



**SPARK Schools**  
**Parent-Scholar Handbook**  
**January – December 2017**

  
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## Welcome

Dear Parents, Guardians, and Scholars,

We wish to extend a very warm welcome to our SPARK Schools family. Your child is on a path, with us, to academic success. Our education model is based on a combination of innovative technology, excellent classroom teaching, and holistic character development that will fully prepare and equip our scholars for the 21st century.

SPARK Schools' scholars practice our core values, which are **Service, Persistence, Achievement, Responsibility, and Kindness**. At SPARK Schools, we strive to ensure our scholars display excellence as active life-long learners, become responsible citizens, and exhibit leadership in all that they do.

We look forward to a most exciting and promising year ahead. We would like to thank you for embarking on this journey with us!

### SPARK Schools Core Values and Creed

At SPARK Schools, we live by our core values. In the classroom, Learning Lab, during teacher professional development—even during lunch and break time—our core values shape our school culture and provide the base upon which academic instruction, life skills, and creativity flourish. Our core values are essential to setting our scholars on a life-long path of learning and personal success.

#### **Our Core Values:**

- **Service** SPARK Scholars are active citizens in their classrooms, communities, and country. They dedicate time and effort to serving those in need and approach challenges with a team mind set.
- **Persistence** SPARK Scholars never give up. They relentlessly pursue their academic and personal goals, tackling problems with an optimistic attitude and determination.
- **Achievement** SPARK Scholars accomplish their academic goals, putting them on a trajectory toward university and successful careers. They are intellectually curious and have a genuine love of learning.
- **Responsibility** SPARK Scholars demonstrate self-control and are accountable for their actions. They pay attention, follow directions, complete assignments, and seek to understand how their actions impact others.
- **Kindness** SPARK Scholars treat themselves and others with respect and dignity. They are generous and value their relationships with peers and educators alike.
- **Each SPARK school has their own 6<sup>th</sup> core value. You will learn about this at your specific SPARK Schools campus.**

Every day, our scholars recite **the SPARK Schools Creed**, a promise to conduct themselves by these core values:

I am a SPARK Scholar at all times.  
I serve my classmates, community, and country.  
I am persistent. I never give up.  
I achieve my best in all that I do.  
I am responsible for my actions.  
I treat everyone around me with kindness.  
I am a SPARK Scholar, and I am going to university!

## **Communication and Contact Information**

We operate with an “open door” policy and pledge to attend to any query with the utmost urgency. We value transparency and clear communication at our school and fully encourage interaction with our educators. If you have general school enquiries, please consult the office manager or principal.

In the event of a concern relating to your scholar, please first consult the staff member most immediately involved by setting up a meeting via e-mail or through the office manager. If, after this, your concern has not been sufficiently dealt with, please consult with the principal. Parents will receive a newsletter once a week with upcoming school events, tips for academic success, volunteer hour updates, and community celebrations.

Website: [www.sparkschools.co.za](http://www.sparkschools.co.za)  
Enrolment: [enrol@sparkschools.co.za](mailto:enrol@sparkschools.co.za)  
General Information: [info@sparkschools.co.za](mailto:info@sparkschools.co.za)  
Accounts: [accounts@sparkschools.co.za](mailto:accounts@sparkschools.co.za)  
Twitter: [@SPARKSchools](https://twitter.com/SPARKSchools)  
Facebook: <https://www.facebook.com/SPARK-Schools-1495463330666953/>  
Phone: 010-125-0600

## **Tuition and Fees**

### **Application R305**

All applications must be accompanied by an application fee.

### **Enrolment R19 100**

Tuition is paid over 10 months (January-October 2017) at a total cost of R19 100 or by the 31<sup>st</sup> of December 2016 at a total cost of R17 600. All parent enrolment contracts must be accompanied by the first month's fee.

Any student entering the school within the first term will be liable for the full year's fees, paid over 10 months. Students entering in February will pay until November, and students entering in March will pay until December. The fees for any student starting after the first term will be pro-rated according to the number of months that the student will be a student at SPARK Schools.

### **Stationery R 440 per annum**

The school will provide all necessary stationery. Parents are not responsible for providing textbooks or replenishing school stationery. Please ensure that your scholar has access to materials at home for daily homework completion.

### **Aftercare Monday-Friday, R440 per month; Mondays only, R210 per month; Drop-In, R65 per day**

The afterschool enrichment program will take place after school until 17h30 Monday - Friday. The aftercare program will include time for homework, sport, and enrichment activities. **For a one day drop-in to aftercare, arrangements must take place with office manager by noon on that day.**

**Late pick-ups are billed at R70 per half hour, or part thereof.** There is a 15 minute grace period for collection, but late billing begins from dismissal time. For example, if dismissal is at 3pm, collection may take place until 3:15pm. However, the child is collected at 3:35, parents will be billed for two half hour periods, at a total cost of R140.

**In order to cancel aftercare, one month's notice must be given in writing to the office manager. This notice may be sent via e-mail or turned in in hard copy. However, aftercare cancellation will not take effect until this written notice is given.**

**If you would like to amend your aftercare selection, a new contract should be completed with the office manager.**

**All fees for aftercare and stationery must be paid in advance.**

### **Internal Transfers**

**As the SPARK Schools network grows, there is an increased amount of parents who want to transfer their children between schools within the network.**

**An administration fee (R305) will be charged for internal transfers if you transfer a scholar to another school within the network. All internal transfers within the same academic year, will be charged at R305 per transaction.**

### **Healthy Lunch and Snacks**

Please note below a guideline of the healthy foods, snacks and drinks allowed at school:

#### **Food**

- Brown bread/low-GI/ Rye bread or rolls Sandwiches (e.g. peanut butter, chicken and mayo, cheese with lettuce/cucumber/tomato, etc )
- Steamed/roasted/cooked Vegetables (e.g. cauliflower, broccoli, butternut, spinach, sweet potato, potato, green beans, etc )
- Brown, or white rice
- Steamed/roasted/cooked Roasted meat
- Hard boiled eggs (cleaned)
- Beans
- Tuna
- Wholewheat pasta
- Nuggets/ fish fingers – can be lightly fried, preferably baked

#### **Miscellaneous**

- peanut butter
- hummus
- boiled peas
- Flora margarine
- cheese spreads
- **No nutella/chocolate spreads allowed**

## Snacks

- Provita and cheese
- Rice cakes
- Nuts (e.g. Almonds, Cashews, peanuts, walnuts) and Seeds (e.g. pumpkin seeds, sunflower, )
- Fruit: apple, banana, grapes, peach, plum, nectarine,
- Carrot sticks
- Plain yoghurt (if sweetened it must be low-fat )
- Plain popcorn (or lightly salted)
- Baby cheese
- Bran muffins/ bran and banana muffins
- Raisins
- Biscuits, chocolate-flavoured custard, chips, puff corn, Nik Naks, and chocolate-covered protein bars are **not permitted** on campus

## Drinks

- Plain Water/ unflavoured sparkling water
- Plain Milk
- Drinking yoghurt (e.g. Yogi Sip), Cool Drinks, Flavoured water, Milkshakes, juices (not even if it is 100%) are **not allowed**

## Instructional Calendar

January 2017

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Instructional Days: 9

February 2017

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

Instructional Days: 20

March 2017

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Instructional Days: 20

April 2017

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Instructional Days: 7

### Key

- 00 Professional Development- School Closed for Students
- 00 Public Holiday- School Closed for Students and Staff
- 00 Minimum Day- Dismissal at 1:00pm for All Students

7May 2017

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Instructional Days: 22

June 2017

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Instructional Days: 20

July 2017

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Instructional Days: 6

August 2017

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Instructional Days: 22

- 00 Term Holidays- School Closed for All
- 00 Beginning or End of Term

September 2017				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Instructional Days: 19

October 2017				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Instructional Days: 17

November 2017				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Instructional Days: 22

December 2017				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Instructional Days: 5

**Total Instructional Days: 189**

Term Dates

- 18 January- 30 March, 2017
- 18 April- 29 June, 2017
- 24 July- 28 September, 2017
- 9 October- 7 December, 2017

School Hours

- Grade R and 1 Regular Days 7:45am- 3:00pm
- Grade 2 and 3 Regular Days 7:45am- 3:30pm
- Grade 4, 5 and 6 Regular Days 7:45am- 4:00pm
- Minimum Days 7:45am- 1:00pm

Report Card Conferences (Minimum Days)

- 18-21 April, 2017
- 24-28 July, 2017
- 9-13 October, 2017
- 4-7 December, 2017

Public Holidays

- 1 January- New Year's Day
- 20 March- Human Rights Day Observed
- 21 March- Human Rights Day
- 14 April- Good Friday
- 17 April- Family Day
- 27 April- Freedom Day
- 28 April- Freedom Day Observed
- 1 May- Workers' Day
- 16 June- Youth Day
- 9 August- National Women's Day
- 24 September- Heritage Day
- 25 September- Heritage Day Observed
- 16 December- Day of Reconciliation
- 25 December- Christmas Day
- 26 December- Day of Goodwill

## **Daily Schedule**

**Our school day begins at 07h45.** Below, we have included a typical “day in the life” of a Grade R scholar for reference.

Please note that these are sample schedules. The order of lessons will change based on class assignments. In addition, some scholars will choose to participate in our fee-based aftercare program. This program runs from dismissal until 17h30 daily.

*On Mondays, all scholars are dismissed at 13h00 so that all teachers and tutors can participate in mandatory professional development.*

### **Grade R**

07h45-08h00 Sparks Fly! (School-Wide Morning Assembly)

08h00-08h40 First Additional Language (FAL)

08h40-10h40 Literacy and Life Skills

10h40-11h20 Lunch and Break

11h20-11h50 Literacy and Life Skills

11h50-13h10 Mathematics

13h10-13h50 Physical Education

13h50-15h00 Learning Lab (Online Instruction, Tutoring, or Independent Reading)

### **School Hours and Dismissal Times**

Grade R and 1 Regular Days 7:45am- 3:00pm

Grade 2 and 3 Regular Days 7:45am- 3:30pm

Grade 4 and 5 Regular Days 7:45- 4:00pm

Minimum Days for All Grades 7:45am- 1:00pm- Minimum days are Mondays as indicated on calendar.

## **Reports**

Written reports will be sent home at the end of each term for all scholars. These reports include information on student progress in maths, literacy, life skills, and FAL. Our scholars are evaluated on the following scale:

- 5: Advanced Achievement
- 4: Proficient Achievement
- 3: Basic Achievement
- 2: Below Basic Achievement
- 1: Far Below Basic Achievement

Formal parent meetings, where student’s parents or guardians will receive these reports, will be held on the dates below.

- 18-21 April, 2017
- 25-28 July, 2017
- 10-13 October, 2017
- 4-6 December, 2017

Parents may also be asked to attend meetings at other times throughout the year, as deemed necessary by the educator. These meetings are vital to the academic progress of each scholar and will be mandatory if requested. When a student is not making adequate progress, parents will be asked to meet with the principal and their child’s teachers to create a plan to ensure the child’s success.

Should you wish to schedule a meeting with a teacher, please make an appointment with them via e-mail or by calling the office manager. Allow at least 24 hours' notice when requesting a meeting with a teacher.

### **Homework**

The SPARK Schools staff believes that homework is an important part of your scholar's academic achievement. Homework develops scholars' study habits and personal responsibility, skills that will serve them throughout life. Homework is a valuable form of independent practise that demonstrates concept understanding outside the classroom. SPARK Schools' scholars will receive homework for one subject daily. Guidelines for high quality homework are listed below.

- Homework will be assigned weekly and must be completed and returned daily.
- Projects and assessments will be assigned periodically throughout the term and must be treated seriously. Projects should be completed and returned on the designated due date. Scholars should adequately prepare for all assessments.
- Neatness and accuracy are required on all assignments. Scholars should treat all materials with respect.
- Incomplete homework is excused only when a parent or guardian has sent an e-mail or written a note to the teacher. If homework is repeatedly incomplete, the educator will schedule a meet with the scholar's parents or guardians to address the matter.
- The daily behaviour report or student daily learning journal (detailed below) must be signed daily.

If your child is in aftercare, your child will complete homework in the second half hour of aftercare. During the first half hour of aftercare, students play and eat snack. Following this, aftercare scholars will be monitored by our supervisors to ensure the highest possible degree of complete and correct work. **However, homework packets should be reviewed by parents each evening, as well as the daily behaviour chart signed at home. If you pick-up your child before homework time in aftercare is complete, please expect to complete homework with your child at home.**

### **Behaviour Policy**

At SPARK Schools, we believe that high academic achievement is impossible without excellent behaviour. Our core values provide the positive basis for scholar behaviour at SPARK Schools.

Our behaviour chart, used in the classroom and Learning Lab, helps scholars track their behaviour throughout a given class period. Each scholar begins with her magnet on the green panel, indicating that she is "ready to learn." If a scholar exceeds classroom expectations by displaying core values in an exemplary way or setting an example of good behaviour for others, he may move his magnet up to the blue or purple panels. If a scholar struggles with behaviour, violates a classroom rule, or breaches the Scholar Code of Conduct, he will move his magnet down to yellow, orange, or red, based on the severity of the infraction. Scholars whose magnets are on red must complete a written reflection, will call their parents, and will lose privileges.

<b>Purple</b> Exemplary Display of all Core Values
<b>Blue</b> Exceeding Classroom Expectations
<b>Green</b> Ready to Learn
<b>Yellow</b> Warning
<b>Orange</b> Scholar Loses Privilege
<b>Red</b> Phone Call Home/ Written Reflection/ Scholar Loses Second Privilege

When scholars rotate to a new subject, for example, from literacy to maths classrooms, they begin again on green. This gives scholars a fresh start with a new teacher and encourages them to continue behaving well or improve their behaviour if they were previously below green on the chart.

**Parents can expect to receive a daily report, included in each scholar's homework folder, which shows the scholar's behaviour colour in each class and may include educator comments.** The behaviour chart includes space for parents to write notes or ask questions and includes an indication of the scholar's homework quality. **Parents should expect to be supplied with an explanation from the teacher for students on orange or red, but should not expect further written explanation if their child was on yellow and received a warning for their behaviour.**

In cases of severe behaviour issues, the student's parents will be contacted to attend a meeting with the student's teachers to create a plan to ensure the child's success. Incidents of bullying and intimidation will be taken very seriously.

In Grades 4-7, our students record their behaviour on a Daily Learning Journal, where they self-reflect on demonstration of each of the core values daily. Educators in the intermediate phase leverage the privilege of personal responsibility by removing that privilege as a consequence for a child's poor behaviour and completing the journal for the child when they struggle to behave.

## Family Involvement and Volunteer Hours

**We welcome all of our families to visit the school campus and participate in school events, programs, and volunteer opportunities.** Through family participation, we can create a school culture where our scholars know that the whole community is invested in their education.

**Family Involvement.** Family participation at SPARK Schools is important! We ask all families to complete 30 volunteer hours over the course of the school year. Service hours can be completed in a variety of ways; some samples are listed below. In addition, educators and school leadership may, throughout the school year, provide additional ways to complete your commitment.

**School events, fundraisers, and extracurricular activities.** We welcome our families to participate in any school events, fundraisers, and extracurricular activities. Individuals may elect to join a planning committee, donate resources, or simply attend an event.

**Other ways to invest in your child's education and fulfill your 30 hour commitment:**

- Complete classroom tasks, as requested by a teacher.
- Attend school events and community meetings.
- Coach a sport or facilitate a club.
- Plan or chaperone field trips.
- Make a donation of stationery items or other school supplies.

## Attendance and Illness

A parent or guardian must phone the school if a child is unable to attend for any reason. If a child is able to attend school, but unable to participate in sport on the day in question, a handwritten note from a parent or guardian must be supplied.

If a child misses more than two days of school, a doctor's note is required. All missed assignments from these absences must be completed at home. If a child misses more than five days in a given term, there will be a mandatory meeting to discuss the issue with the principal. Twenty or more missed days of school in a given school year may lead to expulsion.

Do not send a sick child to school. Please refer to this chart for questions about symptoms and exclusion from school.

<b>Disease</b> *Immunization Available	<b>Usual Interval Between Exposure and First Symptoms of Disease</b>	<b>Main Symptoms</b>	<b>Minimum Exclusion from School</b>
<b>Chickenpox*</b>	13-17 days	Mild symptoms and fever. Pocks are "blistering." Develop scabs, most on covered parts of body.	7 days from onset of pocks or until pocks become dry.

<b>Conjunctivitis (Pink Eye)</b>	24 to 72 hours	Tearing, redness, and puffy lids, eye discharge.	Until treatment begins or physician approves readmission.
<b>German Measles* (Rubella)</b>	14 to 23 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	7 days from onset of rash. Keep away from pregnant women.
<b>Haemophilus Meningitis</b>	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back.	Until physician permits return.
<b>Hepatitis A</b>	Variable- 15 to 50 (average 28 to 30 days)	Abdominal pain, nausea, usually fever. Skin and eyes may or may not turn yellow.	14 days from onset of clinical disease and at least 7 days from onset of jaundice.
<b>Impetigo</b>	1 to 3 days	Inflamed sores, with pus.	48 hours after antibiotic therapy started or until physician permits return.
<b>Measles*</b>	10 days to fever; 14 days to rash	Begins with fever, conjunctivitis, runny nose, cough, and then blotchy red rash.	4 days from onset of rash.
<b>Meningococcal Meningitis</b>	2 to 10 (commonly 3 to 4) days	Headache, nausea, stiff neck, fever	Until physician permits return.
<b>Mumps*</b>	12 to 25 (commonly 18) days	Fever, swelling and tenderness of glands at angle of jaw.	9 days after onset of swollen glands or until swelling disappears.
<b>Pediculosis (head/body lice)</b>	7 days for eggs to hatch	Lice and nits (eggs) in hair.	24 hours after adequate treatment to kill lice and nits.
<b>Ringworm</b>	10 to 14 days	Scaly patch, usually ring shaped.	No exclusion from school. Exclude from gymnasium, swimming pools, and contact sports.
<b>Scarlet Fever Scarlatina Strep Throat</b>	1 to 3 days	Sudden onset, vomiting, sore throat, fever, late fine rash (not on face).	24 hours after antibiotics started and no fever.

<b>Whooping Cough* (Pertussis)</b>	7 to 10 days	Head cold, slight fever, cough, and characteristic whoop after about 2 weeks.	5 days after start of antibiotic treatment.
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[http://www.iwcc.edu/ECE\\_Center/health.asp](http://www.iwcc.edu/ECE_Center/health.asp)

### **Scholar Health and Safety**

The office manager is primarily responsible for attending to learners who are injured, sick, or in need of first aid. However, in the case of an emergency, the staff member nearest to the scholar who falls ill or is injured will attend to that scholar. If necessary, the staff member will call an ambulance or emergency services. If the scholar can be transported to the reception area, the office manager will contact the scholar's parents and complete a first aid report. Students who require medication to be administered at school must provide a doctor's note, and their parent should deliver the medication to the office manager for secure storage. Students with urgent needs, such as those who require administration of an epi-pen or inhaler, must carry a doctor's note with their medication in their backpack, and their parent must inform the office manager.

The SPARK Schools principal is responsible for the emergency plan, which will be practised at least once a term. In case of emergency, the office manager will contact parents with regards to where and when parents should pick up their child. Parents or guardians must present identification when picking up children from an alternate location due to an emergency.

If a school staff member suspects any type of scholar abuse, either at school or at home, she is bound by law to report her suspicions and evidence to the appropriate authorities.

### **Religion**

SPARK Schools is non-denominational. We practise tolerance and respect the rights of families to share their beliefs with their scholars. As a part of the life skills curriculum, children may be exposed to various religions of the world, but SPARK Schools does not endorse or show favouritism to a specific religion or culture.

### **Media**

SPARK Schools are a new and innovative model in South Africa and will thus be subject to increased media attention. SPARK scholars may be photographed or filmed for social networking and promotional purposes.

Parents will be asked to sign a media release form at the beginning of the school year giving permission for scholars to appear in the media. If permission is not given or extenuating circumstances exist where a scholar's safety is threatened by portrayal in the media, SPARK Schools will ensure that that scholar is not photographed or filmed.

## **Transportation**

Parents or guardians are responsible for scholar transportation to and from school daily.

### **Arrival Procedures**

Due to the fact that SPARK Schools are located within communities, we strictly enforce arrival procedures in order to ensure the safety of our children and staff, as well as to be respectful of our neighbours. It is vital that all procedures are followed according to these guidelines to keep the flow of traffic moving.

Scholars may arrive on school grounds from 6:45-7:40am. When arriving in the morning, the driver should drive up to the SPARK Schools car park entrance and stop. Once the driver has stopped, the guard will walk down the driveway and open the car door to allow the scholar to exit safely onto the school grounds. The scholar should be ready to exit the car **with his backpack on**. The scholar should not need to remove his backpack from the boot. The driver should never exit the car.

### **Dismissal Procedures**

All parents will receive a placard with the name and grade of their scholar. This placard must be displayed upon arriving at SPARK. As the driver arrives at school, he will be greeted by a school staff member. This staff member will report the scholar name off the placard to another staff member stationed inside the school grounds. At this point, the scholar will be notified and will proceed to the school gate, where the guard will deliver the scholar to the correct car. All scholars will remain inside the school grounds until dismissed by the guard. The driver should never exit the vehicle; the guard will assist scholars in entering their cars.

## **Frequently Asked Questions**

### **What time are scholars dismissed?**

Grade R and 1 scholars are dismissed at 15h00, Grade 2 and 3 scholars are dismissed at 15h30, and Grade 4 and 5 scholars are dismissed at 16h00. It is imperative that drivers promptly pick up scholars at their dismissal time.

### **What if I forget my placard?**

If you forget your placard, the guard will ask you to enter the school grounds, park in the car park, and proceed to the reception area to show proper identification in order to pick up your scholar. This is to ensure the safety of your child, as well as to ensure the efficiency of our process.

### **What if I have two children who are dismissed at different times?**

You may either pick your children up at their individual dismissal times or wait to pick both children up at the later time. A staff member will supervise scholars until 16h00 daily.

### **What if I cannot pick up my child until later?**

You must enrol your scholar in our aftercare program if you intend to pick her up later than your child's dismissal time. Children in the aftercare program proceed there directly when dismissed. If your scholar attends the aftercare program, you will pick them up directly from their assigned aftercare classroom.

### **What if I am late to collect my child?**

Parents of scholars who are not enrolled in the aftercare program who arrive late will be charged **for every thirty minutes** they are late after their dismissal time. This fee will be used to compensate the aftercare staff for their services.

### **Uniform**

SPARK Schools uniforms may be purchased through two vendors:

#### School and Leisure

- Phone: 021-705-0288
- E-mail: [online@schoolandleisure.co.za](mailto:online@schoolandleisure.co.za)
- Website: <http://www.schoolandleisure.co.za/schools/gauteng/sparkschools/>

#### Rufaro Garments

- Phone: 011-028-6691 or 073-927-0832
- E-mail: [info@rufarogarments.com](mailto:info@rufarogarments.com)
- Website: <http://rufarogarments.weebly.com/school-uniforms-for-spark-schools.html>

Rufaro Garments Trading hours:

To avoid a January 2017 rush, please feel free to call (011 028 6691) Rufaro Garments Head Office (Across the road from SPARK Maboneng) or email [info@rufarogarments.com](mailto:info@rufarogarments.com) if you would like to confirm if their sizes are available at particular uniform shops.

### **December 2016 Trading Hours for Rufaro Garments:**

- SPARK Bramley, SPARK Centurion, SPARK Midrand and SPARK Rynfield will close on the **7th December 2016**.
- SPARK Lynedoch will close on the **15th December 2016**.
- Rufaro Garments Head office (Shop 60, Access City Building, 24 Staib Street, New Doornfontein, Johannesburg) will close at 12pm on 24th December 2016.

### **January 2017 Trading Hours**

SPARK Bramley, SPARK Carlswald, SPARK Carlswald, SPARK Centurion, SPARK Midrand, SPARK Randpark Ridge, SPARK Rynfield, SPARK Silver Lakes:

4 January 2017 - 6 January 2017: 9am to 3pm  
7 January 2017: 9am to 12pm  
9 January 2017 - 13th January 2017: 9am to 3pm  
14 January 2017: 9am to 12pm  
16 & 17 January 2017: 9am - 3pm

#### **SPARK Lynedoch:**

Open on the 5 January 2017 onwards (Not including school holidays)  
Monday to Thursday: 8am to 5pm  
Friday: 8am to 4pm  
Saturday: 9am to 12pm (if there is an OPEN DAY scheduled)

**18 January 2017 onwards (not including school holidays)**

**SPARK Bramley, SPARK Midrand and SPARK Randpark Ridge**

Mon, Wed & Fri: 1:30pm to 5:30pm

**SPARK Carlswald, SPARK Centurion and SPARK Rynfield**

Tues & Thur: 1:30pm to 5:30pm

**SPARK Lynedoch**

Mon to Thur: 8am to 5pm

Friday: 8am to 4pm

Saturday: 9am to 12pm (if there is an OPEN DAY scheduled)

**SPARK Silver Lakes**

Mon & Wed: 1:30pm - 5:30pm

**Rufaro Garments Head Office:** (A 2 minute walk from SPARK Maboneng)

Open on the 4 January 2017

Mon to Fri: 8am to 5pm

Sat: 8am - 12pm

The summer uniform will include:

- a navy blue golf shirt with school badge
- khaki shorts or skort
- a navy blue peak cap or floppy hat with school badge
- white socks
- white takkies

The winter uniform will include:

- a navy blue golf shirt with school badge
- a navy blue long sleeved golf shirt with school badge
- long khaki pants or a choice of navy blue track suit pants for Grade R scholars
- a navy blue jersey with school badge
- a navy blue drimac with school badge
- a navy blue beanie hat
- white socks
- white takkies

Students should carry a backpack that does **not** have wheels, but has sufficient space for a homework folder, water bottle, and lunch box.

## **General Guidelines**

Your scholar's appearance and uniform reflect your scholar and your family's commitment to the SPARK Schools culture. Encourage your scholar to groom himself neatly and take care of her appearance at all times. Scholars must wear the full school uniform during school hours on school grounds. Every item of the uniform should be marked inside with the child's full name, and no items other than the official uniform may be worn.

## **Jewellery**

Scholars may not wear jewellery except a small, solid-coloured wristwatch or Medic Alert bracelet. Scholars may only wear plain gold or silver stud earrings. Earrings may not contain cut or coloured glass. Only one wearing per earlobe may be worn.

## **Hair**

For male scholars, hairstyles must be neat. No distracting designs may be cut or shaved into hair or eyebrows. Gel or mousse may be used in moderation to control hair. Braids or dreadlocks must be neat and tied back if over the collar. There can be no artificial hair colouring, tints, or streaks.

For female scholars, hair may not fall over the face or eyes. Gel or mousse may be used in moderation to control hair. Hair, including braids and extensions, must be tied back if over the collar. There can be no artificial hair colouring or streaks.

Hair clips must be black or silver. Hair bands must be blue, green, white, or black. No multi-coloured or decorative hair bands are allowed.