally and spiritually.

1.3 Who we are (Why choose us?)

After great research in the West Rand, it was clear that schools are growing at an enormous pace, whereas the classes are over-sized and educational needs are of less importance. Some learners get lost in the classroom resulting in poor educational performance. This means that the smaller private schools need to step up and keep up with new trends and technology in the schooling industry to sustain success and growth within our field.

Duendé Academy is situated in Roodepoort/Krugersdorp on the West Rand of Gauteng. The Academy is an educational centre offering an Impak based curriculum (Refer to page 3 of the Parent Info Guide) to all enrolled. The centre currently caters for learners from Grade R to Grade 7 and will continue thereafter with Grade 8 in 2017 and so on.



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With groups of no more than 10 learners per class from Grade R to Grade 7 (and years thereafter), our families can rest-assured in the fact that our class environments and teaching are manageable, well-maintained and involved.

We believe firmly that our parents and families play an integral role in their children's education and as such, our partnerships with our parents are essential.

Choosing an educational centre such as our Academy has several advantages, namely:

- **Academic:** As a parent, you want to provide the best education for your child/children. However, an increasing number of parents are of the opinion that the traditional educational system inhibits a child's potential. An educational centre provides a suitable solution, and is also more cost-effective than the alternative, private schools.
- **Faith and values:** Many families are concerned that the education their children receive in the traditional educational system is not based on their own religion and value system. For most families, it is important to educate their children according to their religious principles. Duendé Academy specifically provides for a Christian-based education system.
- **Flexibility:** Children of families with special needs don't enjoy the necessary flexibility that they need in a traditional school. Duendé Academy allows you to design your curriculum around your **own time** and **needs** and to learn at your **own pace**.
- **Safety:** Unfortunately, not all people see schools as safe havens for their children. Violence, drugs, the dangers of peer pressure, bullying and emotional safety of children are often the deciding factors in choosing homeschooling or tutor centre.
- **Teaching:** As a parent, you want your child to be taught with a lot of patience and care. Duendé Academy provides qualified and experienced



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teachers who consider the needs of each individual learner as very important and designs their teaching approach to each specific learner, so that each learner develops their full potential in the educational system.

2. **EDUCATIONAL SYSTEM**

2.1 **Impak Based Curriculum**

Impak has developed a comprehensive curriculum, in line with CAPS, for Grade R to 12. Their curriculum is based on a distance-learning model, which enables individualized learning. This model allows facilitators to focus on the individual learning styles and needs of learners in a class environment.

The curriculum comprises four phases, namely:

- Foundation Phase (Grade R to 3)
- Intermediate Phase (Grade 4 to 6)
- Senior Phase (Grade 7 to 9)
- Further Education and Training Phase, known as FET (Grade 10 to 12)

Impak offers over 150 subjects from Grade R to 12, available in both English and Afrikaans. This includes all compulsory subjects as per CAPS requirements, as well as five additional selective subjects in Grade 8 and 9 and 21 additional selective subjects in Grade 10 to 12.

2.2 **Assessment and Monitoring**

Impak supplies all assessment components and reports to continuously evaluate a learner's performance. This includes the following per subject:



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- **School-based assessment tasks (Grade R to 3):** Impak supplies SBAs in the Portfolio books that can be used for continuous assessment of learners.
- **Tasks and tests (Grade 4 to 6):** Impak supplies all the tasks and tests Grade 4 to 6 learners have to complete throughout the year as well as memorandums in the facilitator's guide.
- **Portfolio books (Grade 7 to 12):** All continuous assessment components Grade 7 to 12 learners have to complete, excluding examinations, are supplied in the portfolio books.
- **Portfolio memorandums (Grade 7 and 11):** The portfolio memorandum includes the memorandums for assessment components in the Grade 7 and 11 portfolio books. Please note that Grade 12 memorandums are not made available to centres or facilitators, as all assessment are sent to Impak for marking.
- **Examinations:** Impak supplies all the examination papers the learner has to write throughout the year. The June examination (Grade 4 to 12), Preliminary Examination (Grade 12) and November examination (Grade 4 to 11) are mailed to the teachers. All examinations from Grade 4 to 11 are taken at the Academy. Impak compiles examination papers externally and only offers the examination on a scheduled basis. Memorandums are sent to the teachers. The Grade 11 November examinations are sent to Impak for marking. Grade 12 memorandums are not made available, as all assessments are sent to Impak for marking.

2.3 Report cards/progress reports

Impak issues regular report cards and progress reports to parents, learners and facilitators. Impak's report card for Grade 1 to 9 is, according to the Schools Act, a service we provide to the parent/guardian and the parent/guardian therefore



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also declares that the result of the assessment reflects the facilitator's opinion of the learner's progress.

2.4 Broad subject choice

Impak offers over 150 subjects in both English and Afrikaans between Grade R and Grade 12. This includes all the compulsory subjects as per CAPS requirements, as well as five additional choice subjects in Grade 8 to 9 and 21 additional choice subjects in Grade 10 to 12.

Our subjects per phase include the following:

- **Grade R (three compulsory subjects):** Home Language, Mathematics and Life Skills. Bible Education is an additional non-assessment choice subject.
- **Grade 1 to 3 (four compulsory subjects):** Home Language, First Additional Language, Mathematics and Life Skills. Bible Education is an additional non-assessment choice subject.
- **Grade 4 to 6 (six compulsory subjects):** Home Language, First Additional Language, Mathematics, Natural Sciences and Technology, Life Skills and Social Sciences. Bible Education is an additional non-assessment choice subject.
- **Grade 7 to 9 (nine compulsory subjects):** Home Language, First Additional Language, Mathematics, Natural Sciences, Life Orientation, Social Sciences, Creative Arts, Economic and Management Sciences, and Technology. Additional choice subjects (Grade 8 and 9 only) include Agricultural Sciences, Computer Applications Technology, Hospitality Studies and Tourism. Bible Education is an additional non-assessment choice subject (Grade 8 will commence in 2017 and all the other Grades in the consecutive years thereafter).



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2.5 Promotion requirements

Foundation Phase requirements

GR R

- Home Language: 50%
- Mathematics: 40%

GR 1-3

- Home Language: 50%
- First Additional Language: 40%
- Mathematics: 40%

Intermediate Phase requirements (GR 4-6)

- Home Language: 50%
- First Additional Language: 40%
- Mathematics: 40%
- Any two other subjects: 40%

Senior Phase requirements (GR 7-9)

- Home Language: 50%
- First Additional Language: 40%
- Mathematics: 40%
- Any three other compulsory subjects: 40%
- Any two other compulsory subjects: 30%



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2.6 Textbook lists and prices

Parents/guardians can only purchase the textbooks through Impak (Contact details at point 9 of the Parent Info Guide). The payment is done directly to Impak and they will deliver it at Duendé Academy, where the learner will be taught. The textbook lists will be available on the website as soon as we receive it from Impak. The Stationery lists for each phase will be posted on our website near the end of the year.

3. ANNUAL REGISTRATION AND SCHOOL FEE STRUCTURE

3.1 Annual registration

A non-refundable annual Registration and Development fee of **R3000.00** per family is required. The fee will be levied and payable before or on the 1st of December of the current year of teaching for the following year, as well as the first month's (January) school fee. The annual Registration and Development fee is subject to an annual increase.

The annual Registration and Development fee **includes** the following:

- A deposit to secure the learner's place in the School
- One branded golf t-shirt (school uniform)
- Branded hat
- Communication book (With front page and covered)
- All copy work
- 1st school day photo
- Workbooks



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3.2 School fee structure for 2016

Foundation Phase				
PRIMARY SCHOOL	Grade	Monthly	Yearly	Paid in full before 10 Jan 2016
	Grade R	R 3000.00	R 33 000.00	R 29 700.00
	Grade 1	R 3000.00	R 33 000.00	R 29 700.00
	Grade 2	R 3000.00	R 33 000.00	R 29 700.00
	Grade 3	R 3000.00	R 33 000.00	R 29 700.00
Intermediate Phase				
Grade	Monthly	Yearly	Paid in full before 10 Jan 2016	
Grade 4	R 3400.00	R 37 400.00	R 33 660.00	
Grade 5	R 3400.00	R 37 400.00	R 33 660.00	
Grade 6	R 3400.00	R 37 400.00	R 33 660.00	
Senior Phase				
Grade	Monthly	Yearly	Paid in full before 10 Jan 2016	
Grade 7	R 3 800.00	R 41 800.00	R 37 620.00	
Grade 8	Will commence in 2017			
Grade 9				
FET Phase				
Grade	Monthly	Yearly	Paid in full	
Grade 10				
Grade 11				
Grade 12				
Registration fee: R 3000.00 per family (Payable before 1 st December 2015)		Lunch fee: Mondays to Fridays Weekly payment = R150.00 Monthly payment = R600.00 (meal and drink included)		



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<p><u>Aftercare centre:</u> Mondays to Thursdays Fridays 13:30 – 18:00 13:00 – 18:00 Rates: Daily = R80.00 Weekly = R400.00 Monthly = R1200.00</p>	
First month's school fees payable on or before 1st December 2015	
Banking details: FNB, Cheque account, Keywest branch, Branch number: 256955 Account number: 62552294234, Reference: Account number (will receive with admission)	
NOTE: THERE WILL BE A PENALTY OF R250.00 PER DAY FOR ALL LATE SCHOOL FEE PAYMENTS (AFTER THE THIRD OF EVERY MONTH)!!!!	



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4. SCHOOL CALENDAR 2016

TERM 1

Start:	Wednesday	13 January	
Close:	Thursday	17 March	
Public holidays:	Friday	19 February	(Duendé school holiday)
	Monday	22 February	(Duendé school holiday)

TERM 2

Start:	Tuesday	5 April	
Close:	Friday	24 June	
Public holidays:	Wednesday	27 April	(Freedom Day)
	Monday	2 May	(Public holiday)
	Thursday	16 June	(Youth Day)
	Friday	17 June	(Duendé school holiday)

TERM 3

Start:	Monday	18 July	
Close:	Friday	30 September	
Public holidays:	Monday	8 August	(Duendé school holiday)
	Tuesday	9 August	(Women's Day)
	Wednesday	10 August	(Public holiday)

TERM 4

Start:	Monday	10 October	
Close:	Wednesday	7 December	



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5. SCHOOL HOURS

Duendé Academy provide services on weekdays that are Mondays to Thursdays from 07:30 to 14:00 and Fridays from 07:30 to 13:00, excluding public holidays and school holidays, as indicated on the Calendar and Year plan. There will also be an Aftercare centre from 14:00-18:00 from Mondays to Fridays. The cost per month will be R1200.00 (includes a meal and a drink). Home- and study work will be attended too, but not Assessment tasks. There will be a penalty fee of R250.00 per half hour after 18:00, if a child is picked up late.

6. EXTRA-MURAL ACTIVITIES

Duendé Academy will not have any sport. If a learner is interested to participate in a sport, they can attend trails at any traditional school – it is allowed. Duendé Academy will have extra-mural activities. This will be announced on the website (www.duendeacademy.co.za) towards the end of the year.

7. SCHOOL RULES

Appearance: GR R - 3

Summer wear

All GR R – 3 learners will wear the Duendé Academy prescribed uniform that is sold at the school with a denim. This consists out of the light-blue or navy golf t-shirt and a denim. The learners can also wear a black short with the golf t-shirt. If it is cold, learners may wear the navy fleece top (also available at the school). They may come without shoes.

Winter wear

All GR R – 3 learners will wear the Duendé Academy prescribed golf t-shirt and the navy fleece top that is sold at the school with a denim. There will also be a thick winter's jacket that will be available for purchase at the school. The winter school uniform is only worn with tekkies.



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Appearance: GR 4-7

Summer wear	
<p>Girls: Prescribed school golf shirt that can be purchased at the school with a neat denim. If preferred, girls may wear a neat three quarter denim. If it is cold, learners may wear the navy fleece top (also available at the school). Girls may wear neat sandals in the summer.</p>	<p>Boys: Prescribed golf shirt that is available at the school with a neat denim.</p>

Winter wear GR 0-7	
<p>Girls: In the winter, the school golf shirt is still part of the uniform with a denim. Learners may wear the fleece top and there will also be a thick winter's jacket that will be available for purchase at the school. The winter school uniform is only worn with tekkies.</p>	<p>Boys: In the winter, the school golf shirt is still part of the uniform with a denim. Learners may wear the fleece top and there will also be a thick winter's jacket that will be available for purchase at the school. The winter school uniform is only worn with tekkies.</p>

General rules

Girls	Boys
<p><u>Hair :</u> A neat hairstyle, with the hair out of the face. Hair must always be clean and neat. Girls may not colour their hair.</p> <p><u>Jewellery:</u> Only the following jewellery is acceptable: Watches One gold/silver signature ring One pair golden/silver earrings (Standard-size and not coloured) 1 x JESUS-bracelet</p>	<p><u>Hair :</u> A neat haircut is allowed. No strange experimental hairstyles are allowed.</p> <p><u>Jewellery:</u> Only the following jewellery is acceptable: Watches 1 x JESUS-bracelet</p>



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The use of cell phones

- Cell phones must be kept at home, but in cases where a learner must bring a cell phone, it must be switched off at all times.
- **The school takes no responsibility if a cell phone is stolen or broken.**
- No cell phone may be used without the permission of a teacher.
- Parents are not allowed to phone their children during school hours. Parents can phone the office, and the message will be given to the learner.
- Cell phone technology can lead to the following:
 1. Dishonesty in exams or tests.
 2. Unwanted photos and videos.
 3. The spread of pornography.
 4. Criminals that target learners.
- If learners use their phones without permission, the phone will be taken and parents can sign it out at the office and a fine will be payable.

Violations – Corrective measures

We make use of the “Merit and Demerit program”. This is a system to keep record of all the merits and demerits that the learner may receive.

Parents will receive the merit or demerit slip immediately after it is given. Record will be kept of it. Parents must please sign it. At the end of each term, the learner will receive a progress report with the report card.

The route of corrective measures will be as follow

1. Reprimand of the learner.
2. A letter will be given to the parents and will have to sign it after it is recorded on our system.



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3. Submission of the letter.
4. Discussion of learners that need help and support.
5. In the case of serious violations, parents will be phoned. Parents will then have a meeting with the school management.
6. School management discussion and recommendation.
7. Disciplinary hearing: Serious violations can lead to temporary / permanent suspension.
8. A Disciplinary committee that exists of three parents from the school will manage the disciplinary hearing. This includes the written notice of the hearing, as well as the punishment decided.

The learner must be accompanied with his/her parents. Should a learner not attend the hearing, it will continue in his/her absence. The committee then accepts that the learner is guilty.

Classroom rules

1. At Duendé Academy we **respect** one another. Everyone is equal and treated with respect.
2. Learners will raise their hands when they want to speak.
3. Homework and class work must always be completed in time.
4. Any assessment tasks that must be handed in, must be on time, so that the work can be marked.
5. Parents must sign class tests, assessment tasks and exam papers, so that they can be up to date with the learner's performance.
6. Learners must be proud of their classroom and work.
7. No hate language or racism is allowed.
8. No eating or drinking in the classroom. Learners will have enough time during break to eat and have something to drink.



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9. Learners may not damage the school property. If they do, they will be held responsible to replace it.

Serious violations

1. Learners may not, under any circumstances smoke at the school. If a learner is caught smoking, the necessary steps will be taken and punishment will be given.
2. If a learner uses alcohol or drugs, or if a teacher suspects that a learner is using drugs, the school has the right (according to the law) to do a **Multi-Drug, Multi-Line Integrated Cup 5 Drug test**. Parents will be notified immediately and the documents will be sent to the parents to sign.
3. Theft is an enormous problem in schools, and will not be allowed in Duendé Academy. If a learner is caught stealing, the necessary steps will be taken against him/her.



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Merits and Demerits

CODE	Behaviour	Merits and Demerits
1.	Homework not done.	-5
2.	Books not at school.	-5
3.	Assessment tasks not handed in or late.	-5
4.	Does not pay attention in class.	-5
5.	Academic improvement.	+10
6.	Tests or exam papers not signed.	-5
7.	Completing tasks on time.	+10
8.	Exam or class test more than 80%.	+10

Appearance

9.	Clothing not according to school rules.	-5
10.	Hair not according to school rules. (Boys and Girls)	-5
11.	Make-up. (Girls)	-5
12.	Sustained neat appearance.	+10

General behaviour

13.	Disruption of class.	-10
14.	Disrespectful behaviour towards a teacher.	-10
15.	Racism.	-10
16.	Involved in a fight. (physical/verbally)	-15
17.	Bullying. (intimidation)	-15
18.	Mockery.	-15
19.	Eating and drinking in class.	-5
20.	Leaving the school grounds without permission.	-10
21.	Littering.	-5
22.	Use of phone during class time.	-10
23.	Any unwanted literature.	-20
24.	Damaging school property / graffiti.	-15
25.	Helping a teacher or a learner.	+20
26.	Sustained courtesy.	+5
27.	Insubordination.	-10
28.	Leadership. (punctual execution of tasks)	+10
29.	Leadership. (failing to do tasks)	-10
30.	Theft and dishonesty.	-20
31.	Homework done.	+5
32.	Smoking.	-30
33.	Drinking or the use of drugs.	-90



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Email: info@duendeacademy.co.za
monique@duendeacademy.co.za
marisa@duendeacademy.co.za

Telephone: 082 210 7645 (Monique Pretorius)
078 422 9624 (Marisa Smith)

GPS: 26° 7' 38.1612" S, 27° 50' 2.1984"E



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9. **IMPAK CONTACT DETAILS**

Website: www.impak.co.za

Office hours: Mondays to Fridays 08:00-16:00

Client service: Mondays to Thursdays 07:00-17:00
Fridays 07:00-16:00

Contact number: 087 150 2233/44

E-mail: info@impak.co.za

Address: 116 Witch-Hazel Avenue
Highveld Techno Park
Centurion
0159

Fax number: 0860 505 3050

Postal address: PO Box 15132
Lyttelton
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