

ACS PROSPECTUS

Welcome to ABBOTSFORD CHRISTIAN SCHOOL



Welcome to Abbotsford Christian School. We are a Christian School where Jesus Christ is recognised as the cornerstone. We work together, in partnership with our parents, to make sure that the learners receive the very best education. While we endeavour to keep our academic and discipline standards high, we do so without losing the fun element of school, which is also important in the lives of children.

We believe that each child is created in God's image, with a plan and a purpose, and we encourage them in their unique ways to reach their full potential. To achieve this, we nurture and develop an intrinsic desire for education. Our desire is to see all learners love, honour and respect Christ (and others), while being confident, well-mannered, well-disciplined and passionate, as they go about fulfilling God's purpose for their lives.

ACS provides you as a parent with ample opportunities to be involved in the family life of the school. Please take those opportunities, become involved and help us uphold our school's Christian principles and its good name.

This booklet is intended to help you to get to know us better. It also provides you with very clear guidelines as you join this great family.

Yours in Christian Education

Mrs. J. J. Neuper
Principal

TABLE OF CONTENT

VISION	3
MISSION	3
VALUES	3
SCHOOL SONG	4
HISTORY OF OUR SCHOOL	4-5
TWO IMPORTANT BOOKLETS	5
SCHOOL PHASES	5
SCHOOL HOURS	5
ADMISSION POLICY	6-9
UNIFORM	11
STATIONERY AND BOOKS	11
LANGUAGE POLICY	11
ACADEMIC REPORTS	11
STATIONERY AND BOOKS	11
ATTENDANCE / ABSENTEEISM	11
SICK LEARNERS	11
COMMUNICATION	12
BIRTHDAYS	12
SPORT AND CULTURE	12
SECURITY	13
WEBSITE AND SOCIAL MEDIA	13
POPI	13

VISION

Abbotsford Christian School prepares the hearts and minds of learners through an excellent holistic education that equips them with a biblical worldview to influence society.

MISSION

We are a school that values a high level of teaching, learning and assessing. We intentionally equip young people to think and operate from a foundation of clear biblical values. We provide a warm extended family that cares for every learner through a range of healthy relationships with peers, leaders and teachers.

We believe in discipline, in order and in honouring and respecting each other. We provide an environment where we seek to identify every learner's unique talents and characteristics and value them as individuals. We stress the important skills of cooperation and teamwork. We deliberately create many opportunities for young people to practise serving and to reach out to others.

VALUES

Our Core Values are Christian based, built upon the Word of God.

- **Love** – John 15:13 Greater love has no one than this, to lay down one's life for his friends.
- **Wisdom** – James 1:5 If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you.
- **Family** – Ephesians 4:16 From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.
- **Peace** – Isaiah 32:17 The fruit of that righteousness will be peace; its effect will be quietness and confidence forever.
- **Integrity** – 2 Corinthians 8:21 For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man.

SCHOOL SONG

This is the school that the Lord has made
Built in the valley where the river flows.
We honour His name in everything we do,
For Jesus is the captain who leads the way.

Believe in His Word and do as it says
Trust in His Word and do as it says
Stand on His Word and do as it says
For He leads the way.

As children we come and equipped we will go,
To heal and to touch, to care and to pray.
God bless our school and hear us each day,
For You are the Truth, the Life and the Way.

HISTORY

In 1928 a small asbestos and wooden building was the only evidence of what is today known as Abbotsford Christian School. All those years ago it was a Government School called Nahoon Causeway School. The children had no uniform or shoes, but they had a wide open space where they enjoyed their school days. The school grew and facilities were improved, but slowly numbers started dwindling and in 1990 the little school was closed down. The visionary leaders of Christian Centre Abbotsford saw a need for Christian education and began to realize some of that potential through an Educare Centre which was started in 1991 when the Education Department gave the buildings and the ground to the church.

The school grew continuously for many years and more grades and classrooms were added as and when the need arose. In 2009 the first Matric class wrote the IEB final examinations. Two classes for special needs learners were also added and these resulted in some wonderful testimonies of lives changed through love and commitment. In 2015 we embarked on a building project in order to double up our classes per grade. In 2016 a second Grade 1 class was added. In 2019 a very difficult decision was made to close the High School and focus on building a successful, larger Primary School. 2019 saw our last Matric group exit. Throughout the time from 1991, the school can testify of wonderful Christian principals and staff who worked endlessly at developing our learners along with the beautiful grounds and great reputation that goes ahead of Abbotsford Christian School. At the beginning of 2022, we finally reached the goal of doubling up on all classes from Grade R to Grade 7. We have 320 learners at present and are optimistic that our numbers will grow from year to year. We offer a wide variety of sports, although we are still in the process of developing our sports grounds, and we also offer cultural activities to engage the not so sporty. Our media

centre is well equipped to cater for the technology needs of this current generation. We believe in continually upgrading our facilities and our standards, in both the educational and spiritual aspects of school life - and we trust God to help us to faithfully represent Him through our excellence.

TWO IMPORTANT ORIENTATION BOOKLETS

- Prospectus
- Code of conduct

SCHOOL PHASES

- Grade RR - Preschool Phase
- Grade R-3 - Foundation Phase
- Grade 4-6 - Intermediate Phase
- Grade 7 - Senior Phase

SCHOOL HOURS

There are set school hours. Please abide by them. Parents will be informed in advance on Class Dojo should the school hours change for any reason. School starts at 7:30 promptly for all learners. Security is of the utmost importance to us and no learner may be left unattended on the school property. Please don't drop your children off before 6:30 in the morning and please do collect them timeously after school. Aftercare is available if you are unable to collect them at the end of the school day. (Learners not collected within an hour of school closing will be taken to aftercare and a R50 release fee will be charged.)

School ends at:

12h30 for Grade RR + R

13h00 for Grades 1

13h15 for Grade 2

13h30 for Grade 3

13h45 for Grades 4-6

14h00 for Grade 7

ADMISSIONS POLICY

1. AIM:

The aim of this policy is to monitor and facilitate admission to the school. This also reflects our agreement with the Education Department to ensure quality education for each learner.

2. PREAMBLE:

The Admissions Policy is in line with the South African Constitution, South African Schools Act (Act No 84 of 1996) and the National Education Policy Act (Act No 27 of 1996). Thus, no learner may be denied admission based on his or her race. The Admissions Policy of this school is determined by the School Board, who in turn delegates the administration of the admission of learners to the principal. The school will seek to admit children where, in the opinion of the school, it can reasonably be expected of the school firstly, to meet the educational needs of the child and secondly, to partner with parents to help disciple their child in the accomplishment and development of Christian values (spiritual formation), deepen their faith and train the child to become a fully devoted follower of Christ.

3. FUNDAMENTAL BIBLICAL PRINCIPLES FOR THIS ADMISSION POLICY:

Abbotsford Christian School (ACS) exists to educate with excellence and wants to ensure that parents and learners are aware and accept that the school is committed to following Christian principles and a biblical worldview. Although we expect parents and learners to respect the specific character and tradition of the school, no learner will be excluded because of their religious beliefs but will be expected to participate in all ceremonies conducted at ACS.

4. ADMINISTRATION OF ADMISSION

The process of admission will be run by the admissions officer and the principal, or the person to whom the authority is delegated. On application, the parents or guardians have an obligation and responsibility to present all documentation such as a valid birth certificate, visa, permits, etc. as required by law.

ACS has the right to deny admission or suspend a learner if the applicant's information is found to be incorrect or fraudulent.

5. ADMISSION PROCEDURES

The school will follow a standard procedure for all applicants. A compulsory application fee applies and must be paid before the application will be considered. Submission of application forms does not entitle the parents/learners to a place in the school. The full procedure must be followed before final acceptance may be granted. Registration forms are submitted to the admissions office.

Applications for places in the school will be considered throughout the school year when spaces are available.

Applications should normally reach the admission office by the end of June for enrolment in the following year.

5.1. For admission to the school, the age norms as stated below apply. A parent of a prospective learner who falls in these age groups fills out an application form for the grade that complies with the age norms.

Age Norms for Grades

- Grade RR must be 4 turning 5
- Grade R must be 5 turning 6
- Grade 1 must be 6 turning 7
- Grade 2-7 may not be more than 2 years above the Grade age (at the Principal's discretion)

Class Capacity

- Grade RR: 18 learners per class
- Grade R: 20 learners per class
- Grade 1-6: 24 learners per class
- Grade 7: 30 learners per class

5.2. Where applicable to the age and grade, prospective learners will do entrance assessments for placement purposes. These assessments are arranged by the school on set dates or by appointment. The school principal may request that further assessment of the child by an educational psychologist also takes place.

5.3. Based on the learner's school reports, assessment and interview, the application is considered by the selection committee and the principal who will give a ruling regarding the admission of a learner to the school.

5.4. The parents may be interviewed by the principal and/or phase leader following the entrance assessment.

5.5. After the interview, within a reasonable time, parents/guardians will be notified as to the outcome of their application. The decision of the selection committee is final and there is no leave to appeal. The committee is not obliged to provide reasons to applicants for their decision.

5.6. A learner who needs more academic support than that delivered by the class/subject teacher, may be admitted on condition that the parent takes responsibility to get additional help for the child. The cost of extra support or one-to-one tuition will be borne by the parents who will assume the responsibility for the cost and attendance of extra lessons.

5.7. A learner may be admitted with specific terms and conditions. In such a case, academic progress is linked to final acceptance once these conditions have been fulfilled. Reviews will take place at regular intervals to ensure that parents meet their obligations.

5.8 Preference will be given to learners of the same family, where older learners already attend the school.

5.9. On written acceptance, parents are required to pay a **non-refundable enrolment fee** within 30 days in order to secure their child's place. (This is NOT part of the January school fee.)

5.10 If registration takes place during the year, registration is only complete once the non-refundable registration fee, cost of learning material, as well as fees for the next month, have been received.

5.11 When a class or grade is full, the names of applicants will be placed on a waiting list and allocated a number on this list.

5.12 ACS is an English medium school and all written communication is in English. We offer a choice of isiXhosa or Afrikaans as a First Additional Language. (isiXhosa will be phased in from Grade 4 in 2023).

6. CONDITIONS FOR ADMISSION TO ABBOTSFORD CHRISTIAN SCHOOL

6.1. ACS is a Christian school and exists as a biblically-based religious organization that supports parents who choose a Christ-centred education. The purpose and aim of the school is clearly outlined in the following documents:

- Vision and Mission Statement
- School Values
- Statement of Faith
- Statement of Family Values

Parents need to be fully informed of the Christian values of the school and understand, consent to, and support these values.

6.2 The school is not obligated to educate children where fees are not being paid because the school is a fee-paying school.

6.3. ACS believes in dignity, acceptance, and tolerance toward every individual and will endeavour to extend love and understanding to all people. The school does, however, choose to subscribe to the traditional biblical understanding of faith, of marriage, of relationships, and of sexual orientation/identity. Whilst the school may not discriminate against any choice that a learner, parent or staff member may make, the school will not accept the practice of any behaviour contrary to the biblical understanding of marriage and sexual identity in the context of the school.

7. CONDITIONS OF ADMISSION – REQUIREMENTS OF PARENTS

The Parents or legal guardians, as the applicants, commit to the following:

- The parents acknowledge, understand, and accept the nature, chosen culture, and independence of ACS as reflected in policy and Foundational documents.
- Even though the parents may or may not support the chosen nature and culture of the school, if the parents still choose to send their child/children to ACS, they commit to not attempting to change the Christian ethos, values and culture of the school.
- The parents will ensure that they are fully aware of all school policies prior to accepting a position at ACS.
- Parents acknowledge and accept the school policies and procedures and commit to supporting the school in the implementation of these.
- Parent involvement with the school is a prerequisite for the school to function effectively.
- Parents are required to attend school functions, Parent/Teacher meetings and Parents' Evenings.
- Before registration, parents must disclose all relevant information regarding any previous disciplinary and/ or behavioural problems that the learner may have had.

8. CONDITIONS OF ADMISSION – REQUIREMENTS FOR THE LEARNER

The learner, at the appropriate age of understanding, commits to the following:

- The learner acknowledges, understands, and accepts the nature, chosen culture, and independence of ACS as reflected in this document.
- Even though the learner may or may not support the chosen nature and culture of this school and if the parents still choose to send their child/children to ACS, the learner commits to not attempting to challenge the ethos, values and culture of the school.
- Parents will ensure that their child, of an age where the child can understand, is fully aware of all school policies before accepting a position at ACS, especially the policies relating to the Code of Conduct for learners.
- The child acknowledges and accepts the school policies and procedures and commits to supporting the school in the implementation of these.
- The learner will endeavour to refrain from any form of discrimination.
- On acceptance, the learner will be placed on probation for two full terms.

9. DOCUMENTATION REQUIREMENTS FOR ADMISSION

- 9.1 A signed, completed application form
- 9.2 A transfer document when applicable
- 9.3 Copy of ID document of parent paying fees
- 9.4 Copy of learner's birth certificate
- 9.5 Copy of learner's clinic card
- 9.6 Learner's previous school report if applicable
- 9.7 Reports from Occupational therapists, psychologists etc. where applicable
- 9.8 Financial agreement
- 9.9 3 months school fee statement from the previous school
- 9.10 Confidential evaluation form from the previous school
- 9.11 Signed Code of Conduct
- 9.12 POPI Disclosure of information agreement
- 9.13 ID size photo of learner
- 9.14 Signed Prospectus – only the last page is handed in

10. PARENT CONTRACT

Parents and learners must undertake to abide by all the rules and policies outlined and provided by the school.

The Parent undertakes:

1. to ensure that the Learner is at school on time each day
2. to ensure that the Learner attends school regularly
3. to ensure that the Learner has all their textbooks and stationery at school on day 1 of the new year
4. to ensure that the Learner complies with the school uniform requirements and that his/her appearance is neat and in compliance with the guidelines as set out in the school diary
5. to accept the nature and culture of the school as outlined in its foundational documents, and make no effort to attempt to change these to suit individual culture and or beliefs
6. to support their child/children in their education
7. to abide by the school's policies available at the school office on request
8. to understand and support the culture and nature of ACS as described in the following documents:
 - Vision and Mission Statement
 - Statement of Faith
9. to make no effort to intentionally change or challenge the nature and culture of the school even if these may differ from personal and family values, beliefs, and/or culture
10. to keep open lines of communication with the school and staff and to do all they can to ensure that their association with the school is a healthy and happy one
11. to ensure that school fees are paid monthly for 12 months, and paid on time

UNIFORM

Please see the uniform policy for all uniform requirements. Learners need a navy school bag. No plastic box bags please.

LANGUAGE POLICY

ACS is an English medium school and all written communication is in English. We offer a choice of isiXhosa or Afrikaans as a First Additional Language. (isiXhosa will be phased in from Grade 4 in 2023).

STATIONERY AND BOOKS

There are different stationery requirements for each grade and these are updated annually. Book lists, stationery lists etc. are sent out on Class DoJo at the beginning of Term 4. New learners will have these sent to them.

All books are to be neatly covered and clearly marked with the learner's name.

The school will not take responsibility for lost items and learners should be encouraged to look after their property.

ACADEMIC REPORTS

All learners from Grades 1-7 are issued with reports at the end of each term. Parents are welcome to meet with the teachers to discuss the learner's progress. We do not mail reports.

SICK LEARNERS

Please be considerate of the staff and other learners in a class and don't send your sick child to school. Disease spreads like wildfire in a classroom environment and we kindly request you not to send a sick learner to school. Parents will be contacted by the school office and requested to collect their child should they be found to be ill.

SCHOOL ATTENDANCE

It is vital for learners to attend school. It is the parent's responsibility to ensure that their child attends school on a regular basis. After ten consecutive days of being absent, learners will be removed from our database if there has been no contact with the school. The Department of Education considers 20 days of absence per year as excessive. Please inform us in writing on the day your child returns as to why they were absent. Learners who are absent for examinations or SBA tasks must produce a doctor's certificate or else the learner will receive no mark for the missed examination or SBA tasks.

SCHOOL FEES AND OTHER FEES

School fees are compulsory and are set by the School Governing Board at an annual meeting which is held in the third term. The total school fee for the year is due at the beginning of the relevant year and payable over 12 months by the 7th of each month. We encourage parents to pay via internet banking or to set up a debit order with their bank. Should school fees not be paid, the school has the right to suspend the learner until the fees are paid. We acknowledge that this is not conducive to successful education, but it is up to you as the parent to ensure that your fees are timeously paid for the service we render.

In the interest of security, our school minimizes the handling of money on the school premises. Please load the Karri App on your phone to pay for all outings etc. Should you require help you are welcome to contact the school office.

COMMUNICATION

All communication takes place via Class Dojo. Please download the App and familiarize yourself with it. Our code of conduct relies heavily on the fact that teachers can communicate with parents. Please don't sign your child up to receive the communication, as this defeats the whole object. According to our cell phone policy, no learner may bring a cell phone to school. Parents who need to contact their children during school hours in case of an emergency must contact the school office.

Appointments to see the teachers, the phase head and /or the principal can be made through the school office.

BIRTHDAYS

Learners are allowed to wear civvies to school on their birthday or the day nearest to it, in the event of the birthday falling over a weekend or school holiday. Learners must dress with dignity and may not wear revealing/daring clothes, as at the discretion of the Phase Head. Any wording on clothing must also be acceptable. Learners are permitted to bring cupcakes for the learners in their class to take out to break.

SPORT AND CULTURE

Sport at ACS is intended to be educational and recreational. Learners are given the opportunity to participate in a wide range of activities. Extra-mural activities are encouraged. Participation in one summer and one winter sport or cultural activity is compulsory.

Learners are required to approach all practices and matches in a sporting manner and the highest code of conduct is expected of the learners, the coaches and our parents.

Activities under the direct supervision of our full-time staff will be provided free of charge. Where external coaches are involved, the parents will carry those costs and pay the external provider directly. Such activities are offered to the Foundation Phase learners and include swimming, ballet, playball and rugby. Please discuss this with the class teacher should you wish your child to be involved in any of these.

Learners are required to be correctly dressed for all extra-mural activities. No learner may represent the school if they are improperly dressed.

Unavoidable clashes do occur on the extra-mural programme. Where this does happen, the learner's personal preference will be the deciding factor. It is the responsibility of the parents to ensure that their children do not over-involve themselves in the extramural programme.

For certain activities numbers are limited. Learners are selected for these activities.

SECURITY

We are proud to announce that our security has gone to a whole new level. We have installed cameras around the entire campus which will be monitored by Broubart Security. All caution has been and will be taken to ensure that they do not film our learners. But we do need your consent to acknowledge that the school is monitored by cameras. During school hours we still have our faithful security guard at our main entrance to ensure that we are all safe and that our children go home with the correct transport.

WEBSITE AND FACEBOOK PAGE

We are constantly posting pictures and posts of our exciting life at ACS on our Facebook page and we request your permission to include your child's pictures should they be a part of any of the activities. Please email the school at admin@ACS.org.za should you not want your child to be photographed.

POPI

We are very cautious about your and our staff's information and what is handed out by the school and kindly request that you never disclose any of the staff's cell numbers or email addresses. (Hence the use of Class Dojo for communication purposes.)

Consent Form

I _____ the parent of _____ in Grade _____ have read this document and understand its contents. I have also discussed the applicable information with my child and made them aware of the relevant details.

I have read and understood the code of conduct, the financial agreement and the POPI disclosure.

I am also aware that ACS is a Christian school where Christian values are instilled in the learners and I have read the Statement of Faith.

I give permission for my learner to be photographed and for their photo to appear on the school website or Facebook page/social media should that be applicable. _____ (Please answer yes or no)

I acknowledge that ACS is protected by cameras installed and monitored by Broubart Security and will not hold them accountable should my child be seen on any of the security cameras.

Indemnity Form

Under the supervision of the school,

1. I hereby indemnify and hold the school, its agents, representatives and educators harmless against any claim or demand arising from the death or injury to my child or in loss or damage to property, arising from or occasioned by my child's participation in any activities provided by the school, on the school property and travelling to and from an event.
2. I agree that the teacher responsible shall have authority, which is hereby delegated, to extend such medical treatment including surgical intervention, on my behalf should the need arise.
3. I accept that all precautions will be taken to ensure the safety and welfare of my child while on the property and under the care of ACS and that I will be held responsible for the payment of medical and/or hospital accounts where applicable should the need arise.
4. As far as I am aware my child is physically capable of all activities that the school offers and is in good health.
5. I accept that it is my responsibility to inform the school of any allergy or disability that my child has.

Signature: _____

Date: _____