



**A place to grow**

**Prospectus 2020**

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## Executive summary

Alludio Academy is a private school that will be located in a well – populated residential area of Klien Windhoek – Windhoek, Namibia. We are a standard private school that is composed of an early primary (Grade Zero through Third grade) that will be predominantly funded through tuition fees and levies from students and from other private sources.

Alludio Academy is a client-focused and result driven private school that provides broad-based learning approaches and experience at an affordable fee that won't in any way put a hole in the pockets of our clients (students and parents alike).

We will offer standard and professional teaching services in a secured and conducive learning environment to all our students. We will ensure that we work hard to meet and surpass all our students' expectations and educational goals whenever they enroll in our tutorial college.

At Alludio Academy, our students' overall best interest would always come first, and everything we do is guided by our values and professional ethics. We will ensure that we hire professional staff who are well experienced and passionate in imparting knowledge to students at various learning levels.

Alludio Academy will at all time demonstrate her commitment to sustainability, both individually and as an educational organization, by actively participating in our communities and integrating sustainable business practices wherever possible.

We will ensure that we hold ourselves accountable to the highest standards by meeting our students' needs precisely and completely. We will cultivate a working environment that provides a human, sustainable approach to earning a living, and living in our world, for our partners, employees and for our students.

Alludio Academy is founded by Mrs Liezl Moller and Mrs Emma Cocklin. Both Ladies are Passionate about the development of Children and providing a space for children to develop at their natural pace in a concrete and play centred environment.

## Our Product and Services

Alludio Academy is going to offer a variety of educational services within the scope of the education board of Namibia. Our intention of starting our private school is to soundly educate people in various subjects and of course to make profits from the education cum private schools industry and we will do all that is permitted by the law in Namibia to achieve our aim and business goal.

Our service offerings are listed below;

- Teaching basic literacy and numeracy
- Establishing foundations in science, mathematics, geography, history and other social sciences
- Constantly working hard to meet regulatory accreditation standards
- Administering private funding efforts
- Providing access to extracurricular activities

## Our Vision Statement

Our school community supports and challenges our students to achieve their personal best, and celebrates their efforts and successes. Our vision reflects our values:

Our values provide a foundation for building social responsibility and a sense of belonging through collaboration between student, family, school and wider community.

### **Care and Compassion**

We look after ourselves and care for one another.

### **A Fair Go**

We treat all people fairly; we protect and support each other for the benefit of all.

### **Honesty and Trustworthiness**

We are honest, sincere and seek the truth.

### **Integrity**

We act in accordance with moral and ethical principles, ensuring consistency between words and deeds.

### **Respect**

We treat others with consideration and regard and respect their views.

### **Responsibility**

We are accountable for our own actions, resolving differences in constructive, peaceful ways; we contribute to society and we take care of the environment.

### **Understanding, Tolerance and Inclusion**

We accept diversity by being aware of differences; we strive to be included and to include others

## Our Aim

Our purpose is to instil our learners with:

- A love of learning
- The capacity to grow academically, socially, emotionally, physically, and creatively to their full potential
- A set of thinking skills to prepare them for their future
- A chance to shine in their particular area of interest

## Our Objectives

- Small groups and classes with lots of chance for experiential learning
- Plenty of time for consolidation and revision of concepts.
- Learning concepts on a concrete basis and through play.
- Professional and caring staff.
- Encourage problem solving, responsibility and independence.
- Exposure to different learning styles and areas

## Our Business Structure

- Head of The Private School(School Proprietress)
- School Administrator
- Tutors/ Teaching assistants for Various Subjects – Primary (grade R to Grade 3)
- Accountant / Bursar
- Cleaners

## Roles and Responsibilities

### Head of the Tutorial College / School Coordinator:

- Responsible for providing direction for the college
- Creates, communicates, and implements the organization's vision, mission, and overall direction – i.e. leading the development and implementation of the overall organization's strategy.
- Responsible for handling high profile clients and deals
- Responsible for fixing fees and signing business deals (partnership)
- Responsible for signing checks and documents on behalf of the tutorial college
- Coordinates all arms of the tutorial school
- Evaluates the success of the tutorial college
- Reports to the board of the tutorial college

### School Administrator

- Responsible for overseeing the smooth running of HR and administrative tasks for the tutorial school
- Designs job descriptions to drive performance management for tutors (teachers)
- Regularly hold meetings with key stakeholders (parents and member of the school board) to review the effectiveness of the schools' Policies, Procedures and Processes
- Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
- Defines job positions for recruitment and managing interviewing process
- Carries out staff induction for new team members
- Responsible for training, evaluation and assessment of employees
- Responsible for arranging travel, meetings and appointments
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Oversees the smooth running of the daily activities of the private school.

### Tutors / Teaching assistants for Various Subjects – Primary (grade R to Grade 3)

- Effectively teach subject / subjects as assigned by the school administrator
- Teaching basic literacy and numeracy
- Establishing foundations in science, mathematics, geography, history and other social sciences
- Accesses the progress of students under their care

- Ensure that students abide by the rules and regulations of the school administrator
- Receives complaints from parents and channel it to the appropriate quarters
- Handles any other duty as assigned by the school administrator.

## School Bursar (Accountant)

- Responsible for preparing financial reports, budgets, and financial statements for the organization
- Provides managements with financial analyses, development budgets, and accounting reports; analyzes financial feasibility for the most complex proposed projects; conducts market research to forecast trends and business conditions.
- Responsible for financial forecasting and risks analysis.
- Performs cash management, general ledger accounting, and financial reporting for one or more properties.
- Responsible for developing and managing financial systems and policies
- Responsible for administering payrolls
- Ensures compliance with taxation legislation
- Handles all financial transactions for Rolland Gyros International Private School
- Serves as internal auditor for Rolland Gyros International Private School

## Cleaners:

- Responsible for cleaning the school facility at all times
- Ensures that toiletries and supplies don't run out of stock
- Cleans both the interior and exterior of the schools facility
- Handles any other duty as assigned by the school administrator

# ACADEMIC

## OBJECTIVES

- Learners must be happy, relaxed and satisfied.
- Educators must have good knowledge of the curriculum so that they will be able to implement it with success.
- Emphasis is placed on four subjects:
  - Home Language
  - First Additional Language
  - Mathematics
  - Life Skills
- There is special attention given to the knowledge, outcomes , values and attitudes which the learners should reach in the different subject areas.
- Every learner must develop holistically and should have a special place in the broader system
- Good communication between educators and parents are maintained.

## CURRICULUM FRAMEWORK

As a school with believe in the basic building blocks of good education namely reading , writing and mathematics. We strive to give learners this important foundation.

There are four subjects:

1. Home Language consist of: Listening and Speaking; Reading and Phonics;  
Handwriting and Writing.
2. First Additional Language (Afrikaans) consists of: Listening and Speaking; Reading  
and Phonics; Writing and Language Structure (only for Gr 3).
3. Mathematics consists of: Numbers, Calculations and Relationships; Patterns;

Functions and algebra; Space and shape; Measurement and Data handling.

4. Life Skills consist of:

- Beginning Knowledge: Social Sciences (History and Geography), Natural Science and Technology.
- Personal and Social well-being: Social and emotional well-being. Relationships with other people and the environment that rest on values and attitudes.
- Creative Arts: Dance, drama, music and visual art.
- Physical Education: Locomotor and perceptual motor, rhythm, co-ordination, balance and laterality.
- Culture & Sport

The culture & sport curriculum forms an essential part of our school programme. We have allocated cultural & sport periods each week that will form part of our Personal Development Programme. We want to create a platform for all our students to enable them to express themselves in a creative way using different genres.

## REPORTING

- Learner receive a formal report at the end of each term
- Formal parent appointments take place at the end of each term.
- Discussions with Parents takes place throughout the year- Communication is very important to us.

## School Hours

Gr. R 07:30 – 12:45

Gr. 1-2 07:30 – 13:00

Gr. 3 07:30 – 13:15

FRIDAY: Gr 1 -3 Finish 12:45

## School uniforms

Alludio Academy, as an independent school, has decided on a dress code for learners' uniform in terms of the guidelines set out by the Department of Education. In exercising our choice, we have ensured that access to education for learners enrolled at our school or those seeking enrolment to the school is not impeded in any way. The cost of the school uniform does not constitute an unaffordable financial burden on parents. .

Alludio Academy has provided the following types of assistance for learners unable to buy new uniforms:

(a) The establishment of second-hand shop run by Alludio Academy has been established, to assist learners whose parents cannot afford to purchase them. Parents must make sure that every item of clothing is clearly marked with name and surname. Unmarked or illegible items are placed in shop for resale or donated to charity. Lost Property Items that have a legible name on are returned to pupils via their teachers twice a week. These learners are fined R5 to get their item back. By creating a fine system we endeavour to teach them responsibility by making THEM pay for it.

(b) the creation a uniform fund for uniforms as part of a structured donor programme;

(c) Second-hand uniforms donated by out-going learners is encouraged to make uniforms available to incoming pupils on a charitable basis

Having taken all of the above into account Alludio Academy has decided that there will be uniformity in the dress of pupils and that this uniform will be as follows:

### Girls and Boys Summer

### Girls and Boys Winter

Golf Shirt with school Logo	Golf Shirt with school Logo
Black/Denim shorts	Jeans
White socks	White socks
White sport shoes(takkies)	White sport shoes(takkies)
Alludio AcademySchool jersey	Alludio Academy School jersey
Black/Navy/White Hat ( no Logos)	Alludio Academy tracksuit

Pupils are encouraged to wear their school uniform with pride. The correct uniform is to be adhered to at all times. The image of our school depends on the appearance and behaviour of learners at all times where the general public may judge the school by ONE pupil. If learners are in any doubt, they must consult a staff member. Any other type of uniform will not be accepted. Refusal to wear the approved school uniform may be treated as a disciplinary matter in terms of the Code of Conduct.

## School Fees 2020

	Yearly	Per Term x3	Monthly over 10 Months	Monthly over 12 Months
<b>Grade R</b>	N\$ 36000	N\$ 12 000	N\$ 3600	N\$ 3000
<b>Grade 1-3</b>	N\$ 36000	N\$ 12 000	N\$ 3600	N\$ 3000
<b>Registration fee</b>	N\$ 2500 (includes all stationary an 1x shirt)			

5% Sibling Discount for 2nd child and 10% Sibling Discount for 3<sup>rd</sup> child

7% Discount if Fees are paid annually in advance before 31st January

## Bank Details

## Stationary

All Stationary is included in the yearly registration fee.

# Code of Conduct

## INTRODUCTION

While it is a learner's right to receive an education and while Alludio Academy will strive to provide the top quality educational opportunities our community has come to expect, it is important that learners acknowledge their responsibilities to themselves, their fellow learner's, their teachers, other staff members and the School. Effective discipline is directly dependent upon the limits set by a code of acceptable behaviour.

The School's Code of Conduct for Learners is based on fostering a culture of mutual respect in an orderly, clean and safe environment. The school rules are straightforward and we expect both parents and learners to be familiar with them.

This Code of Conduct for Learners serves as a general guide for the standards of behaviour expected of Alludio Academy Learners. *(Refer to School Uniform Policy with regard to standards of appearance and Playground Duty Policy).*

Each Learner is expected not only to conform to these standards, but also to assist the staff in ensuring that all learners conform to them. Learners are expected at all times to be loyal and to uphold the honour of our school.

Our School aims to provide a warm, supportive environment, conducive to the attainment of academic excellence, high moral standards, spiritual growth, social and cultural awareness and good physical health. We will provide a vibrant academic atmosphere, in which every learner is valued as an individual, challenged as a learner and inspired to contribute to society.

## 2. PURPOSE

### INTRODUCTION

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### 2. PURPOSE

A Code of Conduct is necessary in our school community to realize the educational objectives of the school. The Code of Conduct for Learners is to promote positive discipline, self-discipline and exemplary conduct, as learners learn by observation and experience.

The Code of Conduct for Learners must inform the learners of the way in which they should conduct themselves at a school in preparation for their conduct and safety in civil society.

It must set a standard of moral behaviour for learners and equip them with the expertise, knowledge and skills they would be expected to display as worthy and responsible citizens. It must promote the civic responsibilities of the school and it must develop leadership.



The main focus of the Code of Conduct for Learners must reflect positive discipline.

It must be not be punitive and punishment oriented, but helps bring about constructive learning and ways in which to modify behaviour.

**Pledge of behaviour from each Alludio Academy learner which will promote healthy relationships:**

*I belong to Alludio Academy. I am proud of my school and I take care of my school.*

**MY MANNERS ARE OUTSTANDING.**

1. I greet my Principal, teachers, secretaries and visitors to our school.
2. I help them carry baskets and books.
3. I am polite to my classmates.
4. I keep quiet while my teacher is talking.
5. I remember to say "Please and Thank you".
6. I do not interrupt a conversation.
7. I speak politely to all teachers, at all times.
8. I am polite to and greet maintenance staff.
9. I only speak kind words to others.
10. I keep quiet in assembly.
11. I display the necessary respect towards those in authority..
12. I take pride in my dress, actions and thoughts.
13. I am friendly, courteous and tolerant towards others.

**IN THE CLASSROOM:**

1. I listen to my teacher.
2. I raise my hand if I need attention, I don't shout out, I work quietly.
3. I keep my classroom neat and pick up all litter. I place all litter in refuse bins.
4. I respect books, learning material and furniture e.g. computers, radios, TVs, may not be used without permission and/or supervision.
5. I don't touch other people's property.
6. I bring my own stationery to school.
7. I am punctual for all classes because it avoids disruptions and protects the right of others to learn without being disturbed.
8. I bring a note explaining why I was absent from school on returning to School.
9. I accept responsibility for my actions.
10. I know that I may not bring any toys to school, e.g. water pistols, fireworks, electronic games, etc.

**MY CLASSWORK AND BOOKS**

1. I have pride in the presentation of each piece of work I complete.
2. I treat all books with care and consideration.
3. My exercise books are treated with respect and are kept in a good condition.
4. All my books are labelled and covered in plastic.
5. I aim to produce the highest standards of work

**My books**

1. I always try to complete my work neatly and legibly.
2. I don't doodle, scribble or deface any book.
3. I produce pleasing work and try to be a positive role model.
4. I use all the pages consecutively in exercise books to avoid blank pages being visible.
5. I rule off after each piece of work. I make sure that half pages in exercise books should not be left.
6. When I hand in my books I make sure that they are laid flat on a shelf or the desk, as this avoids curling/bending.
7. I know that I must not to bend the pages/corners of my exercise books.
8. I must cover all my exercise books textbooks in transparent plastic. Label them neatly with my first name and then surname, my Grade and Learning Area or subject.
9. I must always have my own stationery and equipment. Lending from my classmates disrupts the lessons.
10. I write a heading in my book next to the margin in the next line. I underline the heading and date with a ruler.

11. I always date my work next to the margin on the left hand side. In English and all the other subjects I write the date out in full: 10th May 2014.
12. In Mathematics I write the numerical short date. 10/05/2014. I make sure that the Exercise and Page number is also written. I number my sums and sentences at the beginning of the line, next to the margin.
13. All my written work must be done in blue pen
14. Diagrams, tables and graphs should be drawn/ completed in pencil unless I am told otherwise. When labelling diagrams, lines must be drawn straight using a ruler.
15. I punctuate correctly. I don't forget my capital letters and full stop.
16. I don't keep changing your handwriting. Keep the same shape and size.
17. A pencil may be used for drawings or for rough work in the jotters.
18. I miss a line to indicate a new paragraph.
19. If I make errors they should be crossed out using a pencil/ruler.

## **HOMEWORK**

1. I must have my diary with me at all times.
2. I must do my homework with my parents/or responsible adult and they must sign.
3. All my homework and assignments will be completed on time.
4. I spend the required time reading every day.
5. I complete all the homework plan activities recommended for my grade.

## **Outside of the classroom**

1. I do not run overtake or push my class mates.
2. I stand back for teachers and adults.
3. I wait for my teacher to give instructions and not run off without permission.
4. I wait and sit quietly for my teacher.
5. I make sure I am always a good example on how to behave outside the classroom.
6. I participate enthusiastically at all school functions because I am part of the team that helps to 'grow' school spirit.
7. I do not enter the staffroom without permission. I know it is out of bounds for learners.
8. I know that the computer room may only be used under the supervision of a teacher.

## **On the playground and at the gate and outside the school grounds (*Refer to Playground Policy*)**

1. I know that I may not leave the school grounds during school hours without the Principal's permission.
2. I play carefully and sensibly in the playground.
3. I do not throw stones or objects at anyone.
4. I obey the teacher on duty.
5. I play on the correct playground.
6. I care for the other children.
7. I avoid fighting and or other violent behaviour.
8. I look after my environment and the plants.
9. I keep my playground clean at all times.
10. I know that toilets must be kept clean and neat.
11. I may not meet visitors at school without permission.
12. I am kind and respectful to other learners.
13. I promise to keep my school neat and tidy.
14. When I am in school uniform outside of school I still keep the same standards of behaviour expected from me when at school.
15. I wait for transport after school in an orderly manner.
16. I practice safety at all times.
17. I will not endanger others or myself.
18. I remain silent when entering other venues for formal occasions.
19. I know that all school rules apply whether on school property, or public transport, or when part of a school group on tour, or any other excursion, whether in school uniform or civilian dress.
20. I am a good ambassador to Alludio Academy

## **Debit/ demerit**

1. I know that I am asked to behave in the way the Code of Conduct for Learners asks me to.
2. If I don't behave the school will take action using the appropriate Behaviour Management Policy
3. The Head of Department and Deputy Principal may decide on a plan of action.

## **Some of the Action that may be taken may include:**

1. I may not be allowed to go on an outing planned for my particular grade.
2. I may be isolated from my peers and class for an agreed period, usually no more than one day.
3. I will be given the opportunity to reflect on my behaviour and complete the Thinking about my Behaviour Form.

4. There may be temporary withdrawal of privileges such as a fun activity or playground games.
5. My parents will be contacted and told about the plan of action.
6. If I am in a leadership position I could have my badge and/or title removed for a period of time.
7. After ten more infractions I will be seen by the Deputy Principal and Head of Department.
8. If my poor behaviour persists my parents will be contacted and I will be suspended from school.
9. Should my behaviour still not improve and there is complete defiance on my behalf, my parents will be interviewed by the Principal and SMT and, if I am not able to show an immediate improvement in my behaviour, my parents will be seen again.
10. On this final occasion my parents may be given a transfer card because I am unable to follow the Code of Conduct for Learners agreed by all at Alludio Academy.

**REFER TO BULLYING POLICY FOR ADDITIONAL INFORMATION REGARDING LEARNERS CODE OF CONDUCT.**

I \_\_\_\_\_ confirm that I have gone through the above Documents and I agree to abide by the contents .

\_\_\_\_\_

Childs signature

\_\_\_\_\_

Parent/Guardian Signature

## PRIVATE EXTRA MURAL ACTIVITIES

We also provide some private extra mural activities which are paid by the parents directly to the provider:

Pottery

Swimming

Dance Mouse

## AFTERCARE

Aftercare is provided by Busy Brains Central at a cost of N\$ 650 per month. Contact Emma at 081-673-2352 for registration and procedures.

## CONTACT INFORMATION

Alludioacademy@gmail.com

