

MASERU PRIVATE ACADEMY

DUAL CURRICULUM SCHOOL
CAMBRIDGE INTERNATIONAL CENTRE
&
LESOTHO GENERAL CERTIFICATE
OF SECONDARY EDUCATION



PROSPECTUS 2018/2019



MASERU PRIVATE ACADEMY

CAMBRIDGE INTERNATIONAL CENTRE

The optimal development of every pupil's unique potential

Quality Education

VISION

To operate a school that offers the benefit and advantages of international & national education to the community of

MASERU

MISSION

- To deliver tuition of exceptional quality to all boys and girls;
- To enable students academically to enter any tertiary institution, locally and internationally, after successful completion of Grade 12;
- To develop competent personnel to become experts in the service of education;
- To establish competent facilities in order to maintain a high standard of academic and technological skills;
- To nurture in pupils a sense of pride in their own culture while considering the rich variety of other cultures, and the enrichment to be obtained by interaction with other cultures;
- To educate the child in his or her totality for the future.



LADYBRAND ACADEMY

CAMBRIDGE INTERNATIONAL CENTRE

1 Collin Street, Ladybrand Tel: 051 - 924 1490

Email: ladmin@telkomsa.net

Website: www.ladybrandacademy.co.za

**Details & Application forms available at the office
for full time students**

Pre-Primary, Primary and High School

Year 3 to Grade 12

❖ **QUALITY EDUCATION** ❖ **QUALITY EDUCATION** ❖



KROONSTAD ACADEMY

CAMBRIDGE INTERNATIONAL CENTRE

63 Oranje Street, Kroonstad Tel: 056 212 2940

Email : admin@kroonstadakademie.co.za

Website : www.ladybrandacademy.co.za

**Details & Application forms available at the office
for full time students**

Pre-Primary, Primary and High School

Grade 000 to 12

❖ **QUALITY EDUCATION** ❖ **QUALITY EDUCATION** ❖

STIPULATIONS & CONDITIONS FOR ADMISSION

1. Learners two years older than the average age of the class which they are applying for will not be accepted.
2. Learners with any physical or intellectual problems can be accommodated if no additional extraordinary facilities or attention is required.
3. The registration fee of M500 for learners from year 3 - Grade 12 is payable upon acceptance of the pupil.
4. When a learner is enrolled, each parent or guardian commits himself/herself to abide by the decisions of the principal regarding the school's organization and discipline. If rules change, the parents undertake to abide by the new rules and to accept that the principal's decision is final.
5. The principal/HOD will address all complaints in connection with rules, regulations, policies or procedures and the implementation thereof.
6. The learners are expected to attend all compulsory official school days, including special days and evenings.
7. If a learner is absent due to illness or any other reason for a term or a portion thereof, a parent is not entitled to any school fee refund.
8. Fees are payable in advance and accounts must be settled by the 7th of every month for the month ahead.
9. If a parent/guardian refuses or neglects to pay fees, the school lawyers will be asked to proceed with prosecution and the parent will both/or separately be liable for the legal fee, on lawyer or clients scales.
10. The school reserves the right to terminate a learner's enrollment by giving one terms notice or at the end of the academic year. In addition, a learner's enrollment will be terminated as a consequence of any of the following:
 - 10.1. If school fees are not paid punctually, after 14 days notification is given to the parent/guardian;
 - 10.2. If a learner fails any academic year twice;
 - 10.3. If he/she influences, injures or threatens another learner.
11. School fees can be increased during the course of any year, at the discretion of the principal.
12. A parent may not disrupt, obstruct or interfere with the school, the learning process or the organization of the school in any way.

SCHOOL RULES

1. School Attendance

- 1.1 It is expected of the learner to attend school regularly - that includes the first as well as the last day of every term.
- 1.2 In case of illness or any other emergency, the school must be informed before 08h00 in the morning.
- 1.3 If a learner is absent for longer than two days, a **letter from the parent** or a **medical certificate** must be handed in.

2. School Apparel

NB: It is compulsory for all learners to wear full uniform during academic hours and on special occasions.

No windbreakers, drimacs or parka jackets may be worn as a school uniform.

Gr 1 - 7

Summer / Winter

Girls

White Short Sleeve School Shirts - Summer
White Long Sleeve School Shirts - Winter
Plain white vests only, can be worn under the shirts
Dark Grey School Skirts or Long Pants
Black School Shoes

- * Navy School Socks with Stripes
- * Summer Caps
- * Long or Sleeveless Jerseys
- * Padded Jackets
- * Tracksuits - worn as a full tracksuit not separate
- * White Golf Shirts worn with the tracksuit
- * Beanies
- * Gloves
- * Scarves
- * Ties are worn in winter only with the long sleeve white school shirt or when wearing a blazer / p/jacket
- * Blazers - Ties must be worn

Boys

White Short Sleeve School Shirts - Summer
White Long Sleeve School Shirts - Winter
Plain white vests only, can be worn under the
Dark Grey School Shorts or Trousers
Black School Shoes

- * Navy School Socks with Stripes
- * Summer Caps
- * Long or Sleeveless Jerseys
- * Padded Jackets
- * Tracksuits - worn as a full tracksuit not separate
- * White Golf Shirts worn with the tracksuit
- * Beanies
- * Gloves
- * Scarves
- * Ties are worn in winter only with the long sleeve white school shirt or when wearing a blazer / p/jacket
- * Blazers - Ties must be worn

All the items marked with a * HAVE to be purchased at the school Uniform shop.

Gr 8 - 12

Summer / Winter

Girls

White Long Sleeve School Shirts
Plain white vests can be worn under shirts
Dark Grey School Skirts (length of skirt 2 fingers above the knee) or Long Pants
Black School Shoes

- * Navy School socks with stripes
- * Ties are worn throughout the academic year
- * Blazers
- * Summer Caps
- * Long or Sleeveless jerseys
- * Padded Jackets
- * Tracksuits - worn at Sports outings only
- * Beanies
- * Gloves
- * Scarves

Boys

White Long Sleeve School Shirts
Plain white vests can be worn under shirts
Dark Grey School Trousers

Black School Shoes

- * Navy School socks with stripes
- * Ties are worn throughout the academic year
- * Blazers
- * Summer Caps
- * Long or Sleeveless jerseys
- * Padded Jackets
- * Tracksuits - worn at Sports outings only
- * Beanies
- * Gloves
- * Scarves

3. Sports Wear

- a) School tracksuit
- b) Specific wear for the different sports as stipulated

4. Students - Neatness

(a) Girls

Hair must always be neat and tidy with long hair to be tied up. Nails must be kept clean and short. Only colourless nail polish is allowed. No jewelry must be worn - only one set of studs or sleepers will be allowed in the ears.

(b) Boys

Boys hair should be neat and short. No jewelry allowed.

5. School books & Bookshop

All textbooks are to be bought through the Bookshop at the school.
Books are to be covered by the students.

6. General

School grounds and buildings must be kept neat at all times.
Learners will be held responsible for damage to school property.

Pupils may not leave the school property during school hours.

No learner is allowed in the classroom before school or during breaks.

Parents are welcome to contact the HOD in connection with any problems regarding their children. Parents are prohibited from interrupting the classes. Therefore parents are to schedule a meeting after the academic day.

Parent evenings are organized to discuss your child's work and progress.

Parents are asked not to make doctors or dentist appointments during school hours wherever possible.

7. School uniform and text books can be purchased at the School. For further information contact the office.
8. School office hours are from 07h30 to 16h00. Please note the office is closed from 13h30 to 14h00.

EXPLANATION OF SCHOOL FEES FOR 2018/2019

Registration Fee: (Year 3 - Grade 12): M 500.00 once off (*NON refundable*)

Year 4 - Grade R (Nursery) – M 500.00 per month for 12 months (M 6000.00 per annum)

Grade 1 - 7 (Primary) – M 1000.00 per month for 12 months (M 12,000.00 per annum)

Grade 8 - 12 (High School) – M 1500.00 per month for 12 months (M 18,000.00 per annum)

*This amount excludes all textbooks as well International exam fees in Grade 10 and Grade 12 that is determined by Cambridge University according to the exchange rate at that time.

School fees are to be paid before the 7th of each month. Please note no arrangements will be accepted.

University of the Free State Acceptance and Conversion Table for CIE and LGCSE Curriculum

(Please refer to column "A" (A Levels); "AS" (Advanced Subsidiary levels); "O"/GCE (LGCSE Curriculum))



CONVERSION TABLE

The UFS uses the conversion table to be able to consider all applications on an equal basis. International and home

examination authorities/bodies in South Africa as well as international.

UFS Formula	HG		SG		NSC/NSS AND IEB		NSSC / HIGCSE		IGCSE		"A"		"AS"		"O" / GCE		ACE SoT (until 11/2013)		ACE SoT (until 01 /2014)		IB Dipl (SL)	
	Symb	%	Symb	%	Level	%	Level	%	Symb	%	Symb	%	Symb	%	Symb	%	Symb	%	Symb	%	Level	%
8	A	80			7	90	1	80			A	80	A	80			A	80	A+ /A	96-100	7	80
7	B	70			7	80	2	70			B	70	B	70			B	70	B	92-95	6	70
6	C	60	A	80	6	70	3	60	A	80	C	60	C	60	A	80	C	60	C	88-91	5	60
5	D	50	B	70	5	60			B	70	D	50	D	50	B	70	D	50	D	84-87	4**	50
4	E	40	C	60	4	50	*4	50	C	60	E	40			C	60			E	80-83		40
3	F	33	D	50	3	40																
2	FF	20	E	40	2	30																
1			F	33																		

** Maths: IB HL4 = AP7

UFS Formula	Zambia School Certificate		Zeugnis der allgemeinen Hochschulreife		Malawi MSCE		Angola		Uganda				China		West Africa			USA		
	Symb	%	Symb	%	Rating	%	Marks	Symb	Advanced	Certificate of Education	Marks	Marks	Symb	Marks / 100	Marks / 150	Symb	Rating	West Africa o-Levels	Symb	%
8			12-15	80					A	80			90	135	A	1,2				
7			10-11	70					B	70			80	120	B	3,4			A	90-100%
6	1,2	Dist	8-9	60	1,2	80	18-20	A	C	60	1,2	A	70	105	C	5,6	1,2	B+ /A-	85-89%	
5	3,4	Merrit	6-7	50	3,4	70	14-17	B	D	50	3,4	B	60	90			3,4	B	80-84%	
4	5,6	Credit	4-5	40	5,6	60	10-13	C	E	40	5,6	C					5,6	C	70-79%	
3					7,8	50													D	60-69%
2																				
1																				

*Already confirmed by the Matriculation Board and approved by the Access Committee:
HIGCSE "4" = IGCSE "C" = 60%

APPLICATION FOR ADMISSION TO SCHOOL



MASERU PRIVATE ACADEMY

Telephone: (+266) 6888 8998 / (+27) 51 924 1490

PO Box 2306

Pitsoground

Maseru 102

Date of application completion : / /

Starting date : / /

Admin use

Grade and Class placement : _____

Note: This form must be completed in full. All changes to be initialed or signed by parent/guardian. Completing the form does not necessarily mean that the learner has been accepted into the school.

Grade Applied For: Highest Grade Passed Year When Grade was passed: Date of birth : / /

STUDENT INFORMATION

Surname:	Initials:	Nick Name:
First Name:	Identification or Passport No:	
Race:	Other Name:	
Country of Residence:	Gender:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
If SA, indicate province of residence:	Citizenship:	
	Home Telephone:	

Physical Address:	Emergency Telephone:
City/Suburb	Learner Cell:
Code:	Cell:
Parent Email Address:	
Home Language:	Preferred Language of Instruction
Deceased Parent <input type="checkbox"/>	Mother <input type="checkbox"/>
Father <input type="checkbox"/>	Both <input type="checkbox"/>
Religion:	Mode of transport:
For Grade 1 only: Indicate pre-primary education	None <input type="checkbox"/>
	Non Formal <input type="checkbox"/>
	Formal <input type="checkbox"/>

Previous School Information

Name of Previous School:		
Previous School Address:		
Code:	Province:	Country:

Learner Medical Information

Medical Aid Number:	Medical Aid Name:					
Medical Aid Main Member:						
Doctor Name:	Doctor Telephone Number:					
Medical Condition:						
Requiring Counseling:						
Special Problems						
Dexterity of Learner:	Right Handed <input type="checkbox"/>	Left Handed <input type="checkbox"/>	Ambidextrous <input type="checkbox"/>	Social Grant	YES <input type="checkbox"/>	NO: <input type="checkbox"/>

The following documents must be submitted with the application form:

- | | |
|--|--|
| 1. Copy of Immunisation Records.(from year 4 to Grade R) | 3. Copy of Birth Certificate/Passport. |
| 2. Progress Report from Previous School. | 4. Transfer Letter from Previous School. |

APPLICATION FOR ADMISSION TO SCHOOL

Siblings			
Number of other Children at this school:	<input type="text"/>	Position in the family (e.g first):	<input type="text"/>
Please supply full names below:			
Name:	<input type="text"/>	Grade:	<input type="text"/>
Name:	<input type="text"/>	Grade:	<input type="text"/>
Name:	<input type="text"/>	Grade:	<input type="text"/>

Parent / Guardian Information										Complete a SEPARATE parent form for each parent living at a different physical address																					
Title:	<input type="text"/>	Initials:	<input type="text"/>	Surname:	<input type="text"/>																										
First Name:	<input type="text"/>			Gender:	Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>																							
Home Language:	<input type="text"/>			Race:	<input type="text"/>																										
Identification Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Or Passport number	Account Payer:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>																
Residential Street Address:																<input type="text"/>															
										City/Suburb	<input type="text"/>					Code:	<input type="text"/>														
Occupation:	<input type="text"/>			Employer:	<input type="text"/>																										
Surname of Spouse:	<input type="text"/>			First Name:	<input type="text"/>																										
Occupation of Spouse:	<input type="text"/>			Learner resides with this parent/s	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>																							
Spouse ID Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Relationship to Learner:	<input type="text"/>																			
										Marital status of parent:	<input type="text"/>																				

Correspondence Details																															
Title:	<input type="text"/>	Full name and Surname:	<input type="text"/>																												
Postal Address:																<input type="text"/>															
										City/Suburb	<input type="text"/>					Code:	<input type="text"/>														

Other Contact Details															
Home Telephone Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Work Telephone Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fax Number:	<input type="text"/>	<input type="text"/>	Cell Number:	<input type="text"/>			
Spouse Work Telephone Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Spouse Cell Number:	<input type="text"/>										
E - Mail Address:	<input type="text"/>					Spouse E - Mail Address:	<input type="text"/>								

I hereby declare that to the best of my knowledge, the above information as supplied is accurate and correct.

Name of Parent / Guardian (Please Print) : _____

Signature of Parent / Guardian : _____

Date: _____/_____/_____

Office use only:															
1. Date:	<input type="text"/>				2. Accepted:	<input type="text"/>				3. Accession Number:	<input type="text"/>				
4. Rejected:	<input type="text"/>				5. Reason for Rejection:	<input type="text"/>									
6. Documentation Received:	<input type="text"/>				6a Immunisation Record:	<input type="text"/>				6b. Birth Certificate:	<input type="text"/>				
6c. Progress Report from Previous School:	<input type="text"/>				6d. Transfer Letter from Previous School:	<input type="text"/>									

INDEMNITY AND WAIVER
Maseru Private Academy

1. I, (full name and surname)
parent/guardian of

.....
.....
(full name and surname and ID number of pupil), hereby bind myself and my child/children to the contents of this document.

2. I recognise that, when my child/children

- 2.1 is/are present on the school premises
- 2.2 is/are elsewhere other than on the school premises, but under supervision of the school
- 2.3 is/are under supervision of a person at the request of the school
- 2.4 is/are transported under supervision, or at the request of the school

and he/she suffer any injury, loss or damages, the contents of this document will be applicable. This indemnity and waiver will be applicable in favour of the school or an employee of the school and any person who acts at the request of an employee of the school ("the responsible person").

- 3. 3.1 I accept that, although the responsible person will guard the child/children as well as possible, I indemnify the school and the responsible person totally of any and all responsibility of whatever nature, including negligent conduct, but excluding liability arising from deliberate, reckless or grossly negligent conduct by the responsible person.
- 3.2 I renounce any claim (other than a claim resulting from deliberate, reckless or grossly negligent conduct by the responsible person) and undertake in particular that I will be liable for all medical-, hospital-, and other expenses resulting from such an incident.
- 3.3 I accept that any claim that I and/or my children may have against the school and the responsible person resulting from any deliberate, reckless or grossly negligent conduct by the responsible person, at all times will be limited to a maximum amount for which in the relevant circumstances the school has insurance coverage (the policy is held by the school and can be inspected on request).

4. I cede my power as parent/guardian to the principal of the school or his/her representative should medical treatment/surgical incision be necessary for my child, should it not be possible to contact the parent/guardian.

5. The following general information is necessary in case of a medical emergency or hospitalisation:

5.1 Name and address of employer:

5.2 Name of medical aid

5.3 Residential address of parent/
guardian:

5.4 Telephone No: Home: Work (father):

Other: Work (mother):

Cell phone: Father: Mother:

5.5 Doctor:

Telephone no of doctor:

Cell phone:

6. To the best of my knowledge my child/children are in good health and I take note that it is my responsibility to inform the school in writing of any change in the state of the health of my child/children and the general information which may become necessary in case of medical treatment or hospitalisation. Should the child/children not be in good health, please state briefly the nature of the problem:

.....
.....
.....

Signature of Parent/Guardian

Date

ID-Number

MASERU PRIVATE ACADEMY – BANKING DETAILS

SCHOOL FEE BANKING DETAILS:

ACC NAME: MASERU PRIVATE ACADEMY

BANK: NEDBANK LESOTHO

ACCOUNT NO.: 11990022471

BRANCH CODE: 390161

REFERENCE: Student Name, Surname and “s/f”
(school fee).

UNIFORM & TEXTBOOK BANKING DETAILS:

ACC NAME: MASERU PRIVATE ACADEMY
UNIFORM & TEXTBOOK

BANK: NEDBANK LESOTHO

ACCOUNT NO.: 11990025632

BRANCH CODE: 390161

REFERENCE: Student name, Surname and your receipt
number.

Kindly note that we do NOT accept any cash for school fees or Uniform & Textbooks. We do have speed point facilities on the premises for your convenience. You may also EFT or do a Bank deposit into the above mentioned accounts. Please note that there is a School Fee account and a Uniform and Textbook account and that you will need to deposit into the correct account.