



STEP-UP TUTOR CENTER 2023

We are delighted to welcome you and your family to Step-Up's Tutor Center for 2023. We wish your family will be happy here.

Our Tutor Center teacher is Teacher Krishenda (Shen).

Curriculum & Textbooks

We implement the ImpaQ curriculum, which you have to supply.

- Please only send Term 1 textbooks, assessments and study guides to school
- Make sure you are linked to our centre
- Mark all books and stationary clearly

School terms:

Term 1 - 11 January - 24 March

Term 2 - 12 April - 23 June

Term 3 - 18 July - 29 September

Term 4 - 10 October - 30 November

What to bring to school

- Lunch Box for 2 breaks consisting of healthy lunch like sandwiches, fruit, veggies. No fissy drinks, no sugary treats like chocolates.
- Water bottle with water/cold drink - NO fizzy drinks.
- Sunscreen & Hat - Please apply sunscreen before school. We will apply with both outside play times

ALL OF THE ABOVE SHOULD BE MARKED CLEARLY

Communication

You will be added to the whatsapp group where important information is shared daily. We also share pictures and updates on their day. You are welcome to whatsapp or contact any of us during the day, but do consider the teachers are busy with the little ones, so might not respond to messages immediately.



For urgent matters you are welcome to contact me directly, and I will make sure the message reach the teachers.

Health

If your child has a fever, spots, a nasty cough or runny nose, a runny tummy (3 times) or vomiting (2 times), we will call you to rather take your child to the doctor or home to medicate.

Medication

1. We prefer not to give medicine.
2. If possible, ask your doctor to give a stronger dose of medicine or antibiotics that can be administered in the morning and afternoon.
3. NO TEACHER WILL ASSUME AND ADMINISTER MEDICINE IF IT WAS PLACED IN THE CHILD'S BAG.
4. If it is necessarily that we administer medication, please insert the correct dose in a syringe in a lunch box.
5. All medicines must be clearly marked with the child's name. Please sign the details thereof in the Medication Register: *Name of child, Name of medicine, Dose, Time, Prescription for drug administration and signature*.
6. Medication for chronic conditions (ADHD, Epilepsy, Diabetic, Asthma, Allergy etc.) will only be administered if a copy of the prescription or doctor's note is submitted together with it.
7. Please make sure your child is completely healthy before returning to school.

Discipline

We promote a disciplined and structured environment where we teach children to become more and more independent little learners.

- When children's behavior is unacceptable, we will follow our disciplinary code.
- We have strict no physical discipline policy at school and will be in contact with parents if your child's behavior is unacceptable.
- Step Up is a "Bully free" school and we have a zero tolerance policy. We strongly discourage fighting, bad language and verbal abuse (with friends or staff). If a learner finds him/herself guilty of such action, it will absolutely be necessary to suspend the contract between us. We strive to collaborate with you as parents to build a healthy generation of children with fixed principles and values.



Sweet in 2023

Step Up

PRIVATE ACADEMY Rynfield

School hours and holidays

We follow the ImpaQ school terms and opens for the tutor center in January on the 11th, 2023. Only children who are enrolled in the aftercare program are automatically accommodated in the holiday program, otherwise it will be at an additional cost.

The whole school is closed for 3 calendar weeks in December, starting 15 December.

School starts strictly at 8:00 and the school program ends at 13:30. Pupils must report to class at least 7:50 and parents can collect at 13:30.

Breaks

Make sure pupils eat a healthy breakfast at home. Children have a break at 10:00 and 12:30. Please pack a healthy, balanced lunch and water bottle. Everything must be clearly marked. Avoid / limit sweets (sweets and salty) as well as soda drinks. It is unhealthy and runs out of their bags causing a mess.

We have a tuckshop at school on Fridays:

Assessments

Assessments are done every term and marks will be loaded and reports printed.

School uniform

Compulsory - All tutor Center pupils must wear their shirt every day with the summer tracksuit / winter tracksuit top if necessary. In summer, they wear any pants, school shirt and barefoot and summer tracksuit jackets if necessary. Winter wear is tracksuit pants, black long-sleeved shirt under school shirt with winter tracksuit top.

All clothing and shoes must be clearly marked.

Girls hair neatly tied

Boys hair neatly cut

Please Pack the following when school starts:

1. 2 x 500ml Liquid Hand wash
2. 2 x Facial Tissues
3. 1 x Air Freshner



STATIONARY REQUIREMENTS:

The following items are needed when school starts, please ensure your child has all below items and mark all items clearly. You can get the stationary from any supplier or your own items! Below is an estimated price list from Tele Wholesale Stationers in Pretoria Road, Rynfield. You can give them the list and they will pack all that is required.

Tutor Center 2023 Stationary List			
	Qty	R	Total
Counter book A4 96 pg FT/MARGIN (Hard Cover)	5	13,0	65,0
HB grey pencils	10	3,0	30,0
Croxley/Amos Glue sticks 36g/40g	4	15,0	60,0
Scissors	1	15,0	15,0
Ruler	1	2,0	2,0
Eraser	4	7,0	28,0
Pencil Sharpener (2 hole)	2	7,0	14,0
Khokis	1	14,0	14,0
Croxley Retractable Wax Crayons	2	39,0	78,0
Croxley Colouring Pencils	1	15,0	15,0
Croxley Wax Crayons (9)	1	16,0	16,0
Croxley Wax Crayons (24)	1	15,5	15,5
Oil Pastels	1	20,0	20,0
Arch Lever Binder (big file)	1	38,0	38,0
100 pocket file sleeves	1	40,0	40,0
Craft glue 125ml	1	15,0	15,0
Paint brushes - 4 different sizes	4	13,0	52,0
A5 plastic envelope bags	2	4,5	9,0
1 x A4 Ream of paper per term	1	80,0	80,0
Whiteboard markers Board Master (the clear PILOT brand - any colour)	2	22,0	44,0
Whiteboard eraser	1	8,0	8,0
Water paint tray	1	21,0	21,0
Set of coloured playdough	1	35,0	35,0
A4 80g bright coloured paper (50)	2	30,0	60,0
A4 160g bright coloured board (50)	2	55,0	110,0
Pack of laminating pouches (100)	1	105,0	105,0
Giotto ready mix 500ml coloured paint (any colour)	2	44,0	88,0
Puzzles 60 & 100 pcs	2	55,0	110,0
Flip File 100 pocket	1	82,0	82,0
Pencil Case of choice	1		-
Homework bag (Material or plastic)	1		-
Total Estimated			1 269,5