

LETTER FROM THE PRINCIPAL

Dear Parent/Guardian

A hearty welcome to Westview School of Skills

Westview School of Skills, one of only three Schools for Skills Education in the Eastern Cape, has for more than fifty five years been playing a leading role in the provision of Vocational skills training for learners with special educational needs. This success is attainable through the hard work of our devoted staff members and disciplined learners. With the loyal support of all role-players we endeavour to build and improve on the successes of the past.

I trust that the ideals and dreams you as parents cherish for the future of your children will be realised at this school. I am positive that with the co-operation and support of all stakeholders, we can create a prosperous future for all our children.

This prospectus contains the necessary information you may need to orientate and support your child on this four year journey at Westview School of Skills.

For more detailed information regarding our facilities, our academic, culture and sport program, please visit our website. Our web address is <http://www.westviewpe.co.za>
In addition you might enjoy viewing our facebook page (**Westview School PE**).

Mr P.C. VAN ROOYEN
PRINCIPAL

SCHOOL ETHOS

Westview School of Skills acknowledges the dignity and individuality of each learner. Our highly qualified and competent staff members respond to each learner's need for recognition. We provide a sense of security in order to develop their full potential.

We trust that by improving our learners' self image, helping them gain self-confidence and orientating them towards independent adulthood, we are truly educating and thus fulfilling our mission.

FROM THESE FACTS FLOW THE GENERAL AIMS OF THE SCHOOL:

- We strive to provide a safe environment for each learner in which he/she can succeed and thus improve his/her self-image.
- We strive to prepare each learner to enter the adult community and the labour market to enable him/her to maintain himself/herself with confidence.
- We want to help each learner realize his/her full potential. By the time he/she leaves school, he/she should be on the way to self-sufficiency.
- We want to offer each learner norms and disciplines conducive to developing his/her own philosophy and lifestyle in order to attain a well-balanced adulthood.
- We strive to lead him/her to adulthood where he/she will no longer be labelled as "disabled" citizens.
- We strive to provide an education which would eventually enable all learners to take up their rightful place and live as independent adults in the social and labour community. To achieve this we provide a curriculum that enriches our learners with the critical knowledge, attitudes and skills required.

MISSION STATEMENT

SUCCESS THROUGH HARD WORK

MOTTO

LABOR VINCIT

LABOUR CONQUERS

SHORT HISTORY OF WESTVIEW SCHOOL OF SKILLS

Before 18 January 1961, learners with special educational needs, in Port Elizabeth, completed their education at various primary schools. Difficult circumstances, poor facilities and lack of specialised equipment necessitated the establishment of a separate school which was named Westview Special Secondary School. The initial school building housed 240 learners and fifteen teachers.

In 1972 the school added prefabricated classrooms to accommodate 480 learners. In 2016 Westview School of Skills celebrated its 55th year of providing excellence in Skills Education.

SCHOOL SONG

LABOR VINCIT

Ons sing lof aan ons skool waar ons almal kan leer
Om die blywende adel van werk te vereer,
Waar ons leuse 'Labor Vincit' staan
Met sy goue lig op ons lewensbaan.
Labor, Labor Vincit, Labor Vincit.

Al vertoon 'n stuk werk ook hoe moeilik of swaar,
Ons gaan durf hom aan en ons maak hom klaar;
Want 'Labor Vincit': die troostende les
Sal ons altyd behou, al vergeet ons die res.
Labor, Labor Vincit, Labor Vincit.

We sing praise to our school where we learn to admire
The lasting nobility work can inspire,
Where our motto 'Labor Vincit' displays
Its golden light for future days
Labor, Labor Vincit, Labor Vincit.

However forbidding a task may appear
We'll dare it and finish it, never fear;
For 'Labor Vincit': We'll ever retain
This comforting thought like a glad refrain.
Labor, Labor Vincit, Labor Vincit.

GENERAL INFORMATION

Street Address

Mowbray Street
Westview
Newton Park
6045

Postal Address

PO Box 27537
Greenacres
Port Elizabeth
6057

Telephone: 041 – 3651223

**Fax: 041 - 3655049
086 5611 574**

E-mail : school@westviewpe.co.za and admin@westviewpe.co.za

Website : [http : //www.westviewpe.co.za](http://www.westviewpe.co.za)

GIS Long: 25.57181

GIS Lat: 33.94149

KEY MEMBERS OF STAFF

Principal	: Mr P.C. van Rooyen
Deputy Principal (Academic)	: Mrs C. Meuwesen
Deputy Principal (Technical)	: Mr T. Carlson
Administrative Staff	: Mrs V. Herselman
School Fees	: Mr L. Müller
Grounds Manager	: Mr S. Visser

SCHOOL HOURS

From 08:00 to 14:00 all year round (Fridays 13:30)

OFFICE HOURS: from 07:30 to 15:30

MEDIUM OF INSTRUCTION

English and Afrikaans are the two official languages of the school. For practical reasons, Westview School of Skills operates as a parallel, as well as dual medium school. All academic subjects are taught in separate English or Afrikaans classes.

In the vocational skills classes, subjects are taught in both languages, but the individual's language preference of each learner is maintained. All test and examination papers are set in English and Afrikaans and learners may complete these in the language of their choice.

GUIDANCE SERVICES/COUNSELLING

Our counsellor provides educational, personal, emotional, social and limited financial support to our learners. In addition, our counsellor assists, where possible, with placement of learners in jobs and learnership programs.

HOMWORK

The school employs on a rotation system whereby a learner will be in the vocational skills class on one day and in an academic class the next day. All learners will receive homework on a regular basis. **NO excuses** are accepted for incomplete homework.

TRANSPORT

The Algoa Bus Company transports our learners from all over the city to the school. Alternatively parents are able to use a wide range of private service providers (organised by individual parents). **Kindly note:** All parents are responsible for the safety aspects as well as cost of their children's transport.

Algoa Bus Company provides a sport bus at 15:30 some days of the week to most areas of the city. All parents are personally responsible for the safe transport of their children between school and home.

TUCKSHOP: The tuckshop is open every day during breaks and before school.

PARENTAL INVOLVEMENT

We are always very grateful when parents (especially new parents) visit the school. When parents and teachers interact with each other and work together, it benefits our children. With this in mind parent evenings are organised regularly.

ADMISSION POLICY FOR LEARNERS TO WESTVIEW SCHOOL OF SKILLS

The admission policy of Westview School of Skills is determined by the National Department of Basic Education. All applications and placements of learners in special schools in the Port Elizabeth district, including Westview School of Skills, are managed by the Department of Education: Psycho-social and Education Support Services (Park Drive, Port Elizabeth).

Westview School of Skills follows the Technical Occupational Stream that commenced in 2018. This is a four year program consisting of intensive skills-based training alongside an academic curriculum.

MINIMUM REQUIREMENTS FOR ADMISSION TO WESTVIEW SCHOOL OF SKILLS

1. A learner must be at least 14 (fourteen), but not older than 17 (seventeen) years of age on the First day of January of the year of admission. This means that the learner should be at least two years behind the age cohort.
2. **PLEASE NOTE:** Prior to application for admission to Westview School of Skills, prospective candidates should already have been identified, using the guidelines as set out in the Screening, Identification and Support (**SIAS, 2014**) policy document, and classified as a learner with Special Needs (Mild to Moderately Handicapped). The SIAS process clearly stipulates that referral to School of Skills is only an option after extensive interventions at primary school level have been exhausted. **NO APPLICATION WILL BE ACCEPTED WITHOUT THE ATTACHMENT OF THE**

COMPLETED REQUIRED EXPERTS FROM THE SIAS (2104) POLICY DOCUMENTS.

3. The referral of learners classified as Oppositional Defiant Disorder/Severe Behavioural Disorder will not be considered due to the **extremely high safety standards** learners have to adhere to in our workshops.
4. In order to cope with the demands of the skills-based training, a learner should be able to read, write and speak English or/and Afrikaans at a level equivalent of Grade 5 as determined by a standardised test instrument.
5. It is critical for successful skills training that learners be able to perform measurements.

CURRICULUM PROVISIONING:

The focus is on the development of Skills (both Life Skills and Workshop Skills). Alongside our Skills training we offer an academic curriculum which endeavours to provide competent, confident and independent citizens who can make a valuable contribution to society.

Our academic curriculum includes the following:

- Home Languages (Afrikaans and English)
- First Additional Language (Afrikaans and English)
- Mathematics
- Life Skills
- Life Skills: Natural Science
- Life Skills: Creative Art
- Life Skills: Physical Education

Westview School of Skills offers the following workshops:

- Ancillary Healthcare
- Hairdressing
- Hospitality Studies
- Maintenance
- Panel Beating
- Spray Painting
- Sewing
- Sheet Metal Work
- Welding
- Woodwork and Timber
- Arts and Crafts
- Office Administration

APPLICATION PROCEDURES

1. Every year our application process commences with our annual **Open Evening**. All principals, within the Port Elizabeth district, receive an invitation which they are requested to disseminate among all parents whose learners need to apply for placement at Westview School of Skills the following year.
2. The Open Evening allows all prospective parents and learners the opportunity to viewing all our skills workshops. The information provided at the Open Evening enables parents and learners to make an informed choice during their application for admission for the subsequent year.
3. The following documents need to be included with the application forms in the following order.
 - *Cover page
 - *The following extracts from the SIAS (2014) documents:
 - *Learner Profile
 - *SNS 1
 - *SNA 2
 - *SNA 3 (to be completed by DBST)
 - *DBE 123A (to be completed by parent/guardian)
 - *Learner's June school report (latest school report).
 - *A complete psychological/intellectual assessment not older than two years (preferably SSAIS) completed by a registered psychologist.
 - * ID document of both parents (if possible)/legal guardian
 - * Birth certificate of learner

ALLOCATION OF WORKSHOP

Because we receive more requests for some of the workshops than we can accommodate, it is not always possible to assign a learner within his/her first choice. For that reason each learner must nominate four workshops. We try our best to place each learner in a workshop which suits his/her best in co-operation with the Department of Education.

Year 1 learners must change workshops after six months in order to be exposed to two different workshops in Year 1.

In addition to our academic program, a diverse cultural and sports program is offered.

CLOSING DATE FOR APPLICATIONS

All applications for admission to Westview School of Skills must be received by the mid August (This date is determined by the Department of Education: Psycho-social and Education Support Services, Park Drive, Port Elizabeth)

PROCEDURES FOR THE REGISTRATION OF NEW LEARNERS

1. When an application for admission to Westview School of Skills has been approved by the Department of Education (Park Drive), formal letters of acceptance are sent to the principals of all prospective learners within the Port Elizabeth district.
2. The letter of placement will clearly indicate the date and time of registration. The registration of new learners normally takes place between 08:00 and 11:00 one Saturday morning in the school hall. We require parents/guardians, and the prospective learner to be in attendance during registration.
3. As Westview School of Skills is not directly involved in the placement of learners, all queries should be directed to the Department of Education (Park Drive).
4. **VERY IMPORTANT:** Learners will only be allowed to register if the following documents are presented on the day of registration (The school will make photocopies/duplicates during registration)
 - The Identification Documents (ID) of preferably both parents
 - The birth certificate/identity document of the learner
 - Latest school report
 - SA-SAMS generated watermarked transfer form from previous school.
5. **The uniform and book fee of R700, 00 for all new learners is to be paid during registration. This fee covers the costs of the following essential items:**
 - Overall to be worn in workshop
 - School bag
 - 1 Windbreaker
 - 2 Golf shirts
 - Books and notes
 - One School Badge

UNIFORM

The following articles are obtainable from the school:

- School badges (small)
- Jerseys
- Golf shirts.
- Windbreakers (extra)
- Pullovers

During the morning of registration our clothing bank, where limited stock of second-hand clothing is for sale, will be open. (Unfortunately this is **for cash only**)

A complete copy of the school rules (as determined by our School Governing Body) will be given to each new learner at registration or as soon as possible thereafter. We expect each learner and his/her parents/guardian to indicate adherence to these rules by signing the enclosed form and returning it to school as soon as possible.

ORIENTATION

In order to assist our learners to adapt to the changes, we run a compulsory Orientation Program for all new learners during the first week of school. No initiation of learners is allowed at Westview School of Skills.

TUITION FEES

The Governing Body of Westview School, as stipulated in the South African Schools Act, has the legal right to enforce school fees, to extort payment thereof (with consideration of needy parents) and to administrate the school fees. The Governing Body determines the school fees, which is presented to the parents at the Annual Budget Meeting of that year for approval.

School fees for 2019 are as follows:

Tuition: R2700,00 per learner. A second child in a family pays only R1 350,00 (R4 050.00). A third child from a family is exempted from fees.

Parents have the option of paying school fees **once-off, every term or monthly**. Parents can either pay **cash** or use **bank debit orders** for the payment of school fees. In the case of debit orders, **PLEASE** use your child's name and surname as reference.

KINDLY NOTE THE FOLLOWING:

- **all fees are payable in advance**
- **cheques will not be accepted due to the high level of corruption.**

Fees may be paid directly into the school's bank account. The bank details are as follows:

- **Bank: ABSA, Newton Park,**
- **Account number is 1400770014**
- **Branch code:**

Ordinary deposits- **511917**

Electronic deposits - **632005.**

- **Reference: Your child's name and surname**

***** PLEASE FAX PROOF OF DEPOSIT TO 041 365 5049 / 0865611574******

EMAIL PROOF OF DEPOSIT TO school@westviewpe.co.za

APPLICATION FOR DISCOUNT/EXEMPTION OF SCHOOL FEES

Forms are available for parents with insufficient income to apply to the Governing Body for discount on school fees. This has to be done before the end of February.

ANNUAL BOOK AND UNIFORM FEE FOR ALL LEARNERS (EXCLUDING NEW ENROLMENTS)

Learners must provide their own stationery (see list). The school will provide the text books and the first set of exercise books but only after the parents have paid R150.00 (One hundred and fifty Rand) towards the cost. (The above mentioned amount of **R150.00 is included in the uniform and book fee for NEW learners**). All text books are on loan from the school and must be handed back in good condition at the end of the year, or during the year if the learner leaves the school.

Parents and their children are jointly responsible for the condition of the books/notes. Parents will have to replace books/notes if they get lost or damaged.

LIST OF STATIONERY

- Rubber
- Colouring pencils
- Glue or Pritt
- Pencil bag
- Pen, pencil and ruler

** All items must be clearly marked**

NOT ALLOWED: **Tippex**
 Permanent markers
 Sharp edged scissors

REGULATIONS FOR SCHOOL UNIFORM

All learners are expected to be neatly dressed in the prescribed Westview School of Skills uniform. Learners appearance should always be neat.

Please refer to the detailed school rules and regulations as stipulated in Westview School of Skills Code of Conduct .

REGULATED SCHOOL UNIFORM

1. Navy blue **BLAZER** (optional) - **with badge** on pocket
2. Navy blue V neck long- sleeved **JERSEY** with school badge
3. Navy blue **WINDBREAKER** with school badge and name "WESTVIEW" embroidered on it (**only official windbreaker available at school, with embroidered badge and name is permitted**). - NO other navy blue windbreaker with a small school badge sewn on is permitted.
4. Navy blue **SLEEVELESS PULL-OVER JERSEY** is allowed.
5. White school **SHIRT (with a small badge visible on pocket at all times)** with pointed collar and open neck.
6. A Westview **GOLF SHIRT** (for sale at the school).
7. Black, smooth **LEATHER SCHOOL SHOES** with black laces or straps across the feet. No slip-on shoes, big buckles, studs or big patterns are allowed.

BOYS ONLY:

1. Long formal **GREY PANTS** for boys. (No alterations allowed)
2. A belt (black leather or grey of the same material as the pants) is **COMPULSORY**. The belt has to be of standard breadth and with a standard buckle. (An oversized or dangerous buckle is not allowed).
3. **GREY** socks.

GIRLS ONLY:

- Navy blue **SKIRT**
- Long formal **GIRLS GREY PANTS** with grey socks.
- White **SOCKS** or navy blue **KNEE HIGH SOCKS or TIGHTS**
- Navy blue, black or royal blue **RIBBONS** for hair are allowed.
- Neutral **UNDERWEAR** (bra/vest)

SPORTS CLOTHES

Sport kits for all the different sports codes will be supplied by the school. Learners must supply their own clothes for practices.

ID CARDS (IDENTIFICATION)

For the **SAFETY** of our learners, each one is issued with an ID card. It is regarded as part of the uniform and it is expected of learners to wear it around the neck at all times. Learners without ID cards will have **detention on the same day** as the offense. A new ID card will cost R30,00.

PROGRESSION TO NEXT YEAR

At Westview a system of continuous evaluation is followed. These continuous assessment marks (obtained through out the year) will be calculated cummulatively and will constitute 75% of the December mark.

The evaluation program includes tests, assignments, orals and examinations. Assessment is done daily in the Skills workshops and the completion of all practical work, demonstrations and models is critical. This means that no learner can pass the year by only writing the examinations and tests.

Regular school attendance is crucial for a learner's successful completion of each school year.

CERTIFICATES

Upon successful completion of the four year course, an Westview certificate is issued.. A **Skills certificate**, indicating a learner's skill level in his/her vocational skill subject, is issued to learners at the end of the four year course and can be with hold because of poor discipline.

TESTIMONIAL

A testimonial is only issued by the principal at the end of the four years, to learners who qualify for it due to good behaviour.

TRANSFER OF LEARNERS

Should a learner have to change school as result of parents being transferred etc., they should request a transfer form from Westview. No learner transferring from another school will be registered without **PROOF** of a transfer certificate from the previous school.

SCHOOL FAREWELL

An invitation to attend the school farewell is a **PRIVILEGE** and not a right. Learners with long disciplinary records, and/or who are guilty of any of the serious infringements as stipulated in the code of conduct, will not be invited to the farewell.

SAFETY PRECAUTIONS

Each class and workshop are equipped with CCTV for monitoring purposes. This information is for protection of the learners and teachers.

We can monitor all the movements and trespassers on the premisses.

SPORT AND RECREATION

It is **COMPULSORY** for all learners, who are physically healthy, to take part in at least one summer and one winter sport. Parents must please encourage their children in this regard.

The following co-curricular sports activities are offered:

ATHLETICS: Learners can take part in athletics during the first term. At the beginning of the year we participate in a PE High Schools Zone meeting. After this a team is selected to take part in the Van Kervel Invitation Athletics Meeting in George during March. Athletes who qualify will be selected for the Eastern Cape Athletics Team to take part in the national competition.

TENNIS: Is offered throughout the year. The boys and the girls play matches on different week days.

CRICKET: Is played during the first and fourth terms. An u/19 team will be entered for league matches.

RUGBY: Is played during the second and the third terms. Two teams will play league matches, namely an u/19 A-team and an u/16A-team. There will be a Cape Special Schools Tournament in May after which an Eastern Cape team will be selected to take part in the Special Schools Craven Week.

NETBALL: We play netball during the second and third terms. Practice days are Tuesdays and Thursdays. An Eastern Cape, tournament is held annually. An Eastern Cape team is chosen to take part in the SA Special Schools Tournament.

CHESS: The chess group plays during the sports period on a Wednesday. The players are very eager and enjoy their meetings.

SOCCER: The soccer season lasts from the second to the third term. We usually enter two teams (u/15 and u/19) in the B league. U/15 practise on Mondays and Wednesdays while u/19 practise on Tuesdays and Thursdays.

HOCKEY: We have a very enthusiastic girls hockey team which practices every Monday and Wednesday during the second and third terms.

CROSS-COUNTRY: During the winter months the boys and girls can take part in various cross-country meetings.

HIKING: The club undertakes one outing per term. Two of these are one-day outings to a nearby nature reserve, while the other two are weekend excursions further afield.

SWIMMING: Coaching will take place on Mondays and Thursdays during the first term.

POWERLIFTING: This is a new sport at Westview that is enjoyed by boys. Trials are organised and a team is selected to take part against other teams even in other provinces.

JUKSKEI: This sport is enjoyed by boys and girls throughout the year. An Eastern Cape team takes part in the tournament at Kroonstad at the end of the year.

ARTS AND CULTURE

UCSA: Members of the UCSA come together for a meeting once a week for about three quarters of an hour. Different activities are arranged during the year including an camp.

WESSIE 'INDABA: The school newspaper is published twice a year. Learners and staff are all welcome to contribute.

MR AND MISS WESTVIEW: We host a Mr and Miss Westview Competition annually.

WESTVIEW'S GOT TALENT / IDOLS: All learners are encouraged to show their various talents in this annual competition.

CHOIR: Learners with a gift for singing are encouraged to form part of the choir. They practice once a week throughout the year.

DRUG POLICY OF WESTVIEW SCHOOL

As the well-being of our learners is of great importance to us, we have deemed it necessary that an intervention program be followed in the case where we might have the slightest suspicion that a Westview learner uses, sells, distributes or is in possession of any illegal substances.

This Policy is not instated as a punitive measure, but rather to support and assist the learners who fell victim to drug abuse, as well as their parents. The of a safe and secure environment for every individual is very important.

1. According to the **Education Act** a school may **test any learner should the slightest suspicion arise** that the learner makes use of illegal substances, sells, distributes or is in possession of any such matter whereby he/she exposes or puts other learners in danger.
2. The necessary urine tests will be done by the school according to the prescribed procedures.
3. The result of the above mentioned test will be dealt with utmost confidentiality.
4. In the case of the test result being positive or should a learner be found to be guilty of selling, distributing or being in possession of any illegal substances he/she will immediately **receive a letter requesting his/he parents/guardian to come to the school**. Learners who tested positive will not be permitted to come to school before a medical certificate from a laboratory, in collaboration with the Department of Health (e.g. hospital, clinic or medical practitioner), can be provided to confirm that the learner has been tested negative for any illegal substances. No other letter will be accepted.

NB!! During this time the learner may visit the school, on a Wednesday at 11:00, accompanied by a parent/guardian to collect study material, hand in their work or do a practical. Learners must be dressed in their school uniform and hand in their homework, for the teacher to check. No new work will be given unless homework was done. He/she may write tests and/or examinations but will not be allowed to attend class.

5. A learner **who is in possession of any illegal substances** will not be permitted at school, nor attend any classes for eight (8) weeks. Such a learner will only be allowed to return after the period of eight (8) weeks if he/she can prove that he/she followed and completed a rehabilitation program. **During this time the same rules apply as set out in the above chapter. The above mentioned steps are needed as the safety and wellbeing of our other learners are important to us.**
6. Should a learner's **second test deliver positive results or he/she commits a second offence**, with regard to selling, distributing or being in possession of any illegal substances, he/she will temporarily be suspended from school for a period of eight (8) weeks. During this time the learner will still be considered as an enrolled learner of the school and may visit the school, **according to the rules as set out in the above paragraph, but will not be permitted to attend any classes**. Learners that test positive repeatedly, sell, distribute or are in possession of illegal substances may face disciplinary hearings as well as expulsion from the school, especially when the use of illegal substances leads to aggressive behaviour and the disruption of education/tuition in the classes.
7. Learners and parents will be supported by the principal and teachers in respect of the substance abuse problem and possible steps that can be followed.
8. The costs of the first test will be carried by the school.

9. Any further tests thereafter will become the liability of the parents.
10. Learners will be tested by the principal or his delegates and may request an adult witness of the same gender when tested.
11. The urine sample will be done under supervision, in a humane and transparent manner.
12. The principal and his delegates are permitted to search a learner for possession of illegal substances and any dangerous weapons. Adult witnesses must be present during this procedure.
13. Any illegal substances will be handed over to the police. If deemed necessary, the police will lay criminal charges. Dangerous weapons found will be confiscated and the learner in possession thereof will be dealt with according to the school rules.

This policy of the school is aimed at protecting our learners against possible abuse, sales and addictive use of illegal substances, therefore parents/guardians must do everything in their power to assist and help their son/daughter to overcome the problem. Learners who disrupt the education process will where possible be removed.