



Kuvimbika. Hunhu. Kuzvipira

ACACIA JUNIOR SCHOOL PROSPECTUS



www.acaciajuniorschool.com



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1. WELCOME NOTE



*A caring, safe, supportive and happy environment;
Acacia Junior School*



Dear Prospective Parents/Guardians

We welcome and thank you for your interest in our school. The school is new but is destined for great heights.

Acacia Junior School works at providing a caring, safe, supportive and happy environment that enables each child to reach their maximum potential.

We cater for children from ECD to Grade 7 in full time school. Our classes for ECD A, ECD B, Grade 1, 2 and 3 commenced in January 2016. 2020 will see us extend our enrolment to Grade 7.

We have complemented government efforts in providing quality education to all children by investing in education, which is critical for national development and prosperity. We believe that the best way to bring up a child is by affording them an education. We also recognise that each child is born with unique talents that need to be identified and nurtured. Therefore, we partner with parents and government to extract the best out of the children.

We urge you to read more in the sections provided and would love to welcome you to the school.

Fundo Foundation



2. ABOUT OUR SCHOOL

2.1 From the Headmaster's Desk



Making a decision about your child's education is the most important decision that you make to help establish a positive start to their lives. We invite you to look through our prospectus and see the opportunities available to your children to help them develop as well-rounded individuals at Acacia Junior School. You will notice that we strive to provide a holistic education that develops basic skills and concepts, knowledge and a good attitude through a broad-based and balanced curriculum relevant to the children's needs.

We keep our teacher: pupil ratio of 1:25 to allow for individual attention needed to identify and nurture each child's unique talent both in the classroom and on the sports field. Our teachers were carefully recruited and selected and are adequately qualified and mature enough to take up the challenge bestowed upon them. The teaching staff has a combined average experience of 15 years, so the school may be just about a year old in existence but has a wealth of experience coming from the teachers.

There are a variety of clubs available throughout the year over and above the normal co-curricular activities. We emphasise both local and regional vernacular languages in order to make our product relevant to the community, the country, the continent and the world at large. We intend to offer more foreign languages in the not-too-distant future.

Our school facilities boast of unique infrastructure which follows the circular concept, which can be easily manipulated to help making learning the exciting, joyous experience it is envisioned to be when children start off their journey in education. The arrangement of the desks and chairs, workspaces, play spaces is comfortable and "homely" for the learners. The idea is to get the environment more adaptable for the learners to get involved with themselves, with each other and with the world around them.

Our ethos cultivates an appetite for achievement, a determination to succeed and a commitment to learning with a positive attitude at all times. Children are encouraged to strive for the best in their capacity and seize the opportunity to learn new things, whilst celebrating each others' achievements. We enrich their academic learning outside the classroom with a variety of activities that enable them to grow in confidence, work effectively in teams, develop leadership skills and gain a sense of service to others. Our motto; kuvimbika, hunhu, kuzvipira is based on our aspiration of an "Acacian" product whose hallmark is best behaviour and positive attitude at all times.

Please feel free to read through the rest of the prospectus to understand more about what we have on offer. We look forward to welcoming you and to giving you a taste of life at Acacia.

Paul Nenjerama
Headmaster



2.2 Founding Motivation

Acacia Junior School is a member of Fundo Foundation which was created out of the vision of Exodus & Company (Pvt) Ltd, the developers of Madokero Estates. After the provision of excellent infrastructure, there was a desire to further develop a sense of community hence the identification of the school. Fundo Foundation is independent of the developer, regulated by the Ministry of Primary and Secondary Education and run by an independent board to help set the school vision, ethos and strategic direction.



2.3 Why Acacia?

The name Acacia comes from the Thorn Tree that is mainly prevalent in the Madokero Estate and surrounding areas. Acacia became a natural choice derived from the tree that has been in the area for a very long time. The essence being that like the Acacia tree, the school should have a dominant influence in the community.

The Acacia tree is a plant found in at least four continents and is a survivor in the most diverse weather conditions. It is good for food, medicine, shelter and furniture and is regarded as a community builder indeed. This is the dream that we have of what an Acacian child should be: a community builder whilst at school and when they leave school.

2.4 The Acacian Ethos

Our ethos is **Kuvimbika, Hunhu, Kuzvipira**, deliberately in local language to identify our origin. This speaks of our aspiration for what we want all the children to become. We wish to nurture at an early age the qualities of trustworthiness, good character and resilience which are key for success in life. This marks an appetite for achievement and a determination to succeed at all times.

2.5 The Acacian Dream

- i. That our students excel in all areas;
- ii. That our students out-perform national test averages in all they do;
- iii. That our school and staff garner for awards for outstanding achievements in all areas;
- iv. That our staff strive for continuous improvement in their areas of specialty;
- v. That together as parents, staff and the community, we build the top junior school in our neighbourhood and beyond.

2.6 Our Vision

To be a high performing school in all aspects, where children love to learn, educators inspire, families engage and the community trusts the system.

2.7 Our Mission

To produce high-achieving students in the areas of academics, sport, the arts, social and community engagement. With our culture of caring, trust and collaboration amongst the school, teachers and parents, every student will graduate and thrive wherever they go

2.8 Our Value Proposition

- I. Safety: a number one priority for each child;
- ii. We will not be satisfied until our school meets or exceeds the highest academic standards;
- iii. We commit that each child fulfils his/her maximum potential;
- iv. We take full responsibility for learning for both our students and ourselves;
- v. Good governance, through separation of powers will make us accountable in all we do;
- vi. We will embrace change that is research-based and proven to be effective;
- vii. When a child leaves Acacia Junior School after all the seeding, weeding, watering and cultivating, he/she will be a fruit of home, national and global value.

2.9 Our Strategic Priorities

Immediate

- i. Build the institution that is properly governed and truly serves all stakeholders;
- ii. Set up policies, systems and processes that help in realising our dream of becoming a world class junior school.

Short-to-Medium Term

- I. Complete infrastructure up to Grade 7;
- ii. Build strategic academic, sporting and social linkages with other schools, communities and societies nationally and beyond.

Long Term

- i. Provide onsite boarding facilities to cater for weekly boarders;
- ii. Provide housing for staff close to the school.



2.10 Management and Staff

Meet the Acacian staff – dedicated, highly qualified, self driven, result oriented, passionate, patient, cheerful, welcoming, innovative team players.

Headmaster – Paul Nenjerama



Paul qualified as a teacher in 1977 at Mutare Teachers' College and taught at various schools before joining Acacia Junior School in the second term of 2016. Between 1987 and 2004, he had four sabbatical holidays in the United Kingdom, where he taught at schools in Lancashire, Somerset and Derbyshire. He brings a wealth of experience in teaching and heading private schools which is a great asset to Acacia.

Paul is married to Betty and is a loving father of three children and grandfather to three grandchildren.

Teacher-in-charge – Mable Magutsa



Mable qualified as a teacher in 1991 at Seke Teachers' College and taught at a number of government and private schools in Harare.

Mable started off as a high school teacher for four years and her love for the little children drew her to primary education, where she has a total of 20 years of experience as a primary school teacher. She was the Teacher-In-Charge for the Infants Department in her previous engagement at a private school, guaranteeing Acacia of the experience and capabilities needed in the lower level of the school.

Mable is widowed and is blessed with one daughter and one son.

Finance Administrator – Tsitsi Mujere



Tsitsi is a holder of an Honours Degree in Accounting from Africa University and is currently pursuing a Masters Degree in Strategic Management and Corporate Governance with Midlands State University (MSU). She has four years working experience and we are confident that the school will grow with her as she does her finance administrative duties.

ICT Administrator – Martha Makurumidze



Martha brings to Acacia 13 years of experience after qualifying as a primary school teacher at Morgan Zintec College. She has a Computer Hardware, Software and Security Maintenance for Schools qualification which Acacia is banking on benefiting from as we emphasise on developing and nurturing our children in ICT.

Sports Coach – Loreen Marime Manhizwa



Loreen obtained a Bachelor of Science in Physical Education (PE) and Sport in Cuba 9 years ago and has been a PE and Sports Director for a number of government and private schools. She is a certified First Aider and is skilled in a number of sporting activities including rugby.

Class Teachers:

– Melody Maforimbo

– Pedzisai Tavaziva

– Enara Mhasvi



Class Teacher – Aloisia Chimombe



Class Teacher – Elube Tembo



Class Teacher – Memory Munyukwi



Class Teacher – Portia Mushaishi



2.11 Parents' Liaison Committee

From July 2016, a parents' liaison committee (PLC) was instituted with the aim of supporting the life and work of the school. The committee is expected to provide invaluable support to the school through organising many social and fund raising events involving parents and the wider local community.

The PLC needs the support of all the parents to ensure that it is able to enrich the lives of our children. As a new member of our school community, we hope you will be able to add your support to the work of the committee. We also urge parents who feel they can donate in kind to the school to feel free to do so by contacting the school administrator or the PLC Chairperson.

Any suggestion for the betterment of our children's life at school would be very much appreciated.

2.12 Communication with Parents



We communicate with parents/guardians in many ways, for example periodic newsletters, questionnaires, parent climate surveys, formal and informal social events. Parents are invited to see their child's teacher if they have any concerns regarding their child's conduct or progress in school. Likewise, teachers may ask parents to come in for a cup of tea to discuss their child's conduct and progress in class.

There are consultation sessions between teachers and parents that take place once every term to discuss how the children would have performed during the course of the term. Parents are encouraged to attend any parents' meetings that may be periodically called for, as these are opportunities to air concerns and pass commendations to the school. Sports days held in each term are important to the school and the children and we welcome parents/guardians to be a part of them to support us.

2.13 Board of Directors

The board of directors was constituted to set up the basic functionality of the school before the hiring of the management and staff. It is in place to set the school's vision and strategic direction. Now that the management of the school is in place, the board is also expected to hold the headmaster to account for the performance of the teachers and the students and to ensure that funds are well spent for the good of the school.

As a school, we are proud of our directors who take their duties seriously and give up their time in the interest of the whole school community. They contribute enormously to raising and keeping the standards of the school as they have an excellent understanding of the strengths and areas of development for the school. The directors work very closely with the school and provide the needed support, which has helped increase their knowledge and expertise in all aspects of the development of the school.

Our directors are aware that good governance is predicated on having the right range of skills and experience needed to carry out the job effectively. More training alongside staff will be carried out to enable to enhance them to do their job more effectively. The directors appreciate the need to focus on the core issues that really matter – the quality of teaching, the progress and achievement of all pupils.



3. ADMISSION ARRANGEMENTS

3.1 Enrolment

Parents wishing to have their child enrolled at Acacia need to complete an application form to be handed in along with a copy of the child's birth certificate, 2 passport size photos of the student, parent/guardian's ID and proof of residence as well as an application fee of \$30. Those joining the school from other schools should attach a clearance/referral letter and the latest report card from their former school. The application will be vetted and considered for admission by the School Admissions Team. Once your application is successful, you will be asked to sign an admission form undertaking to pay the required school fees for your child at the agreed terms. Re-enrolment takes place at the end of each year and those who fail to pay fees as agreed are deemed to have de-enrolled their child out of the school for the following year and their place is considered vacant.

An enrolment fee set by the board of directors is payable upon admission of your child. This can be paid in full or in instalments as agreed with the Headmaster before your child starts school. This fee can be paid over a period of one year after your child joins Acacia.

Each parent/guardian shall pay the set school fees before the beginning of each term. For those not able to pay the full amount before schools open, payment terms can be agreed with the Headmaster before the school opens for the term. An administration fee is payable upon the signing of the payment contract. Unpaid fees will accrue interest at a rate determined by the board depending on the prevailing market rates.



3.2 Starting School

Starting school or going to a new school is a very important time for you, your child and the school. Therefore, we all need to work together to make the transition smooth and rewarding. In the term prior to their entry, your children are invited to the school for a familiarisation tour to help them become familiar with the surroundings of the school. They are free to spend the morning at the school just so they get accustomed to the routines of the school. During this time, you will be meeting with the school administration to discuss our partnership and any concerns that you may have.

4. POLICIES

There are various policies that govern the smooth running of the school. These are available from the administrator upon request.

5. CURRICULUM

At Acacia Junior School we aim to assist children develop skills, concepts, knowledge and attitudes through a broad and balanced curriculum according to their needs. The curriculum is carefully planned in close consultation with the Primary and Secondary Education System Reform of Zimbabwe (2016-2020). We aim to stimulate the children through a well-developed curriculum that is effectively taught by our qualified and enthusiastic teachers. The children will be helped to:

- i. Attain joy and commitment to learning;
- ii. Develop basic literacy and numeracy skills needed to learn;
- iii. Develop the attitude, understanding and skills to become independent learners;
- iv. Promote and nurture their creativity;
- v. Develop lively enquiring minds;
- vi. Develop personal values, qualities and be respectful of other people's views and opinions;
- vii. Develop appreciation and concern for the environment;
- viii. Work in a team with others;
- ix. Work towards achieving their potential.

5.1 Curriculum Subjects

Acacia follows the Primary and Secondary Education System Reform of Zimbabwe (2016-2020) curriculum which comprises of core subjects, namely:

- i. Indigenous Languages (L1);
 - ii. English Language (L2);
 - iii. Physical Education, Sports and Mass Displays;
 - iv. Visual and Performing Arts;
 - v. Maths and Science;
 - vi. Social Studies (Heritage and Environmental Studies);
 - vii. Agriculture;
 - viii. Family, Moral and Religious Education;
 - ix. Information, Communication and Technology.
- We would like to be well-known for competencies in ICT.

Over and above the core curriculum, the school aims to offer the following options in the not-too-distant future:

- i. Art and Design;
- ii. Kiswahili and Zulu;
- iii. French, Portuguese and Mandarin;
- iv. Music;
- v. Arts and Drama.

5.2 Extra-curricular Activities and Clubs

The school offers a variety of sporting activities as its commitment to providing the best for all children within and beyond the curriculum. Extra-curricular activities are offered with the aim of increasing the range of experiences that children have at school. A list of these activities is available from the Sports Teacher upon request. Please take time to explore what is on offer and encourage your child to try something new or to continue taking part in their favourite sport or club.



5.3 School Times

ECDA	07:45 to 15:30 (cereal and lunch provided)
ECD B	07:45 to 12:30
Grade 1 to 7	07:45 to 13:00
Supervised Prep	13:30 to 14:30 (option for those attending afternoon sports)
Sporting Activities	14:30 to 15:30



6. OTHER INFORMATION

6.1 Parent Volunteers

We welcome parents who wish to work alongside the staff in school, as such involvement is valued for all concerned. We invite all parents to come forward with suggestions on how they can help out in the school. All will be entertained and we will see how we can fit you in the curriculum or extra-curricular activities and clubs.

6.2 Healthy Eating



"A healthy lunch box
+ a bottle of water
makes a happy student."

We are committed to promoting and monitoring healthy food at break and lunch times. We will also ensure that children are taught to develop their awareness and understanding of healthy eating and basic food safety practices wherever possible. We welcome fruit and vegetable and healthy sandwiches for break and lunch times and would kindly ask that you do not send them with chocolates, crisps or sweets and fizzy drinks. Cooked food is discouraged as it may turn bad during the course of the day and turn poisonous for the children. A bottle of water helps the child to be alert and active in school, as found in some research, so kindly pack a water bottle for your child every day.

6.3 Attendance and Punctuality

A child's development progress is determined by good and consistent attendance of class. It is therefore, important that the child does not miss any day of school except for illness. Kindly ensure that there are no events that may disturb your child's attendance of school and that in the event of an illness or unforeseen circumstance, you advise the school on the first day of absence through the child's teacher or the administrator. If you are unable to contact us during the child's absence, kindly send your child with an excuse note the day that he/she comes back to school.

Kindly ensure that your child is at school before lessons start at 07:45 so that he/she does not miss too much of what the others are being taught. Also ensure that they are picked up on time after school so that they are not the only ones left in the school premises for their safety and security. Kindly give details of the person responsible of picking your child from school to your child's teacher as they will not be allowed to leave the school on their own for safety and security reasons.

6.4 Behaviour



At Acacia Junior School, we believe that children need a well-organised, calm and secure environment in order to learn. We expect a high standard of behaviour through a positive approach. The system encourages and rewards pupils who behave and work well with others.

The Acacia Junior School ethos and code of behaviour is derived from the school motto, where good behaviour is promoted in class and outside. Broadly, our Code of Behaviour says:

- i. Every child should respect school property and the property of others;
- ii. Every child in the school is valued and any kind of abuse will not be tolerated;
- iii. Every child is entitled to learning without any disturbance from anyone's negative behaviour;
- iv. Everyone in the school community should be happy, therefore no bullying is tolerated at all times.

This code is reinforced during school times and rules are derived from it. Good work and behaviour is rewarded in a number of different ways, including certificates, merit cards and house points. The ethos of the school provides for children to be able to work and play without disruption from others. It is expected that parents will help to promote this ethos by encouraging their children to maintain the school's standards.

We do not expect to encounter behavioural issues, but if they do occur we aim to deal with them in a firm but fair manner. Where children repeatedly or deliberately break the school Code of Behaviour, we will contact you with the aim of resolving the situation. We would really appreciate your support whenever the need for your involvement in improving a child's behaviour is required.

Although we do try to avoid suspending or expelling pupils, this is the ultimate sanction for repeated or extreme inappropriate behaviour and will be used where necessary.

6.5 Diversity

At Acacia Junior School, we believe that diversity is a positive factor. We therefore commit to ensure equality of education and opportunity to all children, staff, parents and guardians who receive service from the school regardless of ethnicity, gender, disability, place of origin, health status, religion or socio-economic background. We aim to develop a culture of inclusion and diversity where all those connected to the school feel proud to be a part of.

6.6 Special Educational Needs



We have systems that identify when children have barriers that may affect their learning processes and endeavour to assist in order for them to overcome these barriers. These barriers are identified through a series of measures including observing them in the classroom, diagnostic testing and through close liaison between class teachers and parents.

Our teachers are skilled in providing support for children of all abilities and needs within the classroom. We also have skilled, trained support staff that is able to deliver specialist programmes to individuals or small groups in particular to meet the needs of children with specific learning difficulties.

Reasonable adjustments will always be made for children with disabilities. Children's special needs are also carefully considered when preparing for educational visits and transition to new schools. Support for such children is recorded on an Individual Education Plan which will be shared with both you and your child.

6.7 Transport

The school will offer transport on defined routes to school in the morning and from school in the afternoon. A separate bus levy of \$40 per month for a year will be charged to each child. Please be advised that the bus will also be used for trips that the school might embark on, so every child will one day have an experience on the bus hence the need for all children to be charged the bus levy. The bus levy funds will be paid into the bus fund, specifically for the repayment of the loan to purchase the bus(es).

6.8 School Uniform

Every child is requested to wear a school uniform to give them a sense of belonging to the school community. The uniform items can be bought from the official stockists, Glen Abbey at Arundel Shopping Centre, Harare. The uniform portrays the school's ethos and shared values. The following are the items required:



Girls - Summer

- Blue blazer with logo in embroidery
- Blue culottes with logo (juniors)
- Blue floppy hat with logo
- Black shoes
- Yellow short sleeve blouse (seniors)
- Blue sleeveless jersey
- Short white socks
- Checked skirt (seniors)
- Yellow short sleeved blouse with tie attached

Boys - Summer

- Blue blazer with logo
- Blue shorts with elastic at the back
- Blue tie
- Blue floppy hat with logo
- Black shoes
- Yellow short sleeve shirt
- Blue sleeveless jersey
- Long grey socks

Sports wear

- Blue sports shorts
- Blue and yellow track suits
- White tackies/tennis shoes
- Yellow golf shirts with printed logo
- Black swimming costume with a strip (Girls)
- Black swimming trunk with a strip (Boys)
- White socks
- White sports shorts & House colour t-shirt

Girls - Winter

- Blue blazer with logo in embroidery
- Blue slacks - no buckles (with elastic at the back)
- Blue floppy hat with logo in embroidery
- Black shoes
- Blue long sleeve jersey with logo
- Blue sleeveless jersey with logo
- Long white socks
- Yellow long sleeve blouse with tie
- Fleece jackets with logo

Boys - Winter

- Blue blazer with logo
- Blue trousers
- Blue tie
- Blue floppy hat with embroidered logo
- Black shoes
- Yellow long sleeve shirt
- Blue long sleeve jersey with logo
- Blue sleeveless jersey
- Long grey socks
- Fleece jackets with logo

Bags

- Satchel with logo
- Sports bag
- Book bag

Additional equipment may be required depending on the sport your child is taking e.g. tennis racquet, hockey stick etc. Please make sure that all uniform items are marked with your child's name and surname to avoid loss.

6.9 School Fees Structure

- **Application Fee** **US\$30.00**
- **Bus Levy** **US\$40.00/month** (to be paid in the first 12 months of enrolment)
- **School Fees**

School fees are due and payable at the beginning of each term. If you cannot pay the whole amount before schools open, you are kindly requested to make payment arrangements with the school headmaster before beginning of the term and pay an administration fee of US\$50.00. Fees not paid in full by the beginning of term accrue interest at prevailing market rates. If you decide to pay the fees on a monthly basis, the monthly instalment is due and payable on the first of each month.

GROUP	MONTHLY	TERMLY	YEARLY
ECD A & B	US\$300.00 (paid in advance by or on the 1st of every month)	US\$800.00 (paid in advance at the beginning of the term)	US\$2,300.00
GRADE 1-7	US\$350.00 (paid in advance by or on the 1st of every month)	US\$950.00 (paid in advance at the beginning of the term)	US\$2,700.00

7. Bank Details

Account 1 Name: Fundo Foundation (Pvt) Ltd
Bank: Stanbic Bank
Branch: Borrowdale, Harare
Account Number: 914 00029 20416

Account 2 Name: Fundo Foundation (Pvt) Ltd
Bank: CABS
Branch: Northridge Park
Account Number: 100 6280 448
Branch Code: 0005

A point of sale machine which accepts all Visa, MasterCard and Zimswitch cards is available at the school for all payments.

8. Contact Details

2 Acacia Street, Madokero Estate, Harare, Zimbabwe
Phone: +263 8644 147 559 | 8644 147 560
WhatsApp Cellphone: +263 777 997 992
Email: info@acaciajuniorschool.com
Facebook: [@acaciajuniorschool.com](https://www.facebook.com/acaciajuniorschool.com)
Twitter: [@acacia_junior](https://twitter.com/acacia_junior)
www.acaciajuniorschool.com



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A proud member of



2 Acacia Street, Madokero Estate, Harare, Zimbabwe

Phone: +263 8644 147 559 | 8644 147 560

WhatsApp Cellphone: +263 777 997 992

Email: info@acaciajuniorschool.com

Facebook: [@acaciajuniorschool.com](https://www.facebook.com/acaciajuniorschool.com)

Twitter: [@acacia_junior](https://twitter.com/acacia_junior)

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