

Chameleon



Junior School

We strive for excellence

Est: 2010

# Chameleon Junior School

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## **1. Welcome**

The Principal and Staff welcome you warmly to Chameleon Junior School.

We trust that you will feel a part of the Chameleon Junior School community and that your time at our school will be a rewarding and a positive experience.

We invite your full support and cooperation and urge you to become involved in the life of our School.

Your attendance at meetings and functions for parents is both expected and most appreciated. We adopt a multi-disciplinary approach at Junior School and believe that parents form an essential part of the team. Therefore, they need to keep in regular contact with professional staff across all disciplines. Your involvement as a parent is essential in supporting your child while they strive to reach their full potential.

We invite new parents and children to play their part fully in strengthening the development of Chameleon Junior School, irrespective of the length of stay of the pupil at our School.

## **2. Mission Statement**

Our Mission is to unlock each learner's full potential by nurturing children towards becoming curious, inquiring, respectful and unique individuals. Who can function in our society in a creative and confident manner while being able to solve problems and make sound decisions.

## **3. Vision Statement**

Our vision is to facilitate and support the child's optimum education in all areas, socially, emotionally, intellectually, physically and spiritually. This is done through creating an environment, which is balanced between structure and choice.

## **4. Historical Development**

Chameleon Junior School is an Inclusive School which has been committed to building and sustaining an integrated, dynamic, developmental approach to education for the past 7 years. United by our anti-bias teaching, we are continually creating a child-centred, nurturing and stimulating environment,

striving to expand our authentically multi-cultural community. In January 2010, Chameleon Junior School was established by Delia Cupido. Chameleons represent change, adaptability, colour and nature, all of which are relevant to our approach. We celebrate diversity and multiculturalism and strive to avoid bias in our programme and to instil an attitude of respect. We also place an emphasis on respect for, and knowledge, of our environment. We started with two children and have since grown in leaps and bounds.

## **5. Features of Chameleon Junior School**

As a community of concerned educators and parents, we are legally structured as an Inclusive Independent/ Private Educational Institution with a Parent Body, and we are registered with the Department of Health, Department of Social Services and the Western Cape Education Department. We provide a high-quality educational experience for children between the ages of approximately 5 to 15 years. Chameleon Campus offers facilities to 250 children from the Educare and Primary School Education. We also offer Aftercare and Holiday Care for the children of our schools and surrounding communities. We encourage and support parents in their parenting skills, by organising ongoing workshops and parent meetings.

We follow the same National Curriculum (CAPS) as provided by WCED. Some children who are placed at Chameleon for mainstream education but, due to a diagnosis and who are not able to cope with National Curriculum, are offered an adapted curriculum to suit their needs. Chameleon Junior School has classes that are between 15 – 24 learners. Chameleon Junior School draws children from the greater Western Cape area.

Chameleon Campus has the ability for your child to be addressed by professionals such as Speech Therapist and Occupational Therapist at school. All these professionals are independent and must be paid independently. If you require any other professional support, we could provide you with the list we work with regularly.

Our Schools are situated on 3 campuses, some only 2km's apart. Educare and Pre School's situated in 49 Stockley Road Kenwyn, 72 Fifth Avenue Athlone and

51 Eike Avenue Sybrand Park. Our Primary School is also based here and a map providing directions to our campuses can be found on the last page. Of this prospectus.

## **6. Success at Chameleon Junior School**

Success at Chameleon Junior School has not measured in scholastic results alone. Each learner is treated as an individual with unique needs and is developed to his or her greatest potential. Success might be the achievement of good academic results, the development of self-esteem, the ability to relate to others on a social level, to communicate effectively, to walk or to proceed to Further or “Higher” Education.

## **7. Management and Governance of our School**

Chameleon Junior School is an Inclusive Independent/ Private School which assists mainstream children, children with special needs and learners with learning barriers. The school is managed by the Principle, who is assisted by two Grade Heads and the School Management Team. This team is responsible for the day to day running of the school and the leading and control of the professional and support staff. The Principle is ultimately responsible to, and represents, the Head of Education in the Western Cape. Our School committee usually consists of a parent representative from every grade including professional educational staff members. The school committee assists the school with school-related and general decisions, event organisation, fundraising and parent feedback.

## **8. Parent Involvement**

Chameleon Junior School has an active parent body. Fundraising activities as well as social and interest meetings for parents are arranged. All parents are encouraged to support their children by assisting in various ways during the year and by attending the various functions or meetings.

## **9. Assessments and Therapists at our School**

Assessments must be updated every 2 years for the continuity of providing each child with the best possible level of education. Should a child receive therapy, parents are urged to contact the therapist and to ensure that their



child does the specific exercises or follows home programs that are recommended. Close cooperation between parent and therapist is essential for meaningful therapy to occur. Where there is no such cooperation, the school may be obliged to make alternative decisions.

Occupational Therapist:

Faatima Ebrahim

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[Faatima.e.a@gmail.com](mailto:Faatima.e.a@gmail.com)

Speech Therapy:

Christine Douglas

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Physiotherapist:

Aneeqah Govender

[govender.aneeqah@gmail.com](mailto:govender.aneeqah@gmail.com)

082 407 4118

## **10. Support Therapies and intervention Form**

Chameleon Junior School believes in the whole child approach and may at times need the assistance from different professionals with assisting each child to reach their highest potential. We can assist you with the contact details of ones we have used previously worked with but parents are also encouraged to use their own resources.

## **11. Sections of Junior School**

Educare

3 Months – 4 years

## **Primary School**

Pre – Primary Phase	4 – 6 years old
Foundation Phase	Grade R - 3
Intermediate Phase	Grade 4 – 6
Senior Phase	Grade 7

## **12. Junior School Subjects Grade 1 – 7**

Grade R:	English (Home Language), Mathematics and Life Skills
Grades 1 – 3:	English (Home Language), Afrikaans (first Additional Language), Mathematics, Life Skills
Grade 4 – 6:	English (Home Language), Afrikaans (first Additional Language), Mathematics, Natural Sciences and Technology, Social Sciences and Life Skills
Grade 7:	English (Home Language), Afrikaans (first Additional Language), Mathematics, Natural Sciences, Technology, Economic and Management Science, Social Sciences, Creative Arts and Life Orientation

Classes also provided but not formally assessed on is Computer Studies and Yoga. Computers Studies will provide a report every quarter.

## **13. Assessments**

Continuous Assessment underpins all aspects of scholastic development. Formal assessments are done once or twice per term and will be communicated to parents by the class teacher.

## **14. Homework**

Homework is a vitally important means of consolidating work. In the **Foundation Phase**, each child will need a **Message Book**. This book will serve as a means of communication between parents and teachers and both may use this book to communicate with the other when necessary. Homework is given at this stage and parents are required to supervise these tasks and activities.

Teachers will indicate exactly what needs to be done for homework on their homework sheets. ***Parents are expected to check and sign*** the communication book daily.

In the Intermediate Phase, the Communication Book will increasingly take on the role of a Homework Diary. Parents are requested to ensure that the various homework tasks and projects are completed each day or deadline requested, with supervision and support where necessary. Parents are expected to check and sign the communication book daily.

Continuous Evaluation ensures that numerous homework tasks contribute to the overall success and results.

## **15. Classrooms**

In the Pre – Primary classes and Foundation Phase, children are taught in their classrooms by a single teacher. In the Intermediate Phase, a class teacher teaches many of the subjects, while subject teaching for the content subjects may be agreed to by educators.

## **16. Offered Extramurals**

Extramurals at our school are offered by private service providers and billing will be done separately to school accounts. All extramurals offered by the school is listed in italics.

Parents are to note that there is no school offered extramurals during assessment or examination times.

Soccer

Ballet

Art

*Grade 1 – 3 Extra English (Home Language) Lessons*

*Grade 1 – 3 Extra Mathematics Lessons*

*Grade 1 – 3 Extra Afrikaans (First Additional Language) Lessons*

*Dancing or Movement Class*

Music

Swimming

## **17. Textbooks and Stationery**

These items are purchased by parents for their children, to varying degrees, depending on the Grade. A list of essential items will be given to parents during November of each year, or on admission for new pupils.

## **18. Uniforms - School**

Summer and Winter – boys:

Short Sleeve Green Chameleon Junior School Golfer

Boys and Girls: Light Grey V neck jersey (optional)

Summer boys: Grey knee length shorts

Winter boys: Long grey pants

Summer girls: Green Chameleon Junior School dress

Winter: Woolen grey stockings

Summer boys and girls: Summer hats (bottle green or the Chameleon School hat only)

Winter boys and girls: Tracksuit (Optional)

### **Footwear**

Summer: No slip slops/ beach wear/ health sandals (unless medically/ orthopedically necessary)

Black Jack and Jill/ Jumping Jack type leather sandals (no socks, no Velcro straps)

Boys to wear black school shoes with long knee-high socks

Girls to wear black school shoes with white socks

Winter: Plain black sneakers to be worn only with school tracksuit

Black school shoes

(Orthopedic shoes can be worn if proved medically necessary)

### **Accessories**

Winter: Grey School beanie, plain bottle green/ grey scarf, plain bottle green/ grey polar fleece, plain bottle green or grey gloves

### **General Accessories**

One pair of plain earrings only worn in the lower ear lobe and a wristwatch

### **Sports or Physical Education**

White/ Bottle green T-shirt and white/ bottle green shorts

Tracksuit may not be worn in place of school uniform (in part or whole)

Girls and boy's socks allowed along with plain black sneakers

Some of the uniformed items such as school golfers, school dresses, tracksuits, thick winter coats, beanies and school sun hats can be purchased/ ordered at the main office or email your uniform order form to [admin@chameleonpreschool.co.za](mailto:admin@chameleonpreschool.co.za).

## **19. Absence from school**

***If your child is ill, please keep them at home!*** We do not have the facilities or personnel to care for obviously ill children. After an absence, a note of explanation must be brought on the first day your child returns to school. Permission may not be given for learners for pupils to miss school for any reason.

The first and last days of each term are as important as any other school day and parents are asked to refrain from making requests for their children to leave before the end of the school day on the last day of term. Any absence inevitably causes the learner to lose valuable learning time.

Should special circumstances compel your child to be away from school, parents are requested to write a short note/ email to the Principal beforehand. Neither the Principal nor any other member of staff, may approve or give permission for such absences as school attendance is compulsory under South African law. However, the absence and the reason will be noted.

Please make every effort to arrange medical and dental appointments during school holidays or after school hours.

## **20. Lunch**

A healthy, nourishing lunch pack is most important. Parents are urged to ensure that their children are woken early enough to either have breakfast at home or at school. Breakfast is served from 7 am – 07:45 am. This is particularly important for children who take medication.

## **21. Medication**

All parents must advise the school of any ongoing medication being administered to their child at home. Parents are to fill out a medication form and to sign it daily. This must be present in the child's message book or homework book. Medication sent to school must be clearly labelled with the learner's name, the date issued and dosage instructions. Medication must be delivered to the school by the parent/s of the learner and ***may not be sent via the learner*** to avoid accidents. ***UNDER NO CIRCUMSTANCES MAY A CHAMELEON JUNIOR SCHOOL LEARNER ADMINISTER THEIR OWN MEDICATION.***

## **22. School Fees**

It is the legal obligation of every parent/ guardian to pay the school fees. School fees are payable in advance. All fees are due by the 1<sup>st</sup> of every month and any payments received after the 5<sup>th</sup> will incur a late payment fee. Fees paid in advance in a lump sum by the end of January every year will receive a 10% discount. School fees can also pay via EFT over a period of 12months.

As an Independent Organisation Chameleon Junior School reserves the right to withhold your child from Chameleon extramurals and or school reports if your account is in arrears.

## **23. Communication and Administration**

Should there be queries regarding school fees please contact Melissa Keumeu Temaneu for any other administrative matters, please contact Dawn Waldegrave.

Please communicate with Educators by writing in the child's communication book, or by sending a note. Please communicate in writing as far as possible.

*Meetings with an Educator or Principal:* Should you wish to meet with the Principal, please contact the office to make an appointment beforehand. It is preferred that concerns are first to address with the class teacher, who is ideally positioned to deal with issues at the source.

*Address/ Contact Detail Changes:* It is alarming that parents do not inform the school of changes to their details. This is usually discovered when there is an urgent need to contact a parent. It is entirely the responsibility of the parents to inform the school in writing *immediately* should any details change.

## 24. School Times

Our School trading hours are from 06:45 am – 17:00 pm promptly.

Pre – Primary

08:30am – 13:00pm – School readiness time

Grade R

08:00am – 13:00pm – School readiness time

Grade 1 – 3

Monday – Thursday 08:00am – 14:00pm

Friday 13:00pm

Grade 4 – 7

Monday – Thursday 08:00 am – 14:30 pm

Friday 13:00pm

Parents are to note the following:

- school always ends at 11 am on the last day of term.
- Children who are fetched by parents to attend mosque on Fridays, will not be released before 12:20 pm.

- Any late arrivals or collection of children after the 15minute per month grace period will incur a fine of R250. This is payable by the end of that month and will go to the educator/ teacher/ support staff who needed to wait with your child.

## **25.Chameleon Junior School Learner's Code of Conduct**

In line with the South African School's Act, our school has approved the following Code of Conduct for the school:

### **Umbrella Statements:**

1. I will show respect to myself and others, always.
2. I will work to the best of my ability always.

### **1. I WILL SHOW RESPECT TO MYSELF AND OTHERS, ALWAYS PERSONAL**

I will

- Be well mannered and manage my body well
- Be neat and clean
- Handle personal belongings and property with care and respect
- Use respectful language
- Seek permission to leave classroom or school premises
- Not hurt others physically or emotionally
- Not steal or hide the belongings of others

### **UNIFORM**

I will

- Wear the correct uniform/ extramural togs
- Adhere to school agreements/rules regarding hairstyles, jewellery and makeup

### **PLAYGROUND AND SAFETY**

I will

- Adhere to playground agreements
- Respond to reasonable requests from educators and other staff members



- Display sportsmanship and fair play
- Not throw any object at anything or anyone
- Not have weapons or fireworks at school
- Not smoke, use drugs or alcohol, access or distribute pornography at school.

## **GENERAL**

I will

- Assist those who need help during class or playground
- Show empathy towards everyone
- Respect that everyone has different personalities, capabilities and skills
- Respect that some people may need different types and degrees of assistance
- Show respect towards religious beliefs and cultures

## **2. I WILL WORK TO THE BEST OF MY ABILITY, ALWAYS CLASSROOM AND HOMEWORK**

I will

- Attend school and extramural activities regularly
- Be on time for school and class
- Be ready to work during class
- Have my stationery, my learning material and homework book signed and at school every day
- Use my homework book and complete homework and assignments timeously
- Follow instructions and be cooperative
- Do my best during class
- Do my own work
- Study for tests, assessments and assignments
- Be honest during tests, assessments and assignments

## **LETTERS TO AND FROM PARENTS**

I will

- Bring a letter from home if I cannot attend school or extramural activities
- Be truthful with my parent's correspondence and signatures
- Have my reply slips/ newsletters signed and returned to school by the due date

## **DISCIPLINARY ACTION AT CHAMELEON JUNIOR SCHOOL**

1. The General Chameleon Management Team will only support disciplinary steps in respect of an offender if:
  - 1.1. A fair disciplinary process, appropriate to the needs of the case, was followed in relation to the offence;
  - 1.2. The disciplinary measures imposed, take account of the nature of the offence, the circumstances of the offender and the interests of the school community.
2. In principle, disciplinary measures consisting of suspension or expulsion are the most extreme penalties, which will be imposed in cases of persistent or serious misconduct, particularly where the safety of children and staff is affected.
3. Misconduct, which by its nature, is regarded as being sufficiently serious to warrant the penalties of suspension or expulsion include, but is not limited to:
  - 3.1. Assault
  - 3.2. Theft
  - 3.3. Causing damage to property
  - 3.4. The possession, use or distribution of harmful substances, including all drugs, tobacco products or alcoholic beverages;
  - 3.5. The making, possession, viewing and or distribution of pornographic or other undesirable material
  - 3.6. The possession, use or distribution of dangerous weapons.

## **MANAGEMENT PLAN**

Children thrive on structure and routine. Many of our learners find self-management a challenge and require firm boundaries of behaviour to be set and controlled by a Management Plan as follows:

### ***ROLE OF CLASS TEACHER***

In the classroom, the teacher, who has a natural authority, will set the tone. Despite positive reinforcement, the teacher may have to use the following:

*Oral reprimands; extra written work; extra homework; a written note to parents in the homework book; a request to parents to sign certain work, the assignment of chores or duties during the break- times; the use of detention at break time or after school.*

Should a learner be disruptive or totally rude and rebellious, the teacher may use supervised “time out”, or bring the learner to the Head of Department, Deputy Principal or Principal to describe the situation. Isolation or short-term suspension may be applied in serious cases.

### ***ROLE OF ALL MEMBERS OF STAFF OUTSIDE THE CLASSROOM***

The tone of behaviour is set by constant vigilance in passageways, on the playground, in the hall, and wherever there is a group of learners. Staff members always treat the learners with respect and dignity. Our staff are alert and attempt to defuse setbacks before they develop into more serious situations. Any member of staff has the right and responsibility to use, and will use, any of the systems mentioned under the “role of the Class Teacher”, should a situation warrant it. All learners are to respect all members of staff and act responsibly upon an instruction given to them.

### ***THE ROLE OF THE PRINCIPAL***

The Principal is responsible for the control of all behaviour at the School and must ensure that effective discipline is applied for meaningful teaching and learning to take place.

The Principal could use the various forms of control already mentioned, and may, in consultation with the relevant parties:

- Issue written warning to the Learner and (copy this too) the parents

- Request the parents to attend a meeting/ team meeting with or without the learner
- Use a “Time Out” procedure for a whole day (short-term suspension)
- Request the parents to bring the learner to a meeting/ hearing with the Disciplinary Committee of the School
- Start formal procedures for the suspension or expulsion of a learner

It is to be noted that counselling will always accompany the use of a certain punishment to develop new insights or rehabilitation.

## **DETENTION**

This occurs for an hour after school and is usually done on a Friday afternoon. Learners might be given a written task to complete, certain work to learn or to do certain manual jobs such as eco-bricks, cleaning or weeding. Parents will be given due warning via a detention- slip. Transport arrangements will be the responsibility of the parents and not an excuse for a child missing their consequence. Please refer to the extended code of conduct for repeat offenders and the disciplinary procedure.

Parents play a crucial role in the establishment of correct values and behaviour in their children. Chameleon Junior School parents are respectfully requested to support any action taken by the school, as it is thoughtfully designed as part of a learning situation in the development of the child.

Parents are urged to contact the teacher to voice their concerns or discuss any aspect of their child’s behaviour. It is to be recognized that there are always at least two sides to a story and that decisions regarding any particular form of punishment are never taken lightly.

## **MOBILE PHONES AND ELECTRONIC DEVICES**

The bringing of mobile phones and other electronic devices to school is banned. The school accepts no responsibility for the loss or damage of phones or other equipment. If a learner chooses to have such a device in their possession and it should ring or be used during contact time, it will be confiscated as follows:

*First Offence: End of the month*

*Second Offence: End of term*

*Third Offence: End of year*