

2018



Gr 0-3
Manual

2018



Gr 0-3
Handleiding

INDEX

- **E1 Mission Statement**
- **E2 General**
- **E3 Home Education**
- **E4 Registration**
- **E5 Office Hours**
- **E6 Accounts**
- **E7 Procedure**
- **E8 Assessment**
- **E9 Work procedure**
- **E10 Monitoring of Work**
- **E11 Submitting Work to be Monitored**
- **E12 Collecting Books after Monitoring**
- **E13 Certification**

INHOUD

- **A1 Missie**
- **A2 Algemeen**
- **A3 Tuisonderrig**
- **A4 Registrasie**
- **A5 Kantoor-ure**
- **A6 Rekeninge**
- **A7 Prosedure**
- **A8 Assessering**
- **A9 Werksprosedure**
- **A10 Monitor van Werk**
- **A11 Inhandiging van Werk vir Monitor sessie**
- **A12 Afhaal van Boeke na Monitor sessie**
- **A13 Sertifisering**

MISSION STATEMENT: TO BE EDUCATED

If I learn my ABCs, can read 600 words per minute, and can write with perfect penmanship, but have not been shown how to communicate with the Designer of all language

I have not been educated

If I can deliver an eloquent speech and persuade you with my stunning logic, but have not been instructed in God's wisdom,

I have not been educated

If I have read Shakespeare and John Locke and can discuss their writings with keen insight, but have not read the greatest of all books – the Bible – and have no knowledge of its personal importance,

I have not been educated.

If I have memorized addition facts, multiplication tables, and chemical formulas, but have never been disciplined to hide God's Word in my heart.

I have not been educated

If I can explain the law of gravity and Einstein's theory of relativity, but have never been instructed in the unchangeable laws of the One Who orders our universe,

I have not been educated

If I can classify animals by their family, genus and species, and can write a lengthy scientific paper that wins an award, but have not been introduced to the Maker's purpose for all creation,

I have not been educated

If I can recite Gettysburg Address and the Preamble to the Constitution, but have not been informed of the hand of God in the history of our country,

I have not been educated

If I can play the piano, the violin, six other instruments, and can write music that moves men to tears, but have not been taught to listen to the Director of the universe and worship Him,

I have not been educated

If I can run cross-country races, star in basketball and do 100 push-ups without stopping, but have never been shown how to bend my spirit to do God's will,

I have not been educated

If I can identify a Picasso, describe the style of da Vinci, and even paint a portrait that earns an A+, but have not learned that all harmony and beauty comes from relationship with God,

I have not been educated

If I graduate with a perfect 4.0 and am accepted at the best university with a full scholarship, but have not been guided into a career of God's choosing for me,

I have not been educated

If I have become a good citizen, voting at each election and fighting for what is moral and right, but have not been told of the sinfulness of man and his hopelessness without Jesus Christ,

I have not been educated

However, if one day I see the world as God sees it, and come to know Him, Whom to know is life eternal, and glorify God by fulfilling his purpose for me,

Then, I have been educated!

MISSION STATEMENT: TO BE EDUCATED

If I learn my ABCs, can read 600 words per minute, and can write with perfect penmanship, but have not been shown how to communicate with the Designer of all language

I have not been educated

If I can deliver an eloquent speech and persuade you with my stunning logic, but have not been instructed in God's wisdom,

I have not been educated

If I have read Shakespeare and John Locke and can discuss their writings with keen insight, but have not read the greatest of all books – the Bible – and have no knowledge of its personal importance,

I have not been educated.

If I have memorized addition facts, multiplication tables, and chemical formulas, but have never been disciplined to hide God's Word in my heart.

I have not been educated

If I can explain the law of gravity and Einstein's theory of relativity, but have never been instructed in the unchangeable laws of the One Who orders our universe,

I have not been educated

If I can classify animals by their family, genus and species, and can write a lengthy scientific paper that wins an award, but have not been introduced to the Maker's purpose for all creation,

I have not been educated

If I can recite Gettysburg Address and the Preamble to the Constitution, but have not been informed of the hand of God in the history of our country,

I have not been educated

If I can play the piano, the violin, six other instruments, and can write music that moves men to tears, but have not been taught to listen to the Director of the universe and worship Him,

I have not been educated

If I can run cross-country races, star in basketball and do 100 push-ups without stopping, but have never been shown how to bend my spirit to do God's will,

I have not been educated

If I can identify a Picasso, describe the style of da Vinci, and even paint a portrait that earns an A+, but have not learned that all harmony and beauty comes from relationship with God,

I have not been educated

If I graduate with a perfect 4.0 and am accepted at the best university with a full scholarship, but have not been guided into a career of God's choosing for me,

I have not been educated

If I have become a good citizen, voting at each election and fighting for what is moral and right, but have not been told of the sinfulness of man and his hopelessness without Jesus Christ,

I have not been educated

However, if one day I see the world as God sees it, and come to know Him, Whom to know is life eternal, and glorify God by fulfilling his purpose for me,

Then, I have been educated!

E2
General

Welcome at Le-Amen. We trust that it will once again be a wonderful year. Le-Amen wishes each family a prosperous and most joyous year ahead.

Le-Amen was born out of a passion for home-schooling. All the memories, blessings and success keep us going. To home-school your child is indeed a privilege and can never be measured with money! It is always a pleasure working with home-school students.

We have seen many excellent students come and go throughout the years. Many of them are now married and even home-school their own children!

The Le-Amen Education Centre was established in 1995. The name “Le-Amen” means “to train, to prepare and to guide a person”

Enjoy your children. Before you know, they are grown!

Please feel free to phone, should there be any query

“Mama exhorted her children every opportunity to “jump at the sun”.

We might not land on the sun,
but at least we would get off the ground!”

A2
Algemeen

Baie welkom by Le-Amen. Ons glo dat dit weereens ‘n besondere jaar vir ons almal gaan wees. Vanaf Le-Amen wens ons julle almal ‘n voorspoedige en vreugdevolle jaar toe.

Le-Amen is gebore uit ‘n passie vir tuisonderrig. Al die mooi herinneringe, seën en sukses deur al die jare hou ons aan die gang. Tuisonderrig is ‘n voorreg vir elke ouer en dit kan nie gemeet word aan geld nie! Dit is altyd ‘n plesier om met tuisonderrig studente te werk.

Ons het al wonderlike studente sien kom en gaan deur al die jare. Baie is nou al getroud en tuisonderrig nou hulle eie kinders!

Die Le-Amen Onderwysentrum bestaan vanaf 1995. The naam “Le-Amen” beteken om iemand voor te berei en om iemand op te lei.

Geniet julle kinders. Pas hulle mooi op, want voor jy jou oë uitvee, is hulle groot.

Neem die vrymoedigheid om te skakel indien daar enige onduidelikhede is.

“Mama exhorted her children every opportunity to “jump at the sun”.

We might not land on the sun,
but at least we would get off the ground!”

E3

Home Education

- Le-Amen is registered with the Gauteng Department of Education, as well as the Independent Examination Board.
- Le-Amen provides guidelines, support, monitoring of learners' work, CAPS curriculum, material and certification for learners doing home education.
- Le-Amen is not affiliated with any groups, nor registers any groups. Le-Amen deals with the parents of the learners only.

E4

Registration

We need the following:

- The transfer card from the previous school
- A copy of the last school report of the previous school
- Signed G9 form
- Application form
- Learning material form for each term & proof of payment if hard copies needed.
- Proof of payment

E5

Office hours

- Monday to Thursday: 08h00–14h00. Friday: 08h00-13h00
- Telephone numbers: (011) 958-0366
(011) 958-0532
- Fax: (011) 958-1945
- E-mail: info@le-amen.co.za
- Web: www.le-amen.co.za

A3

Tuisonderrig

- Le-Amen is geregistreer by Gauteng Onderwys Departement, asook die Onafhanklike Eksamineringsliggaam (IEB)
- Le-Amen voorsien riglyne, ondersteuning, monitor van werk, KABV Kurrikulum, materiaal en sertifisering aan leerders wat tuisonderrig doen.
- Le-Amen is nie geaffilieer met enige groep, stig nie groepe nie en deel direk met ouers van die leerders.

A4

Registrasie

Handig asseblief die volgende in:

- Oorplasingertifikaat
- Afskrif van die laaste rapport van vorige skool
- Getekende G9 vorm
- Aansoekvorm
- Leermateriaal vorm vir elke kwartaal & bewys van betaling indien harde kopieë verlang
- Bewys van betaling

A5

Kantoorure

- Maandag tot Donderdag : 8h00-14h00. Vrydag: 8h00-13h00
- Telefoonnommers: (011) 958 0366
(011) 958 0532
- Faks: (011) 958 1945
- E-pos: info@le-amen.co.za
- Web: www.le-amen.co.za

E6

Accounts

- Each family has an account number, eg. Mr. Smith is D15. Use this number and the learner's surname as **reference** when making any payments.
- LE – AMEN CENTRE
FIRST NATIONAL BANK
(FEATHERBROOKE)
Branch number: 250 741
Account number: 504 000 633 72
- **No accounts will be sent out during the year. When you register, you already know the exact amount for the year.**
- All account queries must be sent to; info@le-amen.co.za

FEES:

GRADE 0-3

- R 7800, 00 PER LEARNER FOR THE YEAR.
- INCLUDES ALL LEARNING MATERIAL (**E-MAILED PDF FORMAT**), MONITORING OF WORK IF NECESSARY, TERMLY ASSESSMENT AND CERTIFICATION.
- FULL AMOUNT PAYABLE AT REGISTRATION OR
- **R 1950,00 PER TERM IN ADVANCE OF EACH TERM.**
- **R300 PER TERM FOR HARD COPIES (OWN CHOICE)**

A6

Rekeninge

- Elke familie het 'n rekening nommer, bv. Mnr. Smit is D15. Gebruik die nommer en die leerder se van as **verwysing** wanneer enige betalings gemaak word.
- LE – AMEN CENTRE
EERSTE NASIONALE BANK
(FEATHERBROOKE)
Taknommer: 250 741
Rekeningnommer: 504 000 633 72
- **Geen rekeninge sal deur die jaar uitgestuur word nie, aangesien die fooie bekend is met registrasie.**
- Rekeninge navrae, e-pos; info@le-amen.co.za

FOOI:

GRAAD 0-3

- R 7800, 00 PER LEERDER VIR DIE JAAR.
- DIT SLUIT IN ALLE LEERMATERIAAL (**E-POS PDF FORMAAT**), MONITOR VAN WERK INDIEN NODIG, ASSESSERING ELKE TERMYN EN SERTIFISERING.
- DIE VOLLE BEDRAG IS BETAALBAAR MET REGISTRASIE OF
- **R 1950.00 PER KWARTAAL VOORUITBETAALBAAR VIR DIE BETROKKE KWARTAAL.**
- **R 300 PER KWARTAAL VIR HARDE KOPIEË (EIE KEUSE)**

E7

Procedure

Registration:

- Obtain the necessary information and documentation from the website
- Read the grade 0-3 manual and sign the G9 form
- Complete application form.
- Fax or e-mail completed application form, transfer card, previous school report and G9 form as well as proof of payment to Le-Amen.
- Le-Amen will then **e-mail (PDF Format)** all the necessary work schemes, learning material and assessment/evaluation forms.

Hard copies:

- Extra costs will be charged for hard copies.
- **Only registered learners who have paid the term fees**, can order hard copies.
- Obtain the booklist order forms from the website.
- Fill in name and contact numbers.
- Fax or e-mail the booklist together with proof of payment **each term**.
- You will be notified per e-mail when learning material is ready for collection.
- **The learning material, work schemes and assessment will only be available per term.**
- Le-Amen will not post any books. Own courier has to be arranged.

A7

Prosedure

Registrasie:

- Verkry al die nodige inligting en dokumentasie vanaf die webtuiste.
- Lees die graad 0-3 handleiding en teken die G9 vorm.
- Voltooi die aansoekvorm.
- Faks of e-pos die voltooide aansoek vorm, oorplassingsertifikaat, vorige skoolrapport en G9 vorm asook die bewys van betaling na Le-Amen
- Le-Amen sal dan al die nodige leermateriaal, werkskemas en assessering/evalueringsvorme per kwartaal **e-pos (PDF Formaat)**.

Harde kopieë:

- Ekstra kostes sal gehef word vir harde kopieë.
- **Slegs leerdere wat registreer en die betrokke kwartaal betaal het**, mag harde kopieë kry.
- Verkry 'n boeklys vanaf die webblad.
- Vul naam en kontaknommer in.
- Faks of e-pos die boeklys met bewys van betaling **elke kwartaal**.
- Jy sal in kennis gestel word d.m.v. e-pos wanneer leermateriaal gereed is om te kollekteer.
- **Die leermateriaal, werkskemas en assessering sal slegs per kwartaal beskikbaar wees.**
- Le-Amen gaan nie leermateriaal pos nie. Eie koeriers moet gereël word.

E8

Work Procedure

Work sheets for all subjects:

- Learner do work on work sheets in all subjects.
- Each pack must be neatly stapled or bound
- Write in pencil on the work sheets as incorrect work can then be erased.
- **Work must be neat and thoroughly done.**
- Do not allow learner to copy from the answers.

Work books for Afrikaans, English and Maths.

- It is important to obtain an extra work book for these three subjects
- When done with a section in the work sheets, work needs to be **consolidated** in work books.
- Make a cover page when starting each term.
- Put headings, page numbers and date on all work.
- **Work neatly**, make summaries, answer questions, etc.

Work books for Environmental Studies and Life Orientation

- Paste work sheet on one side and do actual work on the other side.
- **Comprehensive notes** on how to teach these subjects are provided.

Parent:

- Mark off, sign and put date on the work scheme as the learner proceeds during the term.
- Use the answers to mark all the work done by learner.
- Mark with a red pen. Sign and put the date at marked work in work book.

A8

Werksprosedure

Werksvelle vir alle vakke:

- Die leerling werk op werksvelle in alle vakke.
- Elke pakkie moet netjies vasgekram of gebind word.
- Skryf in potlood, sodat jy kan uitvee indien verkeerd.
- **Werk netjies en volledig.**
- Moenie dat leerlinge antwoorde afskryf nie.

Werksboeke vir Afrikaans, Engels en Wiskunde:

- Dit is baie belangrik om ook 'n ekstra werksboek vir Afrikaans, Engels en Wiskunde aan te skaf.
- Sodra 'n eenheid van die werksvelle afgehandel is, moet dit in die werksboek **gekonsolideer** word.
- Maak 'n voorblad wanneer jy met 'n nuwe kwartaal begin.
- Onthou opskrifte, bladsy nommers, datums by alle werk.
- **Werk netjies**, maak opsommings, beantwoord vrae, ens

Werksboeke vir Omgewingsleer en Lewensorientering

- Plak werksvel aan een kant van boek en doen werk aan ander kant.
- Daar is **breedvoerige riglyne** hoe om hierdie vakke aan te bied.

Ouer:

- Merk en teken en plaas datum op die werkskema soos wat leerling vorder.
- Gebruik die antwoorde om al die werk van die leerling te merk.
- Merk met 'n rooi pen. Teken en plaas die datum by die gemerkte werk.

E9
Assessment

- All the formal assessment that needs to be handed is sufficient.
- You do not have to do any other assessment.
- Do the assessment continuously throughout the term or at the end of each term under exam conditions.
- Place all assessment in a flat file with the mark sheet on top.

Grade 0:

- Term 1-3: No assessment need to be handed in to Le-Amen.
- Term 4: The School Readiness Test needs to be handed in at the end of the year. Le-Amen will mark it.

Grade 1-3 Assessment to be handed in

- Term 1: Wednesday 28 March
- Term 2: Friday 22 June
- Term 3: Friday 21 September
- Term 4: Wednesday 28 November

For Term 4 you will be issued with a portfolio as well as assessment that is based on the portfolio work. Both the portfolio and the assessment need to be handed in for term 4.

It must be thoroughly completed by the learner and marked by parent. Submit portfolio in a flat file. Please remember to submit the mark sheet also. Only make use of Le-amen assessment.

The assessment cannot be meritorious, if the work in the portfolio is of less (elementary) standard.

A9
Assessering

- Al die formele assessering wat ingehandig moet word is voldoende.
- Daar hoef dus nie ekstra assessering gedoen te word nie.
- Doen die assessering deurlopend deur die kwartaal of aan die einde van elke kwartaal onder eksamenomstandighede.
- Plaas alle assessering in 'n plat lêer met die puntelys bo-op.

Graad 0:

- Kwartaal 1-3: Geen assessering gedurende die jaar nie.
- Kwartaal 4: Die skoolgereedheidstoets moet aan die einde van die jaar ingehandig word. Le-Amen sal die toets merk.

Graad 1-3: Assessering moet ingehandig word

- Kwartaal 1: Woensdag 28 Maart
- Kwartaal 2: Vrydag 22 Junie.
- Kwartaal 3: Vrydag 21 September
- Kwartaal 4: Woensdag 28 November

Vir Kwartaal 4 is daar 'n portefeulje en assessering wat ingehandig moet word. Dit moet deeglik voltooi word deur die leerder en volledig gemerk wees deur die ouer.

Die portefeulje moet in 'n netjiese plat lêer geliaser word of in 'n aparte boek geplak word. Die assesserings punteblad moet op die eerste bladsy wees.

Gebruik slegs Le-Amen se assessering en portefeulje

Die assessering kan nie onderskeiding aandui, indien die werk in die portefeulje nie van dieselfde standaard (elementêr) is nie.

E10

Monitoring of work (ONLY if Le-Amen requested it)

Le-Amen will use own discretion and right to request that the learner/s books are handed in to be monitored to ensure that the assessment and the standard of learning is authentic and of the required standard. If necessary work books/material can be requested at any time during the year.

If Le-Amen does not request the work to be monitored, but you as the parent would like us to give a report-back, you are most welcome to arrange it.

- The work of learners (gr0-3) is monitored by experienced teachers. They are able to assess the progress of the learners objectively.
- This ensures that learners will become used to the fact that a **high standard of work is expected** from them. Learners must be able to return to school, if necessary and find that they are on the correct level for the grade that they are in.
- Our staff and teachers are trained to ensure that no irregularities occur, so we ask you as parents to ensure that the work is authentic and that the marks are allocated honestly.
- Parents of learners whose work is not on standard will be notified. A meeting will be arranged to find a solution
- Le-Amen keeps copies of reports in the learners' files for future reference

A10

Monitor van werk (SLEGS indien Le-Amen dit aanvra)

Le-Amen gaan eie oordeel en diskresie gebruik vir monitor van werk, indien nodig kan werksboeke/ materiaal enige tyd gedurende die jaar aangevra word om te verseker dat alle werk en assessering korrek en op standaard is.

Indien Le-Amen nie die werk aanvra nie, maar ouers wel graag wil hê dat die werk gemonitor moet word, is julle meer as welkom om dit so te reël.

- Die werk van die graad 0-3 leerders word deur ervare onderwysers nagegaan. Hulle is bevoeg om 'n objektiewe beeld te gee van die leerder se vordering.
- Dit verseker dat leerders weet dat daar 'n **hoë standaard van werk verwag word**. Leerders moet altyd op standaard wees om enige tyd terug te keer skool toe indien nodig. .
- Ons onderwysers en merkspan word opgelei om seker te maak dat die werk outentiek is. Maak seker dat die werk eerlik en op standaard is.
- Ouers van leerlinge wie se werk nie op standaard is nie, sal in kennis gestel word. 'n Afspraak moet gemaak word om 'n oplossing te vind.
- Le-Amen hou afskrifte van die verslae.

E11

Submitting work/workbooks to be monitored if necessary.

- Each pack work sheets must be stapled or bound.
- Use one book per subject to eliminate loose papers, bulky files, etc. You therefore only have to submit approximately 5 work books.
- All work must be thoroughly done by the learner (headings, dates) and marked by the parent.
- When book parcels are submitted for monitoring in June, place all books and assessment for English HL and Maths in pack, put rubber band around and please ensure that you supply the cover sheets (Annexure A &B) and that it is filled in correctly.

A11

Inhandiging van werk/werkboeke indien nodig vir monitorsessie.

- Elke pakkie wersvelle moet netjies vasgekram of gebind word.
- Gebruik een werksboek per vak om sodoende los papiere of dik leërs te elimineer. Stuur dus net ongeveer 5 werkboeke in.
- Alle werk moet volledig gedoen word deur die leerder en deeglik gemerk word deur die ouer.
- Wanneer boekpakke ingestuur word vir die Junie monitorsessie, plaas al die werksvelle/boeke en assessering in Afrikaans HT en Wiskunde opmekaar, maak vas met 'n rekkie en plaas die korrek voltooide voorblaaie (addendum A & B) bo-op.

E12

Collecting books after monitoring session:

- Le-Amen keeps all evaluation/portfolio assessments of all subjects.
It is therefore of utmost importance to make a copy before submitting it.
- A **report back** will be given to each learner. Please study it carefully, adhere to and follow all advice and suggestions where necessary.

Collecting:

- Books can only be collected after the monitoring session on the dates provided.
- We want to encourage parents to collect their own children's books to eliminate any confusion of not getting the right information.
- If the parent asks someone else to collect books, please supply him/her with a letter of consent, except if parents are notified to arrange a meeting with Le-Amen

Courier:

- If you are unable to collect the books after a monitoring session, you have to arrange your own courier. Please make sure that the courier knows exactly whose books to collect (Name, Surname, Grade, D-number).
- The office is open for collection from 08h00-14h00 Mon - Thurs
- Physical Adress: Plot 12
Totius Road
Amorosa
Ruimsig

A12

Afhaal van boeke na monitorsessie:

- Le-Amen hou al die evalueringsvorms/ portefeulje assessering van elke vak.
Dit is dus belangrik om 'n afskrif te maak van alle evalueringsvorms en portefeuljewerk voordat dit ingehandig word.
- 'n **Terugvoeringsverslag** sal aan elke leerder verskaf word. Bestudeer dit asseblief en volg die raad en aanbevelings waar nodig.

Kom haal:

- Boeke kan slegs gekollekteer word op die datums aangedui.
- Ouers word aangemoedig om self boeke te kom afhaal om enige misverstande uit die weg te ruim.
- Indien ouers iemand anders stuur om boeke vir hulle te kollekteer, moet betrokke persone 'n toestemmingsbrief saambring, behalwe as ouers in kennis gestel word om 'n afspraak met Le-Amen te maak.

Koerier:

- Indien ouers nie self boekpakke kan kom afhaal nie, moet 'n koerier gereël word. Maak asseblief seker dat die koerier presies weet wie se pakkie opgetel moet word. (Naam, Van, Graad, D-nommer)
- Die kantoor is oop vir koerier vanaf 08h00-14h00 Mon - Don
- Fisiese Adres: Plot 12
Totius Straat
Amorosa
Ruimsig

E13

Certification

Certifying will only take place subject to the following conditions:

Monitoring of work sheets/work books:

- The learner's work/ workbooks has been monitored by Le-Amen if it has been requested.
- The suggestions of the monitoring team were followed and the standard of work is as expected.

Moderation of evaluation/assessment:

Grade 1-3:

- Term 1-3: evaluation/assessment are handed in.
- Term 4: All portfolio and assessment are completed, marked and handed in.
- All assessment mark sheets are complete and handed in.
- **The assessment must correlate with work done in portfolio.**
- **The assessment cannot be meritorious, if the work in the work books is of less standard.**
- The assessment must meet the minimum requirements to pass.

Grade 0

- School readiness test for term 4 are completed and handed in.

Accounts:

The account is settled.

A13

Sertifisering

Sertifisering kan geskied indien aan die volgende voldoen is:

Monitor van werksvelle /werkboeke:

- Die leerling se werk/ werkboeke is gemonitor deur Le-Amen indien dit aangevra was.
- Die aanbevelings is opgevolg en werk is van aanvaarbare standaard.

Moderering van evaluering/assessering:

Graad 1-3:

- Kwartaal 1-3 evalueringsvorms/assessering is ingehandig
- Portefeulje en assessering van 4 de kwartaal is gedoen, gemerk en ingehandig.
- Alle assessering puntelyste vir kwartaal 4 is voltooi en ingehandig.
- **Die assessering moet korreleer met werk in portefeulje.**
- **Die assessering kan nie onderskeiding aandui, indien die werk in die werkboeke nie van dieselfde standaard is nie.**
- Die assessering moet voldoen aan die minimum vereistes om te slaag.

Graad 0:

- Skoolgereedheidstoets vir kwartaal 4 is volledig voltooi en ingehandig.

Rekening:

Die rekening is vereffen

www.le-amen.co.za