

## Overstrand Edu-Centre Prospectus and Admin

### Welcome

Overstrand Edu-centre launched in January 2021. The idea arose from a group of passionate parents who realised that the educational landscape is rapidly evolving and recognised a need for a dynamic, innovative educational solution. Cheryl Gleeson-Baird, an experienced educator, joined forces with the parents and helped to formulate the Overstrand Edu-centre vision that takes us to where we are today.

We trust that you and your child's/children's journey with Overstrand Edu-centre will be/has been exciting and meaningful.

Attached, please find some critical administration details that you need to be aware of before enrollment, which needs to be taken care of, before your journey with us begins.

Cheryl, Dino and Alison

Edu-centre Directors

### **Edu-centre hours**

7.45 am -2.30 pm

Parents must please see to it that learners arrive on time to the Edu-centre. Learners should be made aware of the importance of punctuality.

Learners are not allowed to loiter on the school grounds after school hours. They either attend extra-mural activities or they have to go home immediately.

### **Office hours**

8.00 am – 3.00 pm: please always make an appointment in advance. Remember the head of the Edu-centre will be busy with the children during school hours.

### **Ordering school uniforms**

Uniforms can be ordered directly from the Edu-centre via our Edu-web members.

To order uniforms, there is a simple process:

1. Download and complete the order form from our website and select all the items you need to order.
2. Email your completed order to [admin@overstrandeducentre.com](mailto:admin@overstrandeducentre.com).
3. Wait for the follow-up email with an invoice attached.
4. Payment will be made into the Edu-centre's bank account.
5. Send your proof of payment to [admin@overstrandeducentre.com](mailto:admin@overstrandeducentre.com).
6. Wait for your delivery to your door.

### **Attendance of learners**

We aim to allow a certain amount of flexibility at the Edu-centre. However, learners who are absent must provide the school with an e-mail or Whatsapp message before the start of lessons on the day of absence.

Should you require flexibility on certain days for personal reasons, please discuss and agree to this in advance with the head of the Edu-centre.

The head of the Edu-centre must be informed in advance of any extended absence and it is expected that the learner continues with their lessons at home during this period so that they are not behind on their return. Please note it is expected that Edu-centre fees will be paid as normal during periods of absence from the Edu-centre. Failure to do so will result in the learner losing their place at the Edu-centre and log-on access to Wingu Academy denied.

Truancy will not be tolerated, and it is the responsibility of the parent to ensure regular attendance of their child(ren).

### **Visitation of parents**

Parents are encouraged to visit the Edu-centre, but please make an appointment with the head of the Edu-centre before visiting.

### **Keeping parents informed**

#### **Whatsapp and e-mail**

Both Whatsapp and e-mail will be used for Edu-centre communications. Parents are expected to join the Edu-centre Whatsapp group and have a valid e-mail account.

### **Homework diaries**

The expectation is that learners will have limited homework; however, parents should regularly check the learners' diaries. By doing this, parents can keep track of how their child(ren) are progressing and check in on their behaviour and attitude during their hours at the Edu-centre.

### **Progress reports**

Progress reports will be e-mailed to parents at the start of each term. Parents can also check their child(ren's) academic progress directly on the Wingu Academy portal. Details of which will be provided at induction.

### **Stationery**

Please ensure that the learners are equipped with the following stationery before starting at the Edu-centre.

Pencil case

5 x HB, 2 x 2B and a 2 x 4B pencils

2 x erasers

1 x sharpener

1 x 30 cm ruler

1 x 140 mm scissors

Markers/ koki pens in different colours

Colouring pencils

5 x Glue- Pritt and white running craft glue

4 x Large Lever-arch files – one for every term

4 x file dividers

2 x 100 pages plastic sleeves

2 x punched exam pads

1 x punch

1 x P&A school diary

6 x roller ball pilot Frixion which are erasable.

**All stationery must be clearly marked with the learner's name and brought in a sealable container. All these materials need to be brought in on the first day of school. They will be stored safely for when the learners need them.**

**All Art materials will be purchased by the Edu-centre. The cost of which has been included in the school fees.**

**Please provide at the beginning of each term:**

1 x 4 pack loo paper

1 x kitchen towel

1 x box tissues

1 x ream of A4 white copy/print paper

1 x eco-friendly hand wash

1 x eco-friendly sanitizer

**IT requirements**

1 x laptop

1 x headphones (sound reduction headphones recommended)

1 x laptop locking cable

1 x \*back-up dongle

\*this essential item is necessary so that children can continue with their on-line lessons should we experience unexpected connection issues with our internet service provider. Please ensure your child(ren) are aware of how to use this dongle should the need arise.

All electronic equipment must be clearly marked with the learner's name.

### **Cambridge books**

Books can be ordered directly from Wingu Academy.

To order books, there is a simple 3 steps process:

1. Complete the order form and select all the books you need to order.
2. Wait for the follow-up email with a payment link that will be sent later in the week.
3. Wait for your delivery to your door.

**<https://form.jotform.com/203203825860046>**

**Please do not order books until you have confirmed what stage your child(ren) will start in with the head of the Edu-centre.**

### **Assessment**

Assessment is a continuous process. Mid-term tests and end of term exams are written every term. Timetables will be published in advance. Exams at the Edu-centre will not be the only measurement to determine a child's progress. A progress report will be e-mailed to each parent at the start of each term. At the beginning of the following term parents will be given the opportunity to discuss their child(ren's) progress with the head of the Edu-centre.

### **Outdoor education and excursions**

Outdoor education and excursions are part of the Edu-centre's curriculum. It is an important component in learning and growth. Edu-centre fees do not cover this and additional charges for such activities will be notified in advance. We may require assistance with transporting learners to and from certain outings/excursions.

## **Extracurricular activities**

The Edu-centre has a holistic approach to education and as such we strongly encourage participation in extracurricular and cultural activities.

Once sports clubs in surrounding areas open, we will provide details and help coordinate lift clubs to tennis, hockey and soccer. In the meantime, we will offer weekly life-long sports alternatives such as hiking, cross-country, mountain biking and surfing. Details of which will be provided as we confirm arrangements thereof.

Please note karate is currently provided by a private dojo locally. Please ask the head of the Edu-centre for details.

## **Culture**

### **Music**

Music is an indispensable part of any quality holistic education programme. The Edu-centre will partner with an established music school giving learners exposure to a general music education. This will include singing, movement, instrumental playing, notation, active listening to different genres, etc. Those that discover a passion, talent or affinity for music can follow this up with private lessons.

Available at the Edu-centre:

1. Specialized instrumental lessons (piano, woodwind, strings, brass) will be provided on an individual basis and at professional rates by specialists in Kleinmond. Please ask the head of the Edu-centre for more details on private lessons.

## **Drama**

The Edu-centre will partner with an established drama school to give learners exposure to creative and improvised drama lessons. The programme's aim is to empower students by building confidence and communication skills. The Drama school does this using drama techniques which include speech, movement and improvisation. Please ask the head of the Edu-centre for more details.