

# PROSPECTUS: SEDAVEN PRIMARY SCHOOL

This prospectus has been written to give parents/guardians and prospective learners an idea of what life is like at Sedaven Primary School, and what kind of education can be obtained here.

## MISSION STATEMENT

To introduce learners to Jesus  
To nurture love for God and fellow man  
To teach learners to think and to do  
To inspire and empower to serve God and mankind

## OUR VISION

To be a beacon of light

## OUR MOTTO

NON SIBI SED DEO (not for self, but for God)

# **WELCOME**

If you have decided to join the Sedaven Family, Congratulations!!  
We are proud of you. You are an important person to us. We are glad that you  
have chosen Sedaven as your Primary School.

*The place to be!!*

# Admission Policy



## **A Distinctive type of Education**

### **An independent school**

Sedaven Primary School is an independent school operated by the Seventh-day Adventist church in South Africa. The purpose of the school is to offer a distinctive type of education that is in line with the educational ideals of the Seventh-day Adventist church.

### **Some similarities and differences between the educational ideals of the Department of Education (DoE) and the Seventh-day Adventist Church**

There are similarities and differences between the educational ideals of the Seventh-day Adventist Church and that of the South African Department of Education.

#### **One significant similarity**

Both entities, e.g. would strive to educate learners to be responsible citizens of the globalised society in which we live today. This implies having the necessary knowledge, skills and attitudes not only to survive, but also to make a positive contribution towards said society.

#### **One significant difference**

The essential difference between the two entities lies in the fact that the DoE (in public schools) attempts to achieve its educational ideals from a secular point of departure, whereas the Adventist church, through its educational institutions, attempts to do it from a religious and theistic point of departure.

It is against this philosophical backdrop that Sedaven Primary School holds the following admissions policy:

### **BASIC POLICY**

**Any learner who is willing and able to benefit from the distinct education offered by Sedaven Primary School will have an equal chance to be admitted to the School and to benefit from all of the school programmes**

#### **Therefore:**

No learner will be denied admission on the basis of his or her race, colour, creed, religious background or any other form of discrimination.

#### **The following qualifications to the above policy statements should be noted:**

Parents are expected to explain to their child and indicate in signing (as part of the Application Form) that they:

- Understand the philosophical base from which education at Sedaven takes place and especially that they
- Understand the integration of faith and learning that takes place in all school programmes

- Desire this distinctive type of education, and that they are willing to submit themselves to the School's Rules and Code of Conduct as published in a separate policy document.
- Understand that the School will not excuse learners from Religion (Bible) classes and/or religious exercises because they or their parents hold to different beliefs than that espoused by the School.

## Admissions Procedures

The School management and the teaching staff deal with the registration of learners during the beginning of each and every year. The procedure to be used is revised annually and is in line with the broad (DoE) policy.

**The following documents are required:**

- The learner's last report card.
- Identity Document or Passport of learner and Parent.
- Application form duly signed by parent or legal guardian.
- Salary slip and 3 months' bank statement



Learners who have taken transfers from other institutions are required to avail the following documents:

- Application form filled and signed by parent or legal guardian.
- Report Form of previous grade.
- Transfer card from previous school.
- If neither of the above is available a written affidavit of the parent stating why the learner does not have the transfer letter and the grade the learner attended at the previous school.

## Admission of Learners with Special Needs

Wherever reasonably possible the school will admit learners with special educational needs.

Where the necessary support, which would facilitate the integration of a learner, cannot be provided, the principal will refer the application to the Head of Department to have the learner admitted to a suitable public school in the province or to a school in another province.



## Assessment of Learners

Learners will be assessed before being registered at Sedaven Primary School. If evident, after assessment, that the learner cannot be placed in the grade applied for, the learner will be placed in the recommended grade. A letter of consent to this effect will be required from the parent. Parents have the right to disagree and enrol their child in a school of their preference or choice.

## Closing Date

No closing date for registration is set. The school has limited space and facilities and no new registrations will be accepted when all the spaces have been taken up. Learners whose

applications are received after all spaces have been allocated will be put on a waiting list and/or advised to apply at a suitable public school.

## Right to appeal

Any learner who has been refused admission to the school may lodge an appeal with the Office.

## Recruitment

The school will take the following action in order to recruit learners from the community.

- Advertisements in the local media
- Annual open days when grade R's from the schools in town are invited to come to Sedaven Primary School for first-hand information about the school.



## School Fees



Sedaven Primary School is registered as a non-profit making Independent school. As such it receives limited financial grants from Government. The school also receives a limited financial subsidy from its mother organisation, the Seventh-day Adventist Church. For the greatest part, however, the school is dependent on income from school fees.

Parents who desire the distinctive type of education offered by Sedaven Primary School enter into a **legally binding financial contract** with the school in which they undertake to pay the published school fees in advance.

**Parents who are not able to keep their school accounts current will be required to withdraw their children** and will be advised to rather place them in a public school where the school fees are much more affordable and where provision is made by legislation to assist parents who cannot afford to pay the required school fund.

## Aims of the school

**Non Sibi Sed Deo**  
**Not for self, but for God**



At Sedaven our aims are to:

- Join hands with your home and your church to create a suitable environment in which your child may be given every possible opportunity to develop a personal, loving relationship with Jesus Christ and a distinctly Bible-based, Christ-centred worldview.
- Help your child develop a healthy and active body. We encourage the children to take part in the physical activities arranged for them so that they can be active and enjoy life.
- Help your child develop intellectually. At Sedaven we like to encourage the children to think for themselves.

- Help your child develop healthy social relationships with their friends.
- Help your child develop the necessary skills and attitudes that will enable them to be good citizens of a new and changing South Africa.

## A family-like atmosphere

Sedaven Primary is a small school with a family-like atmosphere. Teachers and learners associate closely together. Latent talents and positive personality traits are thus developed far more readily than is the case in larger schools. Special effort is made to give individualised attention and guidance to both the slow learner and the gifted child.

## School hours

School starts at 07:25 and closes at 14:00. The bus will leave at 14:00 and again at 16:30. Parents whose children stay for After Care are requested to collect their children not later than 16:30. **On Fridays the school will close at 13:30.**

## School spirit and school pride

Sedaven is proud of its learners and expects that they will also be proud of the school. To be proud of one's school shows a positive attitude to life, and is an indication of good school spirit.

At Sedaven we, for various reasons, do not often compete against other schools. This means that we do not artificially foster school spirit by our victories and the defeats of others. No, our positive school spirit and pride in our school are built on the quiet assurance of a superior quality of education. The teachers are truly interested in the children as people, and the Lord is given first place in our lives and in our school programme.

## Transport

Transport to and from Heidelberg, Bergsig and Rensburg are provided. All arrangements are to be made at the office and not with the bus driver and bus fare is payable in advance. Please note that there is a specific pick-up point in each area where learners must wait for the bus and where they must be fetched in the afternoon.



## Textbooks and stationery

- Learners buy their own stationery. Each class will receive a list of the stationery for the next year.
- Text books will be charged to the learner's account as and when given.

## Computer Centre

The world famous "Mathletics" programme is also on our network and all

learners have regular opportunity to improve their Mathematics skills with this programme. In the senior classes learners are frequently given opportunity to do computer research about certain topics. A computer fee will be charged on your account per month. Please see Finance brochure.



## Day care facility



The school provides "After-school-care" from Monday to Friday at a nominal fee. The learners' homework is supervised by an educator. See Finance brochure.

Please make all arrangements for aftercare at the office.

## Boarding facility

We are re-opening our weekly boarding facilities in 2017 for Grade 1 to Grade 7. Boarding will be weekly and learners will go home on a Friday afternoon and come back on Sunday afternoon. Please request an application form for boarders at the office.

## Curriculum

The curriculum fulfils the requirements of the Department of Education (CAPS). We follow a dual medium language policy. Our curriculum is Bible-based. We believe in small classes, individual attention and close co-operation with parents.

Various class/school outings are arranged during the school year. This includes sport, social and other educational trips. From time to time we have entrepreneurs days to teach life skills, especially that of business.



## Religious Policy



### **Policy for Religious education at Sedaven Primary School**

- Sedaven Primary School will admit all learners who wish to avail themselves of the comprehensive and integrated kind of education that Sedaven strives to give.
- Sedaven Primary School will not discriminate in any way against learners who belong to other churches/religions than the Seventh-day Adventist Church.
- Sedaven Primary School will not try to "indoctrinate" learners who hold to different theological (religious) beliefs than what is generally accepted by the Adventist church.
- Sedaven Primary School will expect all learners to attend all compulsory school appointments. This includes the religious education classes (Bible classes) and also the weekly chapel appointments as well as the bi-annual "Week-of Prayer" lectures, sermons and discussions.
- Sedaven Primary School will expect its educators to teach and interpret all subject matter from an Adventist philosophical and theological point of view. This should, however, be done

in a sensitive manner that would not be offensive to learners who may hold to a different point of view.

- Sedaven Primary School will ensure that Bible classes form an integral part of the school's curriculum. Marks from classroom tests in Bible classes will not form part of the promotion requirements for learners.

### **Promoting Tolerance**

The school intends promoting tolerance and understanding between learners of different religious groups.



## **Language Policy**

### **Language of Instruction**

This school has adopted the following language for instructional purposes.

English First,

Grade R - 7



### **Promoting Multilingualism**

- The school places a high premium on the language development of learners. In addition to the normal classroom instruction that is given to all learners, the school will make special attempts to identify learners whose language ability is not on an acceptable level. Such learners will be given the opportunity of using computer assisted language programmes, under the supervision of a teacher.

## **School uniform**

**No jewellery will be allowed. Please mark ALL clothing**



### **Boy's summer uniform**

- 3 White short-sleeved shirt (not for tie)
- 2 Grey shorts
- 3 Pairs of long grey school socks
- Black school shoes
- School jersey or pullover

### **Boy's winter uniform**

- 2 Long grey pants
- 3 Long-sleeved white shirt (for tie)
- School tie
- School jacket

### **Girl's summer uniform**

- Blue school dress
- Short white socks
- Black school shoes
- School jersey or pullover
- Only blue/white hair accessories

### **Girl's winter uniform**

- School jacket
- Long navy-blue pants
- 3 Long-sleeved white shirt (for tie)
- School tie

- 3 Pairs of long grey school socks
- Black school shoes
- School uniform tracksuit (with only black/white sneakers)
- Only white or black sneakers to wear with tracksuit.
- Beanies before school only

#### Boy's sport uniform

- Black swim shorts for summer. No "speedo"
- Swimming towel
- Sedaven T Shirt
- Black Boxer short
- Grey socks
- Only black and white sneakers.
- School Uniform Tracksuit

- 3 Pairs of long grey school socks or black ribbed tights
- Black school shoes
- School uniform tracksuit (with only black/white sneakers)
- Only white or black sneakers to wear with tracksuit.
- Beanies before school only

#### Girl's sport uniform

- Black full one-piece costume (summer)
- Swimming towel
- Black Boxer short
- Sedaven T Shirt
- White socks
- Black or white sneakers
- School Uniform Tracksuit

#### Grade R /RR/RRR uniform for Boys and Girls (Not compulsory)

##### Summer

Black boxer shorts  
Light blue T Shirt & Sneakers

##### Winter

Navy Tracksuit & Sneakers

Casual wear: **Please note: No Power figures** (Spiderman, Ben Ten, Bat Man etc.)

#### Please note:

- A school bag with shelves/partitions is compulsory to avoid damage.
- School clothes can be bought at Bombay's in Nigel, telephone number 011-814- 4702. From 1 December 2016 Bombay's will open in Heidelberg, 40C Ueckerman Street Heidelberg. (Old Absa building). They will be open from 08:30 until 17:30 from Monday to Friday.



## Code of Conduct for Learners at Sedaven Primary School

### A. AIMS OF OUR RULES AND CODE OF CONDUCT

To foster good relationships, we shall therefore:

- Speak politely and with respect to all members of the school community.
- Take responsibility, ourselves, to always demonstrate and encourage positive behaviour.
- Thank, praise, compliment or apologize when appropriate.



- Treat others, as we would like to be treated ourselves.

**We consider as inappropriate behaviour:**

- Rudeness
- Name calling.
- Racism
- Offensive language and gestures.
- Hurting others
- Using a loud or aggressive tone of voice.
- Excluding or isolating others.
- Being unforgiving.
- Greediness/not willing to share.
- Victimizing or intimidating others.
- Fighting



**To encourage Effective Learning, we shall therefore:**

- Arrive on time, well prepared for our lessons.
- Respect others who are learning and working with us.
- Listen and speak at appropriate times.
- Develop positive attitude to our work.

**We consider as inappropriate behaviour:**

- Talking when silence is requested.
- Interrupting or disturbing others when they are working or talking.
- Ignoring requests.
- Ignoring agreed rules.

**To have an Attractive, Safe and Healthy School, We shall therefore:**

- Treat animals, plants and artefacts with respect and care.
- Move around the school in an orderly fashion.
- Respect and care for the school building, its contents and the surrounding environment.
- Do our best to create a harmonious atmosphere and environment.
- Play carefully on the Jungle gym. (Only grade one to four learners are allowed on this apparatus.)

**We Consider Inappropriate Behaviour:**



- Running within the building.
- Misusing the toilets and cloakrooms.
- Damaging or moving either school or other's property.
- Littering
- Hiding of another person's school books or possessions

**We would expect everyone to implement these aims in any situation where we are part of the school community, that is:**

- Within school.
- On school trips, whether educational or social.
- Whenever we are representing the school.

**B. TYPES OF OFFENCES**

**Ordinary offences:** The following are examples of ordinary offences:

- Homework not done or incomplete
- Assignments not handed in
- Absence from school/classes without permission
- Disruptive behaviour
- Copying of work of other learners
- "Borrowing" of someone else's possessions without his/her permission.
- Coming late for classes or other school appointments
- Wearing wrong school uniform or inappropriate dress for the occasion
- Damaging of school property



**Serious offences:** The following are examples of serious offences.

- Malicious damage of school property (Vandalism)
- Theft with aggravating circumstances, including theft of examination papers.
- The possession or sale of stolen items including examination papers.
- Possession of dangerous weapons on school premises, a dangerous weapon being defined as a weapon, which has the capability to inflict grievous bodily harm.
- The possession of obscene material including material depicting sexual intercourse in all its forms.
- Unauthorised visits in the bedrooms of the opposite gender
- Satanic practices.
- The possession or sale or use of liquor, drugs or other illegal substances on school premises, or at a school function/excursion not on school premises.

**NOTE: Serious offences will usually result in a disciplinary interview to which parents will be called to attend**

## C. SOME PRACTICAL MATTERS

### The School Diary



- Diary must be at school every day
- Diary must be in a plastic cover
- All homework must be recorded
- Diary must be signed by parents on a daily basis
- All money sent to school must be recorded in diary

**Detention** is a serious form of punishment and will be considered after other forms of punishment did not bring about a change of behaviour. There are two different detention classes:

- Sports detention scheduled during the regular sports period
- Afternoon detention scheduled for an hour and a half after school when other learners have already gone home. Parents will be informed 2 days before the time and must make their own arrangements for transport back home.

- **Conduct upon entering the class**
- Line up outside the classroom as instructed by the teacher

- **Conduct upon leaving the classroom**
- Stand up
- Push in your chair

- Lead in as per teacher's instruction
- Take down chairs where applicable
- Put suitcases down Greet the educator
- Tidy your work area
- Lead off as per teacher's instruction



### **Conduct at the end of the day**

- Pack away. Tidy the classroom
- Stand behind your desk
- Place chairs on tables
- Greet the educator and leave as per teacher's instruction

### **Conduct in the corridors**

- Walk in lines - Don't run
- Keep left
- Single file
- Move quietly without talking or playing to the next class
- Greet all teachers and adults along the way

### **School Work**

- Books must be covered in plastic with a front-cover inserted
- Homework must be done daily
- Incomplete classwork must be completed at home
- Books must be packed according to timetable
- Stationery must be at school every day. This includes mathematical instruments and calculators for Senior Primary Phase
- Tests must be signed.
- Work in books must be of a high standard with dates, headings and underlines as instructed by teacher.



### **General Class Rules**

- Speak respectfully to teachers and peers
- Do not disrupt lessons with bad behaviour
- Do not leave your desk without permission
- Do not have discussions with other learners without permission
- Respect school property
- No writing on desks or walls
- Be honest during tests and exams
- No bullying, fighting or hurting others
- Pick up litter around your desk before leaving the class.

### **Bus rules**

- Refreshment and food is not allowed to be eaten on the bus.
- Be obedient to the bus driver and bus prefects.
- Be restful and quiet on the bus. Ensure that every trip is safe and pleasant.
- Do not open the door before the bus has stopped. Be safety conscious.
- No part of the body may protrude out of the bus.

