



2026 PROSPECTUS

Gr. RRR to Gr. 7

Curriculum supplied by
impaq

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COMPASS EDU-CENTRE

CONTENT:

1. WELCOME
2. INTRODUCTION
3. OUR MISSION
4. OUR VALUES
5. BENEFITS FOR YOUR CHILD
6. REGISTERING WITH COMPASS
7. COMPASS FEE STRUCTURE
8. CURRICULUM
9. REGISTERING WITH IMPAQ
10. SUBJECT LIST
11. COMPASS EDU CENTRE INFORMATION
12. FACILITIES
13. CODE OF CONDUCT

"Direction determines destination".

Jim Rohn

Direction determines destination - Rigting bepaal destinasie



WELCOME

We thank you for your interest in COMPASS.

COMPASS is a Tutor Centre for students that are registered with IMPAQ homeschooling. COMPASS is a facilitator of the IMPAQ curriculum and provide tutoring on a full time basis.

It should be remembered that homeschooling remains the primary responsibility of the parent, however in many instances parents are unable to facilitate homeschooling due to work responsibilities. Our Tutor Centre provides the support and tutoring services that your child needs to successfully complete their homeschooling journey.

It remains each parent's responsibility to register their homeschooled children with the Provincial Department of Education.

Our tutoring is based on individual attention, and we are committed to each student's personal learning experience. Our dual-medium tutors have extensive experience with the ELDA Curriculum (Gr. RRR & Gr. RR) and the CAPS Curriculum (Gr. R to Gr. 7).

CAPS Curriculum focusses on the development of critical thinking and problem-solving skills, as well as the integration of knowledge.

We strive to create a positive learning environment for our students, within a peaceful setting.



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2. INTRODUCTION

Why register your homeschooled child with Compass Edu-Centre?

2.1 **One on one approach:**

Our Centre evolves around our students. With specialized tutoring, we aim to develop and encourage a positive and independent attitude towards learning. To ensure that each student acquire the full benefits of their own learning experience. To equip and empower young minds.

2.2 **Invaluable experience:**

At COMPASS we commit ourselves to building each student's confidence and resilience. Our tutoring is facilitated in a positive and uplifting learning environment within small groups. We provide nutritious Breakfast, Lunch and snacks on a daily basis.

Lush gardens and playgrounds create a relaxing environment where students can play and interact.

After care until 17:30 to accommodate our working parents.

Hands-on learning opportunities that help students develop a sense of curiosity and appreciation for the world around them.



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Moreover, it creates positive memories that can inspire students to continue learning and exploring.

At COMPASS we aim to provide a positive experience, a balance between work and play and a place to feel welcome and happy.

We believe that each child deserves the best future and prospects.

At COMPASS we are a family.

3. OUR MISSION

- To provide individual attention.
- To provide a safe, uplifting environment.
- To nurture a love for learning and education.
- To encourage independent learning.
- To empower through knowledge.
- To invest confidence and a healthy self-esteem.
- To awaken each student's own abilities.
- To develop each student's full potential.
- To develop communication and social skills.
- To build character through a Christian-based approach.
- To develop life skills and discipline.

"A little push at the right direction, can make a big difference".

Sandip Karmakar

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4. OUR VALUES

- Biblical values of kindness, humility & honesty.
- Excellence in everything we do.
- Respect for others and ourselves.
- Discipline and structure.
- Good character and integrity.

5. THE BENEFITS OF OUR TUTOR CENTRE FOR YOU CHILD:

- A low student-tutor ratio for efficient learning.
- Being tutored in small groups improves focus and concentration.
- Interactions with other students at the Centre will impact positively on the development of social skills.

6. REGISTERING WITH COMPASS EDU CENTRE

A once off, non-refundable registration fee of R200 is payable to secure a place for your child.

An annual re-registration fee is payable before the 30th of November of every year for the next year.

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7. COMPASS EDU-CENTRE FEE STRUCTURE 2026

Full day and half day fees are calculated in advance (January to December).

An annual increase of 10% applies.

	Compass Gr.RRR & Gr. RR	Compass Gr. R to Gr. 7
FULL DAY	R 4 000	R 4 200
HALF DAY	R 3 150	R 3 560

A 10% discount applies for a family of two.

PACKAGES	GR. RRR & GR. RR	GR. R TO GR. 7
<u>Full day Mon - Fri</u>	06:30-17:30	07:30-17:30
(Includes Breakfast, Lunch & Snacks and after care).		
<u>Half day Mon - Fri</u>	06:30-14:00	07:30-14:00
(Includes Breakfast & Lunch).		

A 10% discount applies when Centre fees are fully paid in January of each year.

Fees include: Tutoring, Centre Fees & Meals.

Fees exclude: IMPAQ fees, Transport, Extra Mural Activities and Educational excursions.

Banking details:

ABSA

Acc no: 407 030 7975

Ref: "DRO" no.

(will be issued to you upon registration.)



Fees are payable on the 1st day of every month. Fees are non-refundable, non-transferable and are not affected by holidays, absences, emergencies or National shutdown announcements.

30 Day written notice must be given to the Centre if it is necessary to withdraw a student from the program. One month tuition will be collected if a child is withdrawn without prior notice.

Children who are absent for four consecutive weeks without any contact, will be dropped from the program and their place will be filled.

Families who wish to withdraw a child for any length of time (weeks, months etc.), but plan to return, are financially responsible for ongoing fees.

At COMPASS, we follow the government school calendar. **COMPASS is not registered with the National Department of Education. It is each parent's own responsibility to register their child before they commence with Grade 1.** We encourage parents to commence with the registration process promptly. IMPAQ may assist parents with this registration process. Our After Care Centre is open during holidays at a fee of R100 per day, per child (Breakfast & Lunch included).

We are closed during December holidays.



8. CURRICULUM

Curriculum supplied by
impaq

IMPAQ (GR.RRR - GR. 7)

All students must be registered with IMPAQ as a condition of acceptance at COMPASS.

IMPAQ provides all lesson material and follows the CAPS curriculum, which adhere to the curriculum directives set out by the Department of Education. Your child can complete Grade 12 with Impaq and receive their National Senior Certificate, however it is essential that each parent register their child with the Department of Education before commencing Grade 1.

CAPS is based on a distance-learning model, which enables individualized learning. This model allow us to focus on the individual learning styles and needs of students. CAPS-aligned products and services are available in both English and Afrikaans.

IMPAQ provides CAPS-aligned lesson material, detailed facilitator guides, memorandums to mark tests and examinations, access to subject matter experts, and a Guided Learning platform to guide your child on their educational journey.

Monthly assessments will be conducted, by which parents will be able to view progress made, however IMPAQ fees must be paid/settled in installments in order for reports to be generated. IMPAQ is registered with SACAI, the assessment body for distance education.

IMPAQ can assist parents to register students with the Provincial Education Department.

IMPAQ is the largest home education curriculum provider in South Africa, with more than 24 000 students making use of IMPAQ'S lesson material.

9. REQUIREMENTS TO REGISTER WITH IMPAQ

1. Complete the homeschooling application form as found on the IMPAQ website.
2. Register with IMPAQ via their website.
3. An annual fee is payable to IMPAQ. Arrangements can be made to pay in settlements.

For more information, visit their website:
www.impaq.co.za.

For all IMPAQ queries and assistance on registrations:
087 405 2233.



*"The great thing in this world is not so much where we stand,
as in what direction we are moving".*

Oliver Wendell Holmes



10. **SUBJECT LIST**
GRADE R TO 3
LANGUAGES:

Learn and do
English Home Language
English First Additional Language
Mathematics
Life Skills

ADDITIONAL SUBJECTS:

Bible Education
Robotics

EXTRA MURAL ACTIVITIES

(Available at additional fees)

GRADE 4 TO 7

LANGUAGES:

English Home Language
Second Language
Natural Sciences and Technology
Mathematics
Social Sciences
Life Skills
Bible Education
Robotics

EXTRA MURAL ACTIVITIES

(Available at additional fees)



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• **COMPASS EDU-CENTRE INFORMATION**

General Information:

Centre Attendance and Hours:

- Mondays to Fridays, 07:30–14h00.
- In the event that a student is sick and unable to attend, the Centre must be contacted on (012) 664 2144, before 08:30.
- A medical certificate must be provided for the absence of students during exams/tests.
- After-care starts from 14:00 until 17:30, Mondays to Fridays, excluding Public holidays.
- Students need to arrive by 07:15 on a daily basis as our assembly commences at 7:30.
- Break time is at 10:00.

Dress Code:

In consideration that

- **Boys:**
Hair must be kept neat and short.
No extreme hair color. Pants must be properly pulled up; no underwear may be visible. No fashion statements like saggy pants that hang below the waistline. No inappropriate slogans on any clothing or bags allowed. Clothes must be clean and of suitable nature and size. No caps or sunglasses in class. No piercings allowed.

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• Girls: Long hair must be tied back. No hair in the face. No extreme hair color. Nails must be kept short & clean. No jewelry (except for medic bracelets and one pair of button earrings). Clothes may not be revealing and inappropriate. Clothes must be clean and of suitable nature and size. No short skirts (above the knee) allowed for the girls. If you wear a skirt, ensure you are wearing shorts underneath. No tights or leggings allowed without a long shirt that covers the buttocks. No see-through clothing. No crop tops or low necklines that are revealing. No inappropriate slogans on any clothing or bags allowed.

Should a student be inappropriately dressed, their parent/guardian will be contacted to fetch them to dress according to the centre's dress code. The above are rules, not guidelines.

- We recommend that jackets and shoes are marked with your child's name.
- Bags must always be neat and marked with your child's name.
- No gum chewing is allowed.

Breakfast & Lunch:

Breakfast is included and enjoyed at 07:30 every morning in our Compass hall.

It is essential that students enjoy the benefits of a healthy, balanced lunchbox during the day. A marked lunchbox with snacks and sandwiches for 10:00 should be sent with the student on a daily basis. We discourage sugary snacks and fizzy/energy drinks.

We provide lunch at afternoon everyday. It is served in our dining hall. Students are encouraged to bring their own water to keep hydrated throughout the day.



Personal Accountability:

A COMPASS EDU-CENTRE student should always:

- Be appropriately attired and properly equipped for each day.
- Take responsibility for their own learning.
- Respect him/herself, others and their environment.
- Have respect for other people's personal possessions.
- Be friendly and courteous towards tutors and fellow students. Bullying will not be tolerated.
- Keep our premises litter-free.
- Not ride any bicycles or skateboards inside Centre premises.
- Walk in a row when going to the dining hall.
- Keep the bathrooms neat and tidy.
- Use water and bathroom amenities sparingly.
- Listen actively and attentively during lessons.
- Be quiet and decent in tutoring rooms.
- Raise hands when asking questions.
- Be dedicated and hardworking.
- Uphold a proud image of COMPASS, inside and outside of our premises.
- Have impeccable behavior.
- Stray away from using any foul language and gossip.

"Efforts and courage are not enough without purpose and direction".

John F. Kennedy



Rules, regulations and disciplinary procedure:

- COMPASS EDU-CENTRE is a non-smoking, alcohol and drug-free environment.
- Vandalism of our Centre property will not be tolerated.
- Students left in our care are not allowed off the premises during learning hours, unless prior arrangement has been made.

Tutoring rooms:

- Students are to bring all materials necessary for effective studying with the tutor such as textbooks, study guides, assignment sheets, etc.
- Students are to work quietly and not disturb other students.
- Tablets, smartphones and notebooks must be switched off during Centre hours. Students are not allowed to use cellphones without the tutor's permission.
- Assignments must be completed promptly.
- Students are to leave their work areas clean.
- Students are to take responsibility for their personal property. Tutors are not to be held responsible for student's personal belongings.

11. FACILITIES

Security:

Our Centre is situated on church premises, fenced, with controlled entrance through security gates.

We have a security guard on site, exercising strict access control throughout the day, from 6am to 6pm.

Parents will receive an access sticker for their vehicles, ensuring easy identification at the entrance gate.

We are registered with 24 hour armed response, Monitor Net, for additional peace of mind. Panic buttons are linked to our security company.

All our tutors have basic First Aid training.



Tutoring rooms and playgrounds:

Your child's exceptional tutoring facilities, gardens and beautiful playgrounds make for a relaxing environment.

Tutoring rooms are located in the auditorium building.



Auditorium:

The multi-purpose auditorium provides an ideal space for assemblies, events, stage productions, and activities.



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Dining Hall:

Our dining hall where your child will enjoy their lunch, is a comfortable space. It is mostly used for our Zoombykie parent-teacher evenings, but can occasionally be used for COMPASS functions too.

Bathroom facilities:

Your child's bathrooms are situated in the auditorium, next to their tutoring rooms. Bathroom facilities are cleaned twice daily.

Kitchen:

We provide lunch to our full day students on a daily basis.

Our newly renovated kitchen is well equipped and includes a gas stove, which makes it fully operational during load shedding and power outages.

Our menu's offer a variety of healthy, hearty meals, fruits and vegetables. Our kitchen personnel are well-trained in culinary skills, and adhere to strict health and safety standards.

Solar power:

We have solar power which means no electricity failures and our daily operations can continue without interruption.

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CODE OF CONDUCT FOR STUDENTS

1. INTRODUCTION

While it is a student's right to receive an education and while Compass Edu Centre will strive to provide the top quality educational opportunities our community has come to expect, it is important that students acknowledge their responsibilities to themselves, their fellow student's, their tutors, other staff members. Effective discipline is directly dependent upon the limits set by a code of acceptable behaviour.

The Centre's Code of Conduct for students is based on fostering a culture of mutual respect in an orderly, clean and safe environment. The Centre rules are straightforward and we expect both parents and students to be familiar with them.

This Code of Conduct for students serves as a general guide for the standards of behaviour expected of Compass students.

Each student is expected not only to conform to these standards, but also to assist the staff in ensuring that all students conform to them. Students are expected at all times to be loyal and to uphold the honour of our Centre.

Our Centre aims to provide a warm, supportive environment, conducive to the attainment of academic excellence, high moral standards, spiritual growth, social and cultural awareness and good physical health. We will provide a vibrant academic atmosphere, in which every student is valued as an individual, challenged as a student and inspired to contribute to society.

2. PURPOSE

A Code of Conduct is necessary in our Centre community to realize the educational objectives of the Centre. The Code of Conduct for students are to promote positive discipline, self-discipline and exemplary conduct, as students learn by observation and experience.

The Code of Conduct for students must inform the students of the way in which they should conduct themselves at a Centre in preparation for their conduct and safety in civil society.

It must set a standard of moral behaviour for students and equip them with the expertise, knowledge and skills they would be expected to display as worthy and responsible citizens. It must promote the civic responsibilities of the Centre and it must develop leadership.

The main focus of the Code of Conduct for students must reflect positive discipline.

It must not be punitive and punishment oriented, but helps bring about constructive learning and ways in which to modify behaviour.

I belong to Compass Edu Centre. I am proud of my Centre and I take care of my Centre.

Pledge of behaviour from each Compass Edu Centre student which will promote healthy relationships:



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MY MANNERS ARE OUTSTANDING.

I greet my tutors, secretaries and visitors to our Centre.

I help them carry baskets and books.

I am polite to my fellow students

I keep quiet while my tutor is talking.

I remember to say "Please and Thank you".

I do not interrupt a conversation.

I speak politely to all tutors, at all times.

I am polite to maintenance staff.

I only speak kind words to others.

I keep quiet in assembly.

I take pride in my dress, actions and thoughts.

I am friendly, courteous and tolerant towards others.

IN THE TUTORING ROOM:

I listen to my tutor.

I raise my hand if I need attention, I don't shout out, I work quietly.

I keep all facilities neat and pick up all litter. I place all litter in refuse bins.

I respect books, learning material and furniture e.g. computers, radios, TVs, may not be used without permission and/or supervision.

I don't touch other people's property.

I bring my own stationery to the Centre.

I am punctual because it avoids disruptions and protects the right of others to learn without being disturbed.

I bring a note explaining why I was absent from the Centre on returning.

I accept responsibility for my actions.

I know that I may not bring any toys to the Centre, e.g. water pistols, fireworks, electronic games, etc.

If I need to go to the bathroom I have to ask the tutor.

MY WORK AND BOOKS

I have pride in the presentation of each piece of work I complete.

I treat all books with care and consideration.

My exercise books are treated with respect and are kept in a good condition.

All my books are labelled and covered in plastic.

I aim to produce the highest standards of work.

HOMEWORK

I must do my homework with my parents/or responsible adult and they must sign.

All my homework and assignments will be completed on time.

I spend the required time reading every day.

I complete all the homework plan activities recommended for my grade.

"You cannot change your destination overnight, but you can change your direction overnight".

Jim Rohn



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MY BOOKS

I always try to complete my work neatly and legibly.
I don't doodle, scribble or deface any book.
I produce pleasing work to and try to be a positive role model.
I use all the pages consecutively in exercise books to avoid blank pages being visible.
I rule off after each piece of work. I make sure that half pages in exercise books should not be left.

When I hand in my books I make sure that they are laid flat on a shelf or the desk, as this avoids curling/bending.
I know that I must not to bend the pages/corners of my exercise books.
I must cover all my exercise books textbooks in transparent plastic. Label them neatly with my first name and then surname, my Grade and Learning Area or subject.
I must always have my own stationery and equipment. Lending from my friends disrupts the lessons.
I write a heading in my book next to the margin in the next line. I underline the heading and date with a ruler.
All my written work must be done in blue pen.
Diagrams, tables and graphs should be drawn/ completed in pencil unless I am told otherwise. When labelling diagrams, lines must be drawn straight using a ruler.
I punctuate correctly. I don't forget my capital letters and full stop.
I don't keep changing my handwriting. Keep the same shape and size.
(I practice cursive).
A pencil may be used for drawings or for rough work in the jotters.
I miss a line to indicate a new paragraph.
If I make errors they should be crossed out using a pencil/ruler.

ON THE CORRIDORS AND IN THE HALL

I do not run overtake or push my fellow students.
I apply the rule to "keep to the left" on all corridors.
I walk in a row quietly.
I stand back for tutors and adults.
I wait for my tutor to give instructions and not run off without permission.
I wait and sit quietly for my tutor.
I make sure I am always a good example on how to behave outside the tutoring room.
I participate enthusiastically at all Centre functions because I am part of the team.
I do not enter the staffroom without permission.

ON THE PLAYGROUND AND AT THE GATE AND OUTSIDE THE CENTRE GROUNDS

I know that I may not leave the Centre during Centre hours without the tutor's permission.
I play carefully and sensibly in the playground.
I do not throw stones or objects at anyone.
I obey the tutors on duty.
I play on the correct playground.
I care for the other children.
I avoid fighting and or other violent behaviour.
I look after my environment and the plants.
I keep my playground clean at all times.
I know that bathrooms must be kept clean and neat.
I may not meet visitors at Centre without permission.
I am kind and respectful to other students.
I promise to keep my Centre neat and tidy.
I practice safety at all times.
I will not endanger others or myself.
I remain silent when entering other venues for formal occasions.
I know that all Centre rules apply whether on Centre property, or public transport, or when part of a group on tour, or any other excursion.
I am a good ambassador for Compass Edu Centre.

PARENT CODE OF CONDUCT POLICY

At Compass we are very fortunate to have supportive and friendly parents. Our parents recognize that educating children is a process that involves a partnership between parents, tutors and the Centre community. As a partnership, our parents understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents to participate fully in the life of our Centre.

The positive contribution that parents can and do make to a Centre are vital if we want to remain an educational institution of note in the community. Without parental co-operation and commitment to a partnership of excellence within the Centre, the institution cannot flourish and continue to strive for excellence.

The purpose of this policy is to provide a reminder to all parents, caregivers and visitors to our Centre about expected conduct. This is so we can continue to flourish progress and achieve in an atmosphere of mutual understanding.

GUIDANCE

As well as following the guidance set out in our Code of Conduct for students, we expect parents and visitors to:

- Respect the caring ethos and pride of our Centre.
- Be an example and friendly towards the students and staff.
- Support the Centre in all disciplinary actions.
- Be willing to volunteer and assist.
- See that students are attired properly.
- Understand that both tutors and parents need to work together for the benefit of their children.
- Encourage their children to be responsible and accountable at an age appropriate level.
- Demonstrate that all members of the Centre community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Correct your own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the Centre to help resolve any issues of concern through the correct channels.
- Seek to clarify a child's version of events with the Centre's view first in order to bring about a peaceful solution to any issue.
- Avoid using staff as threats to admonish children's behaviour.

In order to support a peaceful and safe environment the Centre cannot tolerate parents, caregivers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a tutor's tutoring room, the administration staff, maintenance staff, office area or any other area on the Centre grounds.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of Centre staff, stakeholder, visitor, fellow parents or student regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying Centre property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication. Defamatory, offensive or derogatory comments regarding the Centre or any of the student/parent/staff, at the Centre on Facebook or other social media sites.
- Displaying any form of physical aggression towards another adult or child.

This includes physical punishment against your own child on Centre premises.



Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences.)

Smoking and consumption of alcohol or other drugs whilst on Centre property.

Any illegal substances or objects being brought on to Centre premises.

Should any of the above behaviour occur on Centre premises the Centre may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the Centre grounds.

With regard to your child/ren's behaviour, parents will be informed of serious misconduct through a letter or phone call and a meeting will be set up to discuss the issue. Details of the misconduct will be made available. Parents are required to sign the acknowledgement slip on the form and make arrangements to resolve all issues.

WHAT WE EXPECT FROM PARENTS

Visit to the Centre by Parents:

Right of Admission reserved.

Parents have the right to visit the Centre where their children have been admitted, but such visits may not disrupt any of the Centre activities. Please make an appointment to see the tutor.

Parents must please report to the office when visiting the Centre.

Parents are required to make an appointment with the facilitator or tutor of the Centre for a personal appointment and state the reason for the visit. Also state the other persons who may be involved during the visit.

If a meeting has been arranged you will need report to the office. Upon entering and leaving the Centre premises, all parents and visitors must first report to the office, all parents are requested to sign in or out. A visitor's book will be kept for daily visits. For the safety of our children all visitors/parents will need to carry identification.

Parents can visit their child's tutor if they have made an appointment before/after teaching time. If the tutor is available to see them during admin periods these meetings can be held. All meetings need to be recorded on the interview sheets.

Tutors are not available during teaching hours to receive telephone calls, unless it is an emergency. Please leave a message with the secretary if the tutor is unavailable.

Parents must exercise patience if they visit the Centre unannounced.

Students must come to the office when their Parents wish to :

Hand over their keys

Give a message to them

Hand over their lunch, medicine, clothing items, etc.

All students leaving early must be collected by their Parent/Caregiver and sign a register or complete the necessary forms.

Please do not collect your child from the tutoring room.



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GENERAL ISSUES

Send your child/ren to Centre ready to participate and learn.

Parents must inform the Centre about medical information e.g. illnesses and medical aid membership.

Requests for a child to miss a tutor session must be submitted in writing to the Facilitator.

Where possible, medical and dental appointments should be made out of Centre hours.

No student will be allowed to leave the Centre premises during tutoring hours. Students who need to leave the Centre earlier (for whatever reason) a request must be put in writing to the Facilitator, Mrs Drienie Theunissen.

No tutor will send a child home without the written permission from the Facilitator.

Holidays must be planned to coincide with Centre vacations and NOT during the term.

Inform the Centre about change of address, telephone numbers of both parents (home and work). There must be at least TWO other contact numbers.

Children must be dropped and fetched at the gate. Please collect your children promptly from the Centre.

For the safety of your child we cannot allow children to "hang around" at the Centre. If you are unable to collect your child you will need to ensure they are under the supervision of the Compass Edu Centre staff. A register will be taken and parents will be contacted if children are not collected on time. Your child will be sent to Compass Edu Centre After Centre. The Centre will institute a fine on collection.

The Centre will not be held liable for any claim, losses, injuries and expenses suffered by parents or students which were not caused by negligence of the Centre or the responsible tutor.

Parents are liable to pay Centre fees as determined by our Board of Directors.

Parents are expected to get involved in the education of their child/ren at Centre (e.g. assist with sport, attend meetings, etc.)

Homework books or workbooks must be signed when sent home.

Avail yourself for Parent / Tutor meetings to discuss your child's progress at the end of every term.

Notices and newsletters are an essential method of communication between the Centre and home. All newsletters and circulars sent to the parents by the Centre must be treated as important and must be read by the parents. Ask your child to ensure that notices handed out at Centre are given to you. It is expected of you to get involved in your child's learning process, check and sign homework books, message books and read all circulars. Follow up with your children. When reply slips are attached, these must be signed by the parents or guardian and returned promptly to the tutor.

Parents must collect the end of Term Reports at Centre on the assigned days determined by the Centre if requested by the Centre. If reports are issued to students they will sign a register to the effect.

Help with reading at home regularly. See to it that your child reads regularly.



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PREPARE YOUR CHILD FOR TUTORING, SEE TO IT THAT HE / SHE:

Has a good night's sleep

Has a good breakfast

Has a packed lunch

Has neat attire. Insist that he/she be dressed and groomed in a manner consistent with the Centre's dress code.

Has all stationery requirements.

Has all books neatly covered with the plastic covers provided.

Has a place for study and ensure homework assignments are completed.

Shows respect for all staff members and their fellow students.

Understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.

Knows the Centre rules as included in the Student's Code of Conduct and help him/her to understand them.

Is supported to deal effectively with peer pressure.

Always remember that children learn by example.

POLICY– INFECTIOUS & COMMUNICABLE DISEASE

INTRODUCTION

Compass Edu Centre strives to provide fair and equitable treatment for all students so as to encourage and support their learning and development at an optimal level. In addition, it is of vital importance to maintain the health, safety and welfare of all students and staff, as well as the community at large. This policy outlines clear and actionable steps to be taken for safe operations through the prevention, early detection, and control of infectious and/or communicable diseases at Compass.

STANDARD PRECAUTIONS OF INFECTION CONTROL

To fight against any infection, general high standards of cleanliness must always be observed, dust kept to a minimum and areas of use thoroughly cleaned on a regular basis. Hand hygiene is widely acknowledged to be one of the most important ways of controlling the spreading of disease. Evidence suggests that many people do not use the most effective technique when washing hands. Staff are to continuously reiterate the importance of hand hygiene to students. Hand washing facilities are provided for all students and staff:

Hand basins, running water, liquid soap dispensers and hand drying facilities (of a disposable nature) are provided in all toilets, kitchens, and other food preparation areas. Closed bins, for the disposal of any paper towels are provided in all toilets and kitchens facilities.

Hand washing facilities are maintained in a good condition and supplies of paper towels and soap are topped up regularly to encourage students to use them.

Cleaning staff are frequently reminded to check that soap dispensers.

Hand basins are at an appropriate height for staff and students of all ages.

Mantra for our students

Keep – yourself at home if you are sick.

Keep – washing your hands for 20 seconds.

Keep – away if you cough or sneeze and cough and sneeze into your elbow.

