



# Shiloh Centre Of Learning

## PROSPECTUS

### Brief History & Mission:

The development of The Shiloh Centre of Learning has been planned since 1998, to establish excellence in all areas of education, based on the Word of God. As Christian Educators we believe that children should be trained from the earliest possible age to understand that the **principles of God** are the norm and not the teachings of the world. In evangelism, we take the lost after years of indoctrination, trying to undo all the wrong teachings and then instil the truth. Christian Education is the key to ensure that children will be rooted in the truth, and the root determines the fruit.

Our strategy of co-operative learning will ensure that every child is actively involved in his/her own process of learning. Individual attention, nurturing and discipline are made possible because of a maximum of 25 learners per class. Our focus is to equip each learner holistically, and to identify and build areas of slow development as well as areas of gifts, talents, and strengths. In order for this generation to survive in an ever-changing information age, they will be equipped to think laterally and creatively, having developed life skills, including financial, vocational, IT, cultural, physical development, and interpersonal relationships and a sound Biblical Worldview.

These five foundation stones are essential for every Christian School, and are present at the Shiloh Centre of Learning:

**Christ-Centred, Bible Based, Holy Spirit Controlled, Individually Applied, Socially Related Education.**

Our handpicked qualified Educators are Christians who are committed to be instrumental in maximising the potential of each of their learners. Our doors opened in January 2002, as the Lighthouse Centre of Learning, in the Lighthouse Church, for learners of Grades 0 to 3. Each year the next grade was added, until we reached grade 12, in 2011. In April 2011 we moved to Bellville South and we changed the name to **Shiloh Centre of Learning**. Our learners are your children. Your children are God's gift to you. Your gift to God is to train them in His ways so that they may have a heart after Him, serve Him diligently, never depart from Him, and bless and honour you as their parents. We welcome you to our family!

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Education is:

# A Life

# A science of relationships

# A discipline

# An atmosphere

Education is that series of instruction and discipline intended to enlighten the understanding, correct the temper, and form the manners and habits of youth to fit them for usefulness in their future stations. To that means we support parents and students in various programs.

## We are Unique!

- **Holy Spirit inspired teaching & learning.**
- **Individual Discipuli**
- **Develop creative & lateral thinking**
- **Holistic Life Equipping**
- **Accelerated learning through our personal accelerated education program.**
- **Life-long Learning & excellence.**



**In Him are hidden all the treasures of Wisdom and knowledge.  
Col 2:3**

**Educate the next generation for sustained revival! “If the foundations be destroyed, what can the righteous do?”  
Ps 11:3  
We can re-lay the foundation in Jesus Christ.**

Psalm 78: 5-7

He decreed statutes for Jacob and established the Law in Israel, which He commanded our forefathers to teach their children, so the next generation would know them, even the children yet to be born, and they in turn would tell their children. Then they would put their trust in God and would not forget His deeds but would keep His commands.

## Our Aim is to:

- **Nurture Learners who have a heart after God.**
- **Train Learners to be obedient to His will.**
- **To disciple learners who will fulfill His call.**



**Children with a heart after God**

**Prov 22: 6**

**Train up a child in the way he should go, and when he is old, he shall not depart from it.**

## Our Strategy:

**We follow a strategy of Co-operative teaching and learning . This strategy enables all learners and educators to be actively involved in the learning process. No-one can sit back and enjoy a free ride!**

**Co-operative learning consists of the following Components:**

- **Positive Inter - dependence.**
- **Accountability**
- **Use of skills**
- **Group processing.**
- **Face to face interaction**

**In a co-operative learning environment all learners actively participate in all learning activities, and they are taught to take responsibility for their learning, as well as the learning of others. Older learners take care of younger ones during certain lessons.**

# The School as Learning Organisation

The management strategy of the Learning Organization allows every educator and learner to maximize his/ her potential. During the last few years, a new understanding of the process of the organization has emerged and has been changed to *participation at all levels*.

The Five Disciplines of the Learning Organization implemented are:

- Systems Thinking
- Personal Mastery
- Mental Models
- Shared Vision
- Team Learning



## *Survival Skills* for the 21st Century

- Reading
- Listening
- Thinking
- Speaking
- Writing
- Memorizing
- Conflict management
- Parenting
- Interpersonal Relationships

## Our Unique Curriculum:

- Bible Teaching & Biblical World View
- CAPS
- Commands of Christ
- Computer Skills and Literacy
- God's Answer to AIDS
- Critical Thinking
- Literature Study and Narration

**Now more than ever a division will be seen between those who move within existing frameworks and those who create new ones. Information is only valuable as a tool to improve action and enhance choice. It will only do this for a person with well-developed thinking skills.**

- Worship
- Dancing
- Value Project
- Creation Theory: Answers in Genesis
- Cultural Development
- A-Z Character Study
- Physical Development
- The 7 C's of History
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**Shiloh Centre of Learning: \* Fully Registered with WCED \*Member School of ACSI \*Registered as a NPC**

### Vision

To discover and develop the individual gifts and talents in every child to fulfill God's calling; and to nurture them to obey and give God the maximum glory.

### Mission

To provide a holistic learning environment utilizing God's provision to equip each child for God's Kingdom.

### Divine Education

Philippians 4:8

Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.

In response to this Word of God, to train our children in hope and beauty, we do the following:

**Literature Appreciation:** A variety of good classic literature is studied, to develop the conscience and the moral fiber of our children. **Narration, transcription, dictation, sequencing, memorizing, chronological ordering, speaking, accuracy in writing and logical reasoning** are some of the skills being developed by means of Literature Appreciation.

### **Biblical World View:**

Our children learn the answers to the following questions: Who am I? Where do I come from? Why am I here? Where am I going to? What is the plan for my life? What is a world view? Creation.

My responsibility towards God & His Kingdom, His character, etc.

The Song of the Lord

**May God be glorified, as we worship in Spirit & Truth  
Clothed in the Armour of God, we enter into war.  
In the Shadow of the Almighty, Shiloh Learning Youth  
Victorious in Christ we receive, knowledge, wisdom, truth.**

**Centre of Learning, Christ Jesus our Lord  
Arise, rebuild and shine.  
And the Glory of the Lord is upon you  
Shiloh Centre of Learning.**

Is. 60:1  
Arise, shine; For your light has  
come! And the glory of the Lord  
is risen upon you!

**A life yielded to Christ, as disciples we prepare  
To serve and mature in Him. To do His will, to fulfill His plan  
His Kingdom established in us.  
Sons and daughters come from afar.  
Wisdom from the Bright Morning Star  
And the Glory of the Lord is upon you .  
Shiloh Centre of Learning.**

**Centre of Learning, Christ Jesus our Lord  
Arise, rebuild and shine.  
And the glory of the Lord is upon you} 2X  
Shiloh Centre of Learning. }**

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**Why is the Philosophy of Education so important?**

**The educational philosophy of one generation becomes the governmental philosophy of the next.**

**The external condition of our nation is a reflection of the internal condition of our hearts and lives.**

**As agents of hope and transformation, we are charged with the mission in Christ to reform and restore our society, by making disciples of all people.**

## Shiloh Code of Conduct

### Code of Conduct

**The Spirit gives Life, the flesh profits nothing. (John 6: 63) In the power of the Holy Spirit and based on Eph 4; 1Thes 4 & 1Pe 3:8 &9, we will adhere to the following:**

1. **Be of one mind. Walk to please God.**
2. **Have compassion one for another.**
3. **Be mindful that the sum total of what we do every day is worship to God.**
4. **Be humble and courteous**
5. **No jewellery for boys. No steps nor shapes/ signs cut in hair. No dye/bleach in hair.**
6. **Return no evil for evil, or insult for insult.**
7. **Be mindful to be a blessing to others.**
8. **No cell phones allowed. They will be confiscated.**
9. **Live a consecrated, pure and holy life.**
10. **Live a self-controlled life, surrendered to the Lord.**
11. **Take advantage of no one.**
12. **Put off the old sinful man, put on new man in Christ.**
13. **Renew the mind to conform to the Word of God.**
14. **Always speak the truth.**
15. **Deal with anger in a Scriptural Way.**
16. **Give no place to the Devil.**
17. **Be good stewards of your possessions, no stealing or begging permitted.**
18. **Work with your own hands, that you may lack nothing, and share with those in need.**
19. **Let your speech be seasoned with love, edifying & imparting grace to others. No foul or polluted language or unwholesome talk is permitted.**
20. **Walk blamelessly before God, not grieving the Holy Spirit.**
21. **Walk in love; allow no place for bitterness, wrath, envy, anger, strife or malice.**
22. **Be kind, tender hearted, forgiving to one another.**
23. **Abstain from sexual immorality, substance-, physical—& verbal abuse.**
24. **Sleeper earrings only for girls. Girl's hair tied away from face, with black/ purple accessories. No more than 4 ponytails at a time. No dye/bleach in hair. No make-up.**

Do all things without murmuring and disputing, that you may become blameless and harmless, children of God without fault in the midst a crooked and perverse generation, among whom you shine as lights in the world.

Philippians 2:14,15

## WHY ARE PRINCIPLES SO IMPORTANT?

**The principles in God's Word are truth, unchanged and have life-long application. These principles will be foundational to our daily teaching:**

- **Sovereignty**
- **Individuality**
- **Government**
- **Character**
- **Stewardship**
- **Growth**
- **Covenant.**

**The results are:**

- \* **Love**
- \* **Servant hood**
- \* **Humility**
- \* **Honesty**
- \* **Integrity**
- \* **Caring and Sharing**
- \* **Self Control**

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## **SCL SUBSTANCE ABUSE POLICY**

In order to create vigilance in our school and maintain an awareness campaign to guard against the scourge of substance abuse or dealing in our school the following procedures will be followed:

The school can at any time undertake random drug testing and no child or staff member may refuse such testing, whichever form of testing is required.

Should any child be under the influence of alcohol, drugs or other narcotic or similar substances on school premises, during school hours, on school field trips or any other school related activity, immediate suspension will take place.

When it is suspected that a learner is interested or using any drugs, a change in behaviour is observed, or any other symptoms are displayed, the following procedures will be followed:

1. Immediate suspension will take place until facts are established.
2. Drug testing will be administered immediately.
3. A visit to a drug rehabilitation centre would be undertaken.
4. Compulsory counseling will be undertaken.
5. Compulsory weekly prayer meetings with parents must be attended.

It is important to note that the learner's behaviour will be recorded on the learner's accumulative record card, and all information will be disclosed and passed on to the next school.

Parents and learners from Grade 2 will sign the policy upon application for enrollment at Shiloh Centre of Learning.

## Shiloh Discipline Policy

The best kind of discipline is the kind nobody notices– not even the one being disciplined. At Shiloh we have employed a “Raise the Responsibility” discipline program.

An effective discipline program requires the following:

- Based on the Word of God.
- The maintenance of order.
- The development of internal locus of control.
- The promotion of pro-social behaviour.

The key points:

- Discipline means both to teach and to learn.
- Discipline is a tool for teaching responsibility.
- The real influence is reflected by what students do when the teacher is not with them.
- It is proactive – instills good habits.
- It is deductive – children reflect and make choice.
- Separates person from behaviour.
- Develops internal motivation.

The “*Raise the Responsibility*” is based on the following concepts:

- Anarchy
- Bullying
- Conformity
- Democracy

### **Level One: Anarchy**

- Absence of order
- Aimless and chaotic
- Absence of government

Anarchy is the fundamental enemy of civilisation

### **Level Two: Bullying**

- Bosses others
- Bothers others
- Breaks laws and make own rules and standards

Neither appropriate nor acceptable level of behaviour.

Obeys only when enforcer shows more authority.



### **Level Three: Conformity**

Appropriate and acceptable level of behaviour

- Complies
- Cooperates
- Conforms to expected standards

Note: Conformity does not mean regimentation.  
The motivation is external (stimulated externally).

### **Level Four: Democracy**

Highest level of behaviour

- Develops Self-Reliance.
- Develops Civility and a sense of Community.
- Does good because it is the right thing to do.
- Demonstrates responsibility because it is essential for Democracy.

*The motivation is internal.*

The key is to check for understanding at which level child is behaving.

- Used to handle disruptions.
- Disrupting student is to acknowledge level of behaviour.
- Strategy encourages students to reflect on their behaviour.
- Encourages better choices.

Teacher uses guided choices to develop internal motivation.

- Used to handle continued or repeated disruptions.
- Gives student responsibility producing activity.
- Authority used but it is not punitive.
- Teacher controls the situation.
- Dignity is preserved.
- Students are not harmed.
- Students take responsibility.
- Internally motivated change of behaviour.

Should a student choose to continue behaving in an inappropriate manner, the parent will be informed per written communication, and the necessary steps would be taken.

*We can have more than we've got because we can become more than we are.*

## ROLES AND RESPONSIBILITIES OF PARENTS TOWARDS THE SCHOOL AND THEIR CHILDREN AS ENROLLED LEARNERS.

1. Learning takes place best where there is a shared effort, interest, support and motivation between the parent, learner and school staff and a mutual recognition of the roles and the responsibilities of the school towards the child and parent and vice versa. The school staff can carry out their teaching responsibilities successfully only if they receive the support of the parents. There should be a commitment to the success of the child in school and an undertaking both from the parents and the school to work together to promote learner achievement.
2. Parents have certain roles and responsibilities towards the school where their children are enrolled and towards their children as learners.
3. A Parent's relationship with the school starts on the day that the parent decides to enroll the child at our school and thereby entrusts the child to the professional care of the school staff whilst he/she is at school. This relationship is defined by a set of rights and responsibilities towards the school.
4. The legislation, including Chapter 2: Bill of Rights in the Constitution, advances and protects the fundamental rights of every person, including parents, educators and learners in the public education system, educational institutions and education departments: The Constitution of the Republic of South Africa , 1996 (Act 108/1996). National Education Policy 1996 (Act 27/1996) The South African Schools Act, 1996 (Act 27/1996) Western Cape Provincial School Education Act, 1997 (act 12/1997)
5. Parents have an obligation to be interested in and support their children in their schooling.
6. Parents will be expected to abide by the financial school fees policy adopted at Shiloh Centre of Learning, and are liable to pay the school fees as charged.
7. If a parent is not elected to serve on the school's Board of Governors, or its various sub-committees, he or she still has a right and must be involved in the affairs of the school, by attending parent meetings that involve the development of school policies and the school budget.
8. Your general responsibilities as parents of enrolled learners to support learning:
  - \* Communicate daily with your children.
  - \* Make the time to listen to them daily.
  - \* Ensure that children are adequately prepared for school, i.e. well rested, fed, clothed, healthy and clean.
  - \* Ensure familiarity with the curriculum and its content, its demands and challenges, assessment and progression requirements.
  - \* Show a keen and regular daily interest in the children's schooling.
  - \* Show an interest in the child's progress at school.
  - \* Guide and assist with instructional tasks.
  - \* Attend progress meetings and interviews regularly.
  - \* Encourage and support homework, and sign the homework diary daily, after work has been checked.
  - \* Encourage daily reading: read to and with your child.

- \* Encourage positive attitudes toward the school and homework assignment.
- \* Provide optimum conditions for doing homework.
- \* Assist children to establish a homework routine e.g. a specific time.
- \* Encourage efficiency in time use.
- \* Monitor distractions (television, video and computer games.)
- \* Oversee homework assignments to check for understanding or arrange for somebody else to do so.
- \* Ensure that homework is completed.
- \* Scrutinise the record book daily.
- \* Sign homework and tests as and when required.
- \* Check the communication envelope daily for any correspondence.
- \* Ensure that requirements / tools are brought to school as and when needed so that your child is daily fully prepared to perform optimally.

9. **Your general responsibilities as parents of enrolled learners to support and monitor learner school attendance.**

- \* Ensure that children attend school every day for the full duration of the school day. Good attendance includes being present for the entire school day, and on time at the start of the day and for each lesson.
- \* Inquire about the school day activities.
- \* Work as partners with the school to solve problems that may arise.
- \* Respond immediately to any telephone calls about learner's absenteeism.
- \* Provide the school with a letter immediately to explain children's late coming or absence from school, placed in the communication envelope.
- \* Ensure that all requests for early leaving are in writing and are submitted to the school, via the communication envelope, at least one day before that particular day. Include a telephone number for verification purposes.

10. **Your general responsibilities as parents of enrolled learners to ensure the safety and well being of the learners:**

- \* The importance of health, nutrition and safety cannot be over-emphasised as there is a direct relationship between the well being of learners and successful academic achievement.
- \* Ensure that children are safe.
- \* Inform teachers of chronic or other health problems of children and their treatment in case of emergencies and inform the school in writing of any prescribed medication that must be administered to learners.
- \* Medication administration requires a written prescription and written parental consent that must be given according to doctor's instructions.
- \* Keep teachers informed of any factors that could influence children's learning (emotional, social, physical and mental).

11. **Your general responsibility as parents of enrolled learners to ensure that you attend school meetings regularly:**
  - \* School parent meetings provide opportunities for families to participate in the instructional process, decision-making and school procedures.
  - \* Attend meetings arranged by the school during the term to share school curriculum matters, discuss learner progress and exhibit the learners' work..
  - \* Comply with requests from the school for interviews where there are concerns about a learner's progress or behaviour.
  
12. **Your general responsibility as parents of enrolled learners to ensure that you support the school's code of conduct:**
  - \* All parents of enrolled learners are given a copy of the code of conduct in the prospectus, and should familiarise themselves with the code.
  - \* Support the school in reinforcing Godly behaviour and supporting school in dealing with transgressors.
  
- 1 13. **Your general responsibility as parents of enrolled learners to ensure that you support effective parent/ school communication:**
  - \* Communication is the foundation of effective partnerships between parents and school.
  - \* Parents and school must communicate clear and comprehensive information important to learner success.
  - \* Information can be shared by means of the newsletters, communication envelope, homework diary, telephone calls, emails, letters, etc.
  - \* It is important to respond to any communication from the school as requested and within the given time frame.
  
14. **Your general responsibility as parents of enrolled learners to ensure that you support the Board of Governors (BOG), principal and teachers:**
  - \* Be available to serve on the Board of Governors and the various Sub-Committees of the Board of Governors.
  - \* Support and reinforce any disciplinary measures implemented by the BOG.
  - \* Remember that parents are partners in the learning process of their children.
  - \* Mutual respect between parents and educators is important in this partnership.

15. Your general responsibility as parents of enrolled learners to ensure that you support all extra-curricular activities:
- \* Besides the curriculum, families must support schools in field trips, assemblies, student performances and sports events.
  - \* Family members from diverse cultures may assist the school in their diversity management programs by supporting other parents and pray for them.
16. \*
- \* Parents are encouraged to participate and suggest, within practicality and reason, a variety of activities to promote the school financially and otherwise.
17. Your general responsibility as parents of enrolled learners to ensure that parents support the visitation policy for parents.
- \* Parent visits to the school are encouraged in order to promote a healthy relationship between the school and the parent. Procedures should be followed to ensure a safe, godly, orderly and welcoming environment. These procedures will also help to regulate and control the flow of people into the school at irregular times and to avoid disruption of regular school activities. The co-operation of all parents will be necessary to manage these visits effectively. Although the school has an open door policy, it is necessary to make an appointment beforehand.

Procedures for school visits:

- 17.1 All parents must make an appointment beforehand.
- 17.2 All parents must use the main/ designated entrance to the building.
- 17.3 All parents must report to the secretary or the main office immediately upon arrival.
- 17.4 Anything that must be delivered to a learner must be brought to the office. Parents delivering items that children have forgotten, must be discouraged, as children must learn the principles of good stewardship and responsibility.
- 17.5 Parent interviews with teachers must be arranged beforehand at an appropriate time.
- 17.6 Please ensure that ALL APPOINTMENTS are made through the office. Teachers and parents must meet in the office, in the presence of the principal or a Head of Department.
- 17.7 Please note that teachers may not be disturbed in their classes during teaching time, and will not be called to the phone.
- 17.8 Kindly be considerate and do not phone teachers after hours, unless an emergency occurs.

- 17.6 Family emergencies must be reported to the office, where the matter will be attended to appropriately. Parents will only be allowed to take children from the premises before school closing time, in extreme emergencies, and by prior arrangement and permission from the Principal.
- 17.7 Parent training is offered to parents throughout the year to equip them in aspects of parenting, household finances and other related matters. It is of the utmost importance that all parents attend the training within a given year, as the training is not necessarily repeated, and is usually appropriate at the given time.

Very few parents leave school having been fully equip for the life ahead, and learning and growing are essential to assist us in keeping abreast of developments as well as instilling in us and our children the habit of lifelong learning.

God has revealed Himself in three ways:

- 1) Through His creation
- 2) Through His Word
- 3) Through His Son, Jesus Christ.

Colossians 2:3 states that in Him are found all the treasures of wisdom and knowledge. An education that is not based on this principle cannot have eternal value and is an exercise in futility.

Character Building includes:

- |                                  |                             |
|----------------------------------|-----------------------------|
| # Dealing with Anger & Arguments | # Kindness                  |
| # Be the best you can be         | # Making Decisions          |
| # Overcoming Difficulties        | # Patience                  |
| # Comparing                      | # Obedience                 |
| # Courage                        | # Positive Attitude         |
| # Diligence & faithfulness       | # Taking responsibility     |
| # Honesty                        | # Perseverance              |
| # Forgiveness                    | # Working together          |
| # Friendship                     | # Power of the Tongue       |
| # Giving                         | # Selfishness/Unselfishness |

### Compulsory items for school:

A Bible. This must be the child's own copy, and should accompany him/her to school daily.

Only the black school satchel is permitted.

You are requested to send a box of tissues to the school at the beginning of each term. We teach our children to have regard for each other, not to spread germs, etc. When they sneeze or cough they should do so into a tissue, and their noses should be kept clean. A roll of toilet paper per term is also required.

### How can I prepare my child daily for school?

#### The night before:

- Make sure all homework is done, diary signed, record book checked and bags packed.
- Put uniform out to prevent rushing around in the morning, or looking for clean clothes.
- Ensure that your child has a balanced healthy meal at suppertime.
- Spend time as a family reading the Word, in prayer, praise & worship.
- Limit television time to the minimum, and only supervised.
- Go to bed early enough to ensure 8 to 10 hours of sleep.

#### In the morning:

- Rise early enough to leave enough time for the unforeseen.
- Spend time as a family praying and reading the Word to be prepared spiritually.
- Ensure that your child's is wearing the full uniform, and looks neat & clean.
- Please repair damaged clothing. Wearing tattered garments does not instill a sense of pride.
- He/she should eat a healthy balanced meal for breakfast before leaving for school.
- Prepare a healthy lunch, including whole wheat sandwiches, some protein, some fruit or fruit juice, nuts, yogurt, for your child, and make sure it is packed in the school bag! No sweets, chips and fizzy drinks producing poor concentration and hyperactivity are allowed.
- Leave home early enough to ensure timeous arrival at school.
- Walk your child to the allocated gathering place, don't just drop & leave.
- Spend a few minutes with your child before leaving, to ensure that he/she is safe & at ease.
- Greet your child with a hug and a kiss.
- When you fetch your child in the afternoon, please greet him/ her with a hug and a kiss, and ask about his/her day. Teach him/her to ask you how you are and how your day was. This way we teach our children to care for others.
- Make sure that your child has taken all his/her belongings before he/she departs, so that he/she does not arrive at home, unable to do homework because something has been forgotten at school.
- At home, go through the work of the day and complete all outstanding work.
- Sign the diary only when all work has been completed.
- Check for any letters or notices in the communication envelope.
- Allow your child some time to relax with you and the rest of the family.
- Give your child some easy daily chores to perform to teach responsibility and accountability.
- Ensure that chores are done, sports clothes and books are packed, homework is done and school uniform is clean and ready before retiring for the night.

## Shiloh School Fee structure

Non-Refundable Administration fee for all new enrolled learners— R 1 500.00

**Please contact the admin office for the full application and school fee structure.**

**021 951 1956 / admin@shilohcentre.co.za**

Closing date for new applications is the last day of October of every year.

### **School Uniform**

#### **BERRYK CLOTHING**

70 Balveni Avenue, Avonhood, Elsie's River

063 498 1085 / 074 334 4266

**Please contact the admin office for the extended school uniform structure.**

**021 951 1956 / admin@shilohcentre.co.za**



## School Fee Policy

In order to administer the finances of the school with excellence, the following are the requirements:

1. Prompt payment of school fees and sundry items, as detailed on your account, is essential for efficient administration of the school and also assist in keeping the fees as low as possible.
2. School fees are payable, in advance, before the 5th day of each month. Statements with outstanding balances are sent home on the last day of each month.
3. The annual charge for school is spread over 11 monthly charges for your convenience and assistance. You are required to pay promptly over the holiday periods as well. The school does not take responsibility for money sent to school with the learners until a receipt has been issued. The communication envelope should be used for this purpose, and money sent to school should be entered on the designated form on the envelope. School fee payment is done by debit order or electronic transfer only, for both administration and security reasons.
4. After the 7th of each month a letter will be sent out to remind you of outstanding amounts. Please see next page for Financial Policy for Arrear Accounts.
5. If you wish to remove your child from the school, please note that ONE FULL CALENDAR MONTH'S IN A TERM, WRITTEN NOTICE IS REQUIRED. You will be responsible for payment of school fees for this period even if child leaves before the notice period is up. School records will not be forwarded to the new school until payment of all outstanding accounts are finalised.
6. Any unpaid debit orders or cheques will be for your account to cover any costs incurred by the school.

### Bank Details:

Account Holder: Shiloh Centre of Learning

Bank: ABSA

Branch Code: 630 510

Account Number: 4054 288 947

Type of Account: Cheque

### Please note:

Your child's name and surname must be quoted on any financial transaction as a reference for the finance department.

## Financial Policy for Arrear Accounts.

The following Criteria must be used to measure Parent Commitment:

As a parent, please use the following criteria as a measuring instrument:

1. Attendance at school functions (parent meetings, prayer meetings, training)
2. Open communication and regular contact with the school.
3. Number of children attending Shiloh.
4. Effort towards your school's fundraising and other events.
5. Openness to support (proposed ideas for counseling and mentoring).
6. Practical demonstration of effort (raise sponsorship, self help)
7. Reference of Pastor and community of Believers.
8. Spiritual Wrestling and Travail.
9. Handling of other debt.
10. Support of Mission and Vision of Shiloh.
11. Biblical Worldview and heart for Christian Education.

### 1. Arrear Accounts:

School fees are payable every month for 11 or 12 months, **no later than** the 1st of each month.

If for any reason, as a singular event, you are not able to pay your school fees, please inform the principal telephonically and in writing immediately. A valid reason for defaulting must be given. The above criteria will assist the school in making a decision on whether a month of grace could be granted for outstanding school fees or other sundries.

Only one month's arrears would be permitted. A minimum payment of R500.00 for that month must be made immediately. The balance must be paid over the next two months, plus the full payment of fees during those two months. Therefore, at the end of sixty days there may be no outstanding balance, for the rest of the year. Should you default at payment, your refundable deposit will be used to cover the month's school fees and you would be required to remove your child immediately. All outstanding money will be for your account and must be settled before your child will receive a progress report.

### 2. Disciplinary Action:

In the event of non-adherence to the above arrangement, please note that you will be listed with the credit bureau. Your account will immediately be handed over to the debt collector firm, Accountability.

### 3. Consequences of Defaulting:

We deeply regret that should you default with your payment, as stipulated above in paragraph 1, your child will not be permitted at this school any longer, as it is unreasonable to expect the school and paying parents to carry the burden of outstanding debts.

### 4. Support and Training:

All financial training for parents is compulsory. Stable financial management and sound financial practices based on the Principles of the Kingdom of God are required. We will offer support to you in this matter, and you will be linked with pastoral support, an advisory service, and a mentor. With these practices in place, we trust God that your home will experience the freedom, joy and peace of a debt free lifestyle, that brings Glory to God, and is the inheritance that He has ordained.

This will ensure that there are no arrear school fees and you can enjoy the blessing of your children remaining at the Shiloh as God has ordained when they joined. The Spirit of God will prevail and determine your steps, and not the enslaving spirit of Mammon.

*Be sure that your children each day have:*

*§ Someone or something to love*

*§ Something to do*

*§ Something to think about*

## Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15; 2 Peter 1:21)
2. We believe that there is One God, eternally existent in Three Persons, Father, Son and Holy Spirit. (Genesis 1:1; Matthew 23:19; John 10:30)
3. We believe in the Deity of Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23 Luke 1:35) His sinless life (Hebrews 4:15; 7:26) His miracles (John 2:11) His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9) His resurrection (John 11:25; 1 Corinthians 15:4) His ascension to the right Hand of the Father (Mark 16:19) and His personal return in Power and in Glory (Acts 1:11; Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's Grace and through faith are we saved (John 3:16; John 5:24; Romans 3:23; Romans 5:8-9, Ephesians 2:8-10)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of life and they that are lost unto the resurrection of damnation (John 5:28)
6. We believe in the spiritual unity of Believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12: 12- 13 Galatians 3:26-28)
7. We believe in the present Ministry of the Holy Spirit by whose indwelling the Christian is able to live a Godly life. (Romans 8:13-14; 1 Corinthians 3:16; 6: 19-20; Ephesians 4:30; 5:18)

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