

EASTRIDGE CHRISTIAN ACADEMY

PROSPECTUS



Reg No. 0104001051
(Est. 2009)

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MISSION STATEMENT

Our mission is to serve the families in our community by providing a Christ-centred, university preparatory education that instills a Biblical worldview in the heart and mind of each student which will be their guide throughout their lives.

VISION STATEMENT

Guided by the Word of God as our foundation, we will train our learners to righteously lead in their vocations, families and church. Our vision is to see graduates become servant leaders, who have a personal relationship with Jesus Christ, demonstrate Godly character, think and act biblically, and are academically prepared for life.

GENERAL INFORMATION

Contact number: 061 457 2042

Email address: info@eastridgechristianacademy.co.za
Address: 41 Bosbok Crescent, Eastridge, Mitchells Plain 7785
Website: www.eastridgechristianacademy.co.za

SCHOOL TIMES

Office hours 7:30 – 15:00 (Monday – Thursday) 14:00 (Friday)

Grade RR 7:45 – 12:30

Grade R 7:45 – 13:00

Grade 1 7:45 – 13:30

Grade 2-3 7:45 – 14:00

Grade 4-7 7:45 – 14:30

Friday

Grade RR-R 7:45 – 12:00

Grade 1-7 7:45 – 13:00

STEERING COMMITTEE

Chairman: Desmond scullard
Asst Chairman: Leon carelse
Treasurer: Adam Davids
Asst treasurer: Courtney Bestman
Secretary: Amy Scullard
Principal: Carole Bredeveldt
Legal Consultant: Jayson George
Parent: Marco Keet
Church member: Jennifer Scullard
School minister: Theo Ccullard
Accountant: Robin Wicomb

SENIOR MANAGEMENT TEAM

Leon Carelse- Senior Administrator (School Headmaster)
Carole Bredeveldt School Principal (Oversee Education)
Amy Scullard- Junior Administrator (Admission)

ECA STAFF

Grade RR ECD Practitioner N Hess
Grade RR ECD Assistant S Isaacs

Grade R ECD Practitioner A Scott
Grade R ECD Assistant S Valentine

Grade 1 Supervisor C Rousseau
Grade 1 Monitor S Lazaro

Grade 2-3 Supervisor C Bredeveldt
Grade 2-3 Asst. Supervisor H Braaf
Grade 2-3 Monitor U Bouwers

Grade 4 Supervisor R Smith
Grade 4 Monitor G Keet

Grade 5-7 Supervisor L Carelse
Grade 5-7 Monitor K Keet & J Scullard
Secretary Lynnae Petersen

Maintenance Staff R Petersen
A Davids
A Gertze

UNIFORM

Van Boy Branding
vanboybranding@gmail.com or Contact number: 072 573 32127

METHODOLOGY

Eastridge Christian Academy (ECA) has been established in 2009 on the Accelerated Christian Education (ACE) methodology. ECA is a multi-racial school, which aims at providing biblically based, high-tech, individualized, value-based education with the view to developing responsible, well-adapted adults who can meet the needs of a challenging society. ECA offers an education of excellence. The emphasis at ECA is on individualization, excellence and mastery. Education is learner-centered thereby releasing the teacher to become a supervisor who motivates learning and inspires achievement. As we are a Christian school, the Bible and related principles are central to the education process.

ECA endeavours to offer an education for the future focusing on educating the students for life. This method places the responsibility for education of learners on the parents, the responsibility for the process on the educator and the responsibility of learning on the student. ACE has a well-proven track record based upon the following core values:

1. **An individual approach:** Every learner is unique in experience, capabilities, interests and needs. An individual prescription is, therefore, worked out for each learner who then works on their own level and at their own pace. This process is not dependent on how much the educator knows, but on the motivation that the learner receives.
2. **Achievement orientation:** Learners are constantly rewarded in public for any form of achievement. No learner is held back from achieving (for example, whilst waiting for the rest of the class to catch up), and no learner is compelled to work faster than they are able. The learner, therefore, receives an enormous amount of motivation by successfully achieving daily goals, which they set for themselves.
3. **Motivation:** The prime task of the educator is to discover the way to motivate each individual. Through a system of privileges and merits; the setting of daily achievable goal; individualized personal attention from the educator and monitor; and through being released from unfair competition with other learners, the learner is motivated to achieve success.
4. **Christian character:** The curriculum is based on the Bible, and the character of God is the foundation upon which character development is based. The primary priority of the home is acknowledged, and the school will seek to bring about agreement between home and school in order to educate learners.

STATEMENT OF FAITH

We believe in the Scriptures of the Old and the New Testament in their original writing as fully inspired of God and accept them as the supreme and final authority for faith and life and godliness –2 Timothy 3:16, 2 Peter 1:3.

We believe in One God, eternally existing in three Persons – Father, Son and Holy Spirit.

We believe in Jesus Christ who is the only begotten Son of the Father, conceived by the Holy Spirit, born of the virgin Mary, and is true God and true man – John1:1, 14

We believe that God created man in His own image – Genesis 1:27; that man sinned - Romans 3:23 and thereby incurred the penalty of sin which is death, physical and spiritual – James 1:15

We believe that Jesus Christ died for our sins as the Perfect sacrifice – Heb.9:14 according to the Scriptures - 1 Corinthians 15:3-4 and that all who are obedient to the Gospel of Jesus Christ are saved – Romans 1:16

We believe that the Gospel of Jesus Christ is the death, burial and resurrection of Jesus Christ – 1 Corinthians 15:1-4

We believe that in order to be saved, we need to:

- **Hear** the Word of Gospel of Jesus Christ – *Romans 10:17, Ephesians 3:4*
- **Believe** the Gospel – *John 8:24, Mark 16:16*
- **Repent** from our sins – *Luke 13:3,5, Acts 2:38, Acts 17:30*
- **Confess** Jesus Christ – *Romans 10:9-10, Matthew 10:32-33*
- **Be baptized** (immersed) – *Mark 16:16, Acts 2:38, 1 Peter 3:21*
- **Remain faithful** unto death – *Revelation 2:10*

GOD'S POLICY ON EDUCATION

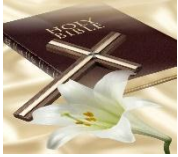
Deuteronomy6: 1-9: Now this is the commandment, and these are the statutes and the judgments which the Lord your God had commanded to teach you, that you may observe them, that you may FEAR THE LORD YOUR GOD, to keep all His statutes, you and your son and your grandson, all the days of your life, and that your days may be prolonged. Hear, O Israel: the Lord our God, the Lord is one! YOU SHALL LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, WITH ALL YOUR SOUL, AND WITH ALL YOUR STRENGTH. And these words, which I command you today, shall be in your heart. You shall TEACH AND IMPRESS THEM ON YOUR CHILDREN, and shall talk of them when you sit in your house, when you walk by the way, when you lie down and when you rise up. Tie them as symbols on your hands and bind them on your foreheads. You shall write them on the doorposts of your house and on your gates.

God's medium of education is firstly His Word, the primary place of education is the home, and the key teachers are the parents. They are the ones that God holds responsible to teach their children how to love Him and live lives that honor Him and their fellow man. Parents lead by instruction as well as example by modeling this life to their children in the home. The church-school is there to assist the parents with academic as well as spiritual training and materials for the children, which must be reinforced in the home after school.

James 3:17: But the wisdom that comes from Heaven is first of all pure: then peace loving, considerate, submissive, full of mercy and good fruit, impartial and sincere. God's wisdom will be evidenced in one's character and values more than in one's academic abilities. Many of the greatest leaders in the world of politics, education and finance are "bankrupt" as far as good character, family and marriage values, and integrity in life and business are concerned. Many of the world's most renowned pioneers, reformers and leaders of past centuries have been known for their Godly character traits, lifestyles, and allegiance to the principles portrayed in the Bible.

CHRISTIAN SCHOOL POLICY

Education worldwide, including South Africa started in its earliest form as an outflow of the Church. Almost every private school in this country, had its roots and foundations laid as a church where these schools have a distinct Christian character. Over the years Godly, spiritual character and values were pushed into the background and replaced, either by diminishing or excluding God and then exalting man's humanistic values. Wisdom and knowledge start with God, and don't end in this life, but have an impact on eternity.



Psalm 14:1 The fool says in his heart "There is no God."

Psalm 111:10 The fear of the Lord is the beginning of wisdom; all who follow His precepts have good understanding

Proverbs 14: 26-27 He who fears the Lord has a secure fortress, and for his children it will be a refuge. The fear of the Lord is a foundation of life, turning a man from the snares of death.

Proverbs 22:6 Train up a child in the way he should go, and when he is old he will not depart from it.

The fear of the Lord means to honor, respect, love and obey God and in so doing we reap the benefits in life. If we exclude God from education, we exclude the source of all true knowledge and wisdom.

We at ECA in common with over 7000 other schools in over 110 countries worldwide have chosen to use the ACE program from the USA. The foundation of the curriculum is the Bible and the teachers are committed Christians. The school functions under the oversight of Eastridge Church of Christ, who has also been the main financial sponsor of the school since it was started. As an Independent school, we currently receive only a Grade R subsidy from the WCED which is strictly regulated according to their specifications. We are thus fully reliant on the monthly fees for the effective running of the Academy.

The academic standard of the material is exceptionally high and receives great acclamation from many colleges and universities worldwide. The materials are individualized, self instructional, achievement orientated and self-motivating.

2020 MONTHLY FEE STRUCTURE

GRADE	FEEs	DRAMA	F/RAISER	BANK FEE	iLEARNING	TOTAL
RR	R 900	R50	R 80	R 10		R 1040
R	R 950	R 50	R 80	R 10		R1090
1	R 1160	R 50	R 80	R 10	R 10	R1310
2-4	R 1430	R50	R 80	R 10	R 10	R1580
5-7	R 1450	R50	R 80	R 10	R 10	R 1600

2020 MONTHLY SIBLING FEE STRUCTURE

GRADE	FEEs	DRAMA	F/RAISER	BANK FEE	iLEARNING	TOTAL
RR	R 675	R50	R 80	R 10		R 815
R	R 715	R 50	R 80	R 10		R855
1	R 870	R 50	R 80	R 10	R 10	R1020
2-4	R 1075	R50	R 80	R 10	R 10	R1225
5-7	R 1450	R50	R 80	R 10	R 10	R 1240

RE: DISCOUNTS

Only 10% discount is granted if you decide to pay the annual fees upfront.

A sibling is not eligible for this discount since he/she has already been granted a sibling discount.

In the past we had a 5% (Quarterly) 7.5% (Bi-annually) discount. Those discount percentages are no longer available as of 2020.

BANKING DETAILS

BANK: Standard Bank
 ACC NAME: Eastridge Christian Academy
 ACC #: 032 338 562
 REF: Your child's name and what you are paying for. E.g. John Rhodes. Fees

FINANCIAL POLICY

THE PURPOSE OF THE FINANCIAL POLICY

The purpose of this policy document is to set out and regulate the academy's financial practices:

- Rights and obligations of parent
- Fees and collection thereof

FUNDAMENTAL PRINCIPLES

The Academy finances will always be handled according to good financial governance practices and will always be within the laws of the country.

SERVICE FEE

The Academy is a provider of services and as such reserves the right to charge fees. The payment of fees is determined by management and is compulsory.

- School fees will be billed over 12 months commencing at the start of the academic year
- School fee may be reviewed bi-annually
- Fees pertaining to co-curriculum programs, conventions or extracurricular activities are charged for separately and is not included in the school fees.
- Drama, Fundraiser & iLearning payment is compulsory and is included in the school fees.

METHOD OF PAYMENT

- School fees can be paid via debit order, stop order (strongly recommended) or cash (not recommended due to high risk crime area)
- Monthly fee **(due by the 3rd of the new month)**
- Fees can be paid upfront for the year (a discount is granted of 10% however a sibling is not eligible for a discount)

INVOICE & STATEMENT

- You will be receipted for only cash payment made not for EFT's.
- Statement will be sent to you monthly

COLLECTION PROCEDURE

- If a payment is late by 2 days the academy will send a SMS, letter, email or phonecall.
- If the payment has not been settled by the 5th, PACE's will be withheld and the child will not receive any new PACE's
- If payment has still not been received the student will not be allowed onto the premises until financial obligations are met.
- Service fees which are one month in arrears will become due and payable in full and will be handed over for collection.
- All monies received will be receipted.
- A penalty of R20 per day will be added to the monthly fee for all late payments.

NON-PAYMENT OF SERVICE FEES

In the event of any amount due to the Academy not being paid on the due date, whether such amounts relate to service fees or any other payment which may become due and the Academy instructs attorneys to act on their behalf and/or institute any action:

- In the event of habitual ongoing arrear payments, the Academy retains the right to review and reconsider the learner's re-application.

NOTICE PERIOD

- A 3 months' notice period has to be given if a learner is leaving the Academy. Failure to do so will result in 3 months' fees being added to your account which you would be

liable to pay unless different terms are mutually agreed upon in writing between you and the academy.

REGISTRATION

An annual registration fee is payable (amount subject to change annually).

- **Re-registration for existing learners** (application & registration fee) guarantees your admission for the following year.
- **New registration fee:** It is payable at submission of application form.

GENERAL

- Parents need to understand that the failure to pay one pupil's tuition fees will be detrimental to the child as well as to all other students, and if it were on a large scale, it could even result in the closure of the school. We are therefore advised and obligated to implement this very strict financial policy in order to give every child the best education available at the lowest price.
- Please do not keep your child at home with the intent of not paying for that month. The learner has to pick up where he/she left off with their PACE work which we still have to order and pay for.
- Should your child be absent for a month, you are still liable to make that month's payment. We do however, reserve the right to waiver this notice in extenuating circumstances.
- Should you wish to withdraw your child, a two-month written notice period is required. This allows us time to stop ordering Paces for your child in advance. If your child is withdrawn at the end of a school year, December fees are still payable. We do however, reserve the right to waiver this notice in extenuating circumstances.
- Parents must see all their financial obligations and contributions not just as school fees, but also as an investment into their child's education, character building and future. The costs that have been set are on par (yet a bit lower) with most other Christian schools and are much lower than renowned private schools.
- Our staff works on a pioneering or missionary basis, which means they work for you and your children with financial remuneration that is lower than equivalent government posts.

DISCIPLINE POLICY

Discipline is much more than control or punishment. **Discipline is what is done for a student, not what is done to him.** Training for leadership requires consistency in love and discipline of a student.

- ❖ A disciplined environment is conducive to learning. This environment depends upon each staff member and parent supporting the policy of ECA.
- ❖ At ECA discipline recognizes the dignity of the learner at all times, yet is firm, consistent, fair and tempered with love, good judgment and understanding.
- ❖ Discipline is both positive and negative in nature. It not only consists of correction of the fault (negative), but also of active guidance into, and reinforcement of what is right (positive).
- ❖ **ECA is not a corrective institution**, consequently we ask that a learner not be enrolled with the idea that the School will reform him/her. **ECA cooperates with the parents in the area of discipline**, but does **NOT** take the place of the parents who have experienced difficulties in fulfilling their disciplining roles.

Discipline is never easy and if done for the wrong reason can cause serious harm to the child. (Pro.23: 12-14, Pro. 13: 24, Heb.12: 5-8)

1. Demerits and detention

Demerit marks are given for minor offences:

A. Unless permission is received, the student will receive one demerit for each of the following:

Getting up out of your chair	Talking in the LC	Eating or drinking in the LC
Going to the scoring/testing table without permission	Leaving the scoring/testing table without permission	Leaving your office without permission
Talking in the line while waiting to enter the LC		

B. Violations for which the student will automatically receive one or more demerits:

Arguing with the Supervisor or Monitor	Blocking your Progress Chart	Chair left out/Leaning back in your chair
Disturbance in LC	Each blank filled in without an initial on a Self Test	Extra red marking in your PACE
Flag left up	Having the PACE not open to the page needing initialing	Improper scoring procedures
Score Keys or red pens not replaced properly	Moving another student's chair or flag	Turning or looking around

C. Violations which receive automatic detention time according to the nature of the offense:

Carelessly talking, jesting or disturbing learners or staff	Carelessly arriving late for appointed times	Failure to complete assignments given by staff for a specific day
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Students earn demerits, which will require them to serve detention.

The paramount rule is "DO RIGHT < DO NOT DISTURB." Demerit marks are given for disturbances or broken rules. **Three or more marks in one day result in detention times as follows:**

3 marks = 20 minutes detention

4 marks = 30 minutes detention

5 marks = 45 minutes detention

6 marks = 1 hour detention

When a student receives a detention, a "Corrective Action Notice" is sent home with

the student and is to be signed by parents. The next day the slip is returned and detention is served.

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to ensure growth.

Parents will be called in for a parent-teacher conference should their child receive 3 detentions in one week for the same offense.

2. Biblical Correction

Students will constantly be reminded that in the Bible God clearly instructs and expects us to be disciplined, submissive and obedient to authority at all times and in all areas of life.



Colossians 3:20 Children obey you parents in everything, for this pleases the Lord.

Romans 12: 1-2 Every one must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.

Consequently, he who rebels against authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves

Hebrews 13:17 Obey your leaders and submit to authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

Proverbs 22: 6 Train a child in the way he should go, and when he is old he will not turn from it.

Proverbs 22:15 Folly is bound in the heart of a child, but the rod of discipline will drive it far from him.

Proverbs 23: 13-14 Do not withhold discipline from a child, if you punish him with the rod, he will not die. Punish him with the rod and save his soul from death.

Proverbs 13: 24 He who spares the rod hates his son, but he who loves him is careful to discipline him.

With regard to recent changes in the constitution and proposals that corporal punishment be prohibited in schools, **the school will:**

1. Discuss the offence clearly with the child
2. A staff member will discuss Biblical applications and will pray with your child.
3. You as a parent will be asked to discipline your child at home according to your discipline standards.

3. Scoring Violations

Scoring violations occur when students score incorrect work and complete their goals without correcting their mistakes. The maximum number of violations is 10 per Pace and, if less than 10 violations are found only a demerit will be issued and the child will have to correct the mistakes. **More than 10 violations per Pace is considered cheating and parents will be required to come and discuss the cheating with the principal.** If there is no change in behavior, and the child continues to cheat, the child may be dismissed from the school.

4. Possible reasons for dismissal

If any of the following issues have been addressed and no change in behavior occurs, the child may be asked to leave.

- Cheating
 - Swearing/foul language
 - Stealing
 - Drinking
 - No change in behavior after three or more counseling sessions.
 - No academic progress
 - Unacceptable behavior in or outside of school hours
- Bullying
 - Any form of abuse
 - Smoking
 - Obsessive lying

LANGUAGE POLICY

Eastridge Christian Academy, situated in Eastridge Mitchell's Plain, draws most of its pupils from within the local community. The residents of Eastridge are predominantly English & Afrikaans speaking whilst the pre-primary schools are English medium.

1. In accordance with Section 6 of the South African Schools' Act 84 of 1996, as amended, the Constitution and the Language Policy for Public Schools as published in the Government Gazette (No. 18546 dated 19 December 1997), the Steering Committee of ECA has determined the language policy of the school.
2. ECA language policy is non-racial and non-discriminatory. Respect for all peoples' languages is considered to be a priority.

LANGUAGES OFFERED

English, is the language of learning and teaching (LOLT). Five hours per week is allocated to this instruction in the Foundation and Intermediate Phase. The First Additional Language (FAL) currently presented is Afrikaans. Four hours per week is allocated to this language. (In the Foundation Phase, 40% of the notional time is allocated to Literacy).

We aim to comply with need of introduction an African language. This is supported by our Steering Committee. ECA recognizes the global norm of multi-lingualism and that the learning of more than one language is an important principle in our society. ECA committed to the promotion of tri-lingualism in respect of English, Afrikaans and Xhosa since these are the three official languages in the Western Cape.

RIGHTS OF PUPILS

Because of the demographics of the feeder area and the predominance of English speaking residents, it is unlikely that the medium of instruction will be required at ECA to change in the foreseeable future.

LANGUAGE OF ASSESSMENT

Assessment is conducted in English. As regards language, both English (LOLT) and Afrikaans (FAL) are assessed.

COMMUNICATION WITH PARENTS

All communication is conducted in English.

ACADEMICS

MOTIVATING ACHIEVEMENT

The main emphasis at ECA is to motivate the student to achieve their highest potential in both the spiritual and academic fields. In order to accomplish this, a number of incentive programs have been implemented and serve as motivational factors in the student's school day. A brief description of each is given below:

MERIT SYSTEM

In order to encourage students to behave in a well-mannered and disciplined way, a merit system is in operation at ECA.



Students are awarded for displaying Christ-like behavior and conforming to recognized norms at school. Students may earn permission to have a half-day off normal school activities, or a whole day, or some other unique activities that are set-aside for students who earn sufficient merits.

PRIVILEGE STATUS

Three levels of privilege "A", "C" and "E" are provided and students may apply to their supervisor to earn the above privilege status. Privilege status is a term used to indicate a level of privilege a student may earn by assuming responsibility and exercising self-discipline. Privilege status insignias are displayed in student offices. Criteria for achieving status are displayed in the learning center.

PRIVILEGE LEVELS IN A.C.E.

RESPONSIBILITIES

A

- Complete 1½ PACES per subject per week
- Maintain academic balance
- No more than 45 minutes detention the preceding week
- Memorize previous months Bible selection

PRIVILEGES

- 10 minutes extra morning break
- Can read approved literature or listen to teaching tapes after daily goals are completed
- Can engage in approved extracurricular activities after daily goals are completed eg. Student convention preparations, crafts, puzzles, games etc.

RESPONSIBILITIES

C

- Complete 2 Paces per subject per week
- Maintain academic balance
- No more than 30 minutes detention the previous week.
- Memorize previous months Bible passage
- Present a special 5 minute oral report on an area of interest, project etc.

PRIVILEGES

- a. 15 minutes extra morning break
- b. Can read approved literature; listen to teaching tapes at any time during the day except when required at classes, P.T. etc.
- c. Can engage in extracurricular activities or other assignments outside learning center, eg. Library, garden etc.
- d. Can be out of seat without permission for learning center functions

E

RESPONSIBILITIES

- Complete 2 Paces per subject week
- Maintain an academic balance
- No detention the preceding week
- Memorize previous month's Bible passage
- Read and report on a literature book selected from a prepared list (written and oral report)
- Perform special Christian Service on regular basis previous week eg. Being kind, Evangelism, etc.

PRIVILEGES

- Same as "C" privilege plus
- Leave office and learning center at will when not committed to other responsibilities or functions
- Can attend off-site projects when appropriate.
- Can score without permission

FIELD TRIPS

Excursions (most of the time educational) usually held each quarter when students visit places of interest together. Field trips are for students who have assumed academic and behavioral responsibilities during the term and the staff explains these each quarter.

HONOUR ROLL

- A public recognition of academic achievement each quarter.
- Requires completion of 3 Paces in each Core Curriculum subject.
- Additionally, each monthly Scripture must be memorized.
- Students are rewarded with a certificate and a field trip of their choice.

Supervisor's Honour Roll: 88-94 %

Principal's Honour Roll: 95-100%

AWARD SYSTEM

ACADEMICS

Juniors (Grade 2 –7)

CERTIFICATE OF MERIT-HONOUR ROLL

1. Say terms monthly Scripture verse
2. Maintain academic balance
3. Meet honor roll goals set out at beginning of term
 - a) 72 Paces for the year (minimum)
4. Average above 88% in ALL PACE work

Award: Certificate

JUNIOR'S BADGE OF ACHIEVEMENT

Completing 100 Paces or more in one academic year

AWARDS CEREMONY

At the end of the year an awards ceremony is held to reward students who have excelled either in sports, extra-murals, academic and Christian character. This is a compulsory event and forms part of your commitment to supporting ECA.

STAFF INVOLVEMENT

While much of the responsibility of educating the pupils and instilling character rests with the parents, the staff to have a vital role to play. It is the responsibility of the principal, school

minister and each individual staff member to **ensure that they are Christian examples to the students and parents.**

They will be encouraged to have a consistent Christian life. Ensure their "private life" practices are above reproach. Try to be positive in their daily outlook and in their attitudes towards ACE procedures and curriculum and endeavor to have a meaningful prayer life.

Staff members are human, like the parents and need prayer-support, and assistance to enable them to fulfill their God-given task of educating your children and preparing them for life.

PARENTAL INVOLVEMENT

Parent orientation, needs to be attended on your child's acceptance, **orientation is compulsory.** We hold these once in the third term. Meetings and conferences promote a good understanding between parents or guardians and the faculty/administration of this school.

Another area of parental involvement, which is vital to the progress of the child, is the modeling of character traits. Students will learn more about each of the character traits listed below in each level as they progress through the curriculum. **As the parents display and model these character traits in their homes as an example to their children, they will re-enforce what their children are being taught at school.**

REMEMBER PARENTS! YOU TEACH A LITTLE BY WHAT YOU SAY, MORE BY WHAT YOU DO, MOST BY WHAT AND WHO YOU ARE...

Here is a list of the character traits we teach the children throughout the year and in their curriculum.

Appreciative	Creative	Fearful	Merciful	Responsible
Attentive	Decisive	Flexible	Observant	Secure
Available	Deferent	Forgiving	Optimistic	Self-Controlled
Committed	Dependable	Friendly	Patient	Sincere
Compassionate	Determined	Generous	Peaceful	Submissive
Concerned	Diligent	Gentle	Perseverant	Tactful
Confident	Discerning	Honest	Persuasive	Temperate
Considerate	Discreet	Humble	Prudent	Thorough
Consistent	Efficient	Joyful	Punctual	Thrifty
Content	Equitable	Kind	Purposeful	Tolerant
Cooperative	Fair	Loyal	Resourceful	Truthful
Courageous	Faithful	Meek	Respectful	Virtuous

ACE's greatest strength comes from the built-in training in Godly character, wisdom and individual accountability.

PROMOTIONAL POLICY

School beginners (Grade R) will be submitted to the READING READINESS TEST and should they qualify, they will progress to LEARNING TO READ with the ABC's of ACE (Grade 1). At a point between 12 and 18 weeks, the student will be subjected to a POST TEST to identify and rectify any weaknesses; time will be spent on reinforcing mastered concepts. At the completion of ABC's of ACE Curriculum, the student will start the first Pace (Packet of Accelerated Christian Education) and will be required to complete an average of 12 Paces per subject per school year. Students will be given an individualized workload according to that individual's ability and maturity.

All students transferring from government schools or another ACE school will be required to complete a DIAGNOSTIC TEST which determines at what academic level the student is to begin. The diagnosis will highlight any learning weaknesses; these weaknesses are referred to as learning gaps. These learning gaps will first have to be corrected before the student can resume at their prescribed level.

GENERAL RULES

STARTING TIME

Students are to arrive at school no later than 7:45am. A student is considered irresponsible and undisciplined if he is not in the Learning Center at 8:00am. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges or suspension.

ATTENDANCE

A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. ***Doctor, dental and other appointments are to be scheduled after school hours.*** Students must present a doctor's note if absent for more than two days.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the supervisor, and the student is sufficiently advanced in his work. Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. If a student is absent on 3 separate occasions during any school term, a doctor's certificate is required for re-admission on and after the third absence.

Please take careful note of the following: According to the WCED Policy of School Attendance, a learner who is absent for 10 consecutive days must be charged with breach of the school's code of conduct and be cancelled in the class register.

CHECKING OUT

If there is a need for a student to leave school during the day, the supervisor must receive a note from the student's parent before the student is allowed to leave the school.

VISITORS

Parents and prospective parents are encouraged to visit the school. Please phone the office in advance to make sure we are able to handle your visit, and we will be happy to show you through the school.

All visitors are required to check in at the office and receive permission from the administration before entering the learning center, or contacting any student anywhere around the school, including the playground and car park.

HOME/SCHOOL COMMUNICATION

When there is an academic problem the line of communication should be:

1. Contact the school secretary who will make an appointment for the parent/guardian to see the supervisor.
2. Should the problem not be solved, (by the supervisor), the parent/guardian should make an appointment to see the Principal.

Home/school communication is vital. To maintain open communication, a message book system will be used. Each learner has the following responsibilities:

- a) Take the message book home daily
- b) Ask both parents to read the contents
- c) Ask that one or both parents sign the message book
- d) Return the message book to school the following day (a demerit will be given for no or late replies)
- e) Letters regarding an activity (such as a field trip or sports event), students will not be allowed to participate if the message book and reply slip are not returned with a signature.

GOALS

Under the supervision of a supervisor, the student sets reasonable goals that can be achieved in a prescribed period of time. That gives the student the responsibility for his learning so that he learns how to plan his work and to set meaningful goals. The goal card is designed for daily entries of one week of work. It is pinned on the student's bulletin board in front of him. Each day, as he completes his goals in each subject, he enters reasonable goals for the next day. The student's goals are complete when all prescribed materials for that day are read, scored, corrected and re-scored until there are no incorrect answers left. Then, and only then can he mark his goals on the goal card complete.

HOMEWORK

The responsibility for scholastic achievement is placed on the student in our program. If a student works diligently at school, he should rarely have homework. The goals set by the student and or supervisor, are no more than the child is capable of completing during the school day. Should the student not meet his quota for the day, he will be required to complete the work at home. Should your child have homework, the exact pages to be completed in the Pace will be recorded in the homework book. The homework book is to be signed by the parent and returned the following school day. Parents should check the homework before signing the homework book and make a note of any problems for the supervisor's attention

Students desiring to do extra work at home (above goals) may be given permission to do so. They may work as far as they can in the Pace, provided they do not go past initials or score strips and also, all previous pages must be scored and corrected. No check-ups should be done at home.

Students and parents should do daily times tables revision, counting, going over different bonds, going over their phonics, read a variety of scholastic books as well as for pleasure at the learner's level.

GROOMING AND RESPECT

ECA sets a very high standard of excellence as far as the training in grooming and manners of students and staff are concerned. Parental involvement and co-operation is of vital importance.

The children will be taught constantly to check their grooming and appearance and wholeheartedly to support the dress standards set down by the school. The students will be expected to be neat, clean and well mannered at all times. So as not to dishonor and discredit the God that they serve or the school and uniform they display. When a child knows that he is neat and smart, it will be reflected in a high standard of performance academically. If a child is consistently dirty and untidy, it will be evidenced in a slothful attitude towards his schoolwork, and be detrimental to his self-image confidence and performance.

BOYS

Boys should have a neat and respectable school boy's haircut, and parents are requested to support the standard and hairstyles stipulated by the school. Hair is to be kept neat and clean, tapered off the collar and the ears. At no time may hair be worn over the eyes. Parents are requested to respond promptly when instructions are given for haircuts, as ignored requests will result in detention for the student. No gel/"wet look"/perms/hair coloring are permitted, No outrageous hair styles are permitted on Civvies days. Uniforms must be kept clean, neat and in good repair with shoes polished daily. Shirts must be tucked in trousers. A black belt must be worn with trousers. Boxers may not be exposed.

GIRLS

Each young lady is to be discreet and modest in appearance. Student's skirts should reach just above the knee (the skirt should touch the ground when the girl is in a kneeling position). When civvies are worn there should be no form fitting clothing, see-through blouses, spaghetti strap tops, boob tubes, hipsters, short shorts, and no midriffs showing. Necklines must be no lower than 4 cm from the collarbone. Underwear is exactly what is says and should not be seen by anyone. **It will be at the discretion of the school and not that of the parents or student to define what is "extreme"**. Hair should be kept neat and clean, and at no time may it be worn over the eyes. If it is grown long then it must be tied back. No gel/"wet look"/perms/hair coloring are permitted. No outrageous hair styles are permitted, especially on Civvies days. Only navy, black, white and royal blue hair accessories may be worn. No ornamental accessories will be allowed.

JEWELRY

Watches (not ornamental) are allowed. Only girls are allowed to wear ear rings. Only one pair of plain silver or gold studs or sleepers may be worn at a time. No other body piercing will be allowed. No tattoos allowed. All other forms of adornment are not allowed.

NAILS

Both boys and girls must have neat nails. No nail varnish is allowed at all times (even on Civvies).

SPECIAL EVENTS AND OUTINGS

Students who attend official school activities either on or off school grounds after hours must wear the school uniform unless instructed otherwise.

MARKED CLOTHING

All clothing is to be marked with the student's first name and surname. Students will be taught not to be careless with their clothing; therefore clothing left lying around will result in a demerit.

LUNCHES

Students are required to bring their own lunches or purchase lunch from the on-site tuck shop. On no account may students go to the local shop during school hours- nor may school or church staff be used to run errands for the children. **A healthy lunch such as sandwiches and fruit must be given for lunch and not just junk food.** Students need to feed their brains and sugar just makes them hyperactive and tardy.

TUCKSHOP

We will have a Tuck shop running during breaks and after school hours.

CELL PHONE POLICY

Students are NOT allowed to bring cell phones to school. Any cell phones found on students, will be confiscated and only be given back to the parents at the end of that given school term.

RESPECT

One of the strong points of ECA is the fact that we teach students respect for others, both younger and older than themselves. We as Christian educators respect our students and their parents, and expect this attitude to be returned. Our standard is to never speak critically or disparagingly of anyone, whether in the school or not. It is only as we give respect that we can expect to receive it in return.

STANDARDS OF CONDUCT

Students of ECA are expected to refrain from engaging in cheating, swearing, drinking alcoholic beverages, using or talking about illegal narcotics. Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Students must agree to strive towards unquestionable character in dress, conduct and attitude. It is our goal that students off school grounds as well as on school grounds maintain these standards. Students entering ECA must sign a code of conduct form.

DEVOTIONAL TIME

Devotional time in the learning center is a vital part of our program. Students and faculty worship together at least once a week – Monday mornings. The whole school together memorizes one Scripture selection each month. This is called "monthly Scripture" and is recorded on your child's report card when it is learned. These Scriptures are to be said to the student's supervisor or monitor before the end of the month.

WORKSTATIONS/OFFICES

Each student is assigned a workstation/office to work in. Stations may be decorated in order to have an attractive appearance and provide a pleasant atmosphere for study. (Photos or names of rock musicians are not acceptable decorations). During class hours, students sit facing their stations and work quietly. No student is ever permitted in another student's station, except under immediate supervision of a staff member. Students are responsible for any damage done to their workstation. This includes pen and pencil marks as well as other forms of vandalism.

The students "Progress Chart" is to be tacked to the bulletin board material in his office at the upper left-hand corner with the Goal Chart to be tacked to the immediate right of the Progress Chart.

SCHOOL STATIONARY TO BE SUPPLIED BY STUDENTS

All students are to have the necessary stationery supplies throughout the year. Please refer to the stationery list for a detailed description of supplies.

FOOD

No food may be consumed in the learning center, eat only in assigned areas, littering will be met with demerits. **NO GUM WILL BE ALLOWED ON THE SCHOOL PREMISES**

GRIPING

Griping, criticizing, fighting, hurtful jesting and teasing, disrespect and insolence at any student or staff member will not be tolerated.

PROPERTY

Marked on, damaged or defaced property belonging to the school, church, staff or other students will be replaced at the offending student's expense.

LANGUAGE

Use only words, which glorify God, swearing will result in detention and possible suspension.

Ephesians 4: 29 Do not let any unwholesome (corrupt) talk come out of your mouths, but only what is helpful, for building others up according to their needs, that it may benefit those who listen.

NO TOUCH / 6 INCH RULE

All students should keep “hands off other students” and maintain the “6 inch rule” at all times. Holding hands, petting and pairing off by students will be taken in a very serious light, and could result in the dismissal of those students from the school.

BANNED

Guns, knives, matches, lighters, cigarettes, alcohol, unwholesome magazines or pictures, music, computer discs (excluding those used for school computer course) etc. are totally prohibited from the school property.

CLOSED CAMPUS

Students may not leave the school grounds during school hours without permission

OFF LIMITS

Other student's offices
Learning center control stations or files
Learning center where staff are not in attendance
Cars and parking area

TELEPHONE

The school phone is reserved for official school business and emergencies. Parents may not phone their children at the school. Necessary messages will be written down and given to the students. Students who wish to place emergency calls will give the name and number to school secretary who in turn will place the call.

VISITORS

Parents and prospective parents are encouraged to visit the school. Call in advance to make sure we are able to handle your visit, and we will be happy to show you through the school. All parents and visitors are required to check in at the office and receive permission from the administration before entering the learning center, or contacting any student anywhere around the school including the playground.

LEARNING CENTRE RULES

- A student is not permitted to communicate or be out of his office without permission. He should not turn sideways or around in his office or tip back in his chair
- Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.
- Offices are assigned and changed only by the supervisor, and the students must care for them
- Anything to be placed in the office must be approved by the supervisor
- Students are not to lean or sit on office or divider
- Electrical outlets are for approved school equipment only
- PACES are private property and are not to be shared among students

EXTRA MURAL ACTIVITES

Eastridge Christian Academy is at present a small school with very limited grounds and staff. We do participate in the annual inter-school athletics meetings which are held in the first quarter. Other activities include:

CHESS

- Facilitator: C Bredeveldt
- Cost R20 pm
- Every Tuesday

KARATE

- Facilitator: L Carelse
- Cost R20 pm
- Every Tuesday

SOCCERCISE STARZ/ EURO SOCCER

Soccer Starz provides an early training platform for children aged 3-8 years old where they will learn various skills, not only in soccer, but other sport that involves playing with a ball. They have trained coaches that will provide skills needed for youngsters to become more confident on the sports field. Each session will be 30 minutes per week, ensuring they keep their attention span active. These sessions will be held at the child's school, and will be on the same day and time throughout the year. Lessons will not be refunded or made up if a child is absent or through bad weather. Soccer boots are not necessary but players are asked to wear their Soccer Starz T-shirts.

- Coach: Mikhail
- Cost: R150 pm (paid directly to Soccerise Starz)
- Every Tuesday

SWIMMING

Swimming lessons will only takes place if there are 10 or more parents interested? It is only offered for Grade RR-1. Please contact the swim school – Little Mermaids www.littlemermaids.co.za/ Should you be interested. Learners will be picked up from the school and dropped off again. Parents are asked to make the necessary transport arrangements on the day. Payment directly to them.

CO-CURRICULUM

DRAMA CLASSES

The Helen O'Grady Drama Academy is the only organisation of its kind in Africa. It is now become the largest worldwide drama school of its kind. With an extensive curriculum, dynamic teachers, this is a truly community-based organisation, with a strong emphasis on the care of all its students.

They aim to provide a self-development drama programme encouraging:

- Enthusiasm, energy and a positive approach to life
- Ongoing confidence

- Self esteem
- Skill in verbal communication
- Effective social interaction
- Performance skills

ECA drama classes is compulsory. We have experienced the great benefits this program offer. Students attend fast moving classes for 30mins a week, according to their specific age-group. A annual Production allow parents and guardians to see first-hand the progress of the students.

iLEARNING – SCHOOL IN A BOX

The iLearning centre is a box that contains tablets loaded with educational content. The box, also known as 'School in a Box', has been provided by the Social Project, an organisation focused on empowering youth in under-served communities to learn through using these tablets. The Social Project has been introduced to Eastridge Christian Academy through our partner, Grace2Learn, who also helps to facilitate these sessions with our children.

We have had these sessions during last year and continue to have them this year and the children have enjoyed it as well as learned important lessons on these tablets which in turn, helps them improve in subjects such as Mathematics and English. We now have the sessions for grade 1 to 7 on Tuesday's and Thursday's, facilitated by Carlo, Tara and Reinhardt from Grace2Learn.

When kids arrive for the iLearning centre, they receive 45 minutes of focused learning; Headphones in, pen in hand, and their eyes on the screens. This is how they learn. The iLearning centre has a main focus for maths and aims to provide high quality maths lessons. The content also enables the learner to focus on the subjects they are struggling with most. Through the iLearning centre, students learn digital literacy skills, while having loads of fun, which shows that we no longer need a computer lab in order for children to learn, but something as simple as a box with tablets.

The content ranges from videos to quizzes and various interactive educational games. We encourage students to watch videos over and over, to not lose motivation when it comes to failure, to rather see it as the first step in the learning process. Students who use the iLearning centre go on to become lifelong learners who can learn anything with the discipline instilled through the iLearning centre.

We encourage you to check out the work that Social Project is doing in our communities as well as the rest of our country <https://socialproject.co.za>

Now that you have read the required information about our Academy. Your next question may be, how do we become a part of the family at ECA?

STEPS TO ENROLMENT:

1. Retrieve a application form for our office, via email or website.
2. Fill out and submit the application form accompanied by the required documentation & registration fee of R300 at our school office.

DOCUMENTATION:

- Copy of birth certificate
 - Copy of clinic card
 - Proof of address or lease agreement
 - Copy of parents ID's
3. Parents will be notified via sms about the status of your application.
 4. Parents will be notified of dates for Diagnostic Test or Reading Readiness test. The learner will spend two days at the academy for assessments and testing.
 5. Parents will be requested to attend an interview.
 6. Parents are informed of the date for PARENT ORIENTATION.

ADMISSION POLICY

ECA is a ministry of Eastridge Church of Christ to the community. We will not discriminate against students on the basis of race, color and national ethnic origin in our selecting and admitting of students. Christianity and the Bible will be the only religious medium used in the school and Christian Biblical character traits will be constantly expounded in all the subjects of the curriculum. All children must agree to attend all the Christian meetings held during school times, to fully honor the Christian principles taught, and not to promote any other religion at the school.

- Our admission are only for Grades RR & R. Admission for grade 1 subject to space.
- Students transferring from other ACE schools after Grade 2 will be assessed with an ACE Diagnostic Test and on merit.
- **Students will not be admitted if they diagnose more than two years below either their current academic level or chronological age.**
- **No student will be admitted without full payment of registration fees as well as first month's tuition.**
- No student will be admitted without a copy of the **parent's Identity Document, signed agreement forms and a copy of the child's birth certificate, clinic card and proof of address.**
- No student will be admitted if they have an outstanding balance with the school they are transferring from or in the case of children who were at ECA, with an outstanding balance.

Factors that will be taken into consideration before a learner is admitted to ECA are:

- There needs to be a vacancy in the class in question. Parents are therefore encouraged to register their children as soon as possible to avoid disappointment.
- The parents and learner **need to fully submit** to the Value System, Code of Conduct, School Fee Policy, etc. of the School.

- Where the number of applicants exceeds the number of places available, ECA may give **preference to siblings of a learner currently enrolled at the School, as well as to learners transferring from another ACE school.**
- Prospective learners above Gr. 1 are required to attend the School for one day in order to be evaluated. Tests of diagnostic nature are done, which enables the School to place the learner in the correct grade. In some cases admission may be refused because the type of education offered at ECA (essentially academic), may not be in the best interest of the prospective learner.
- Learners applying for **Gr. 1** must be **six turning seven** in the year for which they apply, and they are **required to pass a Reading Readiness Test before acceptance.** Learners applying for Gr. RR must be 4 turning 5 in the year. Learners applying for Gr. R must be 5 turning 6 in the year.
- All current learners must re-register each year for the following year.

For any further information. Kindly contact our office.

Yours in Christian Education

Leon Carelse