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The Spirit Education Foundation is a registered non-profit organisation based in Cape Town, South Africa, offering educational scholarships at high schools in the Western Cape.

The Spirit Education Foundation provides opportunities for good quality education to economically disadvantaged high school scholars who have the potential and will to succeed, mentoring them in partnership with their families and providing support and resources where the need arises.

The Spirit Education Foundation aims to support and motivate our scholars to achieve to the best of their ability academically and in all other aspects of their high school education, encouraging the creativity, leadership and good self-esteem necessary to help build a prosperous and healthy nation.

www.spiritf.org

Warwick House

Alphen Drive

Alphen Estate

Constantia

7800

021 795 5199 (t) 061 290 6747 (c)

info@spiritef.org

Spirit Education Foundation Contact Details:

Courtney Kalis

courtney@spiritef.org

Nzele Omari

nzele@spiritef.org

Saskia Wiese

saskia@spiritef.org

Phone

021 795 5167

Address

The Great Cellar, Alphen Dr,
Constantia, Cape Town, 7806

Website

www.spiritf.org

NPC

2002/446529/08

PBO

930009834

Directors

IW Kilbride (Mr)
WA De Sousa (Mrs)
TP Hughes (Mr)
JC Meyer (Mr)
AGS Bam (Dr)



Investors in Intellect

www.spiritinvest.com



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Spirit Education Foundation Scholarship Handbook

Spirit Scholars and Parents / Guardians please ensure that you carefully read through the information provided in this handbook and understand your commitment to your Spirit Education Foundation Scholarship.

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Spirit Education Foundation Mentorship programme

The SEF Mentorship Programme offers a holistic opportunity for Spirit scholars to receive individualistic skills development and support opportunities through a person-by-person approach. This programme is built upon the five pillars below.

- **Recruitment:** We recruit scholars that need this opportunity the most and show the greatest potential to succeed throughout their high school journey.
- **Financial Support:** Additional financial support above and beyond school fees, is determined on an individual basis based on the financial needs of each scholar and their family.
- **Scholar Support and Enrichment:** An individualized approach drives our scholar support and enrichment programme, meeting each scholar where they are and offering the necessary support and enrichment structures.
- **Communication:** SEF communicates with four key mentorship stakeholders; scholars, parents/caregivers, school coordinators and teachers. The purpose for communication is relationship building and the distribution of administrative information through various platforms.
- **Relationship Building:** A variety of events and interactive opportunities are held throughout the year to allow for meaningful engagement and relationship building with our scholars. The goal is for scholar relationships to last beyond the scholars 5-year high school journey with SEF.



Financial support

Payment of School Fees

The Spirit Education Foundation will cover the payment of school fees for the five consecutive years of High School at the school where your Spirit Education Scholarship has been awarded, provided the Spirit Code of Conduct is always upheld. Spirit Education Foundation does not make financial contributions towards accommodation costs. Should a learner no longer want to attend the SEF partnership High School where the scholarship has been awarded or opt out of the programme. SEF reserves the right to transfer the scholarship to another deserving scholar without prejudice.

Payment Towards Scholars' Extras

Stationery

All scholars will receive a financial **contribution** towards their stationary requirements for the following year.

The scholarship will also make a provision for specialized **subject-specific stationery** where required. (for example EGD, art subject supplies etc.)

Uniform

Each scholar receives financial contribution towards a uniform to be used for specifically acquiring essential items.

The foundation makes use of school branded uniform retail stores (e.g School and Leisure) recommended by the school for compulsory uniform items. SEF recommends the school uniform shop where applicable.

Parents are encouraged to make use of other retail stores (e.g PEP, Ackermans) for other non-branded items (e.g socks, shoes etc).

Additional needs-based contributions will be considered for in higher grades on an individualized basis.

Enrichment and Support

Should a learner require addition academic support as per their Individual Enrichment Plan SEF will evaluate and provide assistance on an individualized basis. This is not guaranteed.

Tutors are recruited, vetted and selected by SEF after which a contract between all stakeholders is signed.

Psychosocial support is offered through selected counsellor working in partnership with SEF, should a learner want to see an outside support professional for prior approval is required.

Textbooks

Scholars are to send SEF a list of textbooks that are required and compulsory before the end of the academic school year for the following year.

SEF has a library of secondhand books which may be accessed where textbooks are unavailable otherwise

The books purchased by SEF remain the property of SEF and we ask that you look after them to pass them down for the use of future scholars.



Extra Subjects

Extra **subject fees** e.g. IT, Ad Maths, AP Maths and AS Levels

Payment for extra subjects requires prior approval by SEF before the subject choice is made.

School excursions / School Camps

SEF will make **contributions** towards **compulsory** school excursions and camps selectively.

SEF will assist all scholars to attend and take up every opportunity that is presented to them at the schools. In partnership with parents/caregivers.

Request for additional support

Any other expenses that affect a scholar's school attendance, well-being and academic excellence can be discussed with the foundation for consideration.

Please note that SEF should parents / guardians require financial assistance towards Scholars Extras, they, contact must be made with SEF. Approval and payment is not guaranteed.

It is also important to **contact us in good time** to request assistance. Payments for outings, excursions and camps will not be made after an event has taken place.

Requests for Scholar Extras:

Parents / Guardians of SEF Scholars contact one of the SEF to discuss requests for financial assistance towards Scholars' Extras. **No payments** will be made without prior approval.

If the request for financial assistance is approved, the following payment options are possible:

1. The Parent/Guardian can pay for the item directly and then submit a *Reimbursement Requisition Form*. Form submitted with Proof of Payment (receipt) and invoice (slips) will be considered.
2. If the Parent/Guardian is unable to pay for the item upfront, the parent may submit a pro forma invoice/costing to the SEF for direct payment to suppliers.
3. If the request is for a school-related event (e.g. a school camp) and payment is due to the school, SEF will contact the School Bursar to facilitate payment.

Please note the following:

- All payments are made via EFT (please consider the transaction time period 2-4 working days)
- Requests are considered on an individualized basis dependent on the availability of funding, appropriateness of the request as well as motivation from the scholar and parents



Support and Enrichment pillar

SEF has access to a variety of support structures that can enrich the lives of our scholars. The support structures are used in an individualized approach ensuring that each scholar is accessing the opportunity that benefits them. Scholar support will look different for each scholar depending on their need at the time. Below are the main support structures SEF uses to uplift their scholars:

Results Data

SEF requires scholars and schools to send termly reports and reflection letters for data capturing and sharing with outside stakeholders. Scholars termly results are captured onto the centralized system to give a visual representation of academic performance and highlight areas of support and enrichment for each scholar. Donor reports are compiled and sent to donors updating them on the scholars progress each term. Additionally, all data is anonymised where used for further research and publication.

Enrichment Plans

Using an individualized approach, enrichment plans are used as targeted intervention for supporting or extending our scholars. These are working documents that continuously evolve as the scholar does.

Tutoring

Tutoring is offered as targeted intervention for scholars that need subject specific assistance. SEF makes use of an inhouse tutor database. Tutors are matched to scholars based on availability and ability. When accessing tutor services, a tutor agreement will be set-up and included in the plan.

Workshops

SEF presents a variety of workshops throughout the year that offer lifelong skills to each scholar. Workshops are a mentoring tool used to offer further development and learning opportunities for our scholars and parents/guardians. Occasionally partnering with outside organisations.

Individual Engagement

A holistic approach to each scholar is built through one-on-one interaction. This allows the programme facilitators to have a proactive approach extending and supporting each Spirit Scholar. SEF encourages all scholars to adhere to the one-on-one engagement opportunities with facilitators to receive maximum benefit from the scholarship.

Emotional Support

Emotional support is offered in a variety of forms either through the school, Lifeline or through an external, professional counselling/ psychologist service.



Communication Pillar:

SEF uses a variety of communication platforms to stay connected with scholars and their families. Open and clear communication with scholars is at the forefront of what drives a successful mentorship and skills development programme this requires consistent regular two-way communication between all stakeholders.

Termly Newsletter for Spirit Scholars and Families

All Spirit Scholars receive a newsletter once a term. This contains news, inspiration, information about events, functions, and meetings. Newsletters are delivered to schools and distributed by Spirit facilitators.

Telephonic

A primary communications tool with Spirit Scholars and Parents are our WhatsApp groups. All Spirit Scholars and parents / guardians who are on WhatsApp are required to submit up-to-date contact details and keep the SEF informed of any changes in contact details. The purpose of these WhatsApp groups are for arranging meetings, sending reminders and other important information to our scholars and parents. They are not to be used for sending memes, jokes or other information that does not affect all scholars in the group.

Spirit Scholars and parents / guardians are free to contact the SEF via WhatsApp/email/phone. Our office hours are Monday- Friday from 08:00-17:00 – you may supply our email addresses or the office telephone number.

Connect Meeting

SEF will visit the scholars at their respective schools throughout the year for connect opportunities. These visits are coordinated in advance with the school and scholars via WhatsApp. The purpose of these meetups is for mentorship, encouragement, relationship building and support. The outcomes of these meetings may result in further discussions or the drafting of an enrichment plan for each scholar.

SEF use events and functions as well as individual connect meetings to ensure parent communication is optimized. The purpose of these connect events is to build relationship and to discuss enrichment plans and offer added support where needed.

Social Media

SEF makes use of social media platforms such as WhatsApp, Facebook, Instagram, LinkedIn etc to communicate and celebrate the activities that form part of the Spirit Foundation. Scholars and Parents are advised to sign the SEF POPI act and social media policy to ensure all parties agree to share images, videos, and stories on a wider public platform. The Spirit Foundation encourages all recipients and beneficiaries to engage with the platforms through follows, likes, shares, and comments.

SEF as part of the Spirit Foundation places a high value on our values, integrity and authenticity and we therefore expect scholars and parents to behave responsibly when interacting and sharing content on social media as a valued stakeholder of the organisation.



Relationship building

Spirit Education Foundation Functions and Events

An important aspect of the SEF is getting to know our Spirit Scholars individually. This we do through school visits, outings, functions, and events. We are always looking for opportunities to enrich your lives and to help you to achieve to the best of your ability academically.

There are several events held throughout the year that form part of your scholarship mentor program. Some of these events are compulsory and some are for your own enrichment and enjoyment.

SEF Annual Registration Day

This is a prestigious event where scholars register for the following year and receive their stationery contribution. It is a **compulsory** event for all SEF Scholars to attend with a parent, guardian, or family member. New scholars are welcomed to SEF, where academic and other special awards are presented.

All Spirit Scholars are required to complete an SEF Registration Form each year. The registration form is used to update all scholars' and parents' details must be completed by the end of every year for the upcoming year.

At Registration Day scholars will be reminded of their commitment to their scholarship, the values and have an opportunity to register by signing the Scholar Pledge along with the Code of Conduct and Parent Agreement form.

"As a Spirit Education Foundation Scholar I pledge that I will commit myself to following guidelines

- *I will do my utmost to achieve to the best of my ability in all areas academically,*
- *I will do my utmost to participate in all school activities and extra-mural opportunities offered at my school as well as in my community*
- *I will commit myself to a culture of good behaviour, honesty and integrity with respect to the ethos of the school and foundation*
- *I will attend school regularly and not be absent without a valid reason*
- *I will try my best to always be on time for school, extra-mural activities and opportunities offered by the foundation.*
- *I will commit myself to a culture of hard work in all my subjects, studies, homework, extra lessons and school projects and will aim for at least 60% aggregate each term.*
- *I will make sure that I hand in all school projects and assignments on time*
- *I will attend all Spirit Education Foundation camps, meetings and functions and communicate with SEF if I am unable to attend*



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Failure to uphold the SEF Code of Conduct may result in forfeiting the scholarship

Disciplinary/Remediation Process

To ensure accountability we have developed the Merit and Demerit system based on our Code of Conduct and it works as follows:

If you violate or break the Code of Conduct a scholar will be invited to a remediation process which may result in the suspension of their scholarship;

- A support plan is drawn up that accommodates all stakeholders (parent, scholar, school, foundation)
- Scholar has an opportunity to remediate the area of concern/barrier. Support plans are reviewed quarterly, and adjustments made in line with the area of support required.
- If the scholar does not adhere to or commit to the agreed upon support plan, a warning letter will be issued that may lead to a termination of the scholarship or suspension of additional financial support.

I understand that I may receive a warning if:

- There is irregular school attendance without a valid reason or timeous notification
- Abscondment from school or class (bunking)
- I do not achieve a minimum aggregate of 60% over two terms with an adequate support plan, under condition that no other educational barriers are presented.
- I do not attend extra classes, events and camps which are paid for by the Spirit Education Foundation to which I have committed myself to attend. I understand that my family (parent/guardian) will be held liable to reimburse SEF for the amount paid.
- A warning letter may be accompanied by additional commitments from the stakeholders or a suspension of additional financial support.



In certain instances, such as but not limited to the below, SEF reserves the right to bypass the warning system and enter a disciplinary process of withdrawal of your SEF Scholarship:

- I am involved in any form of criminal activity or substance abuse (drugs, alcohol etc.)
- I engage in any negative, sexually explicit or anti-social behaviour or bullying on social media or elsewhere that may ruin the reputation of SEF
- I am suspended or expelled from school for any reason
- I do not meet the adequate pass requirements to proceed to the next grade
- I am deregistered from the current school due to absenteeism or behavioural abscondment.

The Spirit Education Foundation relies on supportive donors to keep it going and donors want to see that our scholars are committed to success and their own sense of personal pride.

School Visits

SEF Programme Facilitators visit schools during the term to connect with scholars. The core focus is to coordinate performance reviews based on school reports, to encourage you before exams, build relationship and offer additional support where required. These school visits form a critical part of your mentorship program and are hosted at your school often during school times, alternatively after school or on a weekend.

Family Events

SEF organize family events during the year. Family and friends are welcome to join us for these occasions, they provide a wonderful opportunity to get to know you and your family better and to enjoy the beautiful environment of Cape Town (e.g., hikes, picnics etc).

Workshops and Skills Development

SEF hosts enrichment workshops throughout the year. Topics such as study skills, tertiary information, subject choice etc, are covered. Workshops are encouraged and recommended according to the Enrichment and support plans.

Outings and gatherings

From time-to-time SEF arranges outings for scholars during the school holidays and on weekends. The outings are encouraged to maximize the opportunity of the scholarship.

Spirit Camp

Each year SEF runs a **compulsory** camp, for all our scholars. This is always full of fun and adventure and an opportunity for Spirit Scholars to get to know each other better. If you are absent from camp, a valid reason and supporting documentation needs to be submitted.

Matric Celebration

We have a Matric Celebration each year after final exams. This is **compulsory** for Grade 12 learners to attend.



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“Building our nation through education, One scholar at a time” requires a good understanding of the partnership between scholar, parent/guardian, school, organization and donor funding. For this partnership to achieve ultimate success the Spirit Education Foundation hopes to build strong relationships through regular open communication.

We are excited to journey through High School with you.

