

REEKWORTH JUNIOR SCHOOL

SETTING A SOLID FOUNDATION

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Prospectus

◆ 2017 ◆

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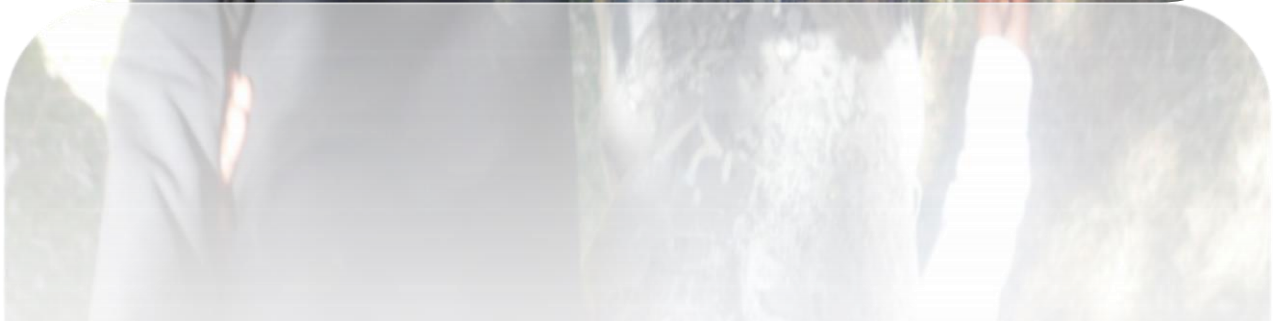
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**Welcome to
Reekworth Junior
School**

**Tinomufaro
kukuchingamidzai
kuReekworth Junior
School**

**Saliamukhela
Reekworth Junior
School**

欢迎Reekworth小学



History of the School

Reekworth Junior School was Founded in 2008, initially just as an ECD nursery school. The school's beginning was humble with just 5 children and one classroom, but before long, our outstanding professionalism began attracting students from all around Harare. In just 2 years Reekworth grew from 5 - 200 students.

Currently Reekworth boasts of over 3 campuses, a junior school, nursery school and a high school comprising of over 400 students. In 2016, we broke new ground with the launch of our boarding house, which has 15 students currently enrolled

Our Mission Statement

Our mission statement comprises of four aims. We want our students to

- *Achieve outstanding academic excellence*
- *Be aware of themselves and the world around them*
- *Become responsible and dedicated citizens*
- *Be an exemplary reference point to their peers*

Reekworth offers students individualised learning to identify and develop their strengths so they can achieve their full potential. We give students the skills and tools they need to be innovative thinkers and effective leaders in tomorrow's challenging world while focusing on the growth of the child.

Message from the School Head

Getting engaged into Reekworth in its formative stages as a small school that had a few classes, was an unusual thing for me, as I was used to large classrooms of children in public schools. Its size however did not deter me from the vision that was driving the school. At that time, we were up to the third grade, a lot of work had to be put in, to get this vision to materialize. I set my sights to using my experience and the ingredients of hard work and an unquenchable thirst for good results along with a good team to produce the desired results. Now, our school is a brand incomparable to any other. We have our own unique way of tutoring our little ones to literacy at a very tender age, as a result our enrolment has soared up tremendously. Our product is next to none, it is heartwarming to be part of a successful institution and indeed set a solid foundation for our leaders of tomorrow.

Swarna

School Organisation

Reekworth Junior School is a private institution which has an enrolment of 400 students. Enrolment starts from our infant class up until primary level Grade 7.

Classes

Our classrooms are grouped according to age and our student teacher ratio is 1:20

Infant Syllabus

Petunia	ECD B Gold	1 Gold	2 Gold
Flame-Lilly	ECD B Diamond	1 Silver	2 Silver
Marigold (ECD A)	ECD B Silver	1 Diamond	2 Diamond

Junior Syllabus

Grade Three Gold	Grade Five Gold
Grade Three Diamond	Grade Six Diamond
Grade Four Gold	Grade Seven Gold



Admission to the School

Children may receive admission into the school after they have successfully completed the registration form along with the registration fee and an entrance exam where applicable. Admission is dependent on meeting the requirements stipulated on the school registration form.

Admission to the Nursery School

Children are admitted to the Nursery class in all three months of each term. The earliest class admits students following their second birthday. Children are admitted to the ECD A class following their fourth birthday.

Admission into the ECD B class is limited to a cut-off date of May in order to ensure successful comprehension and mastery of learning objectives required for a student to graduate.

Each class takes up to 20 students, the following considerations are taken.

- *The preservation of a balance between boys and girls and the number of students already in the class.*
- *Priority will be given to students whose siblings are already enrolled at the school, although this does not guarantee automatic entry.*



Applications for admission to Reekworth can be made in two ways, on site at the campus administration office, or online using the school website.

Admission to Grade 1 – 7

The admissions procedure for grade 1 is twofold. For continuing students, admission is granted automatically upon graduation from the ECD B class. Students are still required to fill in a separate application form to indicate their interest in continuing to grade 1 at Reekworth.

External applicants are required to fill an application form prior to the next academic year, in order to book a spot for the entrance exams. Children will be required to take an entrance exam that will test their comprehension and mastery of the pre-requisites to be admitted into the grade 1 class.

Children are admitted into grade 2 to 7 classes at the beginning of the academic year upon meeting the requirements stipulated on the application form. Should vacancies arise within the year, additional applicants may be admitted.

Each class takes up to 20 students, the following considerations are taken

- *The preservation of a balance between boys and girls and the number of students already in the class.*
- *Priority will be given to students whose siblings are already enrolled at the school, although this does not guarantee automatic entry.*
- *Priority will be given to students who attend remedial holiday lessons prior to an application received by the school.*



Parent Tours

Parents enrolling their children into grade 1 classes will be taken on a tour the day of the entrance examination. Parents wishing to view the school should contact the School Administrative Officer to book themselves a one on one tour.

The School Day

School Hours:	8 a.m. to 2.00 p.m.* <i>Nursery students who live closer to the school may opt for an extension of the school day, 8 a.m. to 4.00 p.m. Grade 5-7 students remain on campus for additional lessons until 4 p.m.</i>
The Start of the Day:	Students using the school bus or being dropped off are required to be seated in their respective classrooms by 7:55 a.m. Classes start promptly at 8 a.m.
Break & Lunch Time:	Break time is between 10-10:30 a.m. Lunch is served at 12:15 p.m.
The End of the Day:	Parents may pick up their children from the main campus from 2 p.m. The school buses ferry students from 2 p.m.
Weekly Activities:	Mondays – School assembly at 8 a.m. Wednesdays – Sports day from 11 a.m. Fridays – Clubs & Societies from 12 p.m.

Parents whose children do not use the school bus must ensure they pick up their children on time. Clear written communication must be submitted to the school if someone else other than the parent will pick up a child from school. Unfortunately the school cannot be held responsible for children who are left behind due to poor communication by the parents.

Parents whose children use the school bus must refer all correspondence to the bus assistant/bus driver via phone to ensure the smooth and timeous running of the transport system. Clear communication must be submitted to the school if alternative transport arrangements are in place or if the address of the child has changed. Unfortunately the school cannot be held responsible for children who are left behind due to poor communication by the parents.



Emergency Contact

It is important that the school has accurate information on home addresses and daytime telephone numbers, in case parents need to be contacted urgently. All parents are asked to provide a telephone number where either they, or a friend, can be contacted in the event of illness or accident.

It is essential that the School Administrative Officer is informed immediately of any change of address, place of work, or telephone number.

The Curriculum

The National Curriculum lies at the heart of what is taught at Reekworth Junior School. It sets out a clear, full and statutory entitlement to learning for all children aged four to twelve and determines the content of what will be taught. It is preceded by the Infant Syllabus which is taught to children aged two to four.

Both are designed to:

- *be broad and balanced*
- *promote the spiritual, moral, cultural, intellectual and physical development of children*
- *Prepare children for the opportunities, responsibilities and experiences of adult life.*

The curriculum at Reekworth Junior School is not static and is continuously developed in order to enhance the delivery to our children, and remove potential barriers to learning. In order to learn successfully, we believe children need:

- *to develop positive self-images through knowing they are valued for themselves*
- *to have equality of opportunity to gain full access to the curriculum*
- *opportunities to form positive relationships within a stable and secure environment*
- *opportunities to express themselves creatively and apply their skills and knowledge*
- *Access to a range of stimulating activities and appropriate tools.*



Nursery, ECD, Grade 1-2

The Infant Curriculum is taught to young children between the ages of three (Nursery) and seven (Reception). At whatever stage children begin pre-school or school, they will have had a range of different experiences. At Reekworth Junior School our aim is to make learning for young children a rewarding and enjoyable experience. They explore, investigate, discover, create, practice, rehearse, repeat, revise and consolidate their developing knowledge, skills, understanding and attitudes. Learning is mainly achieved through play and talk.

The Infant Curriculum is organized into eight areas of learning:

- *English Language*
- *Heritage and Social Studies*
- *Indigenous Languages*
- *Information and communication Technology*
- *Mass Displays*
- *Physical Education*
- *Visual and Performing Arts*
- *Mathematics and Science Education*

It is important to note that one activity may provide a child with opportunities to develop a number of competencies, skills and concepts across any number of areas of learning



The National Curriculum

The current National Curriculum is designed for grade 3-7

The Curriculum subjects are:

- *English*
- *Mathematics*
- *Information and Communication Technology*
- *Indigenous Languages*
- *Visual and performing Arts*
- *Physical Education*
- *Heritage and Social studies*
- *Mass Displays*
- *Art*
- *Physical Education*
- *Visual and Performing Arts*
- *Agriculture*
- *Foreign Languages*
- *Family, Religion & Moral Education*

Each subject has a programme of study which specifies the knowledge, skills and concepts that the children will be expected to acquire as they progress through both primary and secondary school. There will be times when these subjects are best taught discretely and systematically, and other times when they will be taught in a cross-curricular way enabling the children to develop their knowledge, skills and understanding in a broader sense.



English

In studying English, children develop skills in speaking, listening, reading and writing. This enables them to express themselves creatively and imaginatively, and helps them to communicate with others effectively. Great emphasis is placed on developing children's spoken language, as this is crucial for learning to read, write, to be numerate and successful in all areas of learning.

Mathematics

Mathematics equips children with a uniquely powerful set of tools to understand and change the world. Children are involved in a broad range of activities in order to learn mathematical concepts and develop numeracy. They are given practical experience, investigative tasks, regular practice and memorisation of mathematical facts and procedures to develop mental skills.

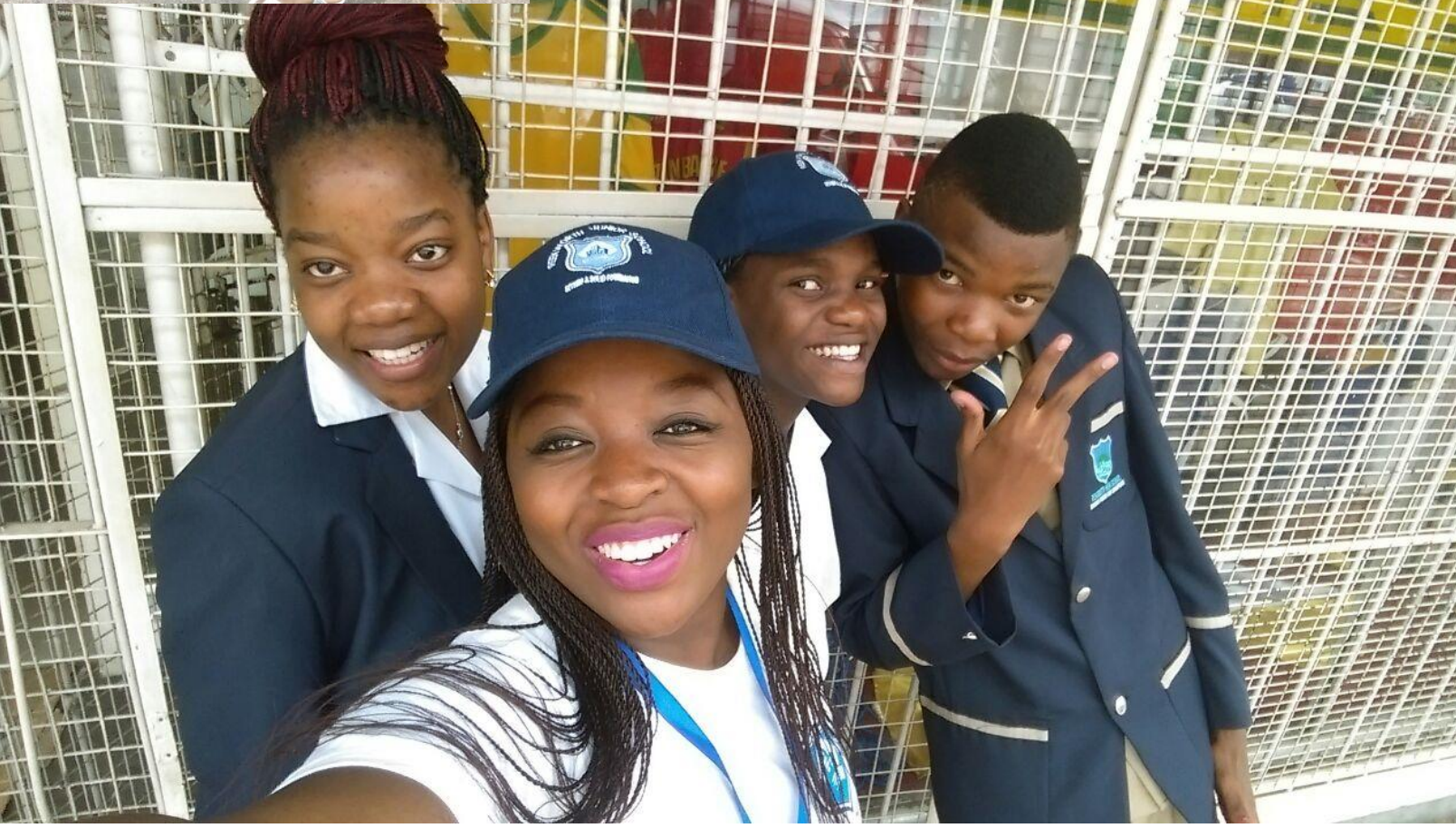


Information & Communication Technology

Computer literacy is an essential skill in the modern world. All children at Reekworth have the opportunity to work with computers and digital equipment from age three to eleven. They are taught how to use ICT tools safely to find, explore, analyse and present information responsibly and creatively in order to advance their learning across the curriculum.

Heritage & Social Studies

Social history of the people of Zimbabwe, local cultures, cultural independence, heritage values and religious practices. The focus is on facilitating the learner to become a responsible member of a family and Zimbabwe. It has a thrust on identity, norms, values through the inclusion of aspects of Heritage and Social studies



Mass Display

These are spectacular artistic performances which display the authentic values of sound artefacts, movement and posture and promotes sense of beauty, harmony, discipline, leadership, discipline, collaboration, teamwork, social integration and tolerance

Art

Art stimulates creativity and imagination. Understanding, appreciation and enjoyment of the visual arts has the power to enrich our lives. During their time in school, children are introduced to a wide variety of creative activities including drawing, painting, modelling, printing and needlecraft, and they are taught to use materials with precision and care.

Agriculture

Agriculture is a science learning area that involves theory and practical activities in soil, water, plant and animal management as well as tools and machinery used in agro business.

Foreign Languages

The curriculum includes the teaching of French, Chinese, Portuguese and Swahili. This emphasises on communication skills, and an understanding of the culture, social, religious & economic statuses of places where these are prominently spoken.

Indigenous Languages

This focuses on development of values within our national context. Helping to develop values, norms, identity and heritage.



Visual & Performing Arts

Learners will use their voices, gestures and sign language to express themselves through movement, exploring basic elements and principal design, respond to stimuli through movement, appreciate visual and performing arts and manipulate available resources.

Physical Education

All children are required to take part in Games, Gymnastics and Dance to develop physical skills and agility, and to develop an active and healthy lifestyle. Students are required to come in their sports attire and pack their swimming gear on days stipulated by the school calendar

Family, Religion & Moral Education

This learning area is designed to promote awareness and appreciation of the different religions practiced in Zimbabwe for the development of moral responsibility, behaviour capacity for discipline, a sense of sound ethical norms, values and goals.



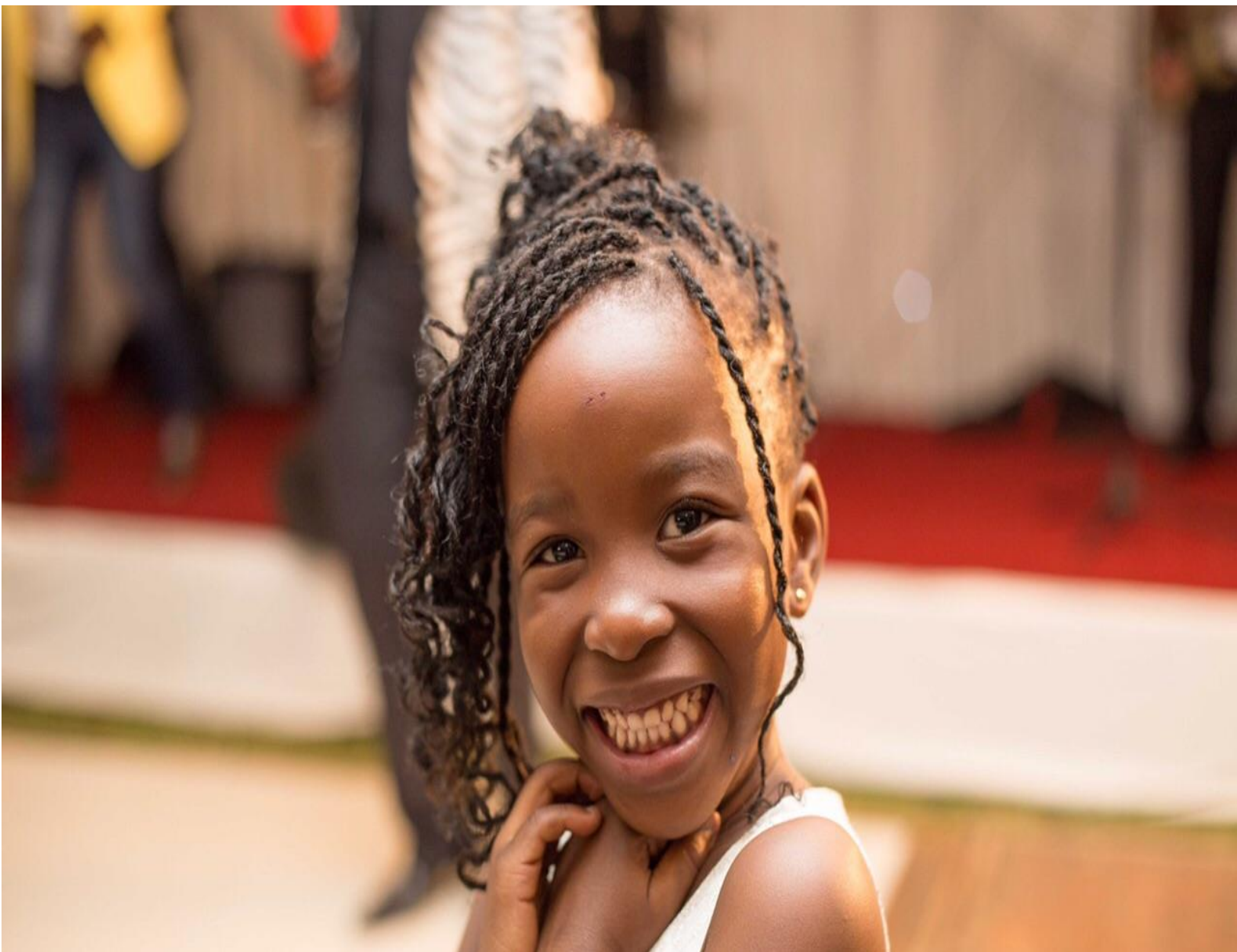
Assessment and Reporting to Parents

Monthly assessments are made of each child's progress and these are used by teachers to plan the next steps in learning.

Formal termly assessments are also conducted, and the next steps in learning are shared with parents at termly parent/teacher meetings. In addition, parents receive an electronic Termly Report which summarises their child's overall progress and attainment.







Other Curricular Activities

School Trip

Students undertake school trips at the end of each term and we divide our children into 2 groups according to age groups.

ECD A , B and Grade 1,2 go to the same destination which is usually not out of town, since they are still young and tire easily A full risk assessment is carried out prior to each trip and parents are informed so that they are fully aware of the activities to be undertaken.

Upper grades that is from grade 2 – 7, go to a different destination usually out of Harare, on educational trips.

Each year a selected club with the help of the entrepreneurship club will participate in fundraising activities to take a self-funded international trip over a weekend at the end of the year.

Chinese

In a bid to groom relevant skills in our students, we conduct oral and written Chinese lessons. We have introduced Chinese as an extra language from grade 1 to 7 in compliance with the national curriculum.



Assembly/Collective Worship

Assembly is held every Monday morning. This is the time where moral and social values are reinforced. Additionally, collective worship is conducted as we are a Christian school. During assembly, good effort and behaviour is acknowledged and celebrated.

English as an Additional Language (EAL)

At Reekworth, we positively value the different cultures and languages that our children bring to our school community. Students from different countries will have access to extra sessions and tutelage to ensure they successfully grasp English. Regular assessments are made of each child's fluency level and these are used to set targets for learning.



Special Educational Needs

The school aims to work in close partnership with parents in identifying any special needs and in developing a suitable programme to meet these needs.

Disability

Our school aims to be an inclusive school. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual children or groups of children

Despite the limitations of our campus building, we make all reasonable adjustments to ensure that a child or parent with disabilities is not placed at a disadvantage.



Homework

Our school has a homework/learning policy and we expect parents to support their children in completing their homework.

Homework is designed to reinforce, consolidate and extend learning which has been undertaken in school, as well as develop independent study skills. Homework requirements are outlined in the school communication books (diaries).

All children take books home regularly to read with their parents in order to sharpen their communication skills.

Attendance and Lateness

On Time, Every Day

It is essential that children come to school every day and on time, good attendance leads to good progress.

School starts at 8 a.m. Children arriving after this time will be recorded as late. Children arriving after 8.30 a.m. will be marked as absent for the morning session and this will be recorded as unauthorised.



Absence

If a child is ill, parents must telephone the school and make provisions to put the absence in writing. Parents should inform their child's Class-teacher, and the School Office, of any doctor's appointment and it will be noted in the register.

If a child needs to be absent for any other reason other than illness, parents must contact the School Head. Children cannot be allowed to leave school during the school day unless there is an emergency, in which case the child should be collected personally by the parent or a named carer, and the Class-teacher informed.

Family Holidays during Term Time

Parents **do not** have the legal right to take children out of school for holidays. **Exceptional** circumstances such as bereavement, family illness or crisis, weddings or special religious holidays may be considered if a written application is submitted to the school head, this does **not** include spending time with family members who live abroad. Absence for holidays will be recorded as **unauthorised**.



Health and Welfare

The school nurse keeps a check on the children's general health. The school will inform parents of any government sponsored vaccinations at the local clinic. The school will not take students to such events but will make provisions for interested parents to be able to take their children to the clinic.

Infectious Diseases

The school should be notified immediately if a child has an infectious disease. Children who are unwell with an infectious disease should not be at school. Once they are better, they should return, unless they pose a risk of infection to others.

Medicines in School

We cannot administer medication to a child unless it is prescribed by a doctor. If a child needs to take a prescribed medicine during the school day, their parent should take the medicine to the School Office and authorise the administrative staff to administer the medication.

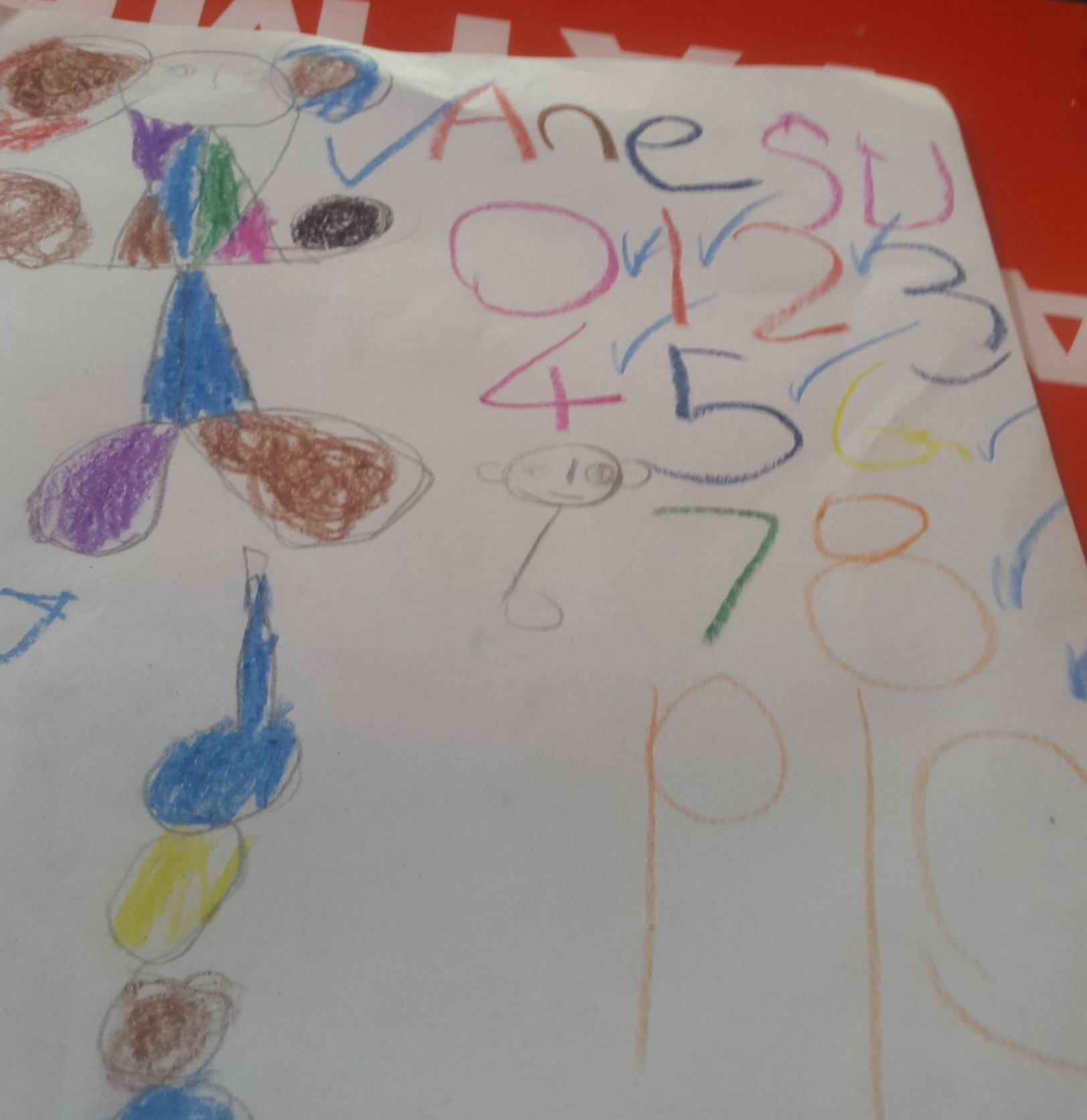
Allergies

The school should be made aware of any allergies from which a child may suffer, before the child joins the school. There is a provision for this in the application form.









Uniform & Dress Code

Below is the uniform schedule for the week. Every student is mandated to be dress in the correct school uniform and adhere to the dress code stipulated.

Day	Uniform	Activity/Extra Uniforms
Monday	Blazer, Full Uniform, School Hat	Assembly Day
Tuesday	Complete Uniform, School Hat	ECD Swimming Day
Wednesday	Complete Sports Uniform	Term Sports Day
Thursday	Complete Uniform, School Hat	Junior Swimming Day
Friday	Club/Society Uniform, School Hat	Social School Day(Clubs & Societies)

Please make sure no jewellery or make up (including hair dye) is worn to school. Students with long hair may plait plain lines going to the back of the head. No beads or hair extensions are permitted. Students with short hair should maintain neat and simple cuts, with hair always neatly combed and presentable.

School shoes and sports shoes should be the standard shoes, (black with laces and white tennis shoes with laces respectively).

Children are discouraged from bringing to school any item of financial or sentimental value - this includes the latest crazes and mobile phones - as losses can be upsetting and we cannot be responsible for any loss.

If children need to bring money to school, they are asked to hand it in to the Class-teacher using the school piggy banking system as stipulated in the newsletter. Ensure receipts are received for each transaction

School Meals

Healthy, well-balanced school meals are cooked on the premises. Provision is made for children who are vegetarian or cannot eat certain foods on religious grounds. We encourage the children to eat a school lunch, especially the younger ones, as we believe it is important to have a hot meal at lunchtime. Children may bring packed lunch and this should contain a healthy snack and fruits.



Meal Time-Table

Day	Menu
Monday	White Rice, Chicken Stew & Mixed Vegetables
Tuesday	Spaghetti, Minced Meat & Mixed Vegetables
Wednesday	Sadza, Green Vegetables with Peanut Butter
Thursday	White Rice, Baked Beans & Mixed Vegetables
Friday	Varying Potato Based Meals

Finance

Parents are expected to fulfil their financial obligations by the deadline they signed to upon registration.

Application forms are kept in the School Office and the School Accounts Officer will be glad to give help and advice in applying for financial assistance to eligible parents from disadvantaged backgrounds. Please note that applications must be made with evidence. Grants are given per availability, and priority is given to orphans and single income households who demonstrate true need.

Educational Visits

We are fortunate to be able to organise many exciting trips/visitors during school time, as these stimulate interest and enhance our children's educational experience.

Details of the trips are given to parents beforehand and parental permission is always sought.



Parental Consultation

We aim to work closely with parents. A number of occasions are organised during the school year for parents and teachers to exchange information about children's progress.

Every Term:

Parents are given an appointment with their child's Class-teacher to come and discuss their child's progress.

Throughout the Year:

Teachers are always happy to discuss a child's overall progress with their parents at a mutually convenient time. Please remember that the beginning of the school day is not appropriate; it is a very busy time for teachers, as they are concentrating on settling the children into class. Many events take place during the year, to which parents are invited. These may be class assemblies, musical evenings, drama productions, social events or curriculum workshops.

School Diaries:

Teachers and parents are able to communicate through a diary to be kept in the child's school bag. All correspondence must be signed. The administration also uses this avenue to send announcements to parents.



Complaints

If parents wish to make a complaint, it is recommended that in the first instance they speak to an administrator. If it is not possible to resolve the complaint in this way, parents can send a formal written complaint to the School-Head. If there is no satisfactory outcome at this level, a formal complaint may be made to a designated officer at the Education Department.



Behaviour in School

It is our aim that every member of the school community feels valued and respected, and that each person is treated fairly and well. The school's endeavours to ensure that all members of the school can live and work together in a happy, safe and secure way.

Behaviour which shows lack of thought for other people is unacceptable. We will not tolerate any racist, sexist or other behaviour which is aimed at hurting another person or group of people. In the case of serious misbehaviour, the School-Head will contact parents to discuss the matter. The School-Head has the authority to exclude a child from school, either permanently or for a fixed period, if that child's behaviour can no longer reasonably be contained within the school.

Incidents of bullying are always taken seriously and are dealt with. We strongly encourage our children to tell us, or someone close to them, if they experience bullying of any kind, so that it can be dealt with immediately.



Working with parents

Parents play a vital role in ensuring the success of their children. Regular newsletters are sent out to inform parents of key events and dates, and to ask for help in the classroom. Parents can help by doing any of the following:

- *listening to children read*
- *giving talks to groups or classes*
- *supervising art activities*
- *supervising homework*

Parents should let Class-teachers know if they have any time available or skills to share.





Notes:

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Reekworth Junior School

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Harare Zimbabwe

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