

PROSPECTUS & GENERAL INFORMATION

2015



WOODFORD SCHOOL

LUSAKA

An Introduction

Woodford School Lusaka is a recently established, co-educational, private school. It opened in May 2013 offering Nursery classes and introduced Primary classes in January 2014.

The School has been established by founders with a long history of excellence in Zambia's education sector that stretches back to the 1960's. It is the first of several Woodford Schools that are planned to be established across the country.

The school aims to offer quality educational services that are based on traditional foundations and adopt modern methods whilst running efficiently and effectively as a business.

Our Values

Our values are:

- high standards
- competence
- professionalism and
- creative life skills.

Our Mission

It is our mission is to offer academic excellence:

- Developing children to their full potential through an integrated programme that attends to their social, cognitive, physical, and emotional development;
- Implementing a dynamic and relevant curriculum that addresses the changing needs of society and encourages a sense of responsibility.



Our Vision

Our local vision is to equip our pupils, unearth their potential, fill them with confidence and build up the family.

Our global vision is to raise a new generation of nation builders, who will have a positive and lasting impact on our country, our region and on the global community itself.



Our History

This new school shares common ownership with Rhodes Park School, which started out as a small nursery school that was established in 1966 to cater to Lusaka's white and expatriate community, who were the historically inhabitants of the suburbs of Rhodes Park and Fairview.

The School was purchased by a Lusaka lawyer, the late Mwansa Folotiya and his wife Lydia in 1973. Primary classes began seven years later in 1980. Further growth over the following years resulted the need for more space and in 1985, a large plot of land was secured at Sibweni Road, Northmead, Lusaka.

The current phase of the Rhodes Park School's development began in late 1993, when ownership and control passed into the hands of the children of the late Mwansa and Lydia Folotiya after their untimely demise. The school started a major expansion and redevelopment programme that has seen it grow to become a leader in Zambia's private education sector.

Out of this background now comes Woodford School Lusaka, a new offering at an ideal location with a campus that has been redeveloped to suit our purpose. This exciting new beginning aims to continue the legacy of excellent education and the high standards of service.

Spiritual Foundation

Woodford Schools offer non-denominational Christian schooling that is committed to the belief that a life based on a personal relationship with one's God is an important component of a meaningful existence.

Thus, boys and girls of any faith are welcomed and respected.

The School Day

School commences at 07:20 and we request that children arrive at school in good time.

Reception 07:20 – 12:20
Primary 07:20 – 12:45

(Recreational break is taken mid-morning for 20 minutes)

Academics and Curriculum

At Woodford School Lusaka, we strive to keep the Pupil-Teacher ratio as low as possible with the aim of ensuring that each child gets a maximum of attention whilst in our care.

Woodford School Lusaka offers a cross-section curriculum which covers training for life skills, managing for right choices and teaching for intellectual efficiency. The scholastic composition has been designed to embody all those subjects which seek to promote academic efficiency, vocational skills and career building, and focus on global goals.

The School has adopted the Differentiation Approach in line with modern methods of teaching. This puts an emphasis on learning, and involves encouraging individual children to acquire new ideas by expanding what they are already aware of from their home and environment. Such an approach helps to open up individual children's minds by their becoming contributors in their own learning process. The teaching of Literacy is emphasised at the School because it is the foundation of all learning.

Subjects offered include:

Reception

Languages and Literacy	<ul style="list-style-type: none"> English Rhymes French and other
Maths	<ul style="list-style-type: none"> Mathematics Skills Mathematics
Sciences	<ul style="list-style-type: none"> Environmental Science
Social Studies	<ul style="list-style-type: none"> Religious Education Civic Education
Expressive Arts (EA 1)	<ul style="list-style-type: none"> Vocational Skills Information & Communication Tech
Expressive Arts (EA 2)	<ul style="list-style-type: none"> Drawing and painting Music, Games & Dances Poetry Free play Physical Education

Lower Primary (Grades 1-4)

Languages and Literacy	<ul style="list-style-type: none"> English French and other
Maths	<ul style="list-style-type: none"> Mathematics
Sciences	<ul style="list-style-type: none"> Integrated Science
Social Studies	<ul style="list-style-type: none"> Religious Education Civic Education Social Studies
Creative & Technology Studies (CTS 1)	<ul style="list-style-type: none"> Vocational Skills Information & Communication Tech
Creative & Technology Studies- Arts (CTS 2)	<ul style="list-style-type: none"> Art and Design Music Physical Education

Upper Primary (Grades 5-7)

Languages and Literacy	<ul style="list-style-type: none"> English French and other
Maths	<ul style="list-style-type: none"> Mathematics
Sciences	<ul style="list-style-type: none"> Integrated Science
Social Studies	<ul style="list-style-type: none"> Religious Education Civic Education Social Studies
Technology Studies	<ul style="list-style-type: none"> Vocational Skills Information & Communication Technology
Expressive Arts	<ul style="list-style-type: none"> Art and Design Music Physical Education
Home Economics	<ul style="list-style-type: none"> Food and Nutrition Health Education Home Management and Needle Work



Early Learning Centre (Nursery)

The ELC section forms the basis of our school and our educational offering. It is housed in a purpose built centre at southern edge of our campus.

Woodford School Lusaka offers Nursery classes in four levels:

- Reception 1 – Baby Class – aged 1 ½ to 2 ½
- Reception 2 – Beginners – aged 2 ½ to 3 ½
- Reception 3 – Intermediate – aged 3 ½ to 4 ½
- Reception 4 – Pre-Grade – aged 4 ½ to 5 ½

Each of the levels has a set syllabus with aims and objectives designed to cater for the particular age group.

We have developed appropriate programmes for learners in the ELC that takes into account the universal developmental characteristics of children in this age range.

Our qualified teachers deliver a curriculum that provides for optimal learning to take place at each developmental stage. It caters for Social, Emotional, Physical, Cognitive and Spiritual development.

Teachers handle a small number of children and maids care for the children throughout their stay.

Perceptual development forms an integral part of all learning in Reception, and includes Gross Motor skills, Sensory-Motor Integration, perception Motor skills, and Language development.

To encourage reading from an early age, all children go to the Library at least once a week. They read a story and are then able to choose a book to take home.



Bearing in mind the age of nursery pupils, ample opportunity is provided for learning through play. The School has a wide range of facilities for such, which are provided both inside and outside the classroom with singing, storytelling, games and other traditional kindergarten activities being featured.

During Pre-Grade, a child-centred school readiness programme that is balanced with play is adopted as the children are prepared for entry into Primary. We have adopted a twofold approach, where developmental lessons are provided, training the children to recognise shapes, quantities, and manipulative functions in readiness to enter Primary school.



General Communication

A school newsletter is sent out by the Head of School at the beginning and end of each term. Incidental communication may be conveyed to parents and guardians via the Parent/Teacher Book or by separate letter. Please remember to keep us updated with your personal information (contact numbers, email addresses, etc.) so that we can reach you in case of emergency.

Physical Education and Sport

Woodford School Lusaka has an understanding that each pupil is a complex and variously talented person in his or her own right. Our School has a full time Physical Education teacher, and all classes have PE lessons to ensure that the pupils learn to appreciate the benefits of exercise and good health.

We offer a range of sporting activities and tailored towards the needs and abilities of young bodies.

Remedial Classes

For those whose teachers, or indeed parents, feel it is necessary, Woodford School Lusaka offers remedial coaching in the afternoons during term time. Pupils are able to benefit from the close attention given by a teacher handling a small group.

Learners also take part in what is called the School-Home Programme. This is the last activity of the day for learners who need to catch in their school work. Each grade has a special timetable for this programme.



The Library

The School Library not only compliments what is taught in the classroom, but also offers reference and recreational material for all ages.

The School has a well-equipped library for which a range of relevant books are purchased at regular intervals. Our qualified librarian is on hand to guide pupils through the various books, magazines and other material available.

Teachers

A Woodford School teacher is a specially selected individual chosen after extensive evaluation. All our members of academic staff are suitably qualified with at least a Certificate or Diploma in their profession.

Teaching skills are continually being honed through the attendance of seminars and courses. Our teachers also team up to teach special classes, and in so doing, they help each other to share concepts and improve standards.

Each class teacher is responsible for his or her own particular set of pupils.

In order to minimise disruption to classes during cases of illness or other absence, we have relief teachers who deputise in such instances.

Primary

Following the excellent foundation set in the Early Learning Department, our Grade One children enter formal education, where the focus is on developing fundamental Literacy and Numeracy skills.

In order to make learning relevant, an integrated curriculum is followed throughout this phase. We follow a comprehensive multi-faceted Literacy programme, which incorporates international best practise. Language is central to learning and consequently, reading, written and oral skills are promoted within this programme in order to develop creative and critical thinkers who can read fluently and communicate both verbally and non-verbally.

Children today need to be equipped to participate in an increasingly numerical world and therefore it is crucial for the learners in this phase to gain a strong foundation in basic numeracy. The teaching of Mathematics is integrated with other learning areas and the children are required to apply their numerical understanding to real life situations in order to develop sound problem solving skills.

Our Life Skills curriculum provides the context for the teaching of Literacy and Numeracy and consists of Life Orientation (including Religious Education), Natural Sciences and Social Sciences. Arts and Culture comprises of Drama, Music, Fine Arts and Visual Arts lessons taught by specialised teachers.



By the end of Grade Four, our learners have experienced a creative and well balanced curriculum which adequately prepares them to apply their learnt skills to all learning areas offered in the Upper Primary Phase.

Inspection and Recognition

Defined as a school because it has more than five students of statutory school age, Woodford School Lusaka is required to comply with the full range of legislation designed to promote the interests and welfare of children up to the point at which they leave our care.

The School is strongly committed to meeting its obligations in this regard and in particular to giving practical effect to the provisions of the Education Act.

Educational Tours

Woodford School Lusaka arranges educational trips and tours as a means of supplementing what is learned in the classroom. Our pupils are regularly taken to relevant and interest places that help them broaden their horizons and give them new experiences. We have a policy that each class should go on at least one such educational trip per term.



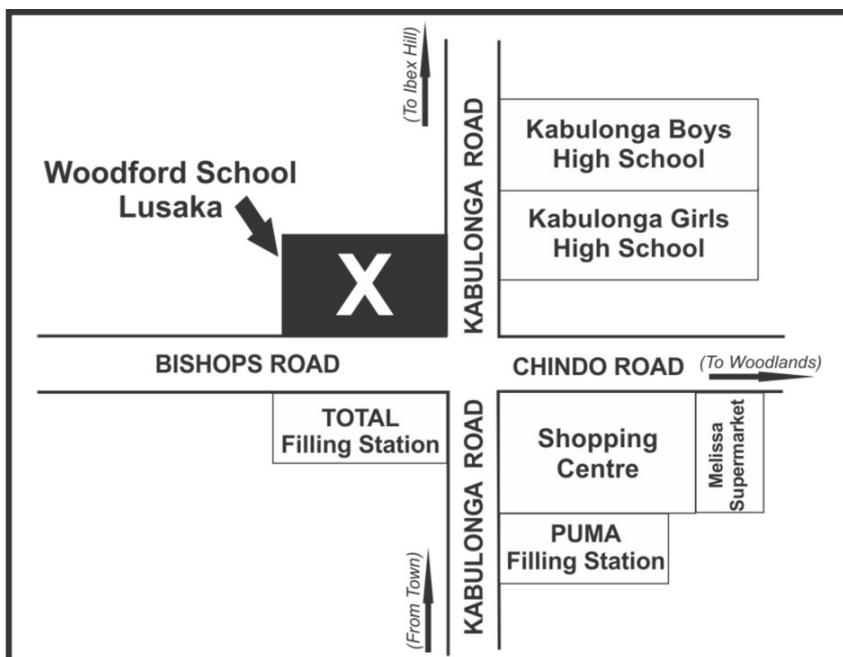
Progress and Assessment

Assessment is an on-going process and is done according to the aims and objectives of each particular group. Teachers will discuss any concerns they may have with you, including whether your child is ready to move to another group.

Progress Reports are issued each term, usually at the end of the term.

Our Location

Woodford School Lusaka is ideally located at the corner of Kabulonga and Bishops Roads in the suburb of Kabulonga. The location is easily accessible along two major arteries of our city.



Extra-curricular Activities

By providing a wide choice of extra-curricular activities and clubs, we are able to arouse interests for discovery and artistic expression among the pupils.

Code of Conduct & Appearance

The School has a set of rules and regulations called the Standing Orders. These apply for Primary and above and should be studied and understood by all parents.

The School has a formal uniform for pupils (apart from Reception 1 (Baby Class)).

Parents and the School

Parents and guardians of children at Woodford School Lusaka are constantly being invited to draw closer to the school and participate in its activities.

In particular, a special event called Great Academies is held once a year to provide a formal opportunity for all to view the children's work and progress. Teachers are on hand for discussions and consultations, and the day is capped by a ceremonial display of presentations by the pupils as well as prize-giving for academic achievement.

Other than this, our doors are always open for any parents wishing to follow their children's progress more closely. We particularly appreciate support and attendance at events such as the annual Sports Day.

Our school has gone a step further in enhancing the relationship between home and school. We invite parents and guardians to observe their children's teachers at work after which they sit down to discuss what they observe.

We have also formed a Parents & Teachers Association that works closely with the school administration in supporting school programmes and providing help and guidance on a number of issues.

The PTA is a medium for parents and guardians to participate in school life for the benefit of pupils.