MODDERFONTEIN ACADEMY

Ignite Your *Creative Edge*

PARENT HANDBOOK 2027

Your guide to everyday life at Modderfontein Academy

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2 | **School hours** and attendance

3 | **What to bring** each day

4 | **Safety and** school-home communication

5 | **Activities, outings** and behaviour

6 | **Serving others** and growing together

Rooted in Purpose. Growing in Excellence. Created for *more.*

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MODDERFONTEIN ACADEMY

A letter from the *Academy Director's desk*

Dear Parents, Guardians and Families,

Welcome ***to the Modderfontein Academy family!***

Choosing the right school is about far more than academics—it is about finding an environment where your child is seen, valued and encouraged to step boldly into who God created them to be.

On that note, our theme for the year is: **Rooted in Purpose. Growing in Excellence. Created for** *more.*

At the core of this sentiment is a powerful conviction: **You Were Created for More.** Every child carries unique gifts and infinite potential that should be nurtured. No learner is ordinary and no individual's future is limited by the way their journey begins.

"For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do." – *Ephesians 2 v 10*

To us, being "created for more" isn't about competing with others. It is about personal growth, quiet confidence, resilience and using our talents with purpose and responsibility.

Education is never a one-size-fits-all solution. In our intentional small-class setting, every learner is genuinely known, every voice is heard and individual situations are handled with personal care.

This is what we call **The Modderfontein Academy Difference** - the added value within our unique offering:

- **Tailored Pathways:** Diverse academic routes paired with the structure, accountability and guidance each child needs to thrive.
- **Creative Edge:** Encouraging innovative thinking, problem-solving and the courage to see possibilities where others see limits.
- **Holistic Excellence:** Continued growth in our core academics, digital literacy, arts, sports an d overall leadership.

This handbook will guide you through the operational rhythm of Modderfontein Academy. True educational success thrives on a close partnership between school, student and support at home - built on open communication and shared commitment. It's an honour to partner with you.

Our vision for the year ahead is that your child flourishes in faith, curiosity and character - knowing without doubt that **they were created for more.**

Tamsynn Lipchick

Academy Director

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1 – Getting ready for the year

Registration

- Current families complete re-registration during November and December of the preceding year.
- Please complete all enrolment forms and submit the supporting documents requested for your child's learner file as well as for the Department of Education.

Our school year

- Modderfontein Academy follows a three-term calendar. Please refer to the separate 2027 school calendar (Annexure K) for term dates, holidays and scheduled events.

Stationery and textbooks

- Hardcopy stationery and textbook lists are available from the office, digital copies are available on our online hub.
- Stationery may be purchased from any supplier. Existing stationery may be reused if it is suitable and in good condition.
- Order the prescribed textbooks from the suppliers listed for your child's programme. Delivery can take up to two months, so please order early.
- For Senior Prep and Senior Advanced, textbook inclusions differ by pathway and service provider. Check your selected programme's list and fee information carefully before ordering.
- Every learner must have the prescribed learning materials. Label all textbooks, workbooks and stationery clearly.

Clothing

- Learners are permitted to wear their own casual clothing to school. While we encourage individuality and self-expression, all learners are expected to dress respectfully and modestly as ambassadors of the Academy.
- Please note that short shorts, crop tops and tank tops are not considered appropriate school attire.
- We kindly ask all parents and learners to ensure that the Academy's dress code is followed at all times.

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2 – School hours & attendance

Our daily timetable

Phase		Monday - Thursday	Friday
Primary Phase	Foundation Phase • Stage 0 - 3	08:00 - 13:00	08:00 - 13:00
	Intermediate Phase • Stage 4 - 6	08:00 - 13:30	08:00 - 13:00
Senior Phase	Senior Prep • Stage 7 - 8	08:00 - 13:30	08:00 - 13:00
	Senior Advanced • Stage 9 - "Matric"	08:00 - 13:30	08:00 - 13:00

Gates open at 07:15. Aftercare is included until 16:00 Monday to Thursday and until 15:00 on Fridays.

Regular attendance and punctuality

- Learners are expected to arrive on time and attend school regularly on their scheduled days. The Academy maintains attendance records for all learners.
- If your child is absent, please notify the school office or class teacher that morning and provide an explanatory note upon their return.
- All absences must comply with the attendance and supporting-document requirements outlined in the Academy's Code of Conduct and enrolment documents.
- Learners are responsible for arranging and completing any missed work with their relevant teacher or facilitator, with parental support where necessary.

Attendance options

Two-day and three-day attendance options are available exclusively to **Senior Advanced learners** and do not apply to Foundation Phase, Intermediate Phase or Senior Prep learners. Senior Advanced learners are required to attend school according to their selected enrolment option and agreed timetable, as outlined in the Academy's fee structure.

Learning beyond the classroom

Please ensure that learners take home the necessary books and complete all homework and assigned tasks on time.
Learners enrolled in provider-based programmes are expected to follow their agreed work plans and meet all deadlines.

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3 – What to bring each day

Your child's daily essentials

- The textbooks, workbooks and stationery needed for the day, clearly labelled.
- A labelled pencil bag or stationery box.
- A healthy lunch and enough drinking water.
- A cap and sunscreen during the hot summer months.
- Suitable shoes and clothing on Physical Education or sport days.
- A large old T-shirt for messy art activities and comfortable clothing for drama and music.

Looking after belongings

Each learner is allocated a locker or shelf for belongings during the school day. Learners are responsible for taking care of their books, workbooks and stationery. Suitable art clothing may be kept at school.

Lunches and refreshments

Please provide balanced lunches and limit sugar and fizzy drinks. Sugary treats and drinks in lunchboxes should be reserved for Fridays.
The Academy has a basic tuckshop accepting cash and card payments. Please follow any tuckshop or break-time guidance shared by the school.

A little preparation at home helps each learner start the school day ready, comfortable and confident.

4 – Safety & school–home communication

Collection and emergency details

- If someone other than a parent will collect your child, notify the office or class teacher in advance.
- Keep parent, guardian and emergency contact information up to date.
- Inform the office promptly of changes to your address, contact details or other important learner information.
- Ensure all learner-file forms are complete and the requested supporting documentation has been submitted.
- When collecting a learner before the end of the school day, a sign-out form must be completed. Learners are not permitted to contact their parents or guardians directly to arrange early collection without prior permission from a teacher.

Working together

We encourage parents to raise concerns so that we can address them constructively. Good communication between school and home is an essential part of supporting each learner.

WhatsApp groups and private matters

- School WhatsApp groups are used for general notices and information. Keep messages relevant and respectful.
- For matters concerning your child, contact the relevant teacher or Tamsynn privately rather than discussing the matter in a group.
- Formal enrolment and fee matters should be addressed through the appropriate school email channel.
- Withdrawal notices must be submitted by email in accordance with the enrolment agreement.

Contact hours and parent meetings

Tamsynn and teachers are available until 17:00 on weekdays. Please respect weekends and family time. Staff may not be able to respond immediately while teaching during the school day.
Parent–teacher meetings are held during the year. To arrange a discussion or raise an urgent concern, contact Tamsynn on 083 326 1112.

Academy contact details

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5 – Activities, outings & behaviour

Physical Education and sport
Physical Education (PE) is scheduled weekly, helping learners develop basic sport skills, fitness, teamwork and healthy social and competitive skills.
Learners are required to participate in PE as per the Department of Education and must bring suitable clothing and shoes.

Arts, culture and Creative Edge
Arts and cultural activities take place during the week according to the timetable. These lessons encourage creative expression and help learners develop their confidence and skills.
Our Creative Edge encourages curiosity, innovative thinking and problem-solving across learning experiences.

Extra-mural activities
Extra-mural activities and sports take place both during and outside the regular academic timetable and may be organised or managed by the Academy.
The Academy **currently** offers a range of extra-mural activities, including: soccer, basketball and chess.
Details regarding schedules, arrangements and any additional costs will be communicated separately.

Academy outings & camps
Outings and school camps provide valuable opportunities for learners to extend their learning beyond the classroom, develop independence, build friendships and gain new experiences.
An information letter and indemnity form or reply slip will be sent home for each outing or camp, outlining the relevant arrangements, requirements and costs.
The Academy does not have a school bus, and teachers are not permitted to transport learners. Parents may be asked to assist with transport for outings. Where parent transport is unavailable, the Academy may arrange a transport company.
Details regarding school camps, including dates, accommodation, transport, supervision and costs, will be communicated to parents in advance.

Respectful behaviour
We aim to address behaviour with insight, patience and discussion while maintaining clear expectations.
Learners are expected to treat staff, fellow learners and school property with respect.
More serious offences are handled through the disciplinary process in the Code of Conduct, Annexure C of the enrolment pack.

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6 – Serving others & growing together

Community service

Serving others is part of the Academy's approach to learning and character development. Each learner is expected to complete at least 15 hours of community service during the academic year—approximately five hours per term.

Age-appropriate acts of service

Younger learners may serve within their family or immediate community. *Examples include helping with a community clean-up, walking dogs, washing cars or assisting with suitable household and garden tasks.*

Activities should be appropriate to the learner's age and carried out with suitable adult supervision.

Service should be offered without payment or a reward such as reward stickers.

Recording service hours

To record hours, provide a letter from the place or person assisted confirming where the learner helped, what they did and how many hours they completed.

Charity drives

The Academy supports charities through termly drives. We encourage families and learners to take part and contribute where possible. This is separate to the 15 hours mentioned above.

Our partnership with you

Thank you for helping us build a community where every learner is known, supported and encouraged to grow. Your involvement, communication and commitment make a meaningful difference.

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