

WESBURY COLLEGE

Of



Science



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GUIDELINE BOOKLET 2018

WESBURY COLLEGE

of



Science

VISION STATEMENT

The school's vision is to provide quality science education for all learners admitted and to fully develop the potential of each learner not only scientifically but socially and economically in a democratic environment.

MISSION STATEMENT

The school's mission is to maintain a standard of achievement such that in teaching and learning it is judged to be one of the premier institutions in Kwazulu – Natal and the Republic of South Africa as a whole.

To achieve this the school strives to admit to available places on its courses of study students of the highest academic ability and motivation to disadvantaged students, as judged by the school on the basis, in part, of previous attainments/failure, and who are able, either personally or through other sources, to meet their goals.

In pursuing this end, the school does *NOT DISCRIMINATE AGAINST ANY PERSON ON THE GROUNDS.*

VALUES

- We believe in high standards for all
- We believe relationships are important in our learning community
- We believe in a safe and caring educational environment
- We believe in developing responsible and productive citizens
- We believe in the development of lifelong learning
- We believe in honesty, fairness, teamwork, integrity, empathy and professionalism

GUIDING PRINCIPLES

- Excellent teachers are the foundation of quality instruction.
- All educators are accountable for the quality of work provided to learners.
- A safe, supportive environment nurtures teaching and learning.
- Each parent is a partner with the school system in providing a quality education to his/her child.
- Educators and learners must be disciplined people, with disciplined thought and action.
- The education and safety of our learners are our priorities.
- Resources such as budget, technology, information and time must be used effectively and continuously evaluated to improve the quality education provided for our learners.
- A community, school and home partnership with open communication is essential in providing each learner the support needed to be successful.

HISTORICAL BACKGROUND AND ACHIEVEMENTS OF THE SCHOOL

- Wesbury College of Science was established in 2007. The owner who is a passionate Science person thought it wise that he can contribute to the upliftment of Science education and Science literacy in the country. He then started the school.
- The school has only two streams, the Natural Science stream and Business Science stream. All learners in the school offer Mathematics, Agricultural Science, Life orientation and two official languages.
- The Natural Science stream will then choose electives of Physical Science and Life Science and the Business Science learners choose Business Studies and Accounting as their electives, in the FET band. We offer all the compulsory GET subjects/ learning areas.
- Since the establishment of the school, we have obtained a 100 % pass matric rate and we are not looking back. In 2011 the school obtained 88.1% pass (with only 3 learners failing English home language, although after remarking one still failed),but the percentage of learners with bachelors increased drastically, indicating that the quality of our core processes have increased.
- The school has grown from 25 full time learners in 2007 to about 359 learners in 2016 academic year.
- The school has received so many accolades in academics.
- The most likely area of concern is sports and recreation.
- Even though Wesbury College of Science happens to be young in the South Coast since its formation but it has made a name in the province of KZN and in the whole of South Africa because of its greater heights it has attained higher levels of achievements in academic excellence.
- Currently we are renting a building (Boodhram house) in the CBD but we have made considerable efforts and progress to buy a land and build our own school hopefully by 2020.
- As our motto rightfully describes “Soaring to greater heights” the school strives and has attained higher levels of achievements and accolades in academic excellence.

PURPOSE OF PARENTAL GUIDE

The purpose of the Wesbury College of Science parental guide booklet is to help family members who want to support a child in the school.

By support we mean:

- Making sure that your child has a place in school.
- Understanding the policies that govern schools.
- Helping your child to do well at school.
- Helping your child with school problems.

Who can support a child?

Parents and grandparents are the main pillars of support for children. But today, many children are orphaned. Aunts, uncles, older brothers and sisters as well as neighbours become important pillars of support for these children.

The booklet aims to provide easy to follow guidelines and information to families whose children are in Wesbury College of Science.

PLEASE ASK FOR A COPY OF THE SCHOOL POLICY

UMALUSI ACCREDITATION: The school is currently in the process of obtaining full accreditation. Our 2015 accreditation outcome was a **NO ACCREDITATION** and we have re-submitting for a new accreditation.

EMIS NUMBER: 500444000

CENTERNUMBER: 5312266

1. ADMISSIONS

There are nearly three million learners in K.Z.N. In order to make sure your child is able to attend a school near where you live, please follow these simple guidelines.

- Apply a year before between April and September in order to be admitted for the following year of high school.
- Application for new entries to Grade 8 – 11 as well as to any other grades in between must be handed in to the school within the period set aside for applications to be submitted.

1.2. DOCUMENTS NEEDED FOR ADMISSION

- Birth Certificate or certified copy or accepted proof (not Baptism Certificate)
- Proof of residence/ work address and
- Parent(s) ID: certified
- Transfer card and report card
- Four(4) self – addressed stamped envelopes (A4)

1.3. RE – REGISTRATION

- If your child is currently in school make sure that you re –register your child by completing the Admission Return Slip every year by 30 September.
- *See an example of the RE – REGISTRATION OF A LEARNER AT A SCHOOL form on the following page and see how to complete it.*

1.4. LATE ADMISSION

- Late registration may occur when parents move from another province to K.Z.N. or change townships or suburbs within K.Z.N. If you know you will relocate, apply for registration. If you have not applied on time contact the school to assist you with placement of your child in school to assist you with placement of your child in school.

WESBURY COLLEGE

of



Science

P.O. BOX 1606

PORT SHEPSTONE 4240.

2ND FLOOR BOODRAM HOUSE

NELSON MANDELA DRIVE

PORT SHEPSTONE 4240.

CELL: 084 760 90 24

TEL./FAX 039 682 3160

EMIS NUMBER: 500444000

Dear Parent

RE – REGISTRATION OF A LEARNER AT A SCHOOL

Please check and confirm that details of your child are correct. If there are any changes, such as new address or telephone number, please indicate it on the attached form. This is necessary so that we can update the school Admission Register.

Please complete the tear – off slip and return to the school by:

20 SEPTEMBER 2017

Should your child be leaving the school and going to new school, please indicate this so that a Transfer Card can be completed for your child.

Yours sincerely

AKWASI BOADU (PRINCIPAL)

PARENTS TO COMPLETE THIS SECTION AND RETURN TO THE SCHOOL.

My child----- will/ will not be returning to the school in 2018.

I require/ do not require a transfer card for 2018.

Parent's name: -----

Parent's signature: -----

Date: -----

1.5. WHAT DO YOU DO IF YOUR CHILD IS NOT ADMITTED?

Process of objections and appeals

- Objections
 - Fill in Annexure A1, at the school
 - If not successful then appeal to the principal.

Please note. An appeal is not a guarantee of placement.

2. KNOW YOUR SCHOOLS

There are three (3) types of schools:

- Non – fee schools
- Fee- paying schools
- Private (independent) schools

Ensure that a private (independent) school is registered by contacting the District Director. Ask the principal of a private school to show you the registration certificate from the Ugu District office of education or from KwaZulu -Natal provincial education.

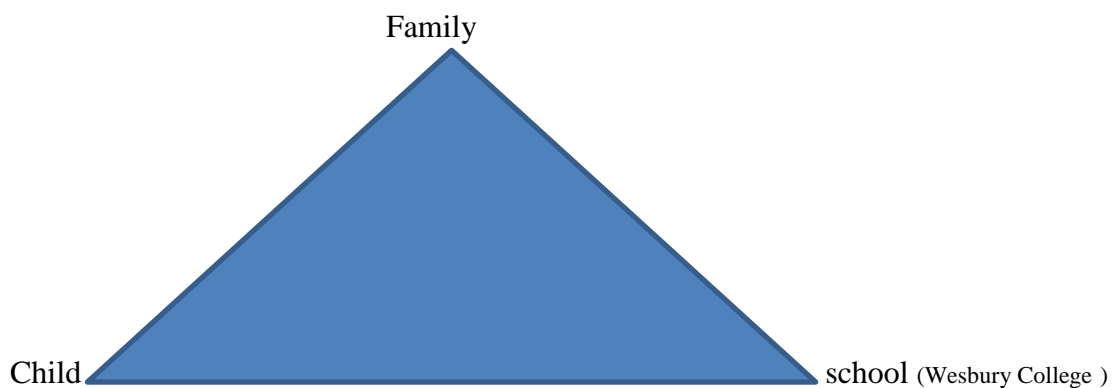
2.1. HOW TO APPLY FOR FEE EXEMPTIONS.

If you choose to send your child to an independent school, you cannot apply for fee exemption.

Children in public schools may not be excluded in the academic life of the school, or discriminated against because their parents have not paid fees.

3. PARTNERSHIP TRIANGLE OF SUPPORT

For schools to work well, and for children to benefit most from schools, it is important for families to build a partnership between the school, themselves and their children.



FAMILY: Ensure that your child attends school and is on time every day.

WESBURY COLLEGE OF SCIENCE: Will ensure that there is quality teaching and learning in the classroom every day.

CHILD: Make the most of the opportunity to learn and to be taught.

PUNCTUALITY AND ATTENDANCE OF LEARNERS

- Make sure that your child attends school every day for 207 days of the school year.
- Make sure that your child arrives at school early before classes begin and does not leave before the end of the school. A learner who arrives late at school will be sent home.
- Check if your child is at school every day.
- Contact the class teacher or principal if you suspect that something is wrong (such as playing truant, not wanting to go to school, bullying, depression, not eating etc.)
- It is a criminal offence for a child of compulsory school going age not to attend school (Compulsory school age is 7 to 15 years of age).

HOMEWORK

- Doing homework is essential for success and where possible assist and support your child.
- Take five (5) minutes to ask your child what they have learned at school each day.
- Check daily if your child has been given class work or homework
- Once you get all the work which should do at home, please do the following:
 - Make time for your child or children (support)
 - Set up a suitable space for learners to do their homework and to study
 - Monitor television viewing
 - Don't give your child too many chores to complete.
- **Stay informed** – talk with your child's teacher. Know the purpose of the homework
- **Help the child with time management** – set aside time each day for homework
- Practise with your child, e.g. multiplication table.
- Be a role model for learning e.g, read newspapers, read with your child, remain committed to lifelong learning.
- Be part of what your child learns in everyday life.
 - E.g provinces (when travelling, check the number plates of cars).
 - Measurement (when cooking involves children in measuring ingredients).
 - Show interest in school and homework.
 - Pay attention to your child's needs and help them to find the right time to commence with their homework.
 - Check your child's books every couple of weeks. If the books are empty, set up a meeting with your child's teacher.

What can you do to assist your child in doing homework?

If a parent finds that a child is battling with his/ her homework, they can:

- Discuss the problem with his/ her teacher.
- Set up a homework group with other children on a voluntary basis.
- Get assistance from elder siblings (brothers and sister).

4. PARTICPATE AND GET INVOLVED

- Check if there are meetings scheduled for parents in your child's diary or newsletter.
- If not ask the school to provide them.
- Please attend meetings and participate in decision making.
- Ask the Curriculum Delivery report which will indicate the following:
 - How much work has been taught?
 - Results of assessment (learning) per grade and per subjects.
 - attend all parents meetings.

4.1. EXTRAMURAL ACTIVITIES

- Check if there are schedules for sporting activities for children.
- Ask for the sporting activity schedules.
- Give your child confidence and support.

4.2. HOW DO YOU SUPPORT YOUR CHILD DURING EXAMS

- Make sure that there is quiet place for your child to study.
- Paste the exam timetable where it seen by everybody.
- Reduce the chores your child has been given so that he/ she concentrates on studying
- Monitor how your child studies.

4.3 TEXTBOOKS

N.B. If the school provides textbooks to learners.

Are you aware that every textbook has a life span?

- Make sure that your child takes care of all textbooks.
- Make sure that your child returns back all textbooks at the end of the school year.
- Make sure that you assist in returning all the textbooks at the end of the school year.
- These textbooks are the property of the school and are loaned to the children.

5. SAFETY AND WELLNESS

- No child is allowed on the school premises after hours or on weekends, unless otherwise arranged by an educator or principal.
- Keep your child at home if they are sick.
- Your child should behave responsibly and not endanger the safety, welfare and rights of others.
- Parents need to check children's school bags for dangerous weapons, drugs or alcohol.
- In Case of Emergency (ICE) your child should have particulars of those who are readily available to help. This information should be in the school bag, diary, child books, etc., to ensure speedy assistance.

6. SCHOOLS AND PARENTAL DISCIPLINE

Schools have learner codes of conduct for learners to adhere to:

● **SCHOOL**

- Actively support the effort to teach children.
- Make positive suggestions and contributions to improve the school educational process and learning environment.
- Support the disciplinary constitutional structures and procedures of the school.
- Make sure children are in attendance at all compulsory functions.
- Encourage children to participate fully in school and extramural activities.

● **PARENT**

- Your child should respect and care for the property of the school and others.
- Your child should be on time and observe the timekeeping practices of the school.
- Your child should demonstrate a positive attitude towards the opportunity to learn.

What to do if your child does something wrong at school

- Talk to the class teacher to check the seriousness of offence (bunking of class, failure to do homework, theft, etc.).
- Stay calm and do not get carried away when your child misbehaves.
- Support both the school and your child – ask the school what you can do to help.
- Avoid physical punishment.
- Avoid focusing on the negative; rather explain how you want them to behave.
- Explain to child if they are wrong why their behaviour is wrong.

WHAT TO DO IF THERE IS A DISCIPLINARY HEARING

- The school should inform you in writing. The letter should indicate the nature of the offence (such as absenteeism). Your child is a minor and he/ she will need a representative.
- Attend the disciplinary meeting

The end result of the disciplinary meeting might be the following: a suitable sanction that would fit the offence as contained in the school's code of conduct.

ABSENTEEISM

- Children are not allowed to be absent themselves without permission.
- Parents must provide an explanation for absenteeism by supplying the school with written proof.

HEALTHY AND BALANCED FOOD

Prepare a healthy and balanced diet for our child. Healthy food consists of green vegetable (cabbage, spinach) and fruit. If possible give your child healthy foods such as cereals, eggs or brown bread before she or he leaves for school. Food with sweets fizzy drinks like cold drinks should be eliminated especially in the morning because they make your child restless and have poor concentration in class. Avoid snack foods with colouring such as spongy chips (shwam – shwam, kip – kip, etc.). These foods will also affect your child's concentration at school.

SUPPORTING YOUR CHILD

Listen if your child has a problem and talk through the solution.

- Do not downplay problem that your child might have but always seek support for your child by discussing problems with their class teacher.
- Do not take over but work through a problem with your child.
- Be on their side, but still tell them if they are wrong.

7. HOW TO USE THIS BOOKLET

- Please read this booklet and discuss it in your family.
- Please get together with the families of other learners at the child's school and discuss this booklet.
- BE THERE FOR YOUR CHILD!!!!
- Support is not about money, it is about time, communication and love.

GRADE 10- 11 PROGRAMME OF ASSESSMENT 2017

	SBA(COMPULSORY) ASSIGN/PROJECT/ PRACTICAL	MONTHLY TEST	END OF TERM EXAM	TOTAL %
		DATE: 16 – 17 Feb	13-31 march	
MARCH T1	25%	10%	65%	100 %
JUNE T2	25%	DATE:20-21 May	12-30 June	
		10%	65%	100%
SEPTEMBER T3	25%	DATE. 17- 18 August	08-29 Sept.	
		10%	65%	100%
NOVEMBER T4	SBA(AS PER SUBJECT REQUIREMENTS) T1+T2+T3 = 300%	END OF YEAR EXAMINATION 24 Oct-28 Nov(9Dec)	TOTAL	
	300%	25%	75%	100%
				PASS MARK 50% AND ABOVE IN ALL SUBJECTS

GRADE 8-9 PROGRAMME OF ASSESSMENT 2017

	SBA(COMPULSORY) ASSIGN/PROJECT/ PRACTICAL	MONTHLY TEST	END OF TERM EXAM	TOTAL %
		DATE: 16 – 17 Feb	13-31 march	
MARCH T1	40%	10%	65%	100 %
JUNE T2		DATE:20-21 May	12-30 June	
	40%	10%	65%	100%
SEPTEMBER T3		DATE. 17- 18 August	08-29 Sept.	
	40%	10%	65%	100%
NOVEMBER T4	SBA(AS PER SUBJECT REQUIREMENTS) T1+T2+T3 = 300%	END OF YEAR EXAMINATION 24 Oct-28 Nov(9Dec)	TOTAL	
	300%	40%	60%	100%
				PASS MARK 50% AND ABOVE IN ALL SUBJECTS

“DULY PERFORMED” SYSTEM (DP SYSTEM)

It is the minimum attendance and performance requirement, certainly for practical work in the sciences (Physical Sciences, Life Science and Agricultural Science) and School Base Assessment (SBA), class works, Homeworks or assignments and monthly block test.

Before a learner is allowed to write the qualifying examination in a subject per term/ quarter, the learner must earn a DP (Duly Performed) certificate (must obtain at least 70% DP. Such certificates are never actually issued in paper form as it happens, so don't ask to see ones. “Losing a DP” is the term given to being forbidden from continuing the subject in a particular term or year, or from writing the examination, usually because you have not attended classes satisfactorily, or have done particularly badly in tests, assignments or SBA's. This is viewed in a very serious light by the school and academic board when considering your progress/ promotion through the system. A list is published below and in your student handbooks and the school's assessment policy. Make sure that you understand these requirements and make sure that you satisfy them, so as to prevent a lot of anguish and heartaches later in the year. A student must obtain at least 70% DP to write end of term exams.

	Activity	Minimum number	Minimum DP achievement
1	SBA	All (100%)	Average of 80% pass
2	Attendance	95%	95% attendance
3	Monthly test (one per term)	1 per term, per subject	Minimum 50 % pass mark in test
4	Classwork	4 task per term	Minimum of 50 % pass in each task/ activity
5	Home work	2 tasks per term	Minimum of 80 % pass in each task/ activity
6	Assignment	2 tasks per subject per term	Minimum 60 % pass

DP (DULY PERFORMED) TERMLY REQUIREMENT


NOTE: Monthly tests forms 10% mark of the end of term examination (1st , 2nd and 3rd terms only).

TIME TABLE MONTHLY TESTS 2016

		DATE	TIME	SUBJECT	GRADES
Term 1	16 – 17 February	16/02/2017	08:00-09:00	Maths	8,9,10,11
			13:00-14:00	N.S	8,9
			13:00-14:00	PHSC/ B.S	10,11
		17/02/2017	08:00-09:00	ACCN /LFSC	10,11
			08:00-09:00	Tech	8&9
10:00-11:00	S.S		8&9		
12:00-13:00	Agric		10,11		
Term 2	18-19 May	18/05/2017	08:00-09:00	Maths	8,9,10,11
			10:00-11:00	E.M.S	8&9
			13:00-14:00	N.S	8,9
			13:00-14:00	L.S/ B.S	10,11
		19/05/2017	08:00-09:00	ACCN / PHSC	10,11
			08:00-09:00	Tech	8&9
			11:30-12:30	S.S	8&9
Term 3	17- 18 August	17/08/2017	08:00-09:00	Maths	8,9,10,11
			10:00-11:00	E.M.S	8&9
			13:00-14:00	N.S	8,9
			13:00-14:00	PHSC/ B.S	10,11
		18/08/2017	08:00-09:00	ACCN / LFSC	10,11
08:00-09:00	Tech		8&9		
11:30-12:30	S.S		8&9		
11:30-12:30	Agric		10,11		

GRADE	TOTAL TUITION FEE [PER ANNUM IN	OPTION 1 NO DEPOSIT ONCE OFF	OPTION 2 6 MONTHS INSTALMENT	OPTION 3 10 MONTHS INSTALMENT	OPTION 4	OPTION 5	SUBJECTS	LANGUAGES
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SCHOOL FEE STRUCTURE 2017

	RANDS]	PAYMENT					11 MONTHS INSTALMENT		NO DEPOSIT 7 MONTHS PAYMENT			
			DEPOSIT	MONTHLY Instalment	DEPOSIT	MONTHLY Instalment	DEPOSIT	MONTHLY Instalment				
												
8	R9500.00 (Non-refundable)	R9000.00	3500.00	1000x6	3500.00	700x10	5000.00	500x11	1400 X 7	Mathematics, Life Orientation, Social Science, Technology, Natural Science, Economic & Management Science, Creative Art, (Medical Basic Engineering and Manufacturing basic)	ZULHL & ENG.FAL OR	<input type="checkbox"/>
9	R9500.00 (Non-refundable)	R9000.00	3500.00	1000x6	3500.00	700x10	5000.00	500x11	1400 X 7		ZULHL & ENG.FAL OR	<input type="checkbox"/>
10 (Pure Science)	R10000.00 (Non-refundable)	R9500.00	4000.00	1000x6	4000.00	700x10	5500.00	500x11	1500 X 7	Mathematics, Physical Science, Agricultural Sciences, Life Sciences, Life Orientation, (Medical Basic Engineering and Manufacturing basic)	ZULHL & ENG.FAL OR	<input type="checkbox"/>
10 (General Science)	R10000.00 (Non-refundable)	R9500.00	4000.00	1000x6	4000.00	700x10	5500.00	500x11	1500 X 7		ZULHL & ENG.FAL OR	<input type="checkbox"/>
10 (Business Science)	R10000.00 (Non-refundable)	R9500.00	4000.00	1000x6	4000.00	700x10	5500.00	500x11	1500 X 7	Mathematics, Accounting, Business Studies, Agricultural Sciences, Life Orientation	ZULHL & ENG.FAL OR	<input type="checkbox"/>
11 (Pure Science)	R10000.00 (Non-refundable)	R9500.00	4000.00	1000x6	4000.00	700x10	5500.00	500x11	1500 X 7		ZULHL & ENG.FAL OR	<input type="checkbox"/>
11 (General Science)	R10000.00 (Non-refundable)	R9500.00	4000.00	1000x6	4000.00	700x10	5500.00	500x11	1500 X 7	Mathematics, Business Studies, Agricultural Sciences, Life Sciences, Life Orientation,	ZULHL & ENG.FAL OR	<input type="checkbox"/>
11 (Business Science)	R10000.00 (Non-refundable)	R9500.00	4000.00	1000x6	4000.00	700x10	5500.00	500x11	1500 X 7		ZULHL & ENG.FAL OR	<input type="checkbox"/>
Extra lessons		R50.00 PER MONTH PER SUBJECT. (WHEN NECESSARY)										
		NON REFUNDABLE APPLICATION FEE = R500.00 ONCE OFF(This amount is not part of school fees)										
12		PLEASE REQUEST FOR INFORMATION ON GRADE 12 SCHOOL FEES FOR 2018(ESPECIALLY GRADE 11 APPLICANTS IN 2017)										