



Sagewood School

WELCOME TO SAGEWOOD SCHOOL

Sagewood is a private day school, a member of the Independent School's Association of Southern Africa and registered with the Gauteng Department of Education. We are a non-profit organisation. We have been provisionally accredited by Umalusi, Council of Quality Assurance in General and Further Education and Training.

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Our Services

We offer the highest quality education in small optimum sized classes providing individual attention. We take children from Pre-Primary through to matriculation on one spacious campus. We keep up to date with all new developments in education.

We employ a counsellor who is available to any student, parent, or member of staff.

Other services to the community include our unique 'Educare' programme, giving training and follow-up services to adults involved in child care. Our school library is also open to the general public as part of the Midrand Library Service.

Our Vision

A school with quality facilities and teachers, encouraging a rich diversity of student activities, appreciated by the community, producing enlightened, exuberant, successful graduates.

Our Mission

- Progressive teaching methods in small classes
- Encouragement of individual expression
- Providing the knowledge, skills, independent thinking and attitudes for success in the real world
- Producing intelligent, caring young people who will have a real contribution to make towards the bright future of their country.

Our Values

- High standards
- Competence and professionalism
- Innovation and creativity
- Practical skills for life

Our Traditions

Sagewood welcomes people of all backgrounds and traditions, and promotes knowledge and respect for all religions and cultures.

A Brief History of Sagewood

Sagewood started with 16 children in 1985 in a flat in Cyrildene, moved to Bedfordview in 1986 where it had 70 pupils and was registered with the T.E.D. By 1987 it was running in Bertrams with 170 children, and in late 1987 moved to the old Johannesburg Children's Home in Observatory with 200 children, growing to about 300 by 1992.

In 1992, thanks to a donation of R11 million from the Anglo American and De Beers Chairman's Fund, the school moved to its current 25 hectare site in Midrand, where it's custom-designed facilities now stand.

In these excellent facilities the school has continued to develop its high standards and innovative teaching methods. Its high achievement has been proven by its repeated 100% matriculation pass rate, its successful graduates, its showing in external competitions of all sorts, and its happy, settled school atmosphere.

Facilities

Our spacious facilities, in an open setting, have been designed for ease of learning. The Pre-School children meet in their own special secure buildings, the preparatory school and college have bright, well equipped classrooms with easy access to the technology centre, computer centre, and sports and recreation facilities.

The separate administration block houses our excellent library, an internet media centre, fully equipped computer centre, spacious auditorium and administrative offices.

Sagewood Pre-primary School

Ages 3 - 6

Our Pre-Primary School uses a child-centred approach with a well-structured programme of daily routines designed to foster feelings of security and well-being in the very young child, and strengthen their learning abilities. Our beautiful custom-designed facilities allow a wide variety of indoor and outdoor activities to be effectively supervised, whilst giving the children a sense of space and freedom to explore and grow in both mind and body.

Our qualified, caring, experienced staff prepares learners for formal schooling with a wide range of activities designed to balance all the growth areas - emotional, intellectual, social, spiritual and physical. Class sizes are small. The daily routines are carefully planned and regarded as important parts of the learning process.

Following an evaluation of our Pre-Primary and 'Educare' services in August 1998 Eric Atmore, Director of the Centre for Early Childhood Development (ECD), wrote:

"Sagewood Education Centre has a well resourced environment with Tertiary trained teachers and a well qualified and experienced Head (who also directs the ECD training programme) on site. Sagewood trainers work closely with the Pre-School unit. This demonstration ECD environment is a centre of excellence providing top quality ECD to four groups of children aged 3 - 6 years"

The growth and development of both the Sagewood Pre-School and the ECD Training programme has necessitated the appointment of an ECD Project Co-ordinator to run the ECD Training programme as a separate entity. Our Pre-School is still used as a demonstration model where trainees can gain hands-on experience.

At least one educational outing is arranged each term, in addition to outings, educational shows are presented at the school each term, Plus entertainment e.g. puppet shows. Parents' educational events are also arranged and all parents are strongly encouraged to attend.

A Sagewood White Golf Shirt is required for these outings and may be purchased at our Uniform Shop. A hat of your choosing is also required for outside play for protection from the sun, this hat may be marked and left at school for daily use.

Teachers continually attend conferences, workshops and seminars to keep abreast with new global trends in education.

Activities Include:

Whatever the topic discussed or activity engaged in, our curriculum is designed to introduce even the youngest learner to the basic skills, knowledge, attitudes and values of the three learning Programmes, literacy, numeracy and life skills.

Aftercare

Climbing apparatus	Outdoor free play time	Modelling	Story rings
Cycle track	Fantasy play	Music rings	Baking
Physical Education	Library visits	Indoor free time	Book area
Block play	Weekly theme displays	Obstacle course	Puzzles
Construction	Sand and water play	Birthday rings	
Perceptual games	Collage, cutting, pasting, painting	Imaginative play corners	

Our Pre-Primary aftercare service has its own separate staff, classroom and programme of activities, within the secure Pre-Primary area. Aftercare is available until 17:15.

Paid Activities are available after school hours at very reasonable rates. We offer Monkeynastix, Action Ball, Intro Golf, Ballet, Soccer, Computers, Batman Kids Cricket and Kidi-Sportz

Sagewood Preparatory School

Grades 1 - 7

Our Preparatory School uses progressive teaching methods in small classes. Carefully selected, professional, dedicated teachers encourage individual expression and questioning of ideas as they impart the knowledge, skills and attitudes for real world success.

- Progressive teaching methods which are logical and interactive
- Child-centred, holistic approach in a well-structured happy environment
- Emphasis on problem solving and communication
- Favourable learner/teacher ratio
- Continuous Assessment complemented with regular feedback to parents.
- Life orientation
- Design & Technology
- Computer Literacy
- Choice of additional language: Afrikaans or IsiZulu
- Educational excursions
- Focus on the positive
- Encouragement of self-discipline

Sport and Cultural Programme

We offer a variety of sports and cultural activities, most are included in our school fees but some taught by external teachers and are at your own cost.

Sports Programme:

Cricket (mini, boys & girls)
Soccer (mini, boys & girls)
Netball (mini)
Tennis
Cross Country
Athletics
Softball
Swimming (at own cost)
Introgolf (at own cost)
Karate (at own cost)

Cultural Programme

Chess
Drama
Music (at own cost)
Ballet (at own cost)
Decoupage (at own cost)

Aftercare:

Our Preparatory School aftercare service is available until 17:30. It has its own separate staff, and programme of activities.

Sagewood College Grades 8 - 12

Our College's highly qualified, well-trained and dedicated teachers guarantee high quality education. The school has a proven record of academic success. A wide range of subjects is available. Talent is nurtured and the school has a good record of success in cultural, sporting and extramural activities.

- Progressive teaching methods in small classes.
- Well-equipped classrooms, computer room, technology, science and media facilities.
- Teachers encourage individual expression and questioning of ideas.
- Focus not only on the knowledge, but the skills and positive attitudes to succeed and be happy and fulfilled in the real world.
- Interactive learning.
- Extra lesson programme

Sport and Cultural Programme

We offer a variety of sports and cultural activities, most are included in our school fees but some taught by external teachers and are at your own cost.

Sports Programme:

Cricket (boys & girls)
Soccer (boys & girls)
Netball
Tennis
Cross Country
Athletics
Softball
Basketball
Introgolf (at own cost)

Cultural Programme:

Drama
Debating
Public speaking
Chess
Photography Club

**SAGEWOOD COLLEGE
SUBJECT CHOICES FOR 2009**

Grade 8 & 9 Standard Subjects to be taken	Grade 10 New Curriculum	Grade 11 New Curriculum	Grade 12 New Curriculum
English	<u>Compulsory Subjects</u>	<u>Compulsory Subjects</u>	<u>Compulsory Subjects</u>
Afrikaans / Isizulu	English	English	English
Mathematics	Afrikaans / Isizulu	Afrikaans / Isizulu	Afrikaans / Isizulu
Life Orientation	Mathematics or Math Literacy	Mathematics or Math Literacy	Mathematics or Math Literacy
Natural Science	Life Orientation	Life Orientation	Life Orientation
Economic & Management Science (Including Accountancy)	<u>Electives: 1 subject from each group</u>	<u>Electives: 1 subject from each group</u>	<u>Electives: 1 subject from each group</u>
Human & Social Science	<u>Group 1</u> Science or Geography or Business Studies or Visual Arts	<u>Group 1</u> Science or Geography or Business Studies Or Visual Arts	<u>Group 1</u> Science or Geography or Business Studies
Arts & Culture			
Design & Technology			
Computer Literacy	<u>Group 2</u> Engineering Graphic Design or Life Science or Accounting	<u>Group 2</u> Engineering Graphic Design or Life Science or Accounting	<u>Group 2</u> Engineering Graphic Design or Life Science or Accounting
	<u>Group 3</u> Information Technology or CAT or History	<u>Group 3</u> Information Technology or CAT or History	<u>Group 3</u> Information Technology or CAT or History

***8th Subject: - will be offered depending on the learner's aptitude and availability of staff**

Life Orientation

Life Orientation is an integral part of the curriculum. It is carefully planned to develop self-awareness and self-esteem in the learners, to give them the confidence to acknowledge their weaknesses but build on their strengths. Practical life skills, an understanding of their own physiology and health, simple guidelines on conduct, and knowledge of the workings of the wider society are all included within the programme.

There are many aspects of the programme:

- Progressive teaching techniques help the learners master practical life skills: e.g. study skills, problem solving, communication skills, tolerance, stress management, entrepreneurial skills and team building.
- Career guidance, preparation for job interviews, and subject choices.
- 2 Hours a term community outreach, (giving back to their community).

Design & Technology

D.T. is taught across the whole school. The younger learners are taught in their own classrooms and Grades 4 - 9 use our well-equipped technology laboratory. Success in technology involves the learner in developing a large range of skills:

Clear thinking
Planning
Organising
Managing time and resources
Administration
Research
Communication and discussion
Evaluation

Design
Graphic skills: drawing, layout, creating a portfolio
Motor skills: use of hand and power tools
Computer skills: for research and applications

D.T. provides the skills, knowledge and attitudes to design, make and evaluate solutions to needs and problems. Learners use tools, materials and graphic skills with increasing capability: and learn about systems, processes, mechanisms and energy. They develop the complete process, from a seed idea through to a finished product, and get a real sense of fulfilment.

Computers

Sagewood has two well-equipped computer rooms: one is used by Grade 1 – 7 learners and the other by the Grade 8 – 12 learners.

Computer Literacy

We teach computer literacy from Gr. 1 – 9 and familiarise our learners with all aspects of computer technology. They are encouraged to use the computers for their projects in other subjects.

Computer Application Technology

We teach Computer Application Technology from Gr. 10 – 12. It is similar to Computer Literacy. College learners are given the necessary computer skills, using the Office Package, Internet and Email.

Information Technology

In this subject tuition in programming is provided.

Library facilities

Sagewood is justly proud of its excellent library facilities, which are used by the whole school for a range of activities appropriate to the various age groups: story times, information skills, private study, etc. Books can be borrowed, and there is an excellent reference section. Good selection of information. Our teachers have access to a comprehensive teachers' resource centre.

The library is also a public library open to all Midrand residents, and an inter-library loans service is available.

Public Library Hours:

Monday to Thursday	09:00am to 16:00
Friday	08:00am to 14:00
Saturday	Closed

The library is closed on public holidays and all the school holidays (see information sheet).
Library phone number is the same as the school, 318-2190/1/2

Early Childhood Development Project - ECD (Educare - training programme for child minders)

Sagewood established the Early Childhood Development Programme in 1992 to assist disadvantaged communities with early childhood development training. Participants are trained at Sagewood, where they can see the workings of a model Pre-School, and then receive follow-up assessment in their own premises. Training in education skills and health awareness are part of the course, which is attended by approximately 65 child-minders per year.

The training team is highly skilled and experienced. In August 1998 the service received an excellent appraisal from Eric Atmore, Director of the Centre for Early Childhood Development. (See section on our Pre-Primary School)

FACT SHEET 1

CONTACT US

Physical Address:

Sagewood Avenue
(off Liebenberg Road)
NOORDWYK
Midrand

Postal Address:

PO Box 3613
Halfway House
1685

Phone Numbers

Main Switchboard: (011) 318-2190/1/2
Pre-Primary School (011) 203-8750 (Direct line)
Preparatory School (011) 203-8752 (Direct line)
College (011) 203-8751 (Direct line)

Fax: (011) 219 7102 (Admin)
(011) 219 7103 (Pre-Primary School Direct Fax)
(011) 219 7145 (Preparatory School Direct Fax)
(011) 219 7505 (College Direct Fax)

Website:

www.sagewood.co.za

Email addresses:

General Enquiries info@sagewood.co.za
Pre-primary School preprimary@sagewood.co.za
Principal jeanette@sagewood.co.za
Preparatory School primary@sagewood.co.za
Principal (Gr. 1 – 7) leonm@sagewood.co.za
College high@sagewood.co.za
Principal (Gr. 8 – 12) colins@sagewood.co.za
Director – Sagewood School (Gr. 1-12) johreen@sagewood.co.za
PR & Marketing sandih@sagewood.co.za
Sports Co-ordinator prepsport@sagewood.co.za

Enquiries

Our receptionist is available to help with your enquiries as efficiently as possible. In a teaching environment, the person you need to speak to may not always be available, but the receptionist will take a message for you and arrange for you to be contacted.

Enquiries about:

Enrolling learners at the school
Learners already at Sagewood
Fees and accounts
Hire of facilities outside school times

Should be made to:

The Secretary of the particular school
The Secretary of the particular school
The Business Manager
Aziza Hendricks

Public Telephones

A public telephone is situated at the entrance to the main school and at the bottom of the school next to the kitchen. Learners should be provided with telephone cards, and use the public telephones for all personal calls. They should not use the school telephone unless specifically requested to do so by a member of staff.

The public telephone numbers are 318-2235, 318-2613, 318-2109, and 318-2947. The use of cell phones during school hours is not allowed.

FACT SHEET 2

School Hours

Grade	Day	Start	End	Waiting Class	Aftercare
Pre-primary	Monday – Friday	08:20 *	13:00	None	13:00 to 17:15
Grade 1 – 2	Monday – Thursday	07:45	13:05	13:05 to 14:00	13:05 to 17:30
Grade 1 – 2	Friday	07:45	12:35	12:35 to 13:35	12:35 to 17:30
Grade 3 – 7	Monday – Thursday	07:45	14:05	-	14:05 to 17:30
Grade 3 – 7	Friday	07:45	13:05	-	13:05 to 17:30
Grade 8 – 12	Monday – Thursday	07:45	14:35	-	-
Grade 8 – 12	Friday	07:45	13:05	-	-

* Pre-primary School opens at 07:30; school begins at 08:20.

Term Dates 2009

The school closes for an important Christian, Hindu, Jewish and Muslim day/festival each year.

TERM	START DATE	END DATE
1 st Term	14 th January - Wednesday	27 th March - Friday
2 nd Term	15 th April - Wednesday	26 th June - Friday
3 rd Term	20 th July - Monday	18 th September - Friday
4 th Term	5 th October - Monday	3 rd December - Thursday

Important Sagewood dates to diarise

24 th January,	Saturday	All Parents General Meeting
21 st May,	Thursday	Ascension Day (School closed)
22 nd May,	Friday	Sagewood Holiday
15 th June,	Monday	Sagewood Holiday
25 th June,	Thursday	Report Evening – Gr. 1 – 3
24 th July,	Friday	Report Evening – Gr. 4 – 7
30 th October	Friday	Gr. 7 Farewell Dinner
2 nd December	Wednesday	Preparatory Awards

Tuck shop

Our tuck shop is open during the school day and after school, which sells a range of healthy foods, e.g. freshly-made sandwiches, salads, it has a summer and winter menu as well as fruit drinks, crisps, energy bars etc, at very reasonable prices.

FACT SHEET 3
School Fees for 2009

GRADE	MONTHLY OVER 10 MONTHS	TOTAL	DISCOUNTED IF PAID IN ADVANCE IN FULL
PRE-PRIMARY			
Grade 000	1 st child	R2 276.00	R22 760.00
	2 nd child	R2 105.00	R21 050.00
	3 rd child	R2 000.00	R20 000.00
Grade 00	1 st child	R2 330.00	R23 300.00
	2 nd child	R2 150.00	R21 550.00
	3 rd child	R2 047.00	R20 470.00
Grade 0	1 st child	R2 371.00	R23 710.00
	2 nd child	R2 193.00	R21 930.00
	3 rd child	R2 083.00	R20 830.00
REFUNDABLE DEPOSIT		R 3000.00	ONCE OFF
The above fees include pre-organised educational day outings, hearing and eye tests, school readiness assessment, Aftercare and the Holiday Programme.			
PREPARATORY			
Grade 1 – 7	1 st child	R3 037.00	R30 370.00
	2 nd child	R2 809.00	R28 090.00
	3 rd child	R2 668.00	R26 680.00
REFUNDABLE DEPOSIT		R 8 000.00	ONCE OFF
The above fees include text books, basic stationery, pre-organised educational day outings, Olympiad, hearing and eye tests and the Aftercare Programme.			
COLLEGE			
Gr. 8	1 st child	R3 324.00	R33 240.00
	2 nd child	R3 074.00	R30 747.00
	3 rd child	R2 920.00	R29 200.00
Gr. 9 – 12	1 st child	R4 028.00	R40 280.00
	2 nd child	R3 725.00	R37 259.00
	3 rd child	R3 539.00	R35 390.00
REFUNDABLE DEPOSIT		R10 000.00	ONCE OFF
The above fees include text books, basic stationery, pre-organised educational day outings, Olympiad, IEB examination fees, practical work in certain subjects and cultural workshops.			
DEVELOPMENT LEVY R1000.00 PER LEARNER / R1500.00 PER FAMILY			

Please note:

- An assessment fee of R500.00 is payable on the day of the assessment. Cash, debit card & credit cards accepted. **No cheques.**
- The refundable deposit is payable before admission, which secures a place for the child
- The annual development levy of R1000.00 per learner or R1500.00 per family is payable before the 31st of March 2009.
- Fees should be paid in **advance by the 1st of every month**
- **Late payment of fees will carry interest at 3% above bankers prime lending rate**
- Fees are payable for the first 10 (ten) months of the year
- A **rebate of 6%** is available for annual fees paid up front in full by no later than 31st January 2009
- A **rebate of 7.5%** for the first sibling and **5% for second sibling** will apply.
- RD Cheques / Debit orders amount charged by Standard Bank at R150.00
- Aftercare penalty of R60.00 per hour or part thereof will be charged for late collection of children after 17:30pm

Payment of School fees:

Debit Order facilities for payment of fees over ten months.

Or

Annual fees (up front) can be paid either with cash, electronic transfer, credit card, cheque and/or debit card.

PLEASE WHEN MAKING PAYMENTS ALWAYS USE THE ELDEST CHILD'S NAME, SURNAME AND GRADE.

NB. Extra costs to budget for: School uniform, school camps and photographs. Please note the camp fees & the development levy will reflect on your statement as from January 2009.

FACT SHEET 4

Communication with Parents

Sagewood has a policy of open communication with parents throughout the school on a regular basis.

Roles & Responsibilities

Sagewood Management Team is responsible for the day-to-day running of the school. Management meetings are held weekly.

Sagewood Board of Directors is ultimately responsible for the financial well-being of the school as well as the formulation and maintenance of policy.

Parent Teacher Association (PTA)

Our PTA is open to all parents. Parents are strongly encouraged to come to the monthly meetings and join in our activities, all designed to be useful and fun at the same time.

The PTA is primarily a support mechanism, acting as a communications link between the school body and the parents, assisting with issues that may arise. This association gives the parents a voice and allows them input and involvement with your child's school.

The development levy was introduced to alleviate the PTA of major fundraising projects – (development of infra structure). Small fundraising initiatives are still undertaken by the PTA.

UNIFORMS

Boys Summer	Girls Summer
Grade 1 - 3	Grade 1 - 6
Navy blue shorts	Navy culottes
White golf shirt (tartan braiding)	White golf shirt (tartan braiding)
Navy blue anklets	Navy blue anklets
Black shoes	Navy rain jacket
Navy rain jacket	Black shoes
Boys Summer	
Grade 4 - 6	
Grey slacks / Grey shorts	
White golf shirt (tartan braiding)	
Grey socks	
Black shoes	
Navy rain jacket	
Boys Winter	Girls Winter
Grade 1 – 6	Grade 1 - 6
Prep School tracksuit	Prep School tracksuit
White golf shirt (tartan braiding)	White golf shirt (tartan braiding)
Navy blue socks	Navy blue socks
Navy blue school jersey with school badge	Navy blue school jersey with school badge
White takkies on PT days.	White takkies on PT days.
Black school shoes on the other days	Black school shoes on the other days
Boys Summer	Girls Summer
Grade 7 – 12	Grade 7 - 12
Grey slacks	Tartan skirt / Grey slacks + grey socks
Blue golf shirt (tartan braiding)	Blue golf shirt (tartan braiding)
Grey socks	Blue bobby socks
Black shoes	Black shoes
Navy rain jacket	Navy rain jacket
Boys Winter	Girls Winter
Grade 7 – 12	Grade 7- 12
Grey slacks	Grey slacks with grey socks
Grey socks	Tartan skirt with navy tights
Long sleeve white shirt	Long sleeve white shirt
Tie / Blazer	Tie / Blazer
Navy blue jersey with school badge	School tracksuit with white takkies
School tracksuit with white takkies	Navy blue jersey with school badge

* **Only school peak caps / cricket hats will be allowed**

Contact details for uniform shop: William – (011) 312 9399

Almega

Shop Nr. 11
Nagiah's Mall
Cnr. Le Roux & Smuts Avenue
Halfway Gardens

Trading hours: Mondays to Fridays: 09:00 – 17:00

Saturdays: 09:00 – 17:00

Public Holidays: School will be informed accordingly

Festival Holidays: Closed on 25th December & 1st January

Filename: 2009 INFO PACK Fee increase ver win2003.doc
Directory: G:\sagewood school\info 20090225
Template: C:\Documents and Settings\Henry\Application
Data\Microsoft\Templates\Normal.dot
Title: Welcome to Sagewood School
Subject:
Author: User
Keywords:
Comments:
Creation Date: 12/11/2008 1:44:00 PM
Change Number: 4
Last Saved On: 2/25/2009 9:43:00 AM
Last Saved By: Sandi Hancox
Total Editing Time: 3 Minutes
Last Printed On: 2/25/2009 12:59:00 PM
As of Last Complete Printing
Number of Pages: 15
Number of Words: 3,831 (approx.)
Number of Characters: 21,837 (approx.)