



2026

Manual Gr 10

“... for me and my house, we shall serve the Lord.”

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!

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General

Welcome at Le-Amen Education Centre. 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!”

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.

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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

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Office hours

- Monday to Friday: 08h00–14H00
- Telephone numbers: (011) 958-0366
(011) 958-0532
- Cell: 079 895 4403
- E-mail: info@le-amen.co.za
- Web: www.le-amen.co.za

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Accounts

- Each family has an account number, e.g., 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 10

Registration fee with application.

- R 500 per family per year
- R 17 600,00 per learner for the year.
- Includes assessment, monitoring of work, marking of each term's assessment and certification.
- Full amount payable at registration or **R 4 400,00 per term in advance** for each term.
- Books need to be ordered and paid separately

E7

The Le-Amen Policy

It is important that you know who is responsible for the different aspects of this important phase and what the role and expectations of Le-Amen are:

- The final responsibility for the effective preparation for the assessments lies with the grade 10 -11 learner
- Le-Amen deals directly with the learners and parents.
- Parents should provide the necessary support and encouragement
- Parents should always be informed about the progress of their children and to what extent they are meeting the requirements
- Le-Amen offers support in the form of material and the marking of assessment.
- Le-Amen does not want to be involved in personal and family problems.
- The staff at Le-Amen will not assume the role of reprimanding learners when poor work is submitted.
- **It is not Le-Amen policy to explain or give any report back on assignments.**
- The marked assessment stays the property of Le-Amen.
- No copies of the marked assessment will be made.

E8

Learners

- Your grade 10 year is very important, and you will have to work hard as it requires a high standard.
- All learners are important to Le-Amen and it is our mission to see each and every student pass successfully.
- We must emphasize that we need your full co-operation and commitment to enable us to give you the best service.
- Feel free to contact us, should you have any query or problem that we can sort out.
- You need to get your own tutor if needed, especially for Maths and Science
- There is currently a trend that candidates who struggle to function in a normal school set-up due to poor academic results or problems with discipline want to enrol. Distance education is viewed as an easy way out. However, we have found that such candidates are even less successful with our system, as the IEB has a very high standard. **Candidates who struggle academically or who lack the necessary self-discipline are therefore advised to rather follow another route.**
- We cannot accommodate any learners with remedial and/or other learning problems. **No special concession will be allowed.**

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Procedure

Registration:

- Obtain the necessary information and documentation from the website.
- Read the grade 10 manual and sign the G9 form.
- Complete application form.
- **Physical Science may be taken as a subject only if you have Maths as a subject.**
- Fax or e-mail completed application form, transfer card, grade 9 report and G9 form, as well as proof of payment to Le-Amen.
- Le-Amen will then provide all the necessary work schemes and portfolio assessment on a term basis.

Books:

- It is important that each learner should have his/her **own** learner's books and teacher's guides for each subject.
- Obtain the booklist order forms from the website.
- Clearly mark which books need to be ordered.
- Fax or e-mail the marked booklist and proof of payment for the books to Le-Amen.
- You will be notified per e-mail when books are ready for collection.
- Le-Amen will not post any books. Own courier has to be arranged.

E10

Work Procedure & monitoring of workbooks:

Learner:

- Obtain a hardcover workbook for each subject.
- Make a cover page when starting each term.
- Do all work in workbooks as set out in the work scheme termly.
- Put headings, page numbers and date on all work.
- Work neatly, make summaries, answer questions, etc.
- **Workbooks will be monitored by Le-Amen. You will be notified in advance which subjects need to be submitted.**

Parent:

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

Portfolio assessment:

- All the formal assessment that needs to be handed in to Le-Amen each term, are in the portfolio assessment. You do not have to do any other assessment.
- All assessment will be e-mailed each term.
- Do the assessment at the end of each term.
- Place all assessment in a flat file with the mark sheet on top.
- **Le-Amen will mark each term's assessment.**

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Submitting assessment to be marked

Portfolio assessment:

- A portfolio assessment must be submitted or posted each term for each subject.
- The portfolio assessment mark sheet, your cover page, non-plagiarism declaration as well as the exam declaration must be handed in with every paper.
- All tests/exams and essays must be in own original handwriting.
- Only research projects can be on computer.
- Le-Amen keeps all portfolio assessments of all subjects.
- It is therefore of utmost importance to make a copy before submitting it.
- An official report will be given each term.

Hand delivery/post:

- The portfolio assessment for the term
(All 7 subjects together) must be neatly compiled in a separate flat file.
- The portfolio assessment must be posted to:

Plot 12
Totius Road
Amorosa
Ruimsig
1732

Queries:

- For any queries, please contact Le-Amen. info@le-amen.co.za

E12

Re-Write

- All irregularities will be indicated by a zero mark on your report.
- It is your responsibility to contact the office for a re-check.
- Application for the re-write of exam papers for any Term Assessment will be considered from any candidate who wishes to apply.
- Learner can only apply once for a re-write.
- The prescribed fee (R 300/paper) must accompany the applications.
- **Application for re-write must be done within one week after receiving the report. Late applications will not be permitted.**
- The average of the original mark and the re-write mark will then be calculated. This combined mark will then be the final mark.
- No refunds.

Irregularities:

- No marks for the sections to be marked by parents/tutor are submitted.
- Plagiarism, AI
- The assessment is not the learner's own original work
- The specific subject's assessment is not handed in.

Results

- The marks obtained, after marking by Le-Amen, is the official mark as indicated on the report.

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Dates for submitting assessment:

- As per the official calendar.

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Certification

Certifying will only take place subject to the following conditions:

Monitor of workbooks if requested by Le-Amen:

- The learner's work has been monitored by Le-Amen
- The suggestions of the monitoring team were followed, and the standard of work is as required
- All the portfolio assessment for the 4 terms were written and handed in.
- The assessment meets the minimum requirements to pass.
- No irregularities are found.
- Your account has been settled.

Matric: There are 2 options:

1. Once you have successfully passed grade 10, you can apply to complete your matric through Le-Amen. You will finish your grade 12 in two sitting. You will concentrate on 3 subjects, but will go through grade 11 and 12 work for the specific subject. You have to stay 2 consecutive years to complete your matric. You will not be issued with a grade 11 certificate.
2. Once you have successfully passed grade 11, you can apply to complete your matric through Le-Amen. You will finish your grade 12 in two sitting. You will concentrate on 3 subjects, but will only cover grade 12 work for the specific subject. You have to stay 2 consecutive years to complete your matric

E15

Effective Study Methods

- It is easy to underestimate the effort involved in sitting at a desk, studying. You need both drive and energy.
- Studying effectively takes time and good time management.
- Establish a routine and keep to it – it reduces stress!
- Stay motivated by constantly remembering the rewards that will be the result of this effort
- Keep your body healthy and fit: eat a balanced diet, avoid stimulants such as coffee and stay awake tonics, get regular sleep, and exercise
- Select a nice place where you can study with an upright chair and a table which is large enough to accommodate all your books
- Keep the following close at hand: books, paper, pens, pencils, erasers, ruler, pocket calculator, etc.
- Good lighting is essential but prevent a glare.
- The room should be well ventilated and at a comfortable temperature.

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Setting Goals

- Short-term goals: It may be a good idea to use the deadlines of assignments as your short-term goals. You could also divide the work with daily goals that will ensure that you complete an assignment before its due date
- Long-term goals: Develop a vision of what you want to do. Keeping your long-term goals in mind at all times will help you achieve your short-term goals

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Effective Time Management

- It is a general rule that evenly spaced, regular study is better than inconsistent, spasmodic bursts of effort. You will achieve much more in 5 hours at one hour per day than in studying for 5 hours at one time.
- It will help you to draw up an activity timetable to plan your day.
- Try and work at times which will be most effective for you: some people work best early in the morning and others later in the evening
- Our attention span is approximately 45 minutes. After that, our brain needs time to consolidate the material. Any study longer than one hour should include a short break.
- Plan activities completely free of study
- **Get a year planner** (most news agencies keep them) and plan your year ahead. **Indicate deadlines and exam dates so that you can see that you are on course.**

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How to submit effective assignments

- **Make your own notes as you study.** Note-taking is an excellent way to ensure that you are actively busy with the material. Taking notes serves the following purpose:
 - they are an aid to concentration
 - they are an aid to retention of facts
 - they are an aid to revision, especially in the time before the exam when you have to study hard
- Be systematic and organized and arrange your notes in a logical order
- Pay attention while you work so that the information can be retained better. Work that you have revised a number of times will also be remembered better.
- Your short-term memory quickly forgets information and only those items that were successfully encoded will be transferred to your long-term memory
- For information to be coded successfully for long-term storage, the following is necessary:
 - It must enter the short-term memory often and be kept there long enough
- **Do not try to memorize work that you do not understand**
- You can better understand work by thinking about it, talking about it, asking questions, using it to answer questions, etc
- Construct well-organized notes
- Use mind maps
- **Presentation is very important when you submit work.** Even if the content is good, the initial impression is poor if the work is a mess.
- Present your work in an appealing