



MAKSETH JUNIOR SCHOOL **HANDBOOK**

PURPOSE OF THE HANDBOOK

The purpose of this handbook is for parents, guardians, and students to know the values, programs, and policies of our school. The handbook is part of our ongoing efforts to foster a healthy partnership with parents, based upon our mutual interest in the educational and personal development of students while they are enrolled at our school. This handbook describes our partnership in terms of what parents can expect of our school and what our school as an institution expects of parents and students.

We would like to welcome you to MAKSETH School. Choosing the right school for your child is a major decision and we would like to thank you for considering us and for trusting us with your child as they move on to a new and exciting stage in their development.

We are very excited about 2024 and we do not doubt that we will be able to live up to and exceed your expectations, as we believe in going the extra mile in everything we do.

VISION

To be the hallmark of quality education and elite extracurricular activities that forefront internationally accredited curricula.

MISSION

Our mission is to cultivate a love for learning, thinking skills and creativity in every student, empowering them to become confident and well-rounded individuals.

CORE VALUES

Our Core Values at MAKSETH are:

RESPECT

Children and adults at MAKSETH respect one another and their environment.

RESILIENCE

Children and adults at MAKSETH persevere in the face of challenges and stay calm in stressful situations. They take risks and understand the value of making mistakes.

EMPATHY & KINDNESS

Children and adults at MAKSETH can put themselves in other people's shoes and show

concern and care for others, both within and outside of the school. They look after one another and can put others before themselves.

CREATIVITY

Children and adults at MAKSETH can think for themselves and find creative solutions to problems.

ASPIRATION

Children and Adults at MAKSETH challenge themselves to aim as high as they can.

OUR MOTTO

Nil Nisi Optimum

"Nothing but the Best"

OUR SCHOOL COLORS

MAKSETH School's main colours are Beige, Black and Gold

SCHOOL ADDRESS

MAKSETH Primary School
9732 Blue Ranges of lot 1 Kadoma



What Makes MAKSETH School Unique?

Fields

We take great pride in our football field, which boasts artificial turf that was acquired from Doha. This turf holds a special significance as it was previously utilized by renowned football legends. It was obtained through the 2022 World Cup Auction in Doha and measures 2,000 square meters. Originally utilized as an off-field training area at Stadium 974, this field witnessed the training sessions of esteemed football players such as Lionel Messi, Mbappe, and many others. It brings us immense satisfaction to inform you that the field has undergone thorough verification, approval, and testing. Looking ahead, we have plans to rent out the stadium for training purposes to various clubs, including the national team. This remarkable field will undoubtedly attract elite schools, who will take great pride in associating themselves with us.





An image showing one of the floodlight towers in the fields at MAKSETH

Fields night mode

In our country, the presence of floodlights on our fields sets us apart, allowing tournaments to be hosted and enjoyed during the night. This unique feature provides students with valuable exposure to playing under floodlights, preparing them for future opportunities to participate in international matches where such lighting is commonly used. Additionally, this advantage makes their experience more convenient and comfortable, as it simplifies their transition when they eventually have the chance to play abroad.

Environment

Situated amidst the majestic Blue Ranges Mountain, our school boasts a refreshingly spacious, tranquil, and serene environment. This serene setting plays a pivotal role in enhancing focus and productivity during classroom tasks, while also providing ample opportunities for deep engagement with activities, ultimately leading to enhanced learning outcomes. The peaceful atmosphere allows students to sit undisturbed, facilitating their absorption and retention of content, as well as encouraging contemplation of additional questions that may arise. Moreover, this serene backdrop enables students to process and reflect upon the emotions and ideas shared by their peers, promoting a greater appreciation for diverse perspectives and fostering a deeper understanding of their significance.



Sports Director

Our sports director possesses an impressive array of qualifications, including a Bachelor's degree in education and certifications from the Scottish FA in areas such as child wellbeing, mental health in football, and coaching for both young and adult players. Additionally, he is a valued member of the TFA Academy (Scottish FA) in Dubai. This extensive expertise and international exposure provide your child with exceptional opportunities to gain exposure and experience in various sports on an international level.



Innovation Hub

At MAKSETH, we are currently in the process of constructing a remarkable facility known as the innovation hub. This structure will encompass a library, a computer lab, and an experimental zone specifically designed to ignite curiosity and exploration in the fields of engineering and sciences.

Trips

At MAKSETH, students are expected to possess a valid passport, which will enable them to travel alongside their teams whenever the need arises. With our extensive international connections, we are confident that our school will have numerous opportunities to travel abroad for various events. Additionally, at MAKSETH, we organize an annual trip that is jointly determined by parents and teachers. In 2025, our school is excitedly planning its

inaugural international trip to Asia.

Subjects Offered

We aim to achieve very high standards and pass rates throughout the streams up to Grade 7. The students sit for both the Stage 6 Cambridge and Grade 7 ZIMSEC examinations in their final year of school.

Subjects offered at Stage 6 Cambridge Checkpoint:

- ◇ Mathematics
- ◇ Science
- ◇ English

Subjects offered at Grade 7 ZIMSEC:

- ◇ English
- ◇ Mathematics
- ◇ Agriculture Science and Technology
- ◇ Indigenous Language
- ◇ Social Sciences
- ◇ Physical Education and Arts

Homework

Scheduling homework assignments takes into consideration the fact that children are engaged in sports activities on specific days of the week. Each teacher at our school has a unique approach to homework, which will be explained at the beginning of the academic year in alignment with the school's policy

Reading Culture

Reading holds immense importance within our curriculum as it plays a vital role in our students' educational journey. Our children are exposed to a wide range of genres that are essential for the curriculum. These carefully selected books not only enhance their comprehension abilities but also contribute to the development of their writing skills. To support this endeavour, it is expected that all children have Sunrise readers, and parents are encouraged to actively engage by listening to their children read and sign the book markers. Our school is committed to implementing a rigorous reading program that will continue from the first term until the culmination of the academic year.

Library

Once a week, the children have the opportunity to visit the library and select a book of their choice to enjoy. Parents need to ensure that these borrowed books are well-maintained and cared for within the home environment. Exciting changes are on the horizon as our school plans to establish a dynamic and vibrant library that will foster a rich reading culture among our students, offering them a wide range of engaging reading materials.

Writing Program

MAKSETH has a strength in teaching handwriting, as we believe that children should learn to present their work excellently. Parents are expected to monitor handwriting at home as well.

Computer Lessons

Twice a week, our students participate in computer lessons, as computer literacy holds a significant place in our curriculum. These lessons focus on developing essential skills such as accurate typing of numbers and letters, printing, typing sentences, and saving documents, among others. We will communicate the necessary information regarding critical IT programs that parents will need to register their children for the upcoming year. Moreover, our primary school is embracing online applications to enhance learning, and as a part of this transition, the children will be registered on various educational platforms.

Gadgets

Boarders shall be requested to have a Boarders tablet. It will be logged in the school system by our ICT Team and safely kept by the School Administration. Tablets will be issued daily to avoid misuse of the gadgets in the hostel. The specifications are as follows:

- 8 inch or more, Android Version 10 or later
- A Laptop with Windows 10 or later



IT Regulations

Children will be cautioned regularly on the dangers of the internet. Parents also have the responsibility to monitor students at home. The school will support the controls that a parent can set up to protect the student from exposure to inappropriate sites.

Soft Skills

MAKSETH School thrives to mold a holistic individual who can excel in academics and soft skills. We believe soft skills play a pivotal role in their development and their later life. We groom students to be excellent in all they do, to be results-driven and to be passionate learners as our values stipulate.

We aim to develop a MAKSETH School student who works independently, has excellent communication skills, is spiritual and practices teamwork as they work with their colleagues. The school is very strict on building a solid school culture. At MAKSETH School, a student should be presentable, respectful to adults/ other students, polite, responsible and a fluent communicator. The school expects students to follow a set of school rules that will be communicated.

CULTURE CENTRE

MAKSETH School Culture Centre is an integral part of the school and lies within the school's boundaries. The Centre shall be registered under the National Arts of Zimbabwe. It is going to be an attraction to other schools in Zimbabwe and abroad. The culture centre aims to allow children to learn the practicality of things used a long time ago and enable students to appreciate and learn more about our culture. The students will enjoy the experience.





GAME SAFARI/ SCHOOL FAMILIARISATION

Game Safari is an exciting touring event led by the skilled game guide known as the Great Poccoloco. During this event, students will have the opportunity to learn about hunting, indigenous knowledge systems, and traditional survival skills. The Great Poccoloco, dressed as a hunter, will be accompanied by a teacher and other staff members. The game safari will take place in the school forestland surrounding the campus. In the morning, students will gather at the culture centre where they will receive fake spears, bows, and arrows. They will also enjoy a traditional porridge with 'dovi'. After completing the necessary preparations, they will embark on a 2km walk to reach the first campsite. At this camp, the Great Poccoloco will perform an entertaining magic trick, transforming water into tea and stones into bread. The students will savor the black tea and Chimodho, a traditional wheat bread. Following this, the students will be instructed to rest, and the Great Poccoloco will amaze them once again by conjuring scotch carts, donkeys, and cattle. The students will have the opportunity to ride in the scotch cart, some on donkeys and others on the cow-drawn cart. In the afternoon, they will reach the second campsite, set up tents, and enjoy lunch along with snacks like madora, fruits, and mahewu (a traditional drink). Afterwards, the Great Poccoloco will engage them in traditional games such as Nhodo, Chisveru, and Tsoro, adding to the excitement of the experience. As the day progresses, the Great Poccoloco will introduce two roadrunner chickens, which the students will be told are the evening meal. They will have the challenge of catching the chickens, and if they are unsuccessful, the Great Poccoloco will demonstrate his techniques to catch them. As the sun sets, the students will return to the schoolyard, where they can appreciate the beautiful Midlands Sunset views on the horizon. At the Culture Centre, they will participate in games like Gwara Gwara. The Great Poccoloco will gather

chickens and dogs, and the students will feed them with leftovers. As the evening progresses, they will enjoy a braai (barbecue) with Sadza (a staple food), and a lively bonfire will be lit at the culture house. The Great Pocoloco will entertain the students with tales (Ngano) and Bible stories, followed by singing different songs and concluding with prayers. Finally, they will settle down for the night in their tents and culture houses.

This event promises to be one of the most memorable experiences on campus.

Extra-Curricular Activities

Art	Visual arts encompassing drawing, painting, crafts and graphics
Public Speaking (Drama and Speech)	Developing young boys and girls who can present any script written or memorized before audiences
Music	Choral music, western and traditional
Marimba	Developing music skills through cultural performances, playing different genres
Home Economics	To provide students with the opportunity to write creatively in a collaborative setting
Science and ICT	To provide students the opportunity to explore computer science and coding.

SPORTS

The school aims to provide every child with the chance to thrive in both academics and sports. Sports and clubs play a vital role in the school community, offering not only physical and mental fitness but also opportunities to develop teamwork, decision-making skills under pressure, discipline, sportsmanship, and enjoyment. MAKSETH School has established enduring connections with high-quality educational institutions, focusing on fostering an environment where participation, achievement, enjoyment, and healthy competition thrive. We offer a wide variety of sports for students to choose from, catering to diverse interests and preferences

SPORTING ACTIVITIES ON OFFER

- Hockey
- Cricket
- Athletics
- Tennis
- Swimming
- Volleyball
- Netball
- Soccer

Regional Tournaments

The school shall host tournaments sponsored by Skyhavest Construction International. For instance, the company hosted a tournament in Partnership with Ten Toes in August 2023. In 2024 (Date to be announced), the school will host a tournament called the Safari Tournament with elite schools like Harare International School, Hellenic and many more will participate.



CLASSROOM REQUIREMENTS

Stationery

GRADE	STATIONERY LIST																						
GRADE 1-5	<table><tr><td>Twisters</td><td>1 (packet)</td></tr><tr><td>Pencils</td><td>10</td></tr><tr><td>Slip-on covers (A5)</td><td>10</td></tr><tr><td>Rubber</td><td>1</td></tr><tr><td>Ruler</td><td>1</td></tr><tr><td>Scissors</td><td>1</td></tr><tr><td>Bond paper</td><td>1 (rim)</td></tr><tr><td>Sanitizer</td><td>100ml</td></tr><tr><td>Stick on glue</td><td>6</td></tr><tr><td>Dictionary</td><td>1</td></tr><tr><td>Cello tape (big)</td><td>1</td></tr></table>	Twisters	1 (packet)	Pencils	10	Slip-on covers (A5)	10	Rubber	1	Ruler	1	Scissors	1	Bond paper	1 (rim)	Sanitizer	100ml	Stick on glue	6	Dictionary	1	Cello tape (big)	1
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NB. Exercise books will be provided by the school

All items should be marked with the child's name. These will need to be replenished as needed.

School times and Dress Code

DAY	DRESS CODE
Monday	Complete school Uniform, Blazer, Hat/Cap
Tuesday	Full tracksuit, School golf t-shirts, white socks, sun hat, plain white sneakers (Sports Kit)
Wednesday	Complete school uniform, Half jersey, hat/cap
Thursday	Full tracksuit, (Sports kit with House T-shirt) white socks, sun hat, plain white sneakers
Friday	Blue Jeans, School Golf T-shirt

Academics

Punctuality holds great importance at our school. Children must arrive at school by 7:30 a.m. to begin their school day and participate in morning activities like reading and revision. The school hours from Monday to Thursday are from 7:30 a.m. to 3:30 p.m., with lessons concluding at 1:00 p.m. each day. From 2:00 p.m. to 3:30 p.m., students will be involved in extracurricular activities, including clubs and sports, which will be specified in the term diary. On Fridays, the school day extends from 7:30 a.m. to 1:00 p.m.

Extra-curricular

School ends at 3.30 pm; children should be picked up by 4.15 pm. Failure will result in a parent signing in a book and a penalty fee being charged for late pick-ups. Transport arrangements for after-school drop-offs are to be made with the school office.

Meals

Break Time: 10:00 am – 10:30 am

Lunch Time: 1:00 pm – 2:00 pm

For day scholars please provide a lunch box, bottle of water and hand sanitizer. Dining meals for day scholars are charged at a fee to be communicated beginning of every term.

VARIOUS REMINDERS

1. Name badges to be worn daily.
2. Reading books, wordbooks etc. brought to school daily, once individual reading has started.

3. Reading bookmarkers signed daily by parents to show parents have listened to reading.
4. All items of clothing are marked with the child's name (embroidery nametags).
5. Hats, with the child's name in, brought daily.
8. Hair to be neatly plaited with a twist (tie back) or freehand with a bridge at the back for girls and boys should have smart haircuts/smart logs.

BOARDING AND HOSTEL

Boarding at MAKSETH School is the essence of our institution, and it is important to highlight that for our boarders, this is their home. It is crucial for every boarder to feel a deep sense of belonging, being valued, and cherished. Typically, boarders will remain on campus during weekends engaging in various weekend programs. However, they may have the opportunity to go out with their parents or guardians during weekends. Permission for such outings will only be granted if parents provide explicit consent, which includes arrangements for picking up and dropping back to the hostel.

Boarding facility from ECD to Grade 7

The overall management of the boarding facility falls under the responsibility of the Principal. Each boarding student is assigned a bed within a gender-specific room located in a designated house. These houses are supervised by a Boarding Master or Boarding Matron, along with a team of residential staff and housekeeping personnel. Typically, students of the same age will share a room, although, in exceptional circumstances, a two-year age difference may be considered. Adequate storage space is provided for belongings such as clothes and books. While cupboards are equipped with locks, it is important to note that students are advised not to keep money or valuable items in their possession. Additionally, each boarding house is equipped with a recreational area that includes a television and DSTV for entertainment purposes.



House Parents

The presence of excellent infrastructure alone is meaningless without a staff that embodies compassion, care, and active involvement in the well-being of the children entrusted to their care. The house parents and residential staff play a pivotal role in this endeavour as the primary caregivers. Their commitment goes beyond fulfilling their duties; they serve as role models, attentive listeners, and consistently available sources of support while maintaining a gentle yet firm approach when necessary. Even within the regular day school, every staff member is expected to provide the boarders with extra special attention. The class teacher, in particular, takes a personal interest in the boarders within their class, regularly checking on them and maintaining communication with the respective house parent for both routine and non-routine matters. Any communication, whether initiated by the class teacher, house parent, or another staff member, is promptly addressed and actioned. In addition to their responsibilities during regular school hours, the residential staff, both teaching and non-teaching, also provide care and supervision during the various activities throughout the day and week when the boarders require active support. During weekends, specific groups of residential staff members are assigned duties that they share with the house parents.



Pocket Money

Boarders are issued with a fixed amount of pocket money for personal expenses as and when required. Such monies must be deposited by parents or the student to the account's office for

safekeeping. This will be deducted from the student's amount and disbursed by the accounts office. Please note that boarders are not allowed to carry large sums of money.

Catering

The kitchens at MAKSETH School are of the highest standards and well equipped. We prepare three full meals a day as well as a mid-morning snack. The varied menu offers a mix of several cultural styles.

Boarders must indicate any particular dietary needs to the admissions officer before coming to school. Vegetarian dishes are served on request for those boarders with a doctor's letter to that effect.

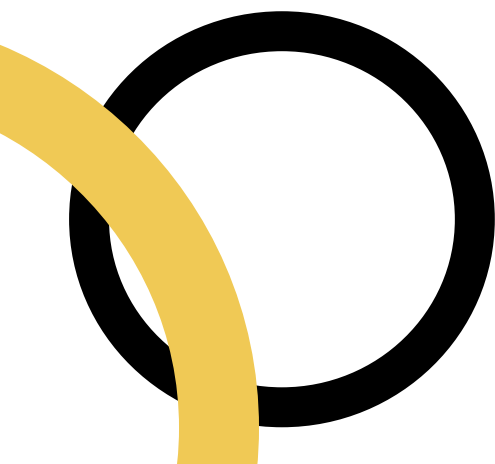
All meals are supervised by the kitchen staff and teachers on duty. Students are expected to attend all meals.

Laundry

The house parent oversees the management of all boarders' laundry. Students are responsible for placing their soiled laundry into designated laundry bags, which are then collected. We take utmost care throughout the entire process, including collection, recording of dispatch/return, and re-issue, to ensure that no clothes go missing or become unusable. However, it is important to note that the boarding management cannot be held accountable for any lapses, especially when boarders are careless with their belongings. Students are expected to personally wash their undergarments, pyjamas, and socks under the supervision of the house parent.

Cleaning

All our staff who work on school premises go through rigorous background assessments and training. The health and safety of students, staff and the public are of paramount importance, so all cleaning-in-progress warnings are clearly displayed and cleaning equipment and products are safely locked away at the end of each day.



PRIMARY SCHOOL HOSTEL CHECK-IN REQUIREMENTS BOYS/GIRLS – SUMMER

ITEM		IN	OUT
Boys	Girls		
1 School Blazer	1 School Blazer		
3 school black shorts	3 Pinafore Dresses		
4 short-sleeved white shirts	4 short-sleeved white shirts		
2 school jerseys	2 school jerseys		
1 school half-jersey	1 school half-jersey		
2 school sports shorts	2 school sports shorts		
2 plain white shorts with a logo	2 plain white shorts with a logo		
3 school Golf T-shirts	3 school Golf T-shirts		
2 house round T-Shirts	2 house round T-Shirts		
2 school tracksuits	2 school tracksuits		
2 school ties	2 school ties		
1 cap	1 floppy hat		
4 pairs of grey socks	6 pairs of white socks		
2 pairs of white socks	6 underwear		
6 underwear	2 pairs of Blue Jeans		
2 pairs of Blue Jeans	1 set of civvies clothes		
1 set of civvies clothes	1 pair of black school shoes		
1 pair of black school shoes	2 pairs of white Sneakers (not fabric)		
2 pairs of white Sneakers (not fabric)	1 pair of coloured shoes (for weekends)		
1 pair of coloured shoes (for weekends)	2 drying towels		
2 drying towels	1 sponge toiletry bag		
1 sponge toiletry bag	1 pair slipper		

1 pair slipper	2 x 100ml Colgate		
2 x 100ml Colgate	3 bath soap and soapbox		
3 bath soap and soapbox	1 lotion & deodorant		
1 lotion & deodorant	1 Vaseline		
1 Vaseline	3 small shoe polish tins and brush		
3 small shoe polish tins and brush	1 comb/hair brush		
1 comb/hair brush	1 kit bag & Satchel		
1 kit bag & Satchel	2 small bottles of sanitizers		
2 small bottles of sanitizers	3 blankets (not 2-in 1)		
3 blankets (not 2-in 1)	2 pairs sheets		
2 pairs sheets	1 pillow and 2 pillowcases		
1 pillow and 2 pillowcases	2 pyjamas/night dresses		
2 pyjamas	1 morning gown		
1-morning gown	1 raincoat		
1 raincoat			



PRIMARY SCHOOL BOARDING WEEKEND PROGRAM

SATURDAY

TIME	EVENT	FACILITATOR
07:00 – 08:30	Wakeup, laundry and bathing	Boarding Staff
08:30 - 08:45	Inspection rooms and students	Boarding staff
08:45 - 09:30	Breakfast	Kitchen Staff
09:30 - 13:00	Study / Activities	Teachers on duty and Activities Team
13:00 - 14:00	Lunch	Kitchen Staff
14:00 - 16:00	Swimming/ Sporting/ Activities	Teachers on Duty and Sports Coaches
16:00 - 17:20	Bath Time	Hostel staff
17:30 – 18:15	Supper	Kitchen staff and Teachers on duty
18:15 - 19:45	TV	Hostel staff
20:00	Bedtime & lights out	Hostel staff

SUNDAY

TIME	EVENT	FACILITATOR
07:00 – 08:30	Wakeup, laundry and bathing	Boarding Staff
08:30 – 08:45	Inspection rooms and students	Boarding staff
08:45 – 09:30	Breakfast	Kitchen Staff
09:30 - 11:00	Church service	Pastor and Teachers on duty
11:00 – 13:00	Out-Door Study/ Reading Time	Teachers on duty and prefects
13:00 – 14:00	Lunch	Kitchen staff
14:00 – 16:00	TV/supervised outdoor play	Teachers on duty
16:00 - 17:20	Bath Time	Hostel staff
17:30 – 18:15	Supper	Kitchen staff and Teachers on duty
18:15 - 19:45	TV	Hostel staff
20:00	Bedtime & lights out	Hostel staff

PLEASE NOTE THAT TEACHERS ON DUTY ATTEND AND MAINTAIN DISCIPLINE AT ALL THE ACTIVITIES

MENU

DAY MENU NAME	BREAKFAST/ Time	MIDMORNING SNACKS Time	LUNCH/ Time	SUPPER/ Time
SUNDAY Foodie Frenzy	Cerevita Cornflakes Bread, beans, boiled egg & tea 08:45am		Roast Potatoes, Burgers, Garden Salad Desert ice cream 13:00pm	Buffet Beef, Chicken, fish, rice, potatoes and Greens 17:30pm
MONDAY Munch'n learn	Cornflakes Bread, scrambled eggs & tea 06:30am	Chicken Mayo, Sandwich & Juice 10:00am	Mashed Potatoes & mincemeat. Fruit 13:00pm	Chicken Stew & macaroni 17:30pm
Snacktastic TUESDAY	Cerevita, bread, beans, mini beef Sausage and tea 06:30am	Samosas Half-moon & Juice 10:00am	Chicken & cheese wrap with garden Salad &fruit 13:00pm	Rice, beef & coleslaw Salad 17:30pm
Flavor Fusion WEDNESDAY	Cornflakes, bread, bacon & Fruit juice 06:30am	Bread & polony Sandwich 10:00am	Chicken, vegetables, stir- fry rice with yoghurt 13:00pm	Baked Fish fillet, potatoes wedge and streamed broccoli 17:30pm
Super hero THURDAY	Cerevita, bread, omelette egg & tea 06:30am	Pancakes with syrup juice and milk 10:00am	Roast Potatoes Burger, Garden, Salad fruit 13:00pm	Fried rice, roasted chicken & coleslaw salad 17:30pm
FRIDAY Africa express	Porridge Dovi, Bread with spread (jam, dovi and margarine) & tea 06:30am	Roast Potatoes, Burger garden salad & fruit 10:00am	Rice, Sugar beans & Fruit 13:00pm	Sadza & Beef stew 17:30pm
SATURDAY Happy Tummies	Cerevita Cornflakes, Sautee potatoes, baked beans, boiled eggs & Tea 08:45am		Gotchie- Gotchie Desert ice cream cake 13:00pm	Spaghetti, meat &streamed vegetables 17:30pm