

# PROSPECTUS

## MISSION STATEMENT

### QUALITY HOLISTIC EDUCATION WITH FAMILY-BASED VALUES

Founded on family values and innovative teaching methods,  
Applewood Preparatory School  
is committed to delivering quality holistic education.

A vibrant, child-orientated curriculum  
– benchmarked against international best practice –  
is combined with an inclusive approach,  
whereby all pupils are encouraged and enabled to participate  
in the full range of activities offered by the school.

The emphasis is on the development of thinking skills,  
communication skills and discovery learning,  
with pupils actively involved in the learning experience.  
Environmental and outdoor education programmes enjoy extensive  
attention.  
A strong sense of community and social responsibility is instilled in the  
pupils.

English is the medium of instruction  
and whilst Applewood has a Christian ethos,  
we strive to accommodate the needs of pupils from all religious and  
cultural backgrounds.  
Parents are encouraged to be active participants in the life of the school.

## COMMUNICATION

Parents are encouraged to participate with the teachers in their children's education.

Weekly newsletters in the Preparatory School keep parents abreast with school news and events, whilst the same is accomplished through the weekly newsletters in the Pre-Primary Phase. Newsletters are distributed on Thursdays.

The relaxed atmosphere, which prevails at Applewood, allows for the development of healthy, positive relations between teachers, parents and child, to the benefit of all concerned.

Pre-Primary educator discussions are held at the end of the first and third terms in lieu of written reports. We are available, too, after reports have been issued to discuss any concerns.

Foundation Phase Parent – Educator talks are held after the reports have been issued giving parents the opportunity to discuss their child's progress with the teachers.

The Grade 4-7 Parent – Educator – Pupil (PEP) talks are held after the reports have been issued and the pupils are expected to attend the 'PEP' talks so as to fully involve them in the setting of their goals.

Parent Evenings are organised regularly and we encourage all parents to avail themselves of these opportunities to become better acquainted with the teachers of their children. Guest speakers who are regarded as experts in child development and educational matters are often arranged to address parents at these meetings.

A Term Calendar is issued at the beginning of each term. This includes as far as possible, all events, fixtures and excursions for the term.

A Year Calendar is published comprising the important dates and events for the year.

## PARENT INPUT MECHANISMS

Applewood welcomes queries, suggestions, concerns and comments from parents, and takes these seriously.

In the case of the above, it is important that parents talk directly with the subject teacher or coach concerned. In this manner, the issue should be resolved quickly, efficiently and amicably. If you are still dissatisfied having pursued this course of action, the matter should be raised with the relevant Head of Department. In the unlikely event of the issue not being resolved, the Headmaster will assume responsibility for the handling of the matter. Invariably, the Headmaster will need to consult with the relevant people, and consider it further before responding. Every effort will be made to ensure that you are satisfied with the outcome, (without compromising the standards, ethos and policies of the school), or at least that your concerns have been fairly and fully considered. However, if you are still not satisfied, it may be necessary for the matter to be referred to the Chairman of the Board of Governors.

Should you have any comments regarding the physical condition of the school, please contact the office and the secretary will record your comments in the school's "Buildings and Grounds Book". This will be given to the school's safety officer who will take up the matter.

Surveys and questionnaires are a valuable mechanism for parent input and are conducted from time to time. Please ensure that you respond to these, and that you return them timeously.

Our staff are all willing to listen and talk to you and regard your input as important. Please remember that we cannot help if we do not know that a problem exists.

## SCHOOL GUIDELINES

Our aim is to create a harmonious environment where we can all work, play, learn and live together happily and constructively. To achieve this, we all undertake to:

- **Respect ourselves and all other people.**
- **Respect our property and possessions and those of others and the school.**
- **We will act responsibly and with compassion at all times.**
- **We will strive for excellence in all that we do.**
- **We will seek opportunities to develop as leaders.**
- **We will accept accountability for our actions.**

The following guidelines will help to achieve the above.

- No pupil may disrupt any teaching or learning activities, or distract others while they are engaged in these activities.
- Pupils must be punctual for all activities and for classes and in completing assignments and homework.
- All pupils must adhere to the dress code at all times.
- New members of the school community and all visitors must be made to feel welcome. Be polite and helpful at all times.
- Always display good manners to all members of the community. You are an ambassador for our school.
- No foul language will be tolerated.
- No stealing or cheating is allowed.
- No bullying or teasing, which causes distress to others is allowed.

## SPIRITUALITY

Applewood Preparatory School is a multi-denominational, Christian School.

Each school day commences with a staff member or pupil leading the school in prayer. Monday morning assemblies include Bible readings, prayer and hymn singing.

Ascension Day is honoured at Applewood by holding an Ascension Day service.

Members of other religious groups are sensitively treated within the Christian Ethos of the school.

## PASTORAL CARE

The class teacher for each class, accepts as a key responsibility, the provision of a sound sense of pastoral care.

## COMMUNITY OUTREACH

Each class in the Preparatory School, together with their teacher, are expected to participate in at least one outreach activity per year.

This policy aims to instil a sense of good citizenship within each child.

## CLASS CAMPS & OUTINGS

All children, from Grade 2 – Grade 7, go on a school camp during the course of the year. These, depending on the grade, include one or more nights away from home.

The aim of the class camps programme is to afford each learner with an opportunity to develop their social and leadership skills, whilst simultaneously developing a greater sense of self-knowledge.

The relevant class teacher accompanies each class and is assisted by the camp facilitator throughout the duration of the camp.

Many class educational excursions are arranged throughout the year to extend knowledge and to provide appropriate 'hands-on' learning experiences.

The cost of these camps is not included in school fees. Parents are advised as to the venues, costs and dates well in advance.

The cost of these outings is covered by the 'Outings levy'. These outings are scheduled in the Term Calendar.

## HOMEWORK POLICY

Homework is an important part of each pupil's development. Pupils gradually learn to work independently and to adhere to deadlines. Homework also provides opportunity for revision and reinforcement of work done at school. Homework must be properly monitored and requires parental involvement and commitment.

Each individual teacher will communicate to the parents his/her expectations in this regard.

The school document 'Guidelines for Homework' provides clear and concise information about homework expectations.

- The chewing of gum is not allowed.
- Smoking, the use of alcohol and illegal drugs is expressly forbidden.
- No weapons, dangerous objects or toys may be brought to school.
- No littering or graffiti will be tolerated. We are very proud of our school.

## CODE OF CONDUCT

The pupils with the guidance of their teachers, draw up their own 'Code of Conduct'. This 'Code of Conduct' is displayed in the classroom. The children will also help to decide on appropriate consequences for not abiding by their Code of Conduct. As we seek to inculcate positive patterns of behaviour in our pupils, we prefer to reward good behaviour in various ways and various reward systems are in place for this purpose.

## HAIR

Hair is to be kept neat and clean.

Boys should have an acceptable haircut, clear of the collar and the ears.

If girls have shoulder length hair or longer, it should be plaited or tied in a ponytail. Girls may only use ties, ribbons or undecorated alicebands in navy. Hair must not be over the eyes or obstruct vision when the head is bent forwards while writing.

No perms, colouring, artificial extensions or gel are allowed.

Girls may wear silver or gold studs or sleepers (<10mm) earrings. Only one earring per ear is permitted. No other "Body Piercings" are permitted at school. Boys are not permitted to wear studs or earrings only "Medic-Alert" and a watch may be worn. No other bangles or jewellery is permitted.

## SCHOOLUNIFORM

Separate document for this.

Pupils may go barefoot at school, particularly during the summer months, but they must wear shoes and socks when they arrive at school and when they leave school each day.

## ENVIRONMENTAL EDUCATION

Applewood Preparatory School is set in the heart of one of the few biosphere reserves in our country. The Kogelberg Biosphere is an area that has been identified to protect a unique environment, which boasts great animal and plant diversity. At Applewood we strive to make the pupils aware of the beauty and significance of the environment in which they live as well as develop an understanding of environmental concerns.

We have also adopted a hiking trail in the area. The pupils have been involved from the start and in their class groups have been responsible for clearing and maintaining the trail. The long-term goal is for the pupils to lead other people on the trail pointing out interesting facts along the way. We have also been instrumental in starting a community-based project to get schools in the area to join together to protect and care for our biosphere reserve. This has taken the form of two hikes at this stage and the plan is to establish an environmental club that will lead projects in the area.

## LEARNING SUPPORT

Children who are experiencing barriers to learning, are identified quickly by their class teachers in consultation with our qualified remedial specialists. Individual learning programmes are specifically compiled to suit the child's needs and are included in the curriculum. Should special remedial teaching be indicated, arrangements are made to have these lessons during the normal school hours at a time convenient to the child and the remedial teacher.

A Speech Therapist as well as an Occupational Therapist work in a private capacity at Applewood once a week.

All learning support professionals work in the school's Accelerated Learning Centre.

## THE CURRICULUM

In the vibrant, challenging and enjoyable environment offered at Applewood Preparatory School, we teach with an enquiry and skills based and problem solving approach that incorporate creative, critical and strategic thinking principles. The approach is strongly child centred and values based. To this end we make use of the most innovative and advanced teaching methods at our disposal and lessons are continually augmented by relevant, hands-on learning experiences.

Academic subjects offered include English, Afrikaans (First and Second Language), Cultural and Conversational Xhosa, Maths, Integrated Studies (History, Geography, Science and Biology), Computer Literacy, Design and Technology, Music, Art, and Life Skills. Project work, group work, regular excursions and environmental days are some of the activities on offer at Applewood which we believe create the kind of exciting learning environment in which our pupils thrive.

Applewood makes use of many international resources and programmes including Thrass. THRASS is a cutting-edge, powerful programme that allows the pupils to recognise the phonemes (sound used in speech) and graphemes (the letters used to make these sounds) through visual, auditory and kinesthetic stimulation. Pupils' progress and ability are assessed by means of the 'Schonell Spelling Tests', one of the world's best spelling assessment instruments. Gap Reading Comprehension and Burt Word Recognition tests track pupils' reading progress.

Our educators actively teach our pupils to think by making use of Mind Mapping, which is a ground breaking technique that makes use of 'radiant thinking'. Mind Maps help to improve memory, creativity, concentration, communicative ability, thinking skills, general intelligence and quickness of mind. Mind Mapping is integrated across the curriculum, in all learning areas from Grade 2-7.

The academic thrust at Applewood is creative, dynamic and enthusiastic.

## THE PARENTS' ASSOCIATION

Each father and mother, and in the absence of that father or mother, each legal guardian, of each learner at Applewood Preparatory School is ipso facto a member of the Parents' Association for as long as that scholar is a pupil at the school.

The management and control of the affairs of the Association is vested in its Executive Committee. The Executive Committee consists of the Chairman, Vice-Chairman, Headmaster, Staff Representative and one Class Representative for each grade in the school.

The Parents' Association assist with catering during all events and fixtures, collect monies for the benefit of the school and various other vital support services. In addition to the aforementioned, the Association also serves as a channel of communication.

## ISASA

Applewood is a member of the Independent Schools Association of Southern Africa (ISASA). ISASA is a Section 21 Company, not for gain, which represent more than 360 independent schools.

ISASA's vision is

To articulate the value of independent education,  
to promote the common interests of its members,  
and to provide professional services  
that will enhance their contribution to education  
in Southern Africa.



The ISASA hallmark is a public guarantee of high standards of ethical and educational practice.

## STRUCTURE OF THE SCHOOL

Applewood Preparatory School is registered as an Association Incorporated under Section 21.

The school is governed by a Board of Governors who are invited to serve by existing members of the Board. Such members are invited to attend because of their professional or personal expertise, required for efficient governance of the school. The Headmaster, Chairman of the Parents' Association and a Staff Representative serve as ex officio members on the Board.

A Chairman, Vice Chairman, Treasurer and two other members of the Board constitute the Executive Committee.

A Board of Trustees assumes ultimate guardianship of the school.

### Board of Governors

Mr J Simpson	-	Chairman	} Exco
Mr C de Villiers	-	Vice-chairman	
Mr M Gradwell	-	Treasurer	
Mr B Carroll	-	Headmaster	
Mrs C Kruger	-	School Business Manager	
Mrs A Luden	-	Secretary	
Mr M Taylor	-	Education	
Mr B Gould	-	Planning & Development	
Mrs R Rust	-	General	
PA Rep	-	Elected yearly	
Staff Rep	-	Elected ever two years	

## THE SCHOOL-DAY ROUTINE

### APPLEPIPS, BUSYBEES & GRADER

Monday – Friday:

School commences	:	07:30 for 08:00
School ends	:	12:30

### GRADE 1 & 2

Monday – Friday:

School commences	:	07:45
School ends	:	13:00

Note: In order to accommodate various extra-mural activities within the school day, it is necessary that these grades remain at school until 13:40 on various days. These days vary in accordance with seasonal and coaching logistics. The class teachers will provide you with detailed information in this regard.

### GRADE 3

Monday – Thursday:

School commences	:	07:45
School ends	:	13:40

Friday:

School commences	:	07:45
School ends	:	13:30

Note: As Grade 3 is the final year of the Foundation Phase, the routine is structured in such a way that it provides a certain sense of the time dynamics as encountered in the Intermediary Phase. [This is accomplished by scheduling two afternoons per week during which the Grade 3's remain at school for extra-mural sessions.]

### GRADE 4–7

Monday – Thursday:

School commences	:	07:45
School ends	:	15:00

Friday: School commences at 07:45 and ends at 13:30.

### AFTERCARE

Aftercare is provided at an extra cost. Aftercare ends at 17:00.

### MEDICALFORMS &DATABASE

It is essential that we have your correct and up to date personal and medical details. It is the parents' responsibility to ensure that any and all changes to these details are reported immediately, and in writing, to the school office.

### OFFICEHOURS

During the term:

Monday – Thursday : 07:30 – 15:30

Friday : 07:30 – 14:00

During the vacations:

Please refer to the Year Calendar.

### SCHOOLBAGS

School bags should be sturdy, preferably with compartments, navy, and without slogans.

### SCHOOLCAPS

As a means of protection against the harmful rays of the sun, it is policy that all children must wear school caps when outdoors.

### SNACK&LUNCHBOXES

Sweets and fizzy cold drinks are not allowed. We encourage the provision of healthy, wholesome and nutritional snacks and lunches.

### STATIONERY

Stationery lists for each grade are available from the school office. Stationery can be purchased at any suitable retailer or through Evergreen Stationers in Grabouw. In addition to this each pupil receives a stationery pack from the school for which parents are invoiced.

### VISUALANDPERFORMINGARTS

#### ART

At Applewood we believe that art gives children freedom of expression and pupils are encouraged to indulge their inborn creativity. This is done through the exploration of various mediums. The emphasis in the art lessons is on learning with enjoyment through exploration.

#### DRAMA

Opportunity is provided for each child to participate in a production during the course of the year.

#### MUSIC

Applewood offers a full and varied class music programme in which pupils make their own instruments, learn basic music theory through learning to play the recorder, play rhythm games and develop an appreciation of music.

Pupils are offered private tuition in violin, piano, classical and acoustic guitar and drums. Lessons are integrated into the school day as far as possible. Instrumental performances are held regularly to provide pupils the opportunity to show the progress they have made. Pupils are encouraged to play their musical instruments for assemblies, for special school functions and for school musicals.

## SPORT

Applewood School offers an integrated day and one of the advantages of this is that all children are involved in the full school programme. Participation in all sports is encouraged and the opportunity to represent the school in a sports team is given to everyone.

Our sporting activities include cross-country, swimming, cricket, tennis, softball, netball, hockey (boys and girls) football and 7's Rugby. These sports are offered to all pupils from Grade 1 to Grade 7 level. Emphasis is placed on skill acquisition, social development and the development of sportsmanship. Regular fixtures are scheduled against other schools to provide opportunities for interaction with their pupils and to experience healthy competitiveness.

In the Foundation Phase, all children participate in movement classes to improve fine and gross motor skills. Playball is offered to teach essential ball skills.

## CLUBSANDSOCIETIES

The school runs a "Clubs and Societies" programme for Grade 4 to 7. Children are given the opportunity to develop their skills in entrepreneurship, environmental awareness, craft, drama, chess, cookery, gardening, outdoor activities, and a variety of similar activities.

## ASSESSMENT

Applewood applies Continuous Assessment policies in monitoring and chartering the progress of pupils. A variety of formal and informal, verbal and written assessment instruments are utilised. Each report, reviewed and signed by the Headmaster, is detailed and comprehensive, and taken home by the pupils at the end of the term for parents to scrutinise. The Foundation Phase makes use of portfolio's which include the formal reports as well.

## GENERALMATTERS

### ATTENDANCE

Children are expected to be at school throughout the term, including the first and last days, unless they are ill. It is expected that work, which has been missed, will be caught up by the pupil. Please refer to Homework Policy for more detailed information in this regard. Attendance is furthermore compulsory on Saturdays when children are expected to participate in inter-school or inter-house activities.

### BIRTHDAYS

Children may come to school in play clothes on their birthday. Parents who wish to, may send a cake or cupcakes to school. No other part/sweet packs are allowed to be sent.

### CELLPHONES

Children are not permitted to bring cellphones to school.

### ENTRANCE

The only access to Applewood Preparatory School is through the Appletiser Road.

### HOUSES

Preparatory School pupils are allocated into one of two house teams:

Royals (red) and Goldens (yellow). Siblings belong to the same house. Each child must wear a house T-shirt for house events and for sports practice.

### MARKINGOFPROPERTY

All clothing, equipment and other possessions must be marked.

### MEDICAL&DENTALAPPOINTMENTS

Please arrange appointments for your children for times outside normal school hours where possible.

## OURSTAFF

Headmaster	:	Mr Brendan Carroll
<u>Class Teachers:</u>		
Apple Pips	:	Mrs Noeline Coetzer
Assistant	:	Ms Tanja Hill
Busy Bees	:	Mrs Truida Preuss
Assistant	:	Ms Luyanda Dastile
Grade R	:	Mrs Debbie Thompson
Assistant	:	Ms Rachel Steenkamp
Grade 1	:	Mrs L Mac Callum
Assistant	:	Ms Chichi Felisho
Grade 2	:	Mrs Dee Dunton
Grade 3	:	Mrs Vanessa Dave
Assistant	:	Ms Jan Cuningham
Grade 4	:	Mrs Sharon Bands
Grade 5	:	Mrs Taryn Brannekamper
Grade 6	:	Mrs Jane Moodie
Grade 7	:	Ms Diane McCullough
Computers/Afr. 2nd	:	Mr Johan Coetzer
Art	:	Mrs Tina Beaumont
Library/Afr. 1st	:	Mrs Riana Sterley
Aftercare	:	Ms Tanja Hill
Xhosa	:	Mrs Ronel Venter
Learning Support	:	Mrs Margaret Gillitt
Music Senior Phase	:	Mrs Sandy Carroll
Music Foundation Phase	:	Mrs Sandy Carroll

### DEPARTMENTAL HEADS (HOD's):

Pre-Primary	:	Mrs Margaret Gillitt
Foundation Phase	:	Mrs L Mac Callum
Senior Phase	:	Ms Diane McCullough
Sport	:	Mr Johan Coetzer

### Administration:

Secretary	:	Mrs Amanda Luden
Uniforms	:	Mrs Nicola McDonald
School Business Manager	:	Mrs Charlotte Kruger

### ExtraClasses-Private

Speech Therapy	:	Mrs E Venter
Playball	:	Mrs T Booyens
Occupational Therapy	:	Ms L le Roux