



2026

Manual Gr 4-6

“.... 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.

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 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

E6

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 4-6: R500 ADMINISTRATION FEE PER FAMILY PER YEAR

- R 12 320, 00 per learner for the year.
- Includes all learning material (e-mail pdf format), monitoring of work if requested, assessment and certification.
- Full amount payable at registration or
- R 3 080.00 per term in advance for each term.
- R700 per term for hard copies (own choice)
- R 1 500 per term for coloured copies (own choice)

E7

Procedure

Registration:

- Obtain the necessary information and documentation from the website
- Read the grade 4-6 manual and sign the G9 form
- Complete application form.
- E-mail completed application form, transfer cards, previous school reports and G9 form, material form, as well as proof of payment to Le-Amen.
- Le-Amen will e-mail (PDF Format) all the necessary learning material, work schemes and portfolio assessment for each subject on a termly basis.

Hard copies:

- Extra costs will be charged for hard copies.
- Only registered learners can order hard copies.
- Obtain the booklist order forms from the website.
- Fill in name and contact numbers.
- E-mail the booklist together with proof of payment each term.
- You will be notified via 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.

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Work Procedure

Learner's Work books:

- 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 per term.
- Do not only paste photocopies or notes. We need to see a lot of written work.
- Put headings, page numbers and dates 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.

Assessment:

- Do the assessment continuously throughout the term or at the end of each term under exam conditions.
- The assessment cannot be meritorious, if the work is of a lesser (elementary) standard. Please make sure that the assessment is a true reflection of the learner's work.
- Place all assessment in a flat file with the mark sheet on top.
- Addendum A and B must accompany all assessment.

Parent's Role:

- Mark off, sign and put date 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 thoroughly.
- Mark with a red pen. Sign and put the date at marked work in workbook.
- Mark all assessment thoroughly and capture marks correctly. There are additional notes and rubrics that will help with the assessment.
- Complete the mark sheet for each term.

E10

Monitoring of work

- See monitoring sessions on the calendar.
- The work of learners (gr 4-6) 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.

E11

Submitting workbooks to be monitored

- 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 6 workbooks.
- All work must be thoroughly done by the learner (headings, dates) and marked by the parent.
- Secure it with a rubber band and supply the cover sheets (Annexure A &B)

Collecting workbooks after monitoring session:

- Le-Amen keeps all portfolio assessments of all subjects.
- A report back will be given to each learner. Please study it carefully adhere to and follow all advice and suggestions where necessary.
- Books can only be collected after the monitoring session. We will give you a call.
- If you are unable to collect the books after a monitoring session, you have to arrange your own courier.
- Physical Address:
 - Plot 12
 - Totius Road
 - Amorosa
 - Ruimsig

E13

Certification

Certifying will only take place subject to the following conditions:

Monitor of workbooks:

- 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.

Moderation of Assessment:

- All the portfolio assessment for the 4 terms were written, marked and handed in.
- All portfolio assessment mark sheets have been completed and handed in.
- The assessment correlates with workbooks
- There are no irregularities found in the assessment.
- The assessment meets the minimum requirements to pass.

Account:

- Your account has been settled.

E14

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.

E15

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

E16

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.

E17

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, easy-to-read manner