

LORETO SCHOOL QUEENSWOOD

WHY CHOOSE LORETO?

BECAUSE “WE GROW CHILDREN FOR LIFE” BY:

- Our core values which include justice, freedom, sincerity, truth, respect and joy Offering small classes
- A Holistic and Person-Centred Education
- Faith Development
- Educating for Wisdom
- Striving for personal Excellence
- Commitment to being an Agent of Social Change
- Discernment
- Participation and Celebration
- Quality of Relationships
- Leadership Development and Formation
- Inclusivity – Embracing All
- Critical Awareness of Today’s Reality

VISION AND MISSION STATEMENT

Loreto School is a Pre-primary and Primary School catering for pupils from age 3 to 13, in Grades 000 to Grade 7. It is situated on the hillside above the eastern suburb of Queenswood in quiet, secure surroundings. There is easy access to the main roads leading to the central, eastern and northern suburbs of Pretoria.

The vision of the school is to help children develop fully within the ambit of a Catholic character which celebrates the diversity and talents of the whole school community.

Our mission is to give children a firm and happy life foundation:

- by providing them with excellence in teaching and facilities
- by creating an awareness of the child’s natural, social and diverse cultural surroundings and heritage
- by creating opportunities for the full development of the child in terms of personality, morality, physical and mental aptitudes and ambitions
- by living out sound Catholic values
- by stressing the importance of sharing our skills and facilities with those less fortunate than we are

ALL DECISIONS AND ACTIONS OF THE SCHOOL ARE BASED ON THE CORE VALUES:

- Justice
- Respect
- Sincerity
- Truth
- Joy
- Faith
- Responsibility

TO THE PARENTS

Loreto School Queenswood is consistently ranked amongst the top English Primary Schools in South Africa for our academic achievements, for our involvement within the community, our pursuit of excellence and for the holistic education we offer.

We stress the need for close contact between school and home. The

success of our young people depends on the co-operative interaction and mutual support of two partners – the school and the home.

The organisational structures of the school (the house system, the academic timetable, the commendation and default system) have been deliberately created to ensure specific outcomes. By providing each boy and girl with the greatest possible individual attention, and by involving them in a compassionate and disciplined community, we hope to prepare young people for the challenges of adult life. We attempt, at all times, to provide leadership opportunities in the school on varying levels and to encourage creative and innovative thinking.

We encourage parental involvement in the life of the school and appreciate all support given by parents. There is a Parents’ Association which meets on the first Tuesday of each month except in school holidays. Parental support is also appreciated at our various cultural functions and sports’ events.

HISTORY AND TRADITIONS

The school has occupied its premises in Queenswood since 1976, with extensive renovations being carried out in 1999.

The history of the educational tradition dates back to the 17th century, when Mary Ward founded the Institute of the Blessed Virgin Mary (IBVM) in St Omer, Flanders. The rule of this institute was followed by Mother Theresa Ball, who began her educational work in Ireland in the early 19th century, although she named her first “house” after the Shrine of Loreto in Italy.

In 1878, a company of sisters of the IBVM opened a Loreto Convent School in Skinner Street, Pretoria, which was the first school in the Transvaal to offer secondary education. A second Loreto school was opened 45 years later in Hillcrest and this became the first “open school” in South Africa when a girl of colour was enrolled in 1971.

To accommodate the development of the University of Pretoria, the Hillcrest school relocated in 1976. Loreto Sisters took over Queenshill Convent which had been run by the Precious Blood Sisters as a primary school, built a high school block and called themselves Loreto Convent Queenswood. It catered for learners from Grade 1 to Grade 12. In 1983, a new pre-primary building was constructed and learners were enrolled from the age of 3 years. By 1993, circumstances made it necessary for the Sisters to move from the “convent on the hill” to the house in Luttig Street. The high school was closed and the school became co-educational. It was, again, renamed Loreto School Queenswood.

The Loreto Sisters remain the owners of the school and are represented on the Board of Governors. They continue to guide the operations of the school.

OPERATING STRUCTURE OF LORETO

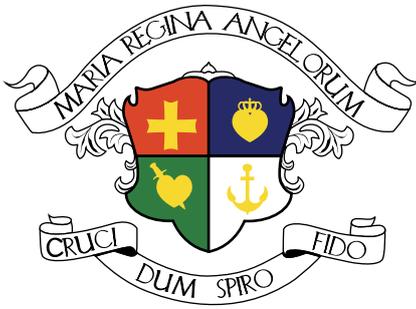
All aspects of running Loreto School Queenswood are carried out under the auspices of the Board of Governors and the Financial Subcommittee. The school Principal sits on both of these boards and is the link between them and the rest of the Loreto community.



Member of the Catholic Schools’ of Board
Member of the Catholic Institute of Education
Member of the Catholic Schools Proprietors’ Association

1161 Woodlands Drive, Queenswood, Pretoria, 0186
PO BOX 11101, Queenswood, Pretoria, 0121
Tel: 012 333 5996 / 012 333 6282 / 012 333 4384





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The members who comprise the Governing Body include:

- A representative from the Catholic Schools' Trust, such as an IBVM Sister or a representative from the Trust.
- The school Principal.
- Two elected parents
- Two educators who are elected by the school staff to consider decisions from the point of view of the staff and to act in the interests of the staff
- Other co-opted members who are asked to contribute from their range of skills such as those with a knowledge of law, finance or education

The wider school community consists of teaching staff, an Occupational Therapist, a Speech Therapist, a Councillor, a School Psychologist, administrative staff, support staff who carry out duties in and around the school buildings and grounds, and a variety of part-time coaches who are also involved in our sports programme.

THE CURRICULUM

According to our mission statement, Loreto wants to give children a firm and happy life foundation and concentrates on doing so in various ways.

From Preschool to the end of Grade 7, every learner is nurtured as an individual and is given every opportunity:

- to grow in self-awareness
- to develop cognitive skills which make problem-solving easier
- to acquire research skills which apply to life in general and not just in school
- to develop physically in a healthy and fun-loving environment and
- to work with their peers and the staff in a meaningful manner.

The educational staff are caring and committed. They continuously keep abreast of educational developments. Well-equipped classrooms facilitate the discovery process at a level which is age-appropriate and which helps the learners to understand new concepts and to apply them in appropriate ways.

Loreto School Queenswood follows the National Curriculum Assessment Policy Statements and is a member of the Independent Examinations Board (IEB). The home language is English with Afrikaans being offered as a 1st additional language and Sepedi as a 2nd additional language. Languages are offered from Grade 1 to Grade 7.

Note that school times are as follows:

07:40 : Start of school
13:10 : End of day (Monday to Friday Grade 1's and Grade 2's only)
13:40 : End of day (Monday to Friday Grade 3 – Grade 7)
14:10 - 15:10 Extramural activities

Sport times: These vary from term to term and from one sport to another. An extramural timetable is sent out quarterly pertaining to these.

PRE-PRIMARY

Our Pre-Primary section consists of: Gr000 (3 & 4 years olds)
Gr00 (5 year olds)
GrR (reception year)

The educators at each level provide a stimulating environment for every learner and emphasis is placed on ensuring that all children spend a busy, happy and exciting day at school.

All classrooms are well-equipped and learning activities focus on central themes.

Daily planning provides cognitive experiences for everyone, so the activities are varied and challenging. Each individual acquires essential problem-solving skills and has the opportunity to further develop intellectually, physically and socially.

Literacy, Numeracy and Lifeskills are nurtured through creative activities, Bible knowledge, music, developmental play and even free play with peers, both indoors and outdoors.

In the Junior and Middle phases there is an emphasis on practical experiences, which assist holistic development.

At Grade R level the same practical opportunities are presented. Reading and number concepts are reinforced in a more formal manner too.

At Loreto School Queenswood, the transition from Grade R to Grade 1 is an easy one, as the surroundings are familiar and the educators are also well-known.

Basic reading and mathematical skills are well-founded and the Foundation Phase staff comment that our own Grade R learners are as well, if not better prepared, than those from other schools.

The Preschool fees include full day-care for the children from 07:00 – 17:30. A balanced lunch is served at 12:30.

An extramural programme is included in our daily programme. Activities include Horserox, mini-cricket, mini-soccer, mini-netball, swimming, music, dance and art. Ballet, karate, drama and golf are also offered at an additional cost.

THE BEST OF LORETO

As they leave Primary School
the Grade 7's are invited back to pack their bags with
The Best of Loreto

We share some of their thoughts and feelings
In the biggest compartment of my suitcase, which is my heart, I will take the Loreto love. A love which is real and full, and one that is felt by everyone who comes into contact with a Loreto family member.
I'll take with me the Loreto spirit. The spirit of everything good and Godly. It is a light shining bright. When we leave we light our candles from that light so that all may see what a great school we come from.
On my journey I'll take my academic record, which is one I am very proud of. Not only because of what I've achieved, but because I achieved it.

At Loreto I've learnt how to be responsible and how to attain my goals.
To do things to the best of my ability and to be the best I can be.
I have learned to respect others and so I have become more considerate and trustworthy. I feel as if I have been taught the key to



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success, happiness and peace.

At Loreto I have learned to treat everyone fairly and with dignity; to have respect for everyone older and younger than I am; to treat everyone in the way I would like to be treated, and to be able to stand up for what I believe in.

When I first came to Loreto I was like a shy little bird, afraid to fly with the other birds. Loreto has taught me to be confident, believe in myself and develop my unique talents.

I don't just like Loreto. I LOVE IT!

ADMISSION POLICY AND FEE STRUCTURE

Thank you for showing an interest in our school. Please read the Admission Policy carefully and complete the application forms. No application will be considered unless the form is completed in full and all required supporting documents are attached. Failure to do so, will result in unnecessary delays as the application will not be considered. Loreto School Queenswood is an Independent School established in terms of Section 45 of the South African Schools' (SASA) Act 84 of 1996, read together with Section 29(3) of the Constitution.

Loreto School Queenswood is a co-educational school with a Catholic Ethos and Christian values. The school welcomes all learners, regardless of race, nationality or religious background.

Whilst the school does not discriminate on religious grounds in terms of admission, it is expected that those learners who are enrolled at the school, attend various religious activities specific to the Catholic faith that are practised by the school. These include assembly, Mass, religious classes and the celebration of various Feast Days.

Education provided is holistic and does not focus purely on academics. All learners are, therefore, required to participate in at least one extramural activity of their choice each term.

CRITERIA FOR ADMISSION

1. Admission is based on availability.
2. Learners enrolling for the Preschool (i.e. Gr000 – 3/4 years, Gr00 – 5 years and Gr R – 6 years) are not tested. Admission is based on a first come first served basis.
3. A learner who turns 7, according to SASA, must be admitted into Grade 1. Should a learner who turns 7 not be ready for Grade 1, he/she must go for an assessment by an educational psychologist. Should a learner turn 6 before 30 June, such a learner may be admitted to Grade 1, if he/she is school ready. Note that according to SASA the onus is upon the parent to prove school readiness. However, learners who are turning 7 must get preference over any learner turning 6 before 30 June.
4. Learners enrolled in Grade R at Loreto will get first preference in their Grade 1 year over outside applications.
5. Applicants that have siblings at the school, one or both parents who were past learners of the school and/or who are Catholic, will be given preference when being considered for admission.
6. Thereafter, the applicants who meet the criteria will be placed on a first come first served basis i.e those applications which are received first, will be processed first. The applications which cannot be accepted due to lack of availability, will be placed on a waiting list in order of date of application.

7. Admission is conditional upon:
 - the ability to pay school fees, levies and the deposit;
 - the testing results (Grade 1 to 7 only);
 - the agreement to submit to the school's Code of Conduct and;
 - the agreement to submit to our Ethos and religious character
8. Where a learner is 2 (TWO) years or more above the cohort grade age, the Principal will decide on the admission of a learner.
9. Applicants who are not South African citizens, must provide a valid study permit.
10. Persons who are not South African citizens must, when applying for admission for their child/ren, show evidence that they have a valid work permit to work in South Africa. On acceptance of their child/ren at Loreto, they must then apply for the necessary study permit(s).
11. Where documentation is not available with regard to non South African citizens, the child/ren may be admitted to the school on condition that the parent(s) submit the required documentation to the school within 3 (THREE) months.
12. The school has no predetermined feeder zones.

ADMISSION PROCEDURE

1. The application for admission form must be completed and handed to the admissions secretary accompanied by all the necessary supporting documentation.
2. The applicant's parents will be requested to attend an interview with the Principal.
3. New learners are to write an entrance examination or to do a school readiness assessment.
4. A character reference is required from the previous school. This form/letter needs to be attached to the admissions form.

DOCUMENT TO ACCOMPANY APPLICATION FORM:

- Copy of birth certificate
- Copy of Baptismal Certificate (Catholics only)
- Copy of ID document of both parents
- 2 X ID photographs of your child/ren
- Copy of the previous school's report, excluding Preschool applications
- Confidential report to be faxed to Loreto School Queenswood, excluding Preschool applications
- Vaccination documents
- Transfer card, excluding Preschool applications

Should the application(s) be successful, an admission deposit, annual levy fee, building levy and one month's school fees are payable on acceptance of your child/ren.

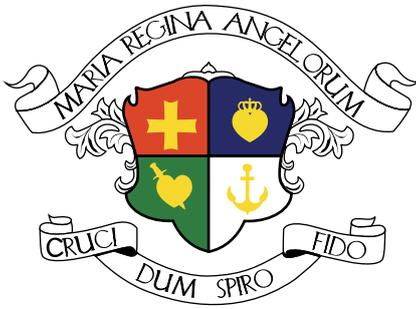
Admission Forms can be downloaded from our webpage – www.loretosq.co.za

EXTRAMURAL AND EXTRACURRICULAR ACTIVITIES

It is our belief that participation in extramural or extracurricular activities is associated with better results in the learning situation, improved attitudes towards school, better work habits and higher self-expectations of school achievement.

Loreto School Queenswood emphasises participation in activities beyond the classroom and this is combined with friendly competition to further enhance the child's involvement and performance.





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The extramural activities we offer at Loreto School Queenswood are:-

Grade 1 to Grade 3 Activities

These include chess, mini-soccer, mini-cricket, mini-tennis and mini-netball. These activities are offered throughout the year.

Grade 4 to Grade 7 Activities

Term 1: Swimming; Tennis; Cricket

Term 2: Netball; Soccer; Tennis; Swimming (Winter training); Hockey

Term 3: Athletics (track and field events) Cross Country; Cricket;

Swimming (Spring training)

Term 4: Swimming; Tennis; Cricket

At Loreto we encourage all children to participate in at least one sport each term.

Music

St. Augustine once said that when we sing, we pray twice. Music also plays an integral part in our school life. At Loreto we enjoy our singing. This is evident in our two school choirs being the Junior Choir and Senior Choir, which participate in festivals such as the Catholic Schools' Music Festival and various competitions. Our Senior Choir embarked on a trip of a lifetime when they visited Günsburg, Germany in September of 2017 by invitation from the Maria Ward Gymnasium Grammar School. The entire school is also involved in singing at assemblies and Masses and are accompanied by our own guitarists and other musicians. These musicians are learners at our school who take music lessons at school. All learners from Grade 000 – Grade 5 participate in class music lessons. The music teachers at the school offer recorder, drumming, guitar, ukulele and piano lessons. We also have a Junior and Senior Instrumental Ensemble and a Junior and Senior Drumming Group, as well as a Marimba Ensemble. We have already produced 5 CD's to celebrate the musical life of our school.

Clubs

At Loreto School Queenswood we offer a diverse range of extramural clubs

DOCUMENT TO ACCOMPANY APPLICATION FORM:

- Copy of birth certificate
- Chess
- Public Speaking
- Computer
- Board Games
- Bird Club
- Media Centre
- Drama
- Stamp Collecting
- Gardening
- Prick and stitch
- Skipping
- Card-making
- Art
- Yoga
- Walking
- Outreach

