

AEE HOME EDUCATION POLICY (REVISED OCTOBER 2019)

VISION

An educated Africa where everyone has the opportunity to reach their full potential.

MISSION STATEMENT

To empower Africa through the distribution and implementation of innovative individualised education solutions, which harness the power of self-paced learning and mastery. Furthermore, the upliftment of society through value-based home education that guides individuals towards their place of full potential.

VALUES

Integrity, Excellence, Godliness, Innovation

INTRODUCTION

The policy is applicable to Homeschools using the A.C.E. programme.

It is the goal of AEE to provide a solid, quality, and Bible-based education programme for parents who desire more than just the average education for their children. The A.C.E. programme is geared for all children aged 5 through to Grade 12 level. The self-instructional material is conveniently available and user-friendly for home education, preschools, junior primary, senior primary (General Education and Training Levels 0-9, NQF Level 1) and senior secondary schools (Further Education and Training Levels 10-12, NQF Level 2-4). While we are committed to providing a high standard of service, curriculum and materials to the Home Educator, we are also aware that a programme is only as good as the person implementing it. For this reason it is not only our privilege to service Homeschools, but also our responsibility to our international family of schools and to each Home Educator to maintain a quality standard of education and implementation. We have therefore formulated this revised Home Education Policy for the mutual benefit of Homeschools, Hosts and AEE.

BENEFITS OF YOUR HOST ACADEMY

Homeschools must be hosted by a registered Host Academy.

The main responsibility of a Host is to assist Homeschools in becoming successful. The Host will also monitor the quality of your home education. Hosts are officially registered with AEE. Hosts are utilising the programme and are professionally trained and equipped to take care of the many needs of Homeschools. To host Homeschools, Academies need to comply with

certain criteria designed to 'quality assure' home education. A Home Education Academy is either an independent undertaking, or a professional extension of an existing Christian school, which specialises in serving Homeschools. Host Academies may not accommodate full-time day students.

Host Academies will render at least the following basic host services:

1. Assist with initial interview activities and registration of a new Homeschool.
2. Provide initial basic Home Educator's training.
3. Academic diagnosis for each prospective student in English, Afrikaans, Mathematics, Social Studies, Science and Word Building.
4. Help in setting up the Supervisor's Progress Card and compiling an *Academic Projection* for those students in level 9 or for those diagnosed, in most subjects, on level 9, i.e. PACE 1097. This is a projection of selected graduation subjects, towards meeting the necessary graduation requirements for any of the exit qualification paths supported by AEE. Hosts prepare projections on behalf of Home Educators and submit them to AEE for record keeping.
5. Place PACE orders on your behalf or assist you to prepare your very first PACE order.
6. Open and maintain a *Cumulative Record Folder* for each of your children and request the necessary transfer records from the previous school.

NOTE

Home Educators are not permitted to collect record folders from the school they are leaving, or make any collection arrangements themselves.

7. Provide the necessary administrative and academic assistance and direction at your quarterly visits and evaluate the quality, progress and learning procedures you should be following.

NOTE

The Home Educator will be required to have the HOME SCHOOL ASSESSMENT REPORT FORM completed at every visit to the Host. The Host will sign and stamp the form as proof of all visits made to them during a school year. These copies are placed on record by the Host to verify that the Homeschools have complied with certain quality control measures of this policy document throughout. Failing to adhere to these requirements will jeopardise a Homeschool's right to order learning materials from the warehouse in Durban.

8. Assistance with the National Curriculum Linked Assessments (NCLA) and bi-annual Cultural Fair Abilities and Motivation Test (CFAM) or any other equivalent achievement test, as endorsed by AEE for students above Grade 1. These tests are

offered once a year, on set dates, and show whether students are working on, below or above their measured potential.

9. Assist parents to create and maintain the Supervisor's Progress Card annually while using the A.C.E. programme.
10. Provide tertiary liaison assistance acting as the link between the Homeschool and the AEE Qualification and Certification Department.
11. Assist Homeschools with guidance regarding graduation with specific reference to the four exit qualification paths supported by AEE.
12. Communicate with AEE on behalf of the Homeschool and vice versa.

Host Fees

Home Educators pay a basic monthly service fee per student to a Host for basic services rendered. The fees differ amongst service providers, but are within given guidelines. Any additional services can be rendered by a Host at extra costs, as per agreement with its customers. Academies are independently managed and operate on a free market principle. AEE will assess Academies annually from their second year of operation.



THE HOME EDUCATOR'S RESPONSIBILITIES

Since this is a mutual relationship, the Home Educator will have to fulfill responsibilities towards AEE and the Host.

These responsibilities include:

1. Undergoing the basic Home Education training. In addition the 1 week Supervisor/Monitor's training is recommended.
2. Ensuring that all outstanding commitments/matters relating to the transferring school are settled. *(A letter of release from any transferring school using the A.C.E. programme must accompany the application for Home Education.)*

3. Obtaining a transfer card from the transferring school.
4. Ensure that the following are provided when transferring from one host to another:
Transfer letter from previous Host pertaining to
 - Conflict resolution
 - Payment of fees
 - General recommendation
 - Student transfer card
5. Ensuring that you faithfully visit your Host, on appointment, as required for assessment quality control purposes at least once per term. A Host recommends the number of visits, with a minimum of 1 visit per term.

Please ensure that you take the following items for each child with you when visiting your Host:

- Standard Supervisor's Progress Card
 - Student's Goal Check Reports or Attendance Register
 - Student's Goal Cards
 - All PACEs, current and completed, including PACE tests since your previous visit
6. Ensuring that your children are subject to annual achievement testing (refer to page 4, no. 8) as arranged or facilitated by your Host, and is administered over a period of 1-2 days. The venue will be a town, central to the geographical concentration of Homeschools.

The test results will be interpreted and disclosed to parents, and copies of the results will be kept on file at your Host for academic purposes.
 7. For grades 9-12 learners, **ALL** PACE tests in each subject listed on a student's approved Academic Projection, must be retained and handed to a Host.
 8. Ensuring that you become involved in the greater AEE family, by attending AEE regional meetings and or Home Educator's meetings in your area i.e. once per term or as scheduled. The Christian Educators' Convention (CEC) and All Africa Student Convention (AASC) are annual events. Learners that are 13 years and older can participate in the AASC.
 9. Fulfilling your financial commitments towards your Host promptly and faithfully for services provided.

10. Ensuring that you do **not** supply any family or individual (including friends registered to use the programme) with PACEs or A.C.E. academic material.
11. As clustering is prohibited by law AEE strongly advises that you do not participate in this practice. Cluster home education involves the full-time, centralised and collective operation of Homeschools as a school). AEE will not be able to intervene in any way on behalf of such a family or families should they be prosecuted by the relevant authorities for contravening the law. Support and study groups, which are clearly seen as supplementary, may take place with the knowledge of your Host. The rule is not to allow collective PACE work across home education families at the same venue on a daily basis.
12. Cooperation with Hosts and AEE regarding the prompt gathering of information towards an accurate database is crucial to enable us to communicate accurately and speedily. Data changes may only be submitted in writing with either a Data Change form or in an email.



CODE OF CONDUCT

Three main parties are involved in Home Education:

- Homeschools
- Host Academies
- AEE

Homeschools and Host Academies are subject to a Code of Conduct with respect to the educational interaction between the parties. Violation of any code could lead to disciplinary steps and may be reported by any of the three parties.

This may result in one or more of the following consequences decided upon by AEE:

- An official warning in writing may be issued stating what action(s) will follow a repetition of an offense.

- Official admonition/instruction to make restitution to the complainant.
- Any appropriate and realistic fine may be invoked/granted in favour of the complainant.
- Official instruction to comply with outstanding requirements within a certain, prescribed period of time.
- Any other appropriate and reasonable disciplinary measure, deemed necessary, to correct a negative situation.
- De-registration of an Academy or Homeschool with AEE.

The aim of the Code of Conduct is to uphold biblical values in the working relationship between Homeschools, Hosts and AEE. The Code is further aimed at protecting the integrity of the Accelerated Christian Education programme amongst our school family and the general public.

This Code of Conduct will protect Homeschools against:

- Sub-standard quality of service.
- Abusive and immature attitudes and behaviour demonstrated by a Host of AEE in matters relating to hosting.

Likewise, AEE and Hosts will be protected against:

- Irresponsible Home Education (in terms of this policy).
- Abusive and immature attitudes and behaviour demonstrated by a Home Educator in matters relating to Home Education and hosting.

Homeschools are bound to abide by the following Code of Conduct relating to the conditions for the registration of Homeschools in the applicable policies:

1. Committed to the AEE Statement of Faith and a lifestyle based on biblical principles, displaying Christian character in all personal and interpersonal actions and interactions, *arising from Home Education and hosting with AEE.*
2. Conducting business in a fair, honest and transparent manner with one another.
3. Committed to complying with all the guidelines and procedures related to the prescribed use of the Accelerated Christian Education programme in all aspects according to the Home Educators' Policy.
4. Committed to honouring and upholding the Home Education Service Agreement entered into with AEE.

5. Committed to the prompt fulfillment of all prescribed and ongoing administrative responsibilities relating to Home Education and hosting.
6. Committed to honouring all financial commitments towards Host Academies/Schools and AEE arising from Home Education in terms of the applicable policies.
7. Committed to constructing and maintaining positive working relationships amongst one another by guarding against destructive interaction in matters of difficulty. Interpersonal conflict and matters of difficulty need to be handled based on the biblical principles found in Matthew 18:15-17.

MATHS
ENGLISH
SCIENCE
ACCOUNTING
ECONOMICS
ART



CHARACTER
INCLUDED



REGISTRATION REQUIREMENTS

1. Home education must take place at the home of the applicant under the active supervision of either parent. Full-time tutors may be hired on condition that they undergo the full training for home education as determined by the Host. Home Educators need to apply in writing for the approval and use of a full-time tutor - such applications may be done on initial registration or as the need arises. Home education without the active supervision by an AEE trained parent or tutor may not take place.
2. According to the SA Schools Act parents may only home educate biological or legally adopted children, and home education must take place at the home of such parents. Applications to home educate legally adopted children need to be accompanied by the necessary legal proof.
3. A Resource Kit and registration letter are forwarded to the newly registered Homeschool once the necessary training has been completed. All Homeschools must receive a Resource Kit.
4. Your attention is drawn to your commitment to all aspects of the ethical fulfillment of the *HOME EDUCATION SERVICE AGREEMENT*, which you will enter into when registering for home education.

Thank you for taking the time to read this policy.

AEE

