



# **SPARK Schools Scholar and Family Handbook**

## **2018 Instructional Year**

010-125-0600  
[www.sparkschools.co.za](http://www.sparkschools.co.za)



## Table of Contents

<b>Welcome</b>	<b>3</b>
<b>Our Core Values</b>	<b>3</b>
<b>Communication and Contact Information</b>	<b>5</b>
<b>Tuition and Fees</b>	<b>6</b>
<b>Instructional Hours and Calendar</b>	<b>7</b>
<b>Our Learning Model</b>	<b>8</b>
Curriculum	8
Foundation Phase Learning Model	9
Intermediate Phase Learning Model	9
Social-Emotional Learning	9
Report Cards	10
Homework	10
<b>Behavioural Expectations</b>	<b>11</b>
Foundation Phase	11
Intermediate Phase	12
Bullying and Intimidation	12
Additional Policies	13
<b>Scholar Health and Safety</b>	<b>13</b>
Child Protection	13
Attendance	13
Illness and First Aid	14
Medication	15
Crisis Management	15
Media	15
<b>Parent Engagement</b>	<b>16</b>
<b>School Operations</b>	<b>17</b>



Arrival Procedures	17
Dismissal Procedures	17
Transport	17
<b>Uniform</b>	<b>18</b>
<b>Frequently Asked Questions</b>	<b>19</b>

## Welcome

Welcome to SPARK Schools for the 2018 instructional year! Whether you are a returning family or beginning with us for the first time, we look forward to working alongside you during the year ahead.

This Scholar and Family Handbook serves as a guide to our policies and procedures. All family members, scholars, and staff are asked to abide by the expectations set out in this handbook to ensure that our schools are a safe and positive learning environment. We are committed to partnering with you and ask that you assist us by upholding and supporting the school's mission, policies, and expectations with your scholar, as well.

Should you have any questions, please do not hesitate to ask your child's teachers or school leaders for clarification.

Thank you for embarking upon this journey with us!

To University and Beyond,  
The SPARK Schools Team

## Our Core Values

At SPARK Schools, [we live by our core values](#). They are essential to nurturing SPARK Scholars who will shape society for the better in the future. These are the five core values that make up the acronym SPARK:

- **Service:** SPARK Scholars are active citizens in their classrooms, communities, and country. They dedicate time and effort to serving those in need and approach challenges with a team mindset.



- **Persistence:** SPARK Scholars never give up. They relentlessly pursue their academic and personal goals, tackling problems with an optimistic attitude and determination.
- **Achievement:** SPARK Scholars accomplish their academic goals, putting them on a trajectory toward university and successful careers. They are intellectually curious and have a genuine love of learning.
- **Responsibility:** SPARK Scholars demonstrate self-control and are accountable for their actions. They pay attention, follow directions, complete assignments, and seek to understand how their actions impact others.
- **Kindness:** SPARK Scholars treat themselves and others with respect and dignity. They are generous and value their relationships with peers and teachers alike.

Every [SPARK school](#) also has a sixth core value, which is unique to that school and acts as a theme for school and community initiatives throughout the school year.

- Bramley (2015): Compassion
- Carlswald (2017): Collaboration
- Centurion (2016): Dignity
- Cresta (2014): Integrity
- Ferndale (2013): Environmental Stewardship
- Kempton Park (2018): Courage
- Les Marais (2018): Vision
- Lynedoch (2016): Sustainability
- Maboneng (2015): Innovation
- Midrand (2016): Curiosity
- Randpark Ridge (2017): Optimism
- Rynfield (2016): Creativity
- Silver Lakes (2017): Generosity
- Theresa Park (2018): Unity
- Turffontein (2018): Influence

SPARK Scholars promise to abide by our core values when they recite the Daily Creed at Sparks Fly each day. Practice the daily creed with your scholar:

*I am a SPARK scholar at all times.  
I serve my classmates, community, and country.  
I am persistent. I never give up.  
I achieve my best in all that I do.  
I am responsible for my actions.  
I treat everyone around me with kindness.  
I am a SPARK Scholar, and I'm going to university!*



## Communication and Contact Information

We believe that consistent, clear, and relevant communication builds a strong relationship between our families and our schools. Therefore, we promise to:

- Acknowledge written or e-mail communication within two working days.
- Resolve queries with urgency, including scheduling in-person meetings as needed.
- Send weekly newsletters containing information about upcoming school events and initiatives.
- Host monthly and termly “teas” and “office hours” as an opportunity for parents and family members to interact with staff and school leaders in an informal setting.
- Celebrate parents and family members who make positive contributions to our school community.

In return, we request the following of parents and other family members communicating with the school:

- Seek to resolve issues with their child’s teacher first, before escalating concerns to a member of school leadership. If your concern is unresolved, please refer to our [Policy for the Resolution of Grievances](#).
- Schedule appointments with members of staff, understanding that they are unavailable for meetings during instructional hours.
- Interact respectfully in-person and by e-mail with staff, who are also committed to professional and calm communication.
- Acknowledge what is going well, as well as make suggestions for improvements.
- Read the weekly newsletter and e-mails from staff thoroughly.

Please note that our enrolment and accounts teams are stationed at SPARK Support, our central office. **School leaders and staff are unable to assist with enrolment and accounts queries.** Should you wish to contact our enrolment and accounts teams, please use the following contact details:

- Enrolment- [registrar@sparkschools.co.za](mailto:registrar@sparkschools.co.za)
- Accounts- [accounts@sparkschools.co.za](mailto:accounts@sparkschools.co.za)

Keep up-to-date with SPARK news and spread the SPARK love to family and friends by liking us on [Facebook](#) and following us on Twitter (@SPARKSchools)!



## Tuition and Fees

At SPARK Schools, we provide high quality education at an affordable cost. Beyond monthly tuition, we aim to limit the amount of extra costs to SPARK scholars and their families. Monthly tuition is the total cost for your child to attend SPARK Schools during our extended instructional day.

**SPARK Schools provides all necessary stationery for students upon receipt of an annual stationery fee.** Parents are not responsible for purchasing textbooks or replenishing school stationery. We ask that families ensure that students have access to materials at home for daily homework completion.

Our tuition and fees for 2018 are as follows:

- Annual Tuition: R21 000 per year
  - Monthly: R2100 paid over 10 Months (January-October 2018)
  - If tuition is paid by 31 December 2017, tuition is discounted to R19 400.
  - Any scholar entering school within the first term will be liable for the full year's fees, paid over 10 months. Scholars entering in February will pay until November, and scholars entering in March will pay until December. The fees for any scholar starting after the first term will be pro-rated according to the number of months the child is enrolled in 2018.
- Stationery Fee: R500 per year, invoiced in January 2018
- Late Pick-Up Fee: Late pick-ups are billed at R75 per half hour, or part thereof. There is a 15 minute grace period for collection, but late billing begins from dismissal time. For example, if dismissal is at 3pm, collection may take place until 3:15pm. However, if the child is collected at 3:35pm, the parent will be billed for two half hour periods, at a total cost of R150. Please note that if a child is not picked up by 6pm from aftercare, an additional fee of R200 per half hour will be invoiced.
- Internal Transfer: Families may wish to transfer to another school within our network during the academic year. An administration fee of R330 will be charged for internal transfers if you wish to transfer your scholar **more than once** during the 2018 instructional year.

Aftercare is available until 5:30pm daily. An aftercare contract must be signed with the office manager prior to a child's enrolment in aftercare. All aftercare fees are paid in advance. A term's notice (three months) must be given in writing to cancel aftercare.



- Aftercare until **5:30pm five days a week** will cost R500 per month for 12 months.
- Aftercare until **5:30pm on Mondays only** will cost R230 per month for 12 months.
- The daily drop-in fee for scholars attending aftercare who have not signed up for the regular service is R70 per day and must be arranged with the office manager by noon.
- Scholars who are picked up after 5:30pm are liable for late pick-up fees, and scholars who are picked up after 6:00pm are liable for an additional financial penalty of R200 per half hour, as well as removal from the aftercare program if picked up after 6:00pm three times or more. This “three strikes” policy and more are detailed on the aftercare agreement and contract.

**The SPARK Schools bank account is under the following company name:  
eAdvance (Pty) Ltd**

Our bank details are as follows:

Bank: First National Bank (FNB)  
Account Name: eAdvance/SPARK Schools  
Account Number: 62363790108  
Branch Code: 250655

If you have any questions regarding tuition, fees, or billing, please e-mail [accounts@sparkschools.co.za](mailto:accounts@sparkschools.co.za) or call 010-125-0600. **School leadership and staff cannot assist with accounts queries at the school and have no information regarding accounts, payment plans, or outstanding balances.**

## Instructional Hours and Calendar

Please note that instructional hours for all grades levels are as follows for 2018:

- Grade R and 1 Regular Days (Tuesday-Friday): 7:45am- 2:30pm
- Grade 2 and 3 Regular Days (Tuesday-Friday): 7:45am- 3:00pm
- Grades 4-7 Regular Days (Tuesday-Friday): 7:45am-3:30pm
- Minimum Days (Mondays and Report Card Conferences) 7:45am- 1:00pm

Please refer to the [2018 Instructional Calendar](#) for a full calendar of instructional days. Make special note of the following:

- Term Dates
  - 17 January- 28 March, 2018
  - 10 April- 21 June, 2018



- 17 July- 27 September, 2018
- 9 October- 6 December, 2018
- Report Card Conferences (Minimum Days)
  - 10-13 April, 2018
  - 17-20 July, 2018
  - 9-12 October, 2018
  - 3-6 December, 2018
- Public Holidays (School Closed)
  - 1 January- New Year's Day
  - 21 March- Human Rights Day
  - 30 March- Good Friday
  - 2 April- Family Day
  - 27 April- Freedom Day
  - 30 April- School Holiday
  - 1 May- Workers' Day
  - 16 June- Youth Day
  - 9 August- National Women's Day
  - 10 August- School Holiday
  - 24 September- Heritage Day
  - 16 December- Day of Reconciliation
  - 25 December- Christmas Day
  - 26 December- Day of Goodwill

## Our Learning Model

### Curriculum

SPARK Schools is aligned to South African national standards and seeks to extend student learning to meet international grade level standards. Therefore, each curriculum used encompasses the requirements of the CAPS curriculum and deepens student knowledge to make SPARK scholars globally competitive.

- Maths: In maths, students are taught according to [Scholastic's PRIME curriculum](#), which is based upon the rigorous maths standards of Singapore, the Republic of Korea, and Hong Kong. The curriculum builds student capacity to problem solve, and the assessments in the PRIME curriculum require students to employ critical thinking to demonstrate success.
- Literacy: In literacy, students progress through reading and writing according to criterion scales based on Britain's literacy standards. As required by the South African national curriculum, all students study life skills, natural science, and



social science. **At SPARK Schools, we integrate these subjects into literacy so that the themes of each life skill, natural science, and social science unit are explored through reading and writing.**

- First Additional Language: SPARK scholars' first additional language is taught according to the scope and sequence laid out in the South African national curriculum. We do not teach Afrikaans at any of our schools in the network. We offer isiZulu as the additional language at all SPARK schools in Gauteng and isiXhosa at our school in the Western Cape, because they are the most populous previously marginalized African languages of their provinces.
- Physical Education: At SPARK Schools, our mission is to prepare our scholars for university and careers of their choice. In order to ensure that they are well-rounded and healthy, all scholars participate in 160 minutes of required physical education each week, which focuses on personal health, movement and physical activity, and introduction to team and individual sports. For scholars who wish to pursue specific team and individual sports, we offer affordable extramural activities after school weekly.

### **Foundation Phase Learning Model**

Our lab rotation model in the foundation phase (Grades R-3) is a combination of traditional teaching in the classroom and technology-based learning in the Learning Lab. Scholars experience one-on-one teaching, small group learning or whole group instruction, based on their individual requirements, during the school day.

### **Intermediate Phase Learning Model**

Our intermediate phase "flex model" is a form of personalised learning that is used in Grades 4 to 7. Students move through an individually customised schedule learning Literacy, Maths, Natural Science, Social Science, and a First Additional Language through different modalities. The aim of the model is to create autonomy and purpose in learning, improve mastery of objectives, build intrinsic motivation in students and promote daily reflections to prepare students for university.

### **Social-Emotional Learning**

Using social-emotional curriculum, we teach scholars how to manage their emotions, build healthy relationships with others, and practice mindfulness at school and at home. In the foundation phase, our social-emotional curriculum is [Toolbox by Dovetail Learning](#). In the intermediate phase, our scholars learn the practices of [Project Happiness](#).



In accordance with our focus on core values as part of social-emotional development, SPARK Schools is non-denominational. We practise tolerance and respect the rights of families to share their beliefs with their scholars. As a part of the life skills curriculum, children may be exposed to various religions of the world, but SPARK Schools does not endorse or show favouritism to a specific religion or culture

### **Report Cards**

Report cards are distributed during the first week of each term with scholar marks and progress from the previous term's formal assignments and assessments. (In Term 4, these reports are sent home during the final week of term.) Our report cards show the scholar's progress according to our globally competitive assessments, as well as a mark indicating the child's progress against a traditional South African grading scale. Parents are asked to attend a short conference with one of the child's educators to receive the report card, understand their child's progress, and receive resources to support their child going forward.

If your child is struggling to make adequate progress or meet grade level standards, your child's teacher will work with you to create a plan to ensure your child's success. Our aim is to prevent the need to retain children in grade level at the conclusion of the school year through our Fail No One (FNO) program. For more information on our retention prevention program, please contact your child's teacher or school leader.

Please note that informal weekly assessments will be given in each subject, in order to determine your child's progress prior to formal assessments at the conclusion of each term. The results of these assessments are not reflected on your child's report card, but are an important tool your child's teacher uses to support your child to success.

### **Homework**

Homework is changing at SPARK Schools in 2018! Because our scholars participate in an extended instructional day, we believe they have ample opportunity to practice academic skills during the school day. Homework will now consist of a conversational prompt that will allow parents and scholars to discuss what the child is learning at school and how they are making use of core values and social-emotional tools. We believe that this redesigned homework will lead to deeper parent engagement with the school and deeper relationships between scholars and parents.

As such, homework completion will no longer take place during aftercare, for those scholars who attend. Instead, we are asking all parents to sign the daily behavioural log



and to report on their daily conversation with their child. **Completed daily homework will earn volunteer hours weekly.**

Should you wish for your child to practice academic skills at home, please request extra worksheets or additional practice from your child's teacher directly.

## Behavioural Expectations

Our core values form the basis of our behavioural expectations at SPARK Schools. We practice positive behaviour management using specific tools in our foundation phase and intermediate phase models.

### Foundation Phase

Our behaviour chart, used in the classroom and Learning Lab in Grades R-3, helps scholars track their behaviour throughout a given class period. Each scholar begins with her magnet on the green panel, indicating that she is "ready to learn." If a scholar exceeds classroom expectations by displaying core values in an exemplary way or setting an example of good behaviour for others, he may move his magnet up to the blue or purple panels. If a scholar struggles with behaviour or violates a classroom rule, he will move his magnet down to yellow, orange, or red, based on the severity of the infraction. Scholars whose magnets are on red must complete a written reflection, will call their parents, and will lose privileges.

When scholars rotate to a new subject, for example, from literacy to maths classrooms, they begin again on green. This gives scholars a fresh start with a new teacher and encourages them to continue behaving well or improve their behaviour if they were previously below green on the chart.

Parents can expect to receive a daily report, included in each scholar's homework folder, which shows the scholar's behaviour colour in each class and may include educator comments. The behaviour chart includes space for parents to write notes or ask questions and includes an indication of the scholar's homework quality. Parents should expect to be supplied with an explanation from the teacher for students on orange or red, **but should not expect further written explanation if their child was on yellow** and received a verbal warning for their behaviour.

In cases of severe behaviour issues, the scholar's parents will be contacted to attend a



meeting with the student's teachers to create a plan to ensure the child's success. If a scholar is placed on an Individualised Behaviour Plan, the agreed upon milestones must be met to prevent the child's contract from being terminated.

### **Intermediate Phase**

In Grades 4-7, our students record their behaviour on a Daily Learning Journal, where they self-reflect on demonstration of each of the core values daily. Educators in the intermediate phase leverage the privilege of personal responsibility by removing that privilege as a consequence for a child's poor behaviour and completing the journal for the child when they struggle to behave.

### **Bullying and Intimidation**

SPARK Schools aims to provide a safe and secure environment where:

- Individual differences are appreciated, understood and accepted
- Individuals empathise with one another, and offer one another support
- Bullying is reported and the necessary steps are taken to eliminate such behaviour

SPARK Schools does not tolerate bullying in any form, and all members of the school staff are committed to promoting a safe and caring environment for the scholars. Staff, scholars and parents will work together to address issues of bullying when these arise.

Bullying is aggressive behaviour or harassment by an individual or a group, repeated over time, which intentionally hurts another individual or group either physically or emotionally. Bullying can be physical or non-physical in nature.

When an incident of bullying or suspected bullying is reported, the school will respond in a manner that is appropriate to the incident. For full information on definitions of bullying, preventative measures, and reporting procedures, please review our [Anti-Bullying Policy](#).

Parents or guardians are advised to:

- Be alert to signs of unhappiness in their child's life. Any change in attitude, drop in school marks, avoiding school or social activities and other unusual behaviours may indicate bullying.
- Be aware, in a respectful manner, of the content of social behaviours and content posted on electronic sites, via SMS or MMS.
- Be supportive when an incident of bullying in any form and, in particular, of



cyber-bullying, is reported as this can be extremely damaging and have lasting effects. Encourage their child to retain any possible evidence.

- Inform their child's teacher if there is any suspicion that their child is being bullied.
- Not take matters into their own hands in confronting the perpetrator or his/her parents.
- Refrain from telling their child to retaliate.
- Clearly address the situation if their child is found to have abused another learner.

### **Additional Policies**

We encourage all parents and scholars to review the following policies, which are available from school leaders and staff, and must be adhered to:

- Computer Usage Policy
- Prevention of Substance Abuse Policy

SPARK Schools may add and amend policies throughout the instructional year, which will be published for family members and scholars to review.

## **Scholar Health and Safety**

### **Child Protection**

SPARK Schools is steadfast in its devotion to protecting children at risk and ensuring that they can experience quality care and nurturing relationships. SPARK Schools has put in place guidelines for protecting children in all aspects related to the Children's Act that impact the nature of work of SPARK Schools to ensure the wellbeing of children impacted by their work.

All SPARK Schools staff and leaders are bound by law to report suspected abuse or neglect according to our Child Protection Policy and Duty to Report. If you have questions about the grounds upon which reporting may take place, please contact your child's school leader or teacher. **Please note that this includes breaches to the October 2017 ruling on reasonable chastisement by the South Gauteng High Court, which held that parents may not commitment violence against their children as a form of discipline, including hitting, slapping, pushing, beating, or otherwise.** Evidence of physical, emotional, or verbal abuse at home is cause for reporting according to the SPARK Schools Child Protection Policy.



## Attendance

Section 3 of the Schools Act (Act No. 84 of 1996) makes school attendance compulsory for specific ages i.e. everyone under the age of 16. We abide by the Policy on Learner Attendance included in this legislation that discusses the procedures to be followed when dealing with scholar absenteeism.

- If a learner is absent for three consecutive school days without a valid **written** reason, the matter should be reported to **the principal**, who must **intervene**. This intervention must include contacting the parents regarding their responsibility and requesting the parents' cooperation; approaching the district office for support if necessary, and requesting government or non-government social development agencies to intervene, when necessary.
- **If the absence reaches 10 consecutive school days**, the learner's record in the class register **must be cancelled on the grounds of continuous absence**. The cancellation should take place only after the principal has again made a **reasonable** attempt to contact the parents. Any of the following three circumstances may apply, their record in the class register must be cancelled:
  - The learner has been withdrawn from that school.
  - No valid reason was offered for the absence.
  - The parents could not be reached (DBE, RSA, 2010, para. 56).

As is evident from the phrases "must be charged" and "must be cancelled", the principal is not allowed any discretion in this matter. Furthermore, the policy provides that principals, teachers and district officials are obliged to show zero tolerance for unexcused absences (DBE, RSA, 2010, para. 14(a)).

**The cancellation of a learner's record in the class register entails the principal informing the class teacher, the parents and the district office of the cancellation, the date of the cancellation and the reason therefore.**

## Illness and First Aid

Do not send a sick child to school. If your child is experiencing fever, rash, pain, nausea, or other symptoms of contagious illness, please inform the school that the child will not be attending. Please provide a doctor's note if the child is booked off for two or more days.

If a scholar becomes ill at school, school staff will follow these procedures according to our First Aid Policy:

- If a scholar becomes ill during the school day, their parent(s) must be contacted and asked to pick their scholar up as soon as possible. During this time the scholar will be cared for in a quiet and calm area.



- A minimum of five (5) telephone attempts followed with a maximum of three (3) emails is considered a reasonable attempt to contact each parent and/or guardian at the contact number provided to the enrolment team. **If your contact details change, it is imperative that you update them with the office manager immediately.**

If a contagious infection is identified in the school, parents must be informed to enable them to spot the early signs of this illness.

If a scholar becomes severely ill or injured, our policy is to call for an ambulance immediately. No member of school staff may transport an ill or injured child. Should this take place, the school will contact parents directly, accompany the child to the hospital, and remain with the child until the parents arrive.

### **Medication**

Per the requirements of the Independent Schools Association of Southern Africa, of which SPARK Schools is a member, school staff are not in a position to prescribe or dispense medication for any child. Only a licensed health professional (e.g. doctor, nurse, physiotherapist, etc.) may prescribe and/ or dispense medicine. Even in the case of slight headaches or ailments, our school staff members may not administer medication to any child. **The only exception to this rule is if a licensed medical professional has provided instructions in writing to the school directly regarding a prescribed medication. These instructions have to be resubmitted and updated in accordance with the medication's expiration date.**

**If your child suffers from a severe allergy, please inform school leaders and staff immediately.** Should your child require an epipen to treat severe allergic reactions, this should be carried in the child's backpack in a sealed box or bag, with a note on its purpose and administration. We also welcome parents who would like to train staff members of their child's allergy to contact our school leaders to schedule this training.

### **Crisis Management**

According to our Crisis Management Strategy, each school has appointed a Crisis Management Team comprised of a group of staff of the school who are equipped to make the necessary decisions quickly and efficiently when a crisis occurs. Please ask your child's school leaders for more information on your school's Crisis Management Team and how to obtain information from the school during a crisis. If you can be of assistance during a crisis as trained emergency personnel, please inform a member of school staff. Please note that, should a crisis occur, Parents or guardians must present identification when picking up children from an alternate location due to an



emergency.

### Media

SPARK Schools are a new and innovative model in South Africa and will thus be subject to increased media attention. SPARK scholars may be photographed or filmed for social networking and promotional purposes. **If you would prefer for your child not to be photographed or filmed, you should complete an “opt out” form to state that permission has not been granted for media release.**

## Parent Engagement

We believe that parents and family members are our most important partners in fulfilling our vision for South Africa to lead global education. The purpose of parent engagement at SPARK Schools is to invest and involve parents in this vision by providing opportunities for parent contribution, leadership, and recognition in our schools.

We ask all families to complete 30 volunteer hours annually. While the majority of these hours will be completed through [our new homework structure](#), there are many ways to positively contribute to your child’s school.

- Participate in school events, fundraisers, and extracurricular activities.
- Complete classroom tasks, as requested by a teacher.
- Make a donation of art supplies or other specific item required by the school for a project or initiative.

This year, we are introducing the role of “Class Parent” in our schools. While many parents contribute to our schools through volunteerism, this year, we are selecting one “lead” parent per class to provide a critical link between parents and the school leadership and staff.

The primary responsibilities of the Class Parent are to:

- Attend monthly meetings with the Principal and fellow Class Parents to plan events and discuss school-wide initiatives.
- Connect with new-to-SPARK parents during their initial onboarding, to assist them in understanding the SPARK Schools culture and procedures.
- Participate in Open Days, media opportunities, and other events.
- Encourage volunteerism amongst all parents.
- Collect donations for special projects or celebrations, like Heritage Day.



*Class Parents do not assume a governing role and are not involved in the resolution of grievances.*

If you are interested in becoming a Class Parent, please contact the Principal of your school from 9-19 January 2018 with your name, your child's name, and your child's grade level and class name. Class Parents will be selected by Friday, 26 January 2018 to begin their duties in February 2018 after a mandatory training.

## School Operations

### Arrival Procedures

Due to the fact that SPARK Schools are located within communities, we strictly enforce arrival procedures in order to ensure the safety of our children and staff, as well as to be respectful of our neighbours. It is vital that all procedures are followed according to these guidelines to keep the flow of traffic moving.

**Scholars may arrive on school grounds from 6:45-7:40am. It is strictly prohibited for scholars to arrive unaccompanied or to enter the school grounds before 6:45am.** Parents of scholars who arrive unsupervised before 6:45am repeatedly will be asked to meet with school leadership, and this behaviour may be characterised as neglect and dealt with according to our Child Protection policy.

When arriving in the morning, the driver should drive up to the SPARK Schools car park entrance and stop. Once the driver has stopped, the guard will walk down the driveway and open the car door to allow the scholar to exit safely onto the school grounds. The scholar should be ready to exit the car with his backpack on. The scholar should not need to remove his backpack from the boot. The driver should never exit the car.

### Dismissal Procedures

All parents will receive a placard with the name and grade of their scholar. This placard must be displayed upon arriving at SPARK. As the driver arrives at school, he will be greeted by a school staff member. This staff member will report the scholar name off the placard to another staff member stationed inside the school grounds. At this point, the scholar will be notified and will proceed to the school gate, where the guard will deliver the scholar to the correct car. All scholars will remain inside the school grounds until dismissed by the guard. The driver should never exit the vehicle; the guard will assist scholars in entering their cars.



## Transport

Parents or guardians are responsible for the transport of scholars daily. SPARK Schools does not provide, promote, or endorse any transport. Should a parent or guardian contract independently with a transport supplier, the parent does so at their own risk. The parent's duty is to ensure that the transport supplier they use complies with the norms and standards of learner transport according to the National Transport Policy. Their transport driver must have a driver license and public driver's permit, and they have must a valid license disc for their vehicle.

Transport drivers must be provided the child's placard in order to pick up the child. If a transport driver is late to pick-up a child or violates school rules and regulations, the parent of the child is held responsible for late pick-up fees or breach of rules.

## Uniform

Your scholar's appearance and uniform reflect your scholar and your family's commitment to the SPARK Schools culture. Encourage your scholar to "dress for success" by grooming himself neatly and taking care of her appearance at all times. Scholars must wear the full school uniform during school hours on school grounds. Every item of the uniform should be marked inside with the child's full name, and no items other than the official uniform may be worn.

The summer uniform will include:

- a navy blue golf shirt with school badge
- khaki shorts or skort
- a navy blue peak cap or floppy hat with school badge
- white socks
- white takkies

The winter uniform will include:

- a navy blue golf shirt with school badge
- a navy blue long sleeved golf shirt with school badge
- long khaki pants or a choice of navy blue track suit pants for Grade R scholars only
- a navy blue jersey with school badge
- a navy blue drimac with school badge



- a navy blue beanie hat
- white socks
- white takkies

Students should carry a backpack that does not have wheels, but has sufficient space for a homework folder, water bottle, and lunch box.

Scholars may not wear jewellery except a small, solid-coloured wristwatch or Medic Alert bracelet. Scholars may only wear plain gold or silver stud earrings. Earrings may not contain cut or coloured glass. Only one wearing per earlobe may be worn.

For male scholars, hairstyles must be neat. No distracting designs may be cut or shaved into hair or eyebrows. Gel or mousse may be used in moderation to control hair. Braids or dreadlocks must be neat and tied back if over the collar. There can be no artificial hair colouring, tints, or streaks.

For female scholars, hair may not fall over the face or eyes. Gel or mousse may be used in moderation to control hair. Hair, including braids and extensions, must be tied back if over the collar. There can be no artificial hair colouring or streaks. Hair clips must be black or silver. Hair bands or beads must be blue, green, white, or black. No multicoloured or decorative hair bands are allowed.

**The uniform may only be purchased from Rufaro Garments** (uniform shop located at each school) **or School and Leisure**. No uniform items may be homemade, and the SPARK Schools logo and badge may not be copied or used for the purpose of creating homemade uniform items. Rufaro Garments offers secondhand uniform items at a reduced cost in their shops.

## Frequently Asked Questions

- Do SPARK Scholars participate in arts and culture activities?
  - SPARK scholars are creative and innovative! In addition to weekly art projects in their classrooms and in aftercare, our scholars put on an annual arts showcase and performing arts event at their schools. For scholars who wish to pursue dance, drama, visual arts, and music more seriously, we offer affordable extramural activities after school weekly.
- How can my child participate in sport outside of daily physical education?



- If your scholar wishes to pursue specific team and individual sports, we offer affordable extramural activities after school weekly. As we grow, we are partnering with community clubs and coaches to offer competitive sporting opportunities to scholars and families that wish to pursue them.
- Why have you chosen isiZulu (Gauteng) and isiXhosa (Western Cape) as the school's first additional languages?
  - All SPARK Schools are English-medium schools, meaning that the primary language of instruction, with the exception of additional languages taught, is English. 2. All SPARK Schools offer as a first additional language, mandatory from Grade R, the most populous previously marginalized African language of the province. For example, the first additional language offered in Gauteng is isiZulu, and the first additional language offered in the Western Cape is isiXhosa. We believe our first additional languages go a long way in preparing SPARK scholars for South Africa's diverse society and economy. As we grow, we are expanding our extramural offerings to include more official South African languages, as well as foreign languages, for those scholars who wish to become multilingual.
- What can I send for my child's lunch and snacks?
  - We believe that healthy bodies fuel healthy minds. We therefore ask that snacks and lunch packed for scholars include healthy options, like sandwiches on brown bread, vegetables, rice, pasta, eggs, fruit, crackers, yogurt, and cheese. Students should bring a water bottle to school that can be refilled.
  - Biscuits, sweets (including chocolate spreads or muffins), and chips are not allowed and will be confiscated by school staff. Juice, soda, flavored water, milkshakes, and drinking yogurt are not permitted at school.
  - If you have questions about healthy food choices for school, please contact your child's teacher or school leader.
- What if I forget my placard?
  - If you forget your placard, the guard will ask you to enter the school grounds, park in the car park, and proceed to the reception area to show proper identification in order to pick up your scholar. This is to ensure the safety of your child, as well as to ensure the efficiency of our process.
- What if I have two children who are dismissed at different times?
  - You may either pick your children up at their individual dismissal times or wait to pick both children up at the later time.
- What if I cannot pick up my child until later?



- You must enrol your scholar in our aftercare program if you intend to pick her up later than your child's dismissal time. Children in the aftercare program proceed there directly when dismissed. If your scholar attends the aftercare program, you will pick them up directly from their assigned aftercare classroom.
- What if I am late to collect my child?
  - Parents of scholars who are not enrolled in the aftercare program who arrive late [will be charged R75 for every thirty minutes they are late after their dismissal time](#). This fee will be used to compensate the aftercare staff for their services.
- Where can I find my child's lost property?
  - Lost items labeled with your child's name will be returned to your child directly. Unlabeled lost items will be placed in the Lost Property box in the reception area.
  - Any unlabeled uniform items that remain in Lost Property for a month will be donated to the secondhand uniform shop run by Rufaro.