



TO CAUSE TO SUCCEED

CHARTERHOUSE SCHOOLS

APPLICATION AND REGISTRATION 2017

Dear Parent,

Welcome to Charterhouse Private Schools. We look forward to welcoming you to the Charterhouse family. You will first need to contact the Registrar regarding availability and then register. Please read through this document carefully. If you have any questions, please do not hesitate to contact us.

Our school accommodates children from Grade 000 – Grade 7. As Charterhouse children proceed through our Pre-Primary to the Preparatory School, there are limited vacancies available for new children in each Grade. The waiting list procedure would then apply.

ADMISSION FACTS

When we start the registration process at Charterhouse Private Schools you can expect the following:

The application to Charterhouse Private Schools is open to all. No child will be discriminated against according to colour, race, creed or gender. It is important to note that admission to Charterhouse Private Schools is based on a child meeting the set requirements.

The class sizes will not exceed 25 learners and children on the waiting list with siblings at Charterhouse will have preference - except where this is not in the best interest of the child.

The Charterhouse Private Schools enrolment form must be fully completed before admission.

Our age preference is as follows: the child must turn four in Grade 000, turn five in Grade 00, turn six in Grade 0 and turn seven in their Grade One year except where this is not in the best interest of the child.

The Pre-Primary children from Grade 000 to Grade 0 are not required to participate in the stay for a day process. The registration of a child in the Pre-Primary school does not mean that siblings are automatically accepted into the Prep school – *stay for a day* assessment process will apply.

Children applying for a position at Charterhouse Preparatory (Grade 1 – 7) must complete a *stay for a day* assessment.

Preference will be given to the sibling waiting list and all school admissions must be referred to the Registrar.

The Finance Department will gladly talk through the financial and or administrative process if and when necessary.

A non-refundable registration fee must be paid to guarantee enrolment. Please refer to the current school fee structure. Charterhouse Private Schools reserves the right to do a credit check before acceptance.

Please **contact the Registrar**, Alisha Jackson, at 011 475 6809 or alishajackson@charterhouse.co.za to make an appointment.

Parents note that:

- The previous / current school may be contacted for a character reference.
- All financial matters are referred to the Finance Department and are at their discretion.
- We would appreciate it if you could phone and inform us if you no longer require a position at Charterhouse Private Schools.

Stay for a day procedure

To help you through the process we have a *stay for a day* assessment to assist us in the correct placement of your child (please note that this is for Grade 1 – 7 children). During the *stay for a day* morning your child will complete a literacy and numeracy assessment. Your child will be observed interacting in the classroom with the teachers and the pupils. Break time affords us the opportunity to observe social and interactive skills. When assessing your child we acknowledge any previous learning experiences and focus on the potential of the child to meet the required standards of the Charterhouse curriculum.

The procedure is as follows:

- The Registrar will make an appointment for the child to attend a *stay for a day* .
- The Registrar will introduce the parent and the child to the class teacher upon arrival.
- You are more than welcome to view the classroom and discuss any issues with the class teacher
- All stationery requirements for the day will be provided by the school. Please inform the Registrar as to the collection arrangements for the end of the school day. (Who will be fetching your child at the end of the day.)
- Please provide Charterhouse with the most recent academic performance records and any other necessary psychological, occupational therapy, speech and educational reports.
- Please provide your child with enough lunch for the school day. We have a break at 09:40 and again 12:00. A hot lunch can be purchased from the tuck shop.
- Your child may come to his/her *stay for a day* assessment dressed in whatever is most comfortable. Most children prefer to wear “civvies” for the day.
- In the Junior Phase, a standardised, age appropriate spelling and reading assessment will form part of the *stay for a day* process. The Senior Phase could require that a child spend two days as part of the entrance assessment process to Charterhouse. Times and days to be discussed personally with the parent after discussion with the relevant heads.

For the **Maths assessment**, the following areas will be assessed:

1. Mental Maths: grade appropriate times tables, counting in various number patterns, number bonds, adding and subtracting, every day maths language challenges e.g. how many in a dozen? A century is equal to how many years? The child will be able to make use of any concrete apparatus when working through the numeracy tasks.
2. Written Maths: grade appropriate computations – addition, subtraction etc. using vertical and horizontal structuring.

For the **English assessment**, the following areas will be assessed:

1. Phonic and sight words applicable to the grade. A spelling assessment will be done to determine spelling age.
1. Comprehension skills – grade appropriate.
2. Creative writing / story writing- that gives insight into punctuation skills, language ability, work structuring, work tempo and independence.
3. Reading grade appropriate, here the focus is on word recognition, decoding skills, fluency and comprehension of the written word. A reading test will be done to determine reading age.
4. Oral assessments to establish the use of correct sentence structures, speech formation, acquisition and correct use of vocabulary.
5. Grades 1 – 7 pupils will automatically complete aspects of the Cambridge English, Maths and Science Programme within the assessments.

- If there are any concerns with the outcome, the Department Head will arrange for a feedback meeting with the parent. This feedback could be telephonic explaining that the child did not meet the requirements of achievement/attainment at Charterhouse.
- A Telephonic Character Reference to be carried through if necessary.

Admission to Charterhouse is based on a child successfully meeting the *stay for a day* requirements and is not in any way discriminatory towards race, gender or religion.

Charterhouse Children

A child will be accepted if he/she has *the potential* to cope with all areas of the academic programme of the particular Grade at the particular stage of the curriculum. We acknowledge that the children might not have been exposed to some areas of work in their present school curriculum; hence our focus on the child's potential to cope with the literacy and numeracy aspects of the Charterhouse curriculum.

We do accept that as a private school our curriculum and its levels might prove to be slightly more challenging for the child. Please note that the child being able to cope with the Grade requirements of another school does not mean automatic entry to the same Grade at Charterhouse School.

Parents are to remember that we are a Cambridge Primary School and our curriculum is enriched by various learning objectives of the British and Cambridge Primary Programme.

We might require the child to "catch up" certain tasks, attend enrichment classes, and follow through on an assessment programme, if there is in anyway doubt as to the child's ability to cope with the Charterhouse Programme. Parents will be informed in writing as to the recommended steps to be taken.

Feedback procedures entail that the Schools Registrar or Department Head will contact the parents within three days as to the results of the assessment provided that all checks have been completed and all documents received.