



The King's School West Rand

P O Box 438, Ruimsig, 1732

Telephone : 087 808 1555

Fax : 086 579 5470

E-mail : admin@kswr.org.za

E-mail : admissions@kswr.org.za

www.kswr.org.za

ATTENTION PROSPECTIVE PARENTS

Thank you for your application to The King's School West Rand. Please complete / supply the following documents prior to your interview at our school.

DESCRIPTION OF DOCUMENT	<input checked="" type="checkbox"/>
Acceptance of Vision Statement, Mission Statement and Statement of Belief	
Student / Family Details	
Confidential Reference (Church letter)	
Consent to Consumer Profile	
Debit Order Instruction	
Agreement of Tuition (Page 1 and 2)	
After Care Agreement (Page 1 and 2)	
Parental Involvement Form	
Photocopy of both parents' ID	
Child's Birth Certificate	
School Report – Latest	

THANK YOU - Your co-operation in this matter is greatly appreciated.

THE KING'S SCHOOL WEST RAND



VISION STATEMENT

Excellence in education to the Glory of God.

MISSION STATEMENT

AS A SCHOOL WE ASPIRE TO:

1. Continually submit to the Sovereignty of God the Father, the Lordship of Jesus Christ and the guidance of the Holy Spirit.
2. Instill in our children a desire for Christian wisdom, to enable them to conquer the challenges of life.
3. Instill in our children an eternal perspective.
4. Provide an internationally recognized academic education that will serve as a foundation for tertiary studies and skills.
5. Further develop the whole child in body, soul and mind.
6. Equip our children from pre-school to Grade 12 with knowledge, skills and Christian values and attitudes.
7. Remain an independent non-profit organization.

STATEMENT OF BELIEF

WE BELIEVE

- 📖 In one God, the Creator of Heaven and Earth, eternally existing in three persons - Father, Son and Holy Spirit.
- 📖 That God created man in His image.
- 📖 That man sinned and thereby brought about the penalty of death, physical and spiritual, on mankind.
- 📖 That the Lord Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and died as a substitute sacrifice for our sins.
- 📖 That He rose from the dead and ascended to the right hand of the Father.
- 📖 That God sent His Holy Spirit to indwell all true believers, to be our Comforter and Empowerer.
- 📖 That all who repent of their sin and receive the Lord Jesus Christ by faith, are born again of the Holy Spirit and thereby become children of God, called to lead a life of holiness, devotion to the Lord Jesus Christ and service to Him.
- 📖 That the Lord Jesus Christ appointed 2 ordinances - Baptism and the Lord's Table.
- 📖 In the priesthood of all Believers.
- 📖 And hold fast to the promise of John 3:16, that "..... whoever believes in Him shall not perish, but have eternal life."

CORE BELIEFS

1. **Christian philosophy of education** We implement a Christian philosophy of education, which is devoted to achieving each student's God-given potential.
2. **Power of prayer** Acknowledging God as the head of our school, we remain committed to sincere and fervent prayer to discern His will.
3. **The role of the Bible** We hold the Bible as pre-eminent in all school operations, develop Bible knowledge within the academic curriculum and integrate spiritual truth into each subject area within the school.
4. **Community impact** We strive to engage with the broader community, developing our students to be mission-minded, compassionate and pro-active, and partner with others in order to be effective in our operations.
5. **Life-long learning** We are dedicated to the concept that life is an ongoing series of experiences leading to growth and maturation - for staff through professional development, for students through education that equips them for life's challenges, and for parents through active parent guidance.
6. **Parental education responsibility** Parents have the primary responsibility for the education of their children and they choose to consciously delegate this trust to the school. Therefore they have a responsibility to engage meaningfully and positively with the stated aims of the school, both in terms of their child and the public.
7. **Student education responsibility** Students are taught to be accountable for the choices they make and are expected to take appropriate responsibility for determining positive outcomes in every situation they may encounter.

ACCEPTANCE OF VISION STATEMENT, MISSION STATEMENT, STATEMENT OF BELIEF AND CORE BELIEFS

Name of Learner :

Grade :

Date :

Student's Signature :

Parent's Signature :
Father / Guardian Mother / Guardian

THE KING'S SCHOOL WEST RAND



STATEMENT OF DISCIPLINE

The King's School West Rand will endeavour to meet the educational needs of all children, offering a high quality of Christian training.

CODE OF CONDUCT

PREAMBLE:

- The Code of Conduct of The King's School West Rand acknowledges the Bible as paramount in the training and educating of our children.
- The Code of Conduct of The King's School West Rand acknowledges the Constitution of the Republic of South Africa (Act No 108 of 1996), the National Education Policy Act, 1996 (Act No 27 of 1996), the South African Schools Act, 1996 (Act No 84 of 1996), as well as The King's School West Rand's Vision and Mission Statement.
- The Code of Conduct of The King's School West Rand informs learners of the way in which they should conduct themselves at school in preparation for their conduct and safety in civil society.
- **In order to achieve this objective we acknowledge that the following is important:**
 - self discipline and obedience
 - responsible behaviour
 - mutual respect and self respect
 - basic rights of educators to teach
 - basic rights of learners to learn

GENERAL

Students of The King's School West Rand will aim to live according to Biblical principles. Students at The King's School West Rand will seek to live a godly life in and out of school in order that Jesus Christ will be glorified in everything they do.

PROCEDURES (PRIMARY SCHOOL – GRADE RR – 7)

The heart of The King's School West Rand's discipline procedure is to mentor and encourage behaviour that is acceptable.

For **positive behaviour** or character traits the following can be used to encourage the child :

- An encouraging word or a sticker or a positive written comment in the books.
- A school letter sent home stating the positives.
- A blue certificate issued at a special assembly.
- A visit to the Principal or Vice Principal where they will get a sticker/stamp for their exceptional work and will be made a fuss of.
- A special treat from the H.O.D. or Vice Principal.

GRADE RR – R

In this phase when a child displays negative behaviour they are spoken to and a corrective action is put into action, time out chair, verbal warning and instruction.

If the behaviour persists or is of a serious nature, then the HOD and/or Vice Principal/Principal will be called in to talk to the child and help remediate the problem.

Parents are, if necessary called in to discuss the way ahead.

In all cases the parents are informed via a note or a phone call by the relevant parties.

GRADE 1 – 7

The Primary School has a yellow card / red card system. This is based on the soccer idea of 3 yellow cards resulting in a red card.

A yellow card can be given for a variety of reasons :

- Late for school or class
- Disruptive behaviour
- Homework not done or books not at school
- Not adhering to dress code

The first yellow card is signed by the teacher, the child and the parent. The second yellow card is signed by the HOD, the teacher, the child and the parent. This gives the HOD an opportunity to advise the child on the correct behaviour or action. The third yellow card is signed by the Vice Principal, the teacher, the child and the parent. This informs the Vice Principal of any behavioural issues and a suitable punishment (detention) is decided upon which constitutes the red card. Learners may be detained during break or after school. If a learner is given after-school detention, parents will receive 24 hours notice in writing and learners will be kept busy in a constructive, supervised way. The idea of this system is that all the parties involved in the child's development are informed and therefore a more transparent and open process is established. Serious discipline issues need to be referred to the Principal or Vice Principal. These issues may result in a meeting or a disciplinary hearing with the Parents.

Meeting: Parents and educators meet with the principal/vice principal to decide on a course of action best suited to deal with negative behaviour. The aim is to assist the learner in a Christ-like way to make the right choices and amend his/her behaviour.

Disciplinary hearing: All parties meet and are given the opportunity to be heard. If necessary, a mediator may lead the procedure to ensure a fair hearing. The aim of the school will always be to assist the learner and guide him/her towards reaching his/her full potential in Christ. During the hearing all parties will be given an opportunity to be heard. The final decision will be made by the disciplinary committee. The disciplinary committee comprises the Principal, Vice Principal and Heads of Departments.

Suspension

After a fair hearing the Principal may suspend learners from the school, as a correctional measure, for a period not longer than one week. The School reserves the right, but is under no obligation, to suspend a learner for a serious offence without following other actions, including disciplinary hearing. Serious offence in this context would be interpreted to include, but is not limited to:

1. Blasphemy, profanity.
2. Conduct that mimics occultic practices.
3. Physical attack on a fellow learner or staff member.
4. Verbal threats or verbal attack on a learner or staff member (that has the potential to disturb the good order).
5. Gross insubordination towards teachers or the administration.
6. Possession of dangerous objects.
7. Possession of dangerous/illegal substances, specifically including alcohol and tobacco.
8. Possession of explicit or pornographic media or material, including electronic media.
9. Damage to or theft of property.

Learners may only be suspended, in terms of this clause, by the principal or the person in his place in the event of his absence.

Expulsion: Expulsion is very rare in the Primary School, but where we are not able to work with the parents, or the safety of the other children is at risk, this may become an option. This will only take place after a very serious offence, or repeated less serious offences.

PROCEDURE (HIGH SCHOOL – GRADE 8 – 12)

Students at The King's School West Rand understand and accept that they will work in close partnership with the school's educators and the Parents.

Disciplinary action may include, but is not limited (in scope or sequence) to :

- Verbal warning

- Written warning
- Detention
- Disciplinary hearing
- Suspension
- Summary suspension
- Expulsion

Verbal and Written Warnings

The learner's parents will be notified verbally or in writing, of any offence and may be invited to meet with the relevant teacher/HOD or Vice Principal.

SMS System

Parents will be notified daily regarding :

- Late for school or class
- Disruptive behaviour
- Homework not done or books not at school
- Not adhering to dress code

Disciplinary hearing

- When serious offences are committed and verbal and/or written warnings are inadequate, the disciplinary committee (comprises principal and Vice-Principal/s) will hold a disciplinary hearing before a decision is taken on what sanction should be imposed.
- The hearing will be conducted in a fair way. The aim of the school will always be to assist the learner and guide him/her towards reaching his/her potential in Christ.
- During the hearing all parties will have the opportunity to be heard.
- The disciplinary committee will make a final decision.

Expulsion

Expulsion may be used in the case of serious offences or a series of repeated less serious offences.

UNDERTAKING BY PARENTS:

I realise that from time to time children take issue with actions that they do not agree with and they are prone to criticise statements out of context. This being normal for children, I undertake that should such occur, I will familiarise myself with all necessary details, and where appropriate, I will correct my child and support the staff. I will approach the correct staff members to obtain all the necessary details.

- I/We further realise that building strong relations with my child's teachers to aid in the training of my child is as much my responsibility as it is the school's, and I will pray for the staff and the school programme, co-operate with them in the discipline and accept that the staff will attempt to display fair judgment in all matters.
- I/We will lay a spiritual foundation through Godly example in the home and support the spiritual training in the school.
- I/We will follow through with any work, assignments or communications to be signed.
- I/We will undertake to ensure that my child abides by the school's times.
- I/We will undertake to ensure that we will co-operate in training the child to respect the school property and pay for irregular abuse of same.
- I/We will send written reasons for absence or tardiness.
- I/We will attend all parent functions, and see to it that my child's appearance conforms with the school regulations.
- I/We will assist in publicising the school and its programmes amongst friends.

I believe that the school's staff will endeavour to provide adequate care for my child and I absolve the school of all responsibility for mishaps, except for uncontrolled and careless supervision.

I realise that attending The King's School West Rand is a privilege and not a right. It is my intention to abide by the decisions and support the discipline of the administration.

RESPONSE

The Parents:

We, _____ the parents of _____ (Name and Surname of Parents)

- understand and accept the educational philosophy, objectives and aims of the Code of Conduct of The King's School West Rand.
- Support the Vision and Mission Statement of the school.
- Undertake to explain and discuss the content of the Code of Conduct with our child/ren to ensure clear understanding.
- Will co-operate with educators in a spirit of partnership in the training of our child/ren.
- Understand and accept that wilful disobedience of the Code of Conduct or wilful defiance of the principals and ethos of The King's School West Rand, may result in our child/ren's dismissal from the school.
- Understand that we have the right to withdraw our child/ren from The King's School West Rand if at any time we can no longer work together in a spirit of unity and all reasonable avenues of communication are exhausted.

Signed: _____ Date: _____
(Father) (Mother)

We, _____ the parents of _____
(Name and Surname of Student)

have discussed this Code of Conduct with _____

- and we have made sure that he/she fully understands the content and implications of this document.
- He/she is willing to accept and adhere to this Code of Conduct and understands that if he/she wilfully disobeys the Code of Conduct, he/she might be dismissed from the school.

Signed: _____ Date: _____
(Father) (Mother)

Signed: _____
(Learner)

STUDENT / FAMILY DETAILS

1. Full name(s) of parent(s) :
Father : Surname :
Mother : Surname :
Marital Status :

2. Full name of student : Surname :
Date of birth :/...../..... ID No : Grade entering into :

3. Residential address : Postal address :
.....
.....
Home telephone :

Parents' place and address of employment :

Father : Mother :
.....
Occupation : Occupation :
Work telephone : Work telephone :
Work fax : Work fax :
Father's cell : Mother's cell :
Father's e-mail : Mother's e-mail :

NB : ALL ADDRESS AND TELEPHONE NUMBER CHANGES MUST BE ADVISED

4. Church attending :
Pastor/Rev/Priest : Telephone :
Family's involvement (is the letter from your Pastor/Rev/Priest attached?) :
.....

5. School now attending : Grade :
Principal : Telephone :

6. Have you ever applied at The King's School West Rand before? : When :

7. Have you ever attended at The King's School West Rand before? : When :

8. Reasons for wanting to attend this school :
.....

9. Home language :

I/We Parent/s of agree that the above information is correct. I/We will familiarise ourselves with the school programme, as well as the Agreement of Tuition, before our child enters the school.

I/We would like our child to attend the school as from :

Father's signature : Mother's signature :

ID Number : ID Number :

CONFIDENTIAL REFERENCE

Please hand this form to your spiritual head, eg. Pastor, Reverend, Priest
For their confidential completion and for their return by fax or e-mail to :

Fax : 086 579 5470

E-mail : admissions@kswr.org.za

1. Pupil's name :
2. Parents names :
3. Pastor/Rev/Priest :
4. Name of the Church :
5. Phone number of the Pastor/Rev/Priest :
6. Your position and relationship to the applicant :
..... Phone number :
7. How long have you known the family? :
8. In your opinion how would you describe their relationship with God :
.....
9. Is the home stable and secure, and is the relationship sound? :
.....
10. Please provide any additional information which will support this family's application for enrolment into The King's School West Rand.
.....
.....

Verification by Pastor/Rev/Priest : Name :
Signed : Date :



THANK YOU FOR YOUR COUNSEL AND RECOMMENDATIONS.
IT IS MUCH APPRECIATED.



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CONSENT TO CONSUMER PROFILE

I, _____

ID

of (physical address) _____

consent and allow **THE KING'S SCHOOL WEST RAND** or its appointed agents

permission to access my consumer profile on the database held by

TransUnionITC.

SIGNATURE

DATE

DEBIT ORDER FORM

From : (Name of Debtor)
(Address)
.....
Date :

To : The King's School West Rand
P O Box 438, Ruimsig, 1732

Dear Sirs,

My Agreement dated :

The details of my/our bank account are as follows :

BANK
BRANCH NAME AND TOWN

BRANCH NUMBER

ACCOUNT NUMBER
TYPE OF ACCOUNT CURRENT (CHEQUE) / SAVINGS / TRANSMISSION
(Delete where not applicable)

I/We hereby request, "instruct" and authorise you to draw against my/our account with the above mentioned bank (or any other bank or branch) to which I/we may transfer my/our account) the sum of R
..... (and amount in words), "the amount necessary for payment of the monthly school fees due in respect of the above-mentioned agreement" on the 3rd day of each month commencing on, which amount can be increased as and when the monthly school fees are increased. Should the 3rd fall over a week-end or public holiday, the debit order will operate on the day prior to such week-end or public holiday. All such withdrawals from my/our bank account by you shall be treated as though they had been signed by me/us personally.

I/We understand that the withdrawals hereby authorised will be processed electronically.

I/We agree to pay any bank charges relating to this debit order instruction.

This authority may be cancelled by me/us by giving you 30 (thirty) days notice in writing, but I/we understand that I/we shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you.

Receipt of this instruction by you shall be regarded as receipt thereof by my/our bank.

SIGNED AT ON THIS DAY OF 20.....

.....
SIGNATURE AS USED FOR SIGNING CHEQUES

..... WITNESS
..... WITNESS

NOTE : A cancelled cheque should be attached for bank identification purposes (Current accounts only) The user may add to the above minimum requirements for incidental costs.

THE KING'S SCHOOL WEST RAND
(AN ASSOCIATION INCORPORATED UNDER SECTION 21 OF ACT NO 61 OF 1973)

AGREEMENT OF TUITION

Made and entered into by and between :
THE KING'S SCHOOL WEST RAND
(AN ASSOCIATION INCORPORATED UNDER SECTION 21 OF ACT NO 61 OF 1973)
(hereinafter referred to as "the School")
And

.....(BOTH PARENTS/GUARDIANS)
(full names and surname), (jointly referred to as "the Parent"
For the tuition and education of

.....(ONE PER CHILD)
(full names and surname), (jointly referred to as "the Pupil")

WHEREAS :

1. the Parent is desirous of having the Pupil admitted to the School;
2. the Pupil has been admitted to the School with effect from; and
3. the parties are desirous of recording the terms and conditions on which the Pupil will be educated and trained by the School;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS :

1. SCHOOL FEES

- 1.1 The annual due to the school for providing education to the Pupil shall be divided equally and paid by the Parent in twelve (12) monthly amounts, from January up to and including December, and pro-rate thereof where a pupil begins mid-year.
- 1.2 The monthly amounts, together with such other incidental costs such as may arise will be payable in advance, by the Parent to the School, on or before the 7th day of each and every month.
- 1.3 There shall be no entitlement to any rebate of fees if the pupil is absent for any portion of a term owing to illness or any other cause.
- 1.4 In the event of the parent failing to pay the school fees on the due date thereof, interest at the prime overdraft rate per annum compounded monthly shall be payable on school fees which are in arrears until date of payment of the full outstanding amount.
- 1.5 The Board of Directors of the School shall have the right to amend the school fees referred to in paragraph 1.1 above.
- 1.6 In the event of the Parent failing to pay school fees legal action may become necessary to procure payment, the Parent shall then become liable for payment of the School's legal costs on the scale as between attorney and own client.
- 1.7 In the event of the Parent failing to pay school fees the School shall be entitled to exclude the Pupil and terminate this contract, after due administrative process.
- 1.8 The Parent agrees to pay the school fees by way of monthly bank debit order.

2. DURATION OF AGREEMENT

- 2.1 This agreement shall commence on the date of signature hereof.
- 2.2 The Parent shall be entitled to cancel this agreement with at least three (3) calendar month's prior written notice to the School. If such notice is not given, a full term's fees, at the rate applicable for the next term in which the pupil would have been, shall be paid by the Parent. Subject to paragraphs 1.7 and 2.3, if the School elects for any reason to terminate this agreement, then it may do so on giving the Parent a clear three (3) months written notice of its decision to terminate this agreement.
- 2.3 The Principal may require a Parent to withdraw a pupil with immediate effect in cases of serious or repeated misconduct, or where, in his or her opinion, it is in the interest of the School or Pupil or both.

3. TUITION OF PUPIL

- 3.1 The school shall provide tuition to the Pupil in accordance with the curriculum and syllabus set out by the School.

4. UNDERTAKINGS BY PARENT

The Parent undertakes :

- 4.1 to ensure that the Pupil is at school on time each day;
- 4.2 to ensure that the Pupil complies with the school uniform requirements, that his/her appearance is neat and in compliance with the guidelines set down;
- 4.3 to abide by the School's policy, discipline and Student's Code of Conduct;
- 4.4 to keep open lines of communication with the School and staff;
- 4.5 generally, to do all the Parent can to ensure that the Parent's association with the School is a healthy and happy one.

5. DISCIPLINARY MATTERS

- 5.1 All disciplinary matters pertaining to the education and training of the Pupil in all its facets shall vest in the Principal of the School or in a person authorised thereto by the Principal.
- 5.2 Control, expulsion, suspension and discipline of the Pupil shall be in accordance with the constitution of the school and/or rules and regulations set by the Board of the School as well as legislation set by National and Provincial Government.

6. INDEMNIFICATION

- 6.1 The Parent indemnifies the School, its employees and officials against any injury, harm or other loss caused to any person, as a result of the conduct of the Pupil.
- 6.2 The Parent exempts the school, its employees and officials from liabilities incurred on account of any injuries to, or illness of the Pupil and agrees and consents that the School or any of its teachers may consent to any operation or medical treatment of the Pupil, should such consent be required for medical reasons on an urgent basis and should it not be possible, for the Parent to be approached immediately.

SIGNED : (FATHER)

..... (MOTHER)

7. BREACH

- 7.1 The Parent shall be deemed to be in breach of this agreement in the event of failure by the Parent to comply with the terms stated in this agreement and after the Parent has failed to remedy such breach, within seven (7) days after a written notice of breach has been dispatched by the School to the Parent at the Parent's chosen *domicilium citandi et executandi* recorded herein.
- 7.2 A certificate signed by the Principal of the School as to any amount owing by the Parent to the School or as to any other fact arising out of this agreement shall be *prima facie* proof of all facts stated in the certificate and it will not be necessary to prove the appointment or authority of the Principal who signs such certificate. Such certificate shall be a liquid document for the purposes of provisional sentence or summary judgement proceedings against the Parent.

8. GENERAL

- 8.1 No alteration, cancellation, variation or addition hereto shall be of any force or effect unless reduced to writing and signed by the parties to this agreement or their duly authorised representatives.
- 8.2 The Parent hereby chooses *domicilium citandi et executandi* for all purposes whatsoever at the address set forth below, and the Parent shall be entitled by written notice to the School to change his chosen *domicilium*, provided that the change shall only become effective seven (7) days after service on the School of the said notice.
- 8.3 The signatories to this agreement will be jointly and severally in solidum liable to the School for the due performance of all the Parent's obligations in terms hereof.

Parents residential address :

Postal address :

THUS DONE AND SIGNED BY THE PARENT/S AT

ON THE (DATE) IN THE PRESENCE OF THE UNDERSIGNED WITNESS :

.....	(PARENT)	(PARENT)
.....	(I.D. NUMBER)	(I.D. NUMBER)
.....	(AS WITNESS)	(AS WITNESS)

THUS DONE AND SIGNED BY THE SCHOOL AT ROODEPOORT ON THE (DATE)

..... IN THE PRESENCE OF THE UNDERSIGNED WITNESS

..... **PRINCIPAL OF THE SCHOOL** (DULY AUTHORISED THERETO)

..... **AS WITNESS**

AFTERCARE

The Aftercare Centre is a facility that is granted to learners from The King's School West Rand Primary School Grades RR-7. It exists to support parents who are unable to care for their children during weekday afternoons and is held on the school premises. It aims to provide a structured, safe, disciplined yet pleasant environment for its learners and to make provision for the completion of homework for those children who need it.

After school the children are given a well balanced, cooked meal and some juice and supervised from 13:15 (Grade RR – 3) 13:45 (Grade 4-7) -17:30.

Roster for the afternoon.

TIME	ACTIVITY		
	Grade RR-R	Grade 1-3	Grade 4-7
13:15 - 14:00	Sign in and Lunch for Grade RR-3		School
14:00 - 14:30	Change into civvies		Sign in and Lunch
14:30 - 16:00	Supervised play	Supervised homework	
16:00 -16:15	Grade 4-7 change into civvies and all enjoy an afternoon snack		
16:15 - 17:15	Outdoor play / special activities/ completion of homework if necessary		
17:15 - 17:30	Signing out and Fetching time		

Changes may be made to this programme.

Children can be fetched from Aftercare at any time during the afternoon but no later than 17:30.

Children are expected to report to Aftercare straight after school (*or after their extra-mural activities under special agreement with Aftercare teachers*) and remain there until collected by their parents (or other responsible person, by written agreement).

At 13:15 the Grade RR – Grade 3 children will be lead to the kitchen for lunch and will sit with their aftercare teacher. Then the children from Grade RR-3 will be able to change into civvies, please provide a bag with a change of clothing (all needs to be clearly labeled with the child's name), and enjoy supervised activities. The Grade 4-7s will enjoy their lunch after finishing school at 13:45. The Grade 1 to Grade 7's are divided up into groups and move into different classrooms where they do their teacher-supervised homework. The children are encouraged to complete the set homework tasks during this time, including doing some of their reading for the teacher in charge. This makes home time more quality time for the working parent. The homework diary or homework sheet will be stamped, it is however the responsibility of the parents to ensure that homework has been completed and then signed for. Children who participate in extra murals during supervised homework time may need to

complete more work at home. Fridays will be more informal and will not include a homework time. Please note that our Aftercare staff are not qualified to re-teach curricular material or provide formal instruction, but simply supervise work sessions. The Grade RR-R have supervised activities.

In order to provide a break an afternoon snack will be given at 16:00 this may be some juice, fruit or a biscuit. Children can also change into some informal wear so that they can relax and unwind. Children are then given a chance to play and socialise. From time to time children will be allowed to wear costumes and have fun in the sprinklers, there may also be a movie and popcorn time or other organised activities offered.

It is expected of parents (or the responsible person, by prior written arrangement) to report to the Aftercare area and teacher in charge to collect their children. Parents will be required to ring the bell at the gate to gain entrance to the area. Children may not under any circumstances meet their parents in the car park. Aftercare must be notified in writing if someone other than the parents will be collecting a child. In an unforeseen circumstance, this written notification can be faxed to the school. Parents are responsible to sign the attendance register when collecting their children.

Aftercare is less formal than "school" where we try to encourage a relaxed, homely environment for the children. We must however, also to the benefit of your child, maintain discipline and security within the Aftercare.

GROUND RULES

- Children may under no circumstances leave the school grounds.
- Children need to obey all school rules and expectations.
- Children are not allowed to be within any classes unless supervised.
- The neatness of our Aftercare classrooms and garden is very important. The children will be included in tidying up and packing away of all equipment and toys used during the Aftercare. All will be returned to order by 17:00 -17:30 when parents punctually collect their children.

A penalty in the form of a fine of R50 per ½ hour or part thereof will be levied on late collection.

Repeated breaking of rules will result in the child being barred from attending the aftercare.

MEDICAL

Should your child use any medication, please notify the aftercare teachers in writing. Please ensure that the time of dosage is indicated precisely.

AFTERCARE FEES

Please refer to the Fee Structure for updated fees.

It should also be understood that the Aftercare Centre draws its income from participants and therefore neglect of payment of fees will compromise it financially.

THE KING'S SCHOOL WEST RAND
(AN ASSOCIATION INCORPORATED UNDER SECTION 21 OF ACT NO 61 OF 1973)

AFTER CARE AGREEMENT

Made and entered into by and between :
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(AN ASSOCIATION INCORPORATED UNDER SECTION 21 OF ACT NO 61 OF 1973)

and

.....(BOTH PARENTS/GUARDIANS)
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For the tuition and education of

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WHEREAS :

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2. the Pupil has been admitted to the School with effect from; and
3. the parties are desirous of recording the terms and conditions on which the Pupil will be educated and trained by the School;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS :

1. AFTER CARE FEES

- 1.1 The monthly After Care fees, will be payable to the School monthly, within three (3) days of the end of each and every month, regardless of school holidays.
- 1.2 In the event of the Parent failing to pay the After Care fees on the due date thereof, interest at the prime overdraft rate per annum compounded shall be payable on arrears After Care fees until date of payment of the full outstanding amount.
- 1.3 The School Board shall from time to time have the right to amend the After Care fees referred to in paragraph 1.1 above, as well as the method of payment.
- 1.4 In the event of the Parent failing to pay After Care fees legal action may become necessary, the Parent shall then become liable for payment of the School's legal costs on the scale as between attorney and own client.
- 1.5 The Parent agrees to pay the After Care fees by way of monthly bank debit order.

2. DURATION OF AGREEMENT

- 2.1 This agreement shall commence on the date of signature hereof.
- 2.2 The Parent shall be entitled to cancel this agreement with at least one (1) month's prior written notice to the School.
- 2.3 In the event of the Parent failing to give the required notice of cancellation mentioned in paragraph 2.2 above, the Parent should remain liable for the prescribed After Care fees for the cancellation period.

3. DISCIPLINARY MATTERS

- 3.1 All disciplinary matters pertaining to the education and training and After School Care of the Pupil in all its facets shall vest in the Principal of the School or in a person authorised thereto by the Principal, such as the After Care staff..

4. INDEMNIFICATION

- 4.1 The Parent indemnifies the School, its employees and officials against any injury, harm or other loss caused to any person, as a result of the conduct of the Pupil.
- 4.2 The Parent exempts the school, its employees and officials from liabilities incurred on account of any injuries to, or illness of the Pupil and agrees and consents that the School or any of its teachers may consent to any operation or medical treatment of the Pupil, should such consent be required for medical reasons on an urgent basis and should it not be possible, for the Parent to be approached immediately.

5. BREACH

- 5.1 The Parent shall be deemed to be in breach of this agreement in the event of failure by the Parent to comply with the terms stated in this agreement and after the Parent has failed to remedy such breach, within seven (7) days after a written notice of breach has been dispatched by the School to the Parent at the Parent's chosen *domicilium citandi et executandi* recorded herein.
- 5.2 A certificate signed by the Principal of the School as to any amount owing by the Parent to the School or as to any other fact arising out of this agreement shall be *prima facie* proof of all facts stated in the certificate and it will not be necessary to prove the appointment or authority of the Principal who signs such certificate. Such certificate shall be a liquid document for the purposes of provisional sentence or summary judgement proceedings against the Parent.

6. HOURS AND PROCEDURE

- 6.1 After Care ends at 17:30 every day and operates during the school term only.
- 6.2 A penalty charge will be added to your account for late collecting of children.
- 6.3 Please ensure that your child arrives in After Care with all the necessary stationery required. Time is wasted when your child has to borrow stationery.
- 6.4 Homework time is compulsory. Children will have to sit in the After Care class whether they have homework or not.

7. GENERAL

- 7.1 No alteration, cancellation, variation or addition hereto shall be of any force or effect unless reduced to writing and signed by the parties to this agreement or their duly authorised representatives.
- 7.2 The Parent hereby chooses *domicilium citandi et executandi* for all purposes whatsoever at the address set forth below, and the Parent shall be entitled by written notice to the School to change his chosen *domicilium*, provided that the change shall only become effective seven (7) days after service on the School of the said notice.

7.3 The signatories to this agreement will be jointly and severally in solidum liable to the School for the due performance of all the Parent's obligations in terms hereof.

Parents residential address :

.....

Postal address :

.....

Telephone :

THUS DONE AND SIGNED BY THE PARENT/S AT

ON THE (DATE) IN THE PRESENCE OF THE UNDERSIGNED WITNESS :

..... **(PARENT)** **(PARENT)**

..... **(I.D. NUMBER)** **(I.D. NUMBER)**

..... **(AS WITNESS)** **(AS WITNESS)**

THUS DONE AND SIGNED BY THE SCHOOL AT ROODEPOORT ON THE (DATE)

..... IN THE PRESENCE OF THE UNDERSIGNED WITNESS

..... **PRINCIPAL OF THE SCHOOL (DULY AUTHORISED THERETO)**

..... **AS WITNESS**

INVITING PARENTAL INVOLVEMENT FORM

Parental involvement has been shown to enhance student achievement in school. When parents participate in their child's education, both parents and children benefit. It creates a heart of community and support. We do understand that families are busy, but if there are areas where you would like to participate in the school, please fill in the information below.

KINDLY COMPLETE FOR THE YEAR :

Print Name			
Phone			
Child / Children's name(s) and Grade (s)	Child 1	Grade	
	Child 2	Grade	
	Child 3	Grade	
	Child 4	Grade	
Check any of the following activities that interest you (Optional)	<p> <input type="checkbox"/> Being a class mom <input type="checkbox"/> Cooking meals for families in need <input type="checkbox"/> Break duty <input type="checkbox"/> Co-ordinating volunteers for school functions <input type="checkbox"/> Help with Reading in Foundation Phase (Grade 1-3) <input type="checkbox"/> Assisting with transport for field trips/ sporting events <input type="checkbox"/> Donating requested materials, eg. Scrap for pre-school <input type="checkbox"/> Sharing information on your culture, language and/or profession Specify : _____ <input type="checkbox"/> Coaching Specify : _____ <input type="checkbox"/> Participating in fundraising events <input type="checkbox"/> Relief teaching (when teacher is sick) <input type="checkbox"/> Offering parent courses Specify : _____ <input type="checkbox"/> Other : _____ <input type="checkbox"/> Other : _____ </p>		
When are you able to participate	Morning <input type="checkbox"/>	Afternoon <input type="checkbox"/>	Evening <input type="checkbox"/> Week-end <input type="checkbox"/>

Additional comments

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We respectfully request you to support The King's School West Rand further by completing the application forms for a Makro Card and/or MySchool Card.

Using these cards will ensure that our school benefits from your purchases and therefore enables us to continue providing the very best, without costing you a thing!!!!

THANK YOU VERY MUCH

