

2023- Welcome to The Bridging Gap Academy

From the Principals Desk

Welcome to the Bridging Gap Academy I sincerely hope we live up to your expectations! Conversely, we hope that we can rely on you to assist us on this journey of academic development of your child in 2023.

The Ethos at TBG is to provide and maintain quality education within a secure disciplined environment. We insist on tolerance and respect at all levels of interaction within the centre. We encourage participation in all aspects of the Centre's program so as to realise loyalty and pride within our students for this wonderful academy.

In order to maintain these standards, we need your co-operation at all times. Remember we at TBG can **only reinforce the high standards** that you, the parents/guardians, set for your children at home.

To fulfil these standards, we use the word **compulsory**, we use this word with respect, as we know that our parents too, lead extremely busy lives. We do; however, strongly always believe that the Centre and the home must be closely linked. Thus, we insist on maximum co-operation from **all** our children and from you, their parents. If our demands and standards are too high regarding the complete home-school assistance of your child, you do have the right to find another institution.

We believe very strongly in Children's rights. The staff at our Centre will ensure that at all times your Child's education as per chosen Curriculums, their safety and security are prime objectives. However, with rights comes responsibility and the following will thus apply at our Centre.

- Your Child has the **right to education**, but it falls within our right to terminate our Tutoring services, if parents and children do not oblige to our requirements. Such as Payment of Tutoring fees and adherence to our Code of Conducts.
- Your Child has the **right** to attend every lesson but must always be **responsible** so that the **rights** of the **educators** and of **other learners** are never interfered with.
- Contravention of points 2.1 and 2.2 will result in your child being subjected to our disciplinary procedures. The outcome of which could be suspension from The Centre. We trust that you will support the Centre by ensuring that your child understands the importance of a productive work ethic and the need to respect and interact with others.

NB!!!

Please read our Student Code of Conduct with your child so that your child fully understands the importance of complying with these expectations

The following are a few pertinent requirements to get your child off to a good start

1. **Please comply with the following suggestions:**

To enable your child to always feel part of the Centre and to enhance pride in TBG it is compulsory that your child complies with our Policies and Procedures

2. **Preparation of Work at home**

The staff of this Centre will issue homework, if and when necessary. **Assist us by always showing an interest. Please sign the homework diary every evening- and the class workbook when requested to by the Tutor.**

An important tip read-read-read! Always encourage your child to spend time with worthwhile literature – visit your local bookshop often.

In the case of both parents working, we suggest that homework is done immediately after a leisurely lunch as this will afford them the opportunity to unwind after a day at School. Learners are encouraged to not leave homework until late at night.

3. **Take the Challenge**

We encourage our Parents/guardians to comply with the below points, we urge you at every instance to build **not** break, and at every opportunity to support and encourage your child's education – some examples being

3.1 The TV is part of our lives. Please encourage selective viewing, as this powerful visual aid can enhance your child's education if used wisely.

3.2 It is a know fact that learners operate better after sufficient sleep, we encourage you to curb those late nights during the week.

3.3 Attempt to Create a child that possesses pride, loyalty to his/her Centre and country and an awareness of the importance of belonging to a stable home.

3.4 "A busy child is a happy contented-Child."

Psychologists for many years have found that devious, negative behaviour stems from children being bored, or due to a lack of genuine supervision. To overcome this, encourage your child to be constructively busy, either at a sport of their choice or in a safe environment where they can concentrate on their academics. We offer Aftercare supervision; forms can be collected at The Centre.

4. General Organisation

4.1 Tutoring hours

The Centre commences at 08H00. Please ensure that your child is in the Centre by 07H45- arriving late places your child in a stressful situation and hampers the learning processes. After care starts at 13H30 and ends at 17H30. Centre rules and hours are designed to create an orderly, safe and functional environment in which your child can prosper. Some of these may seem petty to you, the parent, but then you are not a learner at TBG, Rules **do not** fall away when a child is in the presence of a parent. Please listen to your child and respect the rules of The Centre, even when attending a function outside of normal hours

4.2 Curriculum Enrolments

Parents have up until the 30th of January 2023 to finalize curriculum enrolments, We cannot but urge the importance of ensuring your child has all the necessary, stationary and equipment for their chosen subjects and curriculum choices. Without your co-operation in this matter We unfortunately cannot deliver the services required as per our Tutoring agreement.

4.3 Absence from The Centre

- Notes explaining all absences from The Centre are required. After 2 or more days a medical certificate is required.
- Learners who have to leave The Centre early are requested to bring a note addressed to the principal. Parents/Guardians must fetch their children **From the Reception**. Or The HOD of their Respective Centre
- For security reasons no learners are permitted to walk home or to the shops during Tutoring hours.
- Dental or medical appointment should be made during the afternoon or after Tutoring hours.
- Absence from The Centre for vacation purposes is Granted by the discretion of The Principal.

4.4 Appointments

The principal and staff will be pleased to discuss problems or answer queries in connection with your child. Please make a suitable appointment with our secretary. For security reasons parents and visitor will **not be permitted to visit classrooms**. Anyone who visits the Centre or collecting their child must proceed to the office, where the secretary will provide information or attend to queries.

These are official measures aimed at the safekeeping of the Learners.

Lastly your child is entering a home-school distance learning system. The word Home-school and enrolling with a Home-schooling Centre implies compliance with your chosen Curriculum requirements, respect and adherence to common norms and standards. Successful management of this environment has a lot to do with routine and the management of tasks, test and exam



preparations. The CAPS curriculum is challenging and busy and our children need constant support, discipline and a positive attitude. We will do all that we can to provide your child with the skills required to cope as a solid citizen of South-Africa.

A Vital ingredient in achieving academic success is the relationship between Tutor and home. It is imperative that this relationship is formed on a mutual respect and understanding. Tutors/Teachers reputations travel far and wide and many are “judged “on rumour and hearsay. Most often the parent/guardian recipient only hears one side of the story. Please allow our teachers to do their job without preconceived judgement or opinion! Input or concerns will be dealt with through appointments arranged with Head of Departments.

Paying attention to the “little things” which will ensure a happy and productive start at The Bridging Gap Academy.

Enjoy the Journey!

