

Our Lady of Fatima
Dominican Convent School



The Pursuit of Truth

General School Policy

February 2014

GENERAL SCHOOL POLICY

OWNERS OF THE SCHOOL

Dominican Congregation of St Catherine of Siena, Newcastle, Natal

Our Dominican Order of Sisters is established in South Africa, the United Kingdom and Italy. The Regional House is in Boksburg, and the Mother House located at Bushey in England.

ADMINISTRATORS

The Board of Governors of Our Lady of Fatima Dominican Convent School.

OUR LADY OF FATIMA DOMINICAN CONVENT SCHOOL – DURBAN NORTH

- Member of the Catholic Institute of Education, South Africa (CIE)
- Member of the Independent Schools Association of South Africa (ISASA)
- Registered in terms of the SA Schools Act No. 84 (1996) – EMIS 245199
- Registered as a Public Benefit Organisation in South Africa.

CONTACT DETAILS

155 Kenneth Kaunda Road (Northway), Durban North, KwaZulu Natal 4051

Telephone: 031-563-5390

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Email: fatimacs@fatima.co.za

Website: www.fatima.co.za

Admissions: Mrs J Druce

Email: jdruce@fatima.co.za

QUALITY † CATHOLIC EDUCATION † WITHIN A NURTURING ENVIRONMENT

Sixty years ago, in 1954, the Newcastle Dominican Sisters laid the foundation for our School, and established its proud ethos. At the core of our endeavour is the belief that each child is a unique creation of God, endowed with her own special gifts and talents. A proud tradition of family values provides the fabric within which we work to ensure that learners experience happy, successful, and empowering school careers.

Our Motto “VERITAS” embraces the pursuit of TRUTH in all its forms.

At Our Lady of Fatima Convent School we aim to provide a nurturing Catholic environment which will engender an awareness of the needs of all, and extend mutual respect to the faiths and philosophies of the community we serve.

We aim to offer holistic development through quality education and the recognition of individual talents, encouraging personal growth, responsibility and critical awareness.

We aim to ensure that each individual’s sense of confidence, self-esteem and worth is valued and affirmed in our Christ-centred family atmosphere.

SCHOOL HOURS for pupils are as follows for the various phases of our combined school:

Foundation Phase (Grades 1-3): 7.25am – 12.30pm

Intermediate Phase (Grades 4-7): 7.25am – 1.55pm

Senior and FET Phases (Grades 8-12): 7.25am – 2.45pm

The SCHOOL MANAGEMENT comprises the Principal, a Deputy Principal of the High School, a Deputy Principal of the Junior School, HOD’s of the Foundation Phase, Intermediate Phase, Senior Phase and FET Phase as well as an HOD of Sport and HOD of Religious Education.



The TEACHING STAFF of 51 teachers is comprised of appropriately qualified facilitators who are registered with the South African Council for Educators (SACE). In addition, a contingent of specialists and coaches is employed to teach the enrichment subjects: art, choir, design, drama, music, public speaking, religious studies and sport. Learner Support specialist staff are available in-house as well as being outsourced.

We believe in quality education which is based on SERVICE SATISFACTION. In order to ensure client satisfaction, the school has a Marketing Department which deals with client needs and satisfaction. The implementation of Whole School Evaluation monitors and measures performance and satisfaction of all stakeholders i.e. Pupils, staff, parents and the community. This is conducted on an on-going basis.

The STUDENT LEADERSHIP STRUCTURE, comprises an executive, prefect body and mentor body. The four members of the Executive fulfil the multi-faceted function of one of four portfolios: High School, Junior School, Humanities, Sport. The rest of the Grade 12 students can apply to be prefects, mentors, sport or cultural captains. A voting system is in place to elect the Matric Leadership body.

ENROLMENT is spread across in 25 classes, Grades 1–12. Class sizes vary (20-25/28) and are designed for optimum learning. Smaller classes occur in the senior school where subject choice is a determining factor. Grade R and Aftercare are also available.

THE SCHOOL'S POLICY ON DISCIPLINE is structured to promote an atmosphere of harmony for successful teaching and learning. The correct wearing of uniform is required, as is courteous, respectful and considerate behaviour. A Code of Conduct for pupils, parents and staff is reviewed and distributed annually to all stakeholders.

RELIGIOUS EDUCATION POLICY – We are a Christ-centred school and the aim of our religious education programme is to help our learners discern, respond to, and be transformed by the presence of God in their lives. We work towards the transformation of the world in the light of our ever-present God. Our Catholic Christian ethos finds expression in our daily school life through assemblies, the celebration of Masses and Para-liturgies, Spiritual formation of the staff, daily prayers and outreach to communities and individuals.

OUR LADY OF FATIMA CHURCH is situated on the property adjacent to the school. Our Parish Priest, Father Desmond Nair, is the School Chaplain and a member of the school's board of governors. Father presides over our school Masses, takes some Religious Education lessons and is invited to conduct Staff Formation afternoons, occasional morning assemblies and retreats. He is available for counselling where necessary.

CURRICULUM – The Dominican approach to education world-wide is to maintain a balance between contemporary, quality learning and a nurturing environment, assisting each child to develop her God-given gifts, in her own unique way. The school is registered with the National and Independent Education Authorities and writes I.E.B. examinations. Our progressive broad-based curriculum promotes analytical thinking and technological competence. Tuition is through the medium of English, and Afrikaans and Zulu are the 2 Additional Languages presently offered. The Academic Programme is structured according to the National Education Department's CAPS programme for the junior and intermediate phases of schooling and the Independent Examination Board requirement for the FET Phase of schooling. Assessment is based on the CAPS and IEB requirements. The school prides itself on an exemplary academic standard. Our students have achieved a 100% Matriculation pass for the many consecutive years.

CAREER GUIDANCE forms part of the FET phase of schooling and is preceded by subject choice talks and guidance by relevant staff and authorities. The quality of education offered at Fatima is well recognised by the leading South African universities, many of which accept our learners based on their Grade 11 and 12 results.



Our students' progress well through these institutions, many having received scholarships for Honours, Masters and Doctoral programmes locally and abroad.

A LEARNER SUPPORT PROGRAMME operates throughout the school. Intervention is co-ordinated by an Academic Support Facilitator and Senior Counsellors and promotes an environment of caring and safety. Learners requiring support are individually assessed and Concessions are applied for, for learners in the FET Phase.

Facilities include two well-equipped media centres, two computer centres, two art studios, a technology centre, two drama studios, a school hall, examination venue, two swimming pools, sports fields and an Astro turf. Learner support material is provided by the libraries and the textbooks issued by the school, and classrooms are equipped with interactive white boards and internet facilities.

EXTRA CURRICULAR ACTIVITIES – the function of our coaching staff is to identify talent and encourage parents to develop that talent at club level, thus paving the way for Provincial and National selection. The school offers netball, action netball, hockey (indoor & outdoor), horse riding, soccer, swimming, tennis, touch rugby & rhythmic gymnastics.

CULTURAL ENRICHMENT is encouraged at every level. The school offers Dramatic Arts, Debating, Toastmasters, Public Speaking, Early Act, Interact, Environmental Club, Foundation Phase Choir, Senior Primary Choir, Senior Primary Ensemble, High School Choir & Chamber Choir, Voice Training, Recorder and Sewing.

We strive to be a “Community serving Humanity”. This means that we create opportunities to serve others and each year we regularly support a number of charities through our OUTREACH PROGRAMMES. The High School Interact Group supports projects both locally and beyond South Africa's borders.

SCHOOL FEES: The Board of Governors approves school fees and any fee increases.

Tuition Fees	2013	2014
Preschool Grade R	29,650	± 32,615
Grade 1 – Grade 3	32,680	36,000
Grade 4 – Grade 6	36,640	40,400
Grade 7	39,280	43,200
Grade 8 – Grade 9	41,760	46,000
Grade 10 – Grade 11	50,600	55,600
Matric Grade 12	53,720	59,600

Tuition Fees – January 2014

Grade	Annual Fees SA Rand	2014 Payment Options			Terms and conditions
		*Payment by 31 Jan 2014	Termly in advance	Stop Order Jan – Nov	
One	36,000	34,560	9,000	3,273	<ol style="list-style-type: none"> FEES ARE DUE IN ADVANCE. Payment may be made quarterly in advance, or monthly January – November. The School reserves the right to insist on payment by debit order. Should a monthly instalment not be paid by the bank, the full amount will become immediately due and payable. Non-payment of fees automatically entitles the school to suspend tuition until fees are paid, or to terminate enrolment without notice & institute legal proceedings for recovery. All collection costs and legal fees will be charged to the school fee account. Interest of 1% per month will be charged on all overdue amounts. <p>Extended Facilities: Security is a</p>
Two	36,000	34,560	9,000	3,273	
Three	36,000	34,560	9,000	3,273	
Four	40,400	38,784	10,100	3,673	
Five	40,400	38,784	10,100	3,673	
Six	40,400	38,784	10,100	3,673	
Seven	43,200	41,472	10,800	3,928	
Eight	46,000	44,160	11,500	4,182	
Nine	46,000	44,160	11,500	4,182	
Ten	55,600	53,376	13,900	5,055	
Eleven	55,600	53,376	13,900	5,055	



Twelve	59,600	57,216	14,900	5,420	prerequisite for terms exceeding those offered above.
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***Credit cards are not accepted for the discounted option.**

BOOK AND DEVELOPMENT FEES

TEXT BOOKS AND NOTES: The hire-fee represents the partial cost of text books which will be loaned to learners for studies next year and the full cost of workbooks are for the learners' exclusive use. It also includes an allowance for photocopied notes, worksheets, IT related consumables, and lesson-related printing (printing of homework assignments and projects is not included). It is essential that all books be returned to school in good condition at the end of the year as costs incurred by the school in replacing lost books or repairing/replacing those returned in bad condition will be charged to your school fees account.

STATIONERY: Grades 1–3 will be supplied with all their stationery needs. Grades 4–6 will be supplied with exercise books, flip files, etc. but will need to obtain their own pencils, pens, rulers, etc. Grades 7–12 are required to supply all of their own stationery needs.

MATHLETICS: Grades 3–7 will have access to online Maths learning in the classroom and at home for a nominal fee of R150 per year.

EDUCATIONAL DEVELOPMENT:

This covers the cost of transport and entrance to local events like the annual galas and sports day at Kings Park; fees charged by invited speakers and performers; and fees charged by external facilitators who conduct workshops etc. for the learners. (No provision is made here for the cost of overnight excursions and charity collections.)

FEES FOR THE 2014 ACADEMIC YEAR ARE AS FOLLOWS:

Grade	Readers Textbooks Workbooks Worksheets IT Consumables Printing & Notes	Stationery and/or Exercise Books	Mathletics	Educational Development	TOTAL ZAR
One	800	300	–	350	1,450
Two	800	300	–	350	1,450
Three	850	400	150	350	1,700
Four	1,100	200	150	350	1,800
Five	1,100	200	150	350	1,800
Six	1,100	200	150	350	1,800
Seven	1,200	–	150	350	1,700
Eight	1,200	–	–	400	1,600
Nine	1,200	–	–	400	1,600
Ten	1,300	–	–	400	1,700
Eleven	1,300	–	–	400	1,700
Twelve	1,300	–	–	400	1,700

PROCEDURE FOR ALL PAYMENTS:

Text books will be issued when the full amount has been paid. *If payment is not made by the timebook-issuing closes (first week of the new term), then parents will be required to obtain a book list from reception in order to purchase books directly from the suppliers.*

Cheque or the correct-cash-amount to be enclosed in an envelope, clearly marked with the learner's name and grade for the next year. Or by direct deposit to Our Lady of Fatima Convent School, Nedbank Ltd, Durban North, Branch Code: 135 226; Current Account: 135 200 2094; Reference "Textbook Fees, Learner's name and Grade for 20...".



UNIFORM SHOP INFORMATION

The Fatima Uniform Shop is the only supplier of the School uniform and is conveniently situated on the School premises. It is open four times a week during term time and by appointment only at any other time.

CONTACT PERSON: Mrs S Gullan, 083 332 4232 or at sgullan@lantic.net or fax 086 619 9807.

UNIFORM REQUIREMENTS:

EVERYDAY UNIFORM	ACCESSORIES
<ul style="list-style-type: none"> ➤ School Dress ➤ Blazer with school badge (compulsory from 1st May to end of 3rd term) ➤ Royal blue pullover jersey (may only be worn under a blazer outside of school) ➤ Black buckle/lace ups or velcro regulation shoes. (no thick soles or "tear drops") <p style="text-align: center;">PE & SPORTS UNIFORM</p> <ul style="list-style-type: none"> ➤ Grades 1-3: Fatima PE shirt, blue boxer shorts, cap & takkies. ➤ Grades 4-12: Fatima PE shirt; blue boxer shorts, blue pull-up skirt, cap & takkies. ➤ Grades 4-12: Fatima PE House shirt ➤ Black regulation swimming costume ➤ Team Swimmers' regulation blue swimming costume & cap ➤ Royal blue towel ➤ Grades 1-3: Blue lycra /silicone swimming caps ➤ Grades 4-12: House colour swimming caps 	<ul style="list-style-type: none"> ➤ Grades 1-12: Back pack school bag or Fatima blue bag on wheels ➤ Sports tog bag ➤ Blue cooler bag (Grades 1 – 3 – soft bag only) ➤ Blue cooler box or bag (Grades 4 – 7) ➤ Hair accessories (black – nothing fancy) ➤ Name tags to identify clothing and other possessions. ➤ White ankle socks & white panties. ➤ Aftercare: Yellow t-shirts ➤ Headway Campus: Grade R uniform ➤ Fatima tracksuits <p style="text-align: center;">WINTER ACCESSORIES</p> <ul style="list-style-type: none"> ➤ Grades 1-3 Long black socks ➤ Grades 4-12 Black tights may be worn in place of white socks

AFTERCARE:

Aftercare is available for Grades 1, 2, 3 & 4 and is supervised by the following staff:

Aftercare Teacher:	Mrs Rosemary Coward
Head of Department: Grade 1 – 3:	Mrs Sophia Oosthuysen (031-563-5390)
Head of Department: Grade 4:	Mrs Sandy Köhler (031-563-5390)

Fees Per Term					
12:20 pm onwards	5 days/week	4 days/week	3 days/week	2 days/week	1 day/week
1 hour	R750	R650	R550	R450	R250
3 hours	R1,750	R1,550	R1,150	R850	R550
4 hours	R2,050	R1,850	R1,450	R1,050	R650
Casual Attendance: R30 per hour					

PAYMENT is due strictly in advance each term. By special arrangement with Mrs Rosemary Coward, (Accounts 072 450 4144) monthly payment, in advance is acceptable.

A learner's inclusion in Aftercare requires the following co-operation from parents:

Collect children promptly. Aftercare ends at 5.00pm. Parents must please collect their daughters from the Aftercare teacher on duty as no child will be sent to the car park or the Kenneth Kaunda Road gate. Only persons nominated on the Aftercare enrolment form will be permitted to collect a child – children will not be released to any other persons.



AFTERCARE UNIFORM:

Yellow Aftercare T-shirt (Uniform shop); blue PE shorts; (**no skirts**) or black tracksuit pants or blue jeans for cold weather (**no skirts**); plain YELLOW warm jacket for colder weather.

SIGNED: _____
PRINCIPAL

DATE: _____

REVIEW DATE:	2017
	2020
	2023
	2026
	2029



