

G9 Documents (Grade 0-10): Shortened version of manual- complete manual will be supplied after registration.

Support centre

- Le-Amen supports and monitors parents & learners, and do not take any responsibility for groups.
- It is important that both parents will sign the addendum B when books are sending in.

Submitting work:

No monitoring of books/work will be able to take place outside these dates:

- 29 March 2012 - No monitoring of books in 1st term. Only all the evaluation forms and tests.
- 21-22 June 2012 - Will be ready for collection by 10/07/2012.
- 27 September 2012 - Will be ready for collection by 15/10/2012.
- 28 November 2012 - For those families who had joined us later.

Monitoring of work

- The work of learners (gr0-10) 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 and that they are ready for the IEB exams in grade 11/12.
- For this purpose books must be submitted twice per year on the dates supplied. No pupil will be certified unless his/her books had been submitted twice.
- **NB: GRADE 10.** The grade 10 students will be monitored closely to be able to enroll for gr 11/12. The pupils must adhere and improve on all advice, suggestions, etc in the 1st report back. If we find, that during the 2nd monitoring session, the work is still not on standard, you will not be able to continue.
- In exceptional cases negotiated with us, books will be accepted in November.
- Le-Amen keeps copies of reports in the learners' files for future reference.

Post

- When book parcels are submitted for monitoring, please ensure that you supply the cover sheets (**Annexure A & B**) and that it is filled in correctly.
- Should you expect us to post that parcel back to you, please be informed that we only use Speed Services and that the postage (more or less R100-00 for an average parcel) will be debited to your account.
- If you do not to use this service, mark the cover sheet accordingly: WE WILL FETCH – the parcel then stays with us until somebody comes to claim it at the Le-Amen Centre.

Certification

Certifying will only take place subject to the following conditions:

- The learner's work had been monitored twice
- The suggestions of the monitoring team were followed and the standard of work is as expected.
- All the tests/exams for the 4 terms were written
- NB: the evaluation forms for each of the 4 terms had been received and were fully completed.
- Your account had been settled.

Registration

After registration and payment have been finalised, we need the following:

- The transfer card from the previous school
- A copy of the last school report of the previous school
- Signed Z9 form

Office hours

Monday to Friday: telephone 09h00 – 13h00. Office hours 9h00-15h30

Telephone numbers: (011) 958-0366 (telephone & fax)
(011) 958-0532 (telephone & fax)
(011) 958-1945 (automatic fax line)

Accounts

- Each family has an account number / code, eg Mr Swanepoel is D15. We will appreciate it if this number is always quoted when you deposit money into our account. Supply your surname and the D number.
- LE – AMEN CENTRE
FIRST NASIONAL BANK
(FEATHERBROOK)
Branch number: 250 741
Current account number: 5040 000 633 72
- LE – AMEN BOOK SHOP
FIRST NASIONAL BANK
(FEATHERBROOK)
Branch number: 250 741
Account number: 504 011 869 67
- No accounts will be sent out during the year. When you register, you already know the exact amount for the year. The only outstanding money will be postage. We request that each time you receive a speed service or registered parcel, you will phone to find out what you owe for the postage.
- Only Greta van Rooyen will handle all account queries

Le-Amen will continue to support and monitor home school pupils in the same way as before. We are committed to our calling. Please familiarise yourself with the manual and always attach addendum A and B to all work, mark sheets, etc sent in to Le-Amen

Please feel free as parents to phone if there are any misunderstandings or queries. You are also welcome to make an appointment with Vincent Willems. Please contact the office.

Kind regards