

LAER VOLKSKOOL HEIDELBERG



Tel	(016) 341-6216/7	LAER VOLKSKOOL HEIDELBERG
E-pos	volkies@laervolksskool.co.za	VOORTREKKER STR 15
Webblad	www.laervolksskool.co.za	HEIDELBERG, GP
		1441
Datum van aansoek		

KANTOOR GEBRUIK:

TOELATINGSNOMMER:		GRAAD/KLAS:	
Rekeningnummer (EFT verwysingsnommer):			

NUWE LEERDER (-S) SE NAAM (-E):

1. LEERDER VOLLE NAME EN VAN	GRAAD
2. LEERDER VOLLE NAME EN VAN	GRAAD
3. LEERDER VOLLE NAME EN VAN	GRAAD

BROERS / SUSTER REEDS IN LAER VOLKSKOOL:

Is daar reeds 'n leerders by Laer Volksskool ingeskryf?	JA	NEE
Indien "JA" verskaf die Van, Naam en Graad van leerders		
4. LEERDER VOLLE NAME EN VAN	GRAAD	
5. LEERDER VOLLE NAME EN VAN	GRAAD	

ONDERSTAANDE DOKUMENTASIE WORD BENODIG VOORDAT NUWE AANSOEK VERWERK SAL WORD.

Geboorte sertifikaat van Leerder		Gesertifiseerde ID - Vader		Gesertifiseerde ID - Moeder	
Gesertifiseerde ID van Rekeningpligtige indien verskil van Vader / Moeder / Voog		Nuutste Water en Ligte Rekening/kontrak van waar u woonagtig is		Voogskap (Hof bewys)	
Nuutste Rapport vorige skool		Oorplatingskaart		Kliniekkaart	
Bevestigingsbrief van Werkgewers		POPI wet brief		Skoolgeld kontrak	

TOELATINGSVEREISTES:

1. Die onderrigmedium van die skool is Afrikaans.
2. Leerders uit die natuurlike voedingsgebied van die skool geniet voorkeur by toelating.
3. Ouers of voogde moet onderneem om die finansiële verpligting, soos bepaal deur die Beheerliggaam, stiptelik na te kom.
4. Ouers, voogde en leerders moet onderneem om die skool se reëls te eerbiedig en leerders moet hulle daarby neerlê.
5. Toelatingsvereistes is streng volgens regulasies soos bepaal deur die Gautengse Departement van Onderwys (GDO).
6. Geen toelatingsfooie is betaalbaar nie, slegs die 1ste maand se skoolgelde van die huidige jaar.
7. Heg asseblief aan 'n afskrif van die verlangde dokumente soos hierbo versoek.

BESONDERHEDE VAN 1STE NUWE LEERDER IN SKOOL

(SKRYF IN DRUKSKRIF ASSEBLIEF)

1. Leerder se van																																																			
2. Leerder se doopname																																																			
3. Leerder se noemnaam																																																			
4. Geboortedatum (JR.MD.DAG)	J	J	J	J	M	M	D	D	Identiteitsnommer																																										
5. Leerder se geslag	M				V				6. Huistaal																																										
7. Land van oorsprong									8. Hoeveel leerder(s) in die gesin en leerder se posisie												uit																														
9. Bevolkingsgroep (GDO-Vereiste)									Blank								Nie-Blank								Kleurling								Indiër																		
10. Enige siekte/gebrek oor leerder wat u onder skool se aandag wil bring:																																																			
11. Graad in (2026)								Hoeveelste jaar word vir dié graad ingeskryf?																12. Vorige graad geslaag (2025)																											
13. Vorige skool se naam?										Provinsie																																									
Vorige skool se adres																												POSKODE																							
Vorige skool se Telnr.																																																			
Is dit die LEERDER se eerste inskrywing by Laer Volksskool Heidelberg?										JA		NEE																																							
14. Status van ouers t.o.v. leerder				Beide ouers								Stiefpa								Geskei bly by pa								Vervreemd bly by pa								Wewenaar								Voog							
				Pleegsorg								Stiefma								Geskei bly by ma								Vervreemd bly by ma								Weduwee								Ander							
15. Mortaliteit				Eie vader oorlede																Eie moeder oorlede																Beide ouers oorlede															
16. LEERDER is Links- / Regshandig										L				R																																					

BESONDERHEDE VAN 2DE NUWE LEERDER IN SKOOL

1. Leerder se van																																																			
2. Leerder se doopname																																																			
3. Leerder se noemnaam																																																			
4. Geboortedatum (JR.MD.DAG)	J	J	J	J	M	M	D	D	Identiteitsnommer																																										
5. Leerder se geslag	M				V				6. Huistaal																																										
7. Land van oorsprong									8. Hoeveel leerder(s) in die gesin en leerder se posisie.												uit																														
9. Bevolkingsgroep (GDO-Vereiste)									Blank								Nie-Blank								Kleurling								Indiër																		
10. Enige siekte/gebrek oor leerder wat u onder skool se aandag wil bring:																																																			
11. Graad in (2026)								Hoeveelste jaar word vir dié graad ingeskryf?																12. Vorige graad geslaag (2025)																											
13. Vorige skool se naam?										Provinsie																																									
Vorige skool se adres																												POSKODE																							
Vorige skool se Telnr.																																																			
Is dit die LEERDER se eerste inskrywing by Laer Volksskool Heidelberg?										JA		NEE																																							
14. Status van ouers t.o.v. leerder				Beide ouers								Stiefpa								Geskei bly by pa								Vervreemd bly by pa								Wewenaar								Voog							
				Pleegsorg								Stiefma								Geskei bly by ma								Vervreemd bly by ma								Weduwee								Ander							
15. Mortaliteit				Eie vader oorlede																Eie moeder oorlede																Beide ouers oorlede															
16. LEERDER is Links- / Regshandig										L				R																																					

OUERBESONDERHEDE

BIOLOGIESE 1ste OUER INLIGTING / VOOG (Ouer verantwoordelik vir skoolgelde)														BIOLOGIESE 2DE OUER INLIGTING / VOOG															
Titel	Mnr.	Mev.	Mej.	Dr.	Ds.	Prof.									Titel	Mnr.	Mev.	Mej.	Dr.	Ds.	Prof.								
Volle Name														Volle Name															
Van														Van															
Voorletters														Voorletters															
Noemnaam														Noemnaam															
ID Nommer														ID Nommer															
Huistaal														Huistaal															
Taalvoorkeur														Taalvoorkeur															
Huwelikstatus van BEIDE ouers	Beide ouers			Stiefpa				Geskei bly by pa						Vervreemd bly by pa					Wewenaar					Voog					
	Pleegsorg			Stiefma				Geskei bly by ma						Vervreemd bly by ma					Weduwee					Ander					
Selfoon														Selfoon															
Huistelefoon														Huistelefoon															
Werk telefoon														Werk telefoon															
Werk faks nr.														Werk faks nr.															
Fisiese Woonadres														Fisiese Woonadres															
Voorstad											Poskode	Voorstad											Poskode						
Stad														Stad															
Posadres														Posadres															
											Poskode											Poskode							
Beroep														Beroep															
Werkgewer														Werkgewer															
Werksadres														Werksadres															
											Poskode											Poskode							
Epos Adres (Privaat epos waarna nuusbriewe ge-e-pos word)														Epos Adres (Privaat epos waarna nuusbriewe ge-e-pos word)															
Ontvang u 'n maatskaplike toelaag vanaf staat	JA	NEE	Naam van toelaag bv. SASA											Nommer van kaart															
Mediese fonds van leerder																													
Hooflid van Mediese fonds																													
Mediese fonds nommer																													
Huisdokter														Telnr. van Dr															
Kerkverband																													
Addisionele kontakpersoon (Nie een van bogenoemde ouers nie)														Addisionele kontakpersoon (Nie een van bogenoemde ouers nie)															
Verwantskap van kontakpersoon														Verwantskap van kontakpersoon															
Kontaknommer van addisionele kontakpersoon														Kontaknommer van addisionele kontakpersoon															
Woonadres van persoon														Woonadres van persoon															
											Poskode											Poskode							

TOESTEMMING OM AAN ALLE GEORGANISEERDE AKADEMIESE, SPORT- EN KULTUURAKTIEWEITE DEEL TE NEEM:

1. Ek, ouer / voog van :

LEERDER 1		LEERDER 2	
NAAM:		NAAM:	
VAN:		VAN:	
ID NR:		ID NR:	
GRAAD:		GRAAD:	
LEERDER 3		LEERDER 4	
NAAM:		NAAM:	
VAN:		VAN:	
ID NR:		ID NR:	
GRAAD:		GRAAD:	

gee hiermee toestemming dat bogemelde leerder(s) -

- 1.1 aan alle akademiese, sport- en kultuuraktiwiteite wat die skool op 'n georganiseerde wyse aangebied, mag deelneem; en
- 1.2 toetse van die skool ondersteuningspan met die oog op hulpverlening in skoolwerk of identifisering van probleme mag aflê.
2. Ek dra my magte as ouer(s) / voog(de) oor aan die hoof van die skool of sy verteenwoordiger indien mediese behandeling / chirurgiese ingreep vir my kind(ers) nodig mag wees. Sover ek weet is hy/sy/hulle fisies in staat om aan aktiwiteite wat aangebied word deel te neem en verkeer hy/sy/hulle in goeie gesondheid.
3. Ek aanvaar dat alle redelike voorsorg getref sal word vir die veiligheid en welstand van my kind en dat ek verantwoordelik gehou sal word vir die betaling van die mediese en / of hospitaalrekenings indien van toepassing, in geval van besering wat nie aan die growwe nalatigheid van die verantwoordelike personeel toegeskryf kan word nie.
4. Ek bevestig dat alle mediese inligting voorsien in die Afdeling: Leerderinligting van hierdie vorm akkuraat en volledig is. Hierdie inligting mag gebruik word in enige noodgeval en ek onderneem om die skool in kennis te stel indien enige van hierdie inligting verander.
5. Ek onderneem om my kind te ondersteun in die nakoming van die skoolreëls en dissiplinêre stelsel van Laer Volksskool Heidelberg en dat ek daartoe toestem dat my kind(ers) hom/haar/hulle verbind tot die nakoming van hierdie reëls deur al sy/haar/hulle studiejare soos van tyd tot tyd deur die hoof en personeel of beheerliggaam vasgestel. Ek/ons sal my/ons neerlê by enige stappe wat deur die hoof of beheerliggaam geneem word wat uit herhaaldelike/ernstige oortreding van hierdie reëls mag voortspruit.
6. Hiermee gee ek / ons toestemming aan Laer Volksskool Heidelberg om:
 - inligting ten opsigte van myself en die leerder beskikbaar te maak aan die ouers/voogde/leerkrigte of verantwoordelike persone by die skool vir die doel om verhoudings te bestuur tussen die skool/ouers/voogde en huidige leerder;
 -

- foto's met of sonder die leerder se naam in skooldokumente/mediabronne soos koerante, tydskrifte en elektroniese media, soos die webtuiste en Facebook wat die leerder of die skool se aktiwiteite, prestasies of suksesverhale beskryf te publiseer;
- om inligting ten opsigte van die leerder aan enige opvoedkundige instansie te gee, indien die leerder 'n akademiese aktiwiteit of enige ander skoolverwante aktiwiteit moet bywoon by bogenoemde instansie;
- Laer Volksskool Heidelberg onderneem om sover moontlik akkurate inligting van die leerder vir bogenoemde instansies te verskaf, maar hiermee word Laer Volksskool Heidelberg gevrywaar van enige aanspreeklikheid, ten opsigte van verliese of beweerde verliese gelyk as gevolg van die inligting wat verskaf is aan ander instansies.

Handtekening van Moeder / Voog:

Datum:

Handtekening van Vader / Voog:

Datum:

TOESTEMMINGSVORM INGEVOLGE DIE WET OP BESKERMING VAN PERSOONLIKE INLIGTING

4 VAN 2013 (POPI)

Toestemming om persoonlike inligting te gebruik:

- Deur ondertekening van hierdie inligtingsvorm, magtig u hiermee Laer Volksskool Heidelberg vrywilliglik om u persoonlike inligting sowel as dié van die leerder, soos gelys onderstaande, te verwerk, (met inbegrip van die name, straatadres, telefoonnommers en enige ander inligting wat u aan die skool verstrek).
- Verwerking sluit in die ontvangs, optekening, organisering, sortering, stoor, bywerking of aanpassing, herwinning, wysiging, raadpleging en gebruik, die verspreiding by wyse van oorsending, uitreiking of beskikbaarstelling in enige ander vorm, of die samesmelting, koppeling sowel as inperking, degradasie, uitwissing of vernietiging van inligting.
- Die persoonlike inligting mag slegs verwerk word indien dit voldoende, tersaaklik en binne perke is t.o.v. van die doel waarvoor dit verwerk word, en indien verwerking ooreenkomstig die betrokke bepalings van POPI geskied. Die doel van die verwerking van inligting moet met 'n werkzaamheid of aktiwiteit van die skool verband hou.
- Daarbenewens neem u hiermee kennis dat Laer Volksskool Heidelberg persoonlike inligting met betrekking tot die behoorlike funksionering, bestuur en beheer van die skool insamel en verwerk, soos wat die Suid-Afrikaanse Skolewet 84 van 1996 en ander tersaaklike onderwyswetgewing en -beleide voorskryf. Die tipe inligting sal afhang van die doel waarvoor dit ingesamel word, en sal ook slegs vir daardie doel verwerk word.
- Ingevolge artikel 11 van POPI kan persoonlike inligting slegs in die volgende omstandighede verwerk word:
 - Indien die datasubjek, of 'n bevoegde persoon ingeval die datasubjek 'n kind is, tot verwerking toestem.
 - Indien verwerking noodsaaklik is vir die uitvoering van handeling met die oog op die sluiting of nakoming van 'n kontrak waarin die datasubjek 'n party is.
 - Indien verwerking voldoen aan 'n plig wat die skool volgens wet opgelê word.
 - Indien verwerking 'n regmatige belang van die datasubjek beskerm.
 - Indien verwerking noodsaaklik is vir die uitoefening van 'n openbare regsplig.
 - Indien verwerking noodsaaklik is om in die skool se regmatige belang op te tree.

U regte ingevolge hierdie toestemming - U het die volgende regte:

- Die reg om te weet watter inligting gehou word, hoe dit gebruik word, en wanneer die skool dit bekend sal maak.
- Die reg om u besonderhede reg te stel. Die skool sal u inligting bygewerk probeer hou. Indien enige van u besonderhede egter verander, moet die skool onverwyld in kennis gestel word sodat ons inligting so akkuraat moontlik kan wees.
- Die reg om u toestemming terug te trek. U mag die toestemming wat u die skool ingevolge hierdie vorm gee in enige stadium terugtrek. Sodanige terugtrekkingsversoek moet op skrif geskied en aan die inligtingsbeampte van die skool gerig word. Teruggetrekte toestemming is nie terugwerkend van krag nie en sal dus nie enige vorige of bestaande gebruik van inligting raak nie.
- Deur tot die bepalings van hierdie toestemmingsvorm in te stem, gee u uitdruklik toestemming dat u inligting vir bemarkingsdoeleindes verwerk word, en verstaan u dat deur toestemming te gee, u bemarkingsmateriaal in die vorm van SMS'e, e-posse, "Whatsapp" en dies meer van die skool kan ontvang.

Hiermee verleen ek/ons ook toestemming aan Laer Volksskool Heidelberg om foto's/ beeldmateriaal/video's van die kind(ers) hieronder vernoem te vertoon as deel van:

- 'n demonstrasie/projek/aktiwiteit in die loop van klaskameronderrig;
- 'n voorbeeldprojek/-aktiwiteit op CD wat vir gebruik in opvoedkundige werksessies, klaskamers, advertensies, ensovoorts deur die skool geskep is;

- die skool se webblaaie en sosialemediaplatforms (waaronder Facebook, Instagram en Twitter);
- voorbeelde wat aan programuitgewers gegee word, of wedstryd inskrywings wat by borge ingedien word;
- video-opnames vir 'n program in verband met die skool wat op 'n televisiestasie uitgesaai sal word; en/of
- enige gedrukte publikasie, wat insluit, dog nie beperk is nie tot, koerante, tydskrifte, jaarboeke, ensovoorts.

Deur hierdie toestemming te verleen, begryp ek dat die skool foto's/beeldmateriaal/video's van die kind(ers) kan gebruik vir doeleindes soos om prestasies te vier en onderwysgeleenthede bekend te maak, soos wat die skoolbeheerliggaam en die skoolhoof goeddink, en dat sodanige gebruik vertoning in die skool foto galery kan insluit.

Ek verstaan voorts dat hoewel die skool wat met die foto's/beeldmateriaal/video's verbind word, geïdentifiseer sal word, en volwassenes wat in foto's/beeldmateriaal/video's verskyn by die naam genoem mag word, geen persoonlik identifiseerbare inligting van die kind(ers), buiten vir die naam/name van die kind(ers), saam met enige foto/beeld/videogebruik sal word nie.

Ek onderteken hierdie vrywaringsvorm in die wete dat enige foto's/beeldmateriaal/video's wat op die skool se webtuiste gepubliseer word, deur verskeie nuusorganisasies, waaronder gedrukte, elektroniese en uitsaaimedia, bekom en gereproduseer kan word, en daarom vrywaar ek die skool van enige aanspreeklikheid wat kan ontstaan uit die gebruik van foto's/beeldmateriaal/video's van die kind(ers) in skool webpublikasies.

Daarbenewens begryp ek dat daar moontlike gevare bestaan in verband met die publikasie van foto's, beeldmateriaal en video's op 'n webtuiste, aangesien wêreldwye toegang tot die internet dit onmoontlik maak om te beheer wie toegang tot die inligting verkry.

LEERDER 1		LEERDER 2	
NAAM:		NAAM:	
VAN:		VAN:	
LEERDER 3		LEERDER 4	
NAAM:		NAAM:	
VAN:		VAN:	
1ste OUER/VOOG INLIGTING		2de OUER/VOOG INLIGTING	
NAAM:		NAAM:	
VAN:		VAN:	
ADRES:		ADRES:	
KONTAKNR:		KONTAKNR:	
E-POS:		E-POS:	

Handtekening van Moeder / Voog: Datum:

Handtekening van Vader / Voog: Datum:

PARENT CONTRACT & SCHOOL FEES AGREEMENT

Entered into and between

LAER VOLKSKOOL HEIDELBERG

A Public School as contemplated in Section 13 of the South African Schools Act 84 of 1996, as amended, (hereinafter referred to as the Act) which is a juristic person, providing education at it's principal place of business situated at 15 Voortrekker street, Heidelberg, GP, herein represented by the Principal duly appointed as such by the Governing Body authorised thereto (hereinafter referred to as 'the School')

and

PARENT 1		PARENT 2	
Name/s:		Name/s:	
Surname:		Surname:	
Id Number:		Id Number:	
Residential Address:		Residential Address:	
PAYER		LEGAL GUARDIAN	
Name/s:		Name/s:	
Surname:		Surname:	
Id Number:		Id Number:	
Residential Address:		Residential Address:	

The address hereto before is my chosen domicilium citandi et executandi, being the address that I as parent choose as my address where I will accept service of all letters of demand, notices and legal process.

Hereinafter referred to as 'the parents' and/or 'legal guardian' and/or 'payer'.

CONTRACT OF ENROLMENT

- This contract sets out the rights, duties and obligations of the parents and legal guardians of child/ren at our school.
- In this contract, the words:
 - 'We', 'our' and 'the school' refer to **LAER VOLKSKOOL HEIDELBERG**
 - 'You' and 'your' refer to the parents and/or legal guardian and/or the person legally or otherwise liable to pay (hereinafter referred to as the payer) for the child/ren mentioned in paragraph 5(iv) below.
- Other defined words appear in *italics* and their meaning are given in paragraph 8 (eight).
- By signing this contract, you confirm that you understand and agree to the rights, duties and obligations imposed on you in this contract, for example, paying fees on time, being responsible for the behaviour of your *child/ren* and ensuring that you and your *child/ren* comply with all policies of the school. If there are any terms and conditions that you do not fully understand, please request a full explanation before signing this contract.
- The contract consists of the following:
 - This contract as the main contract;
 - Annexure A:** "Aansoek om Toelating tot Skool" which must be completed and attached to this signed main contract, the following supporting documents to be attached:

- iii. The following separate Annexure's (with amendments from time to time) form part of this contract and are both legally binding and creates obligations once this contract is signed:
- "Skoolreëls"
 - "Gauteng Department of Education: Code of Conduct for Learners" - also available on the school's website at www.laervolksskool.co.za
 - Debit order authorisation
 - Personal information sheet

iv. **DETAILS OF *CHILD/REN* TO BE ENROLLED AT THE SCHOOL**

PARENT 1		PARENT 2	
CHILD 1		CHILD 2	
Name/s:		Name/s:	
Surname:		Surname:	
Id No:		Id No:	
Residential Address:		Residential Address:	
Grade to be enrolled:		Grade to be enrolled:	
CHILD 3		CHILD 4	
Name/s:		Name/s:	
Surname:		Surname:	
Id No:		Id No:	
Residential Address:		Residential Address:	
Grade to be enrolled:		Grade to be enrolled:	

DECLARATION BY PARENTS AND LEGAL GUARDIAN

6. I declare that:
- a. I am the biological parent and/or legal guardian of the child/ren named above;
 - b. I have read and understood this contract, including it's attachments and **all** the *Policies* of the school;
 - c. I understand that the child/ren and I must comply with the terms and conditions of this contract for the child/ren to remain enrolled at the school;
 - d. I accept that I am personally responsible to pay the fees on demand from the school;
 - e. I understand that the school may demand payment of fees from me jointly or severally, therefore only from me or jointly with any other parent, legal guardian or payer. This obligation exists throughout the duration of the contract, even if I am not the stated payer; and

- f. I have read and understand my obligations in respect of the school fee exemption process as detailed in this contract and in the annexure “Aansoek om Vrystelling Van Skoolfonds”.

Initials

1. _____

2. _____

DECLARATION BY PAYER

7. By signing below, I declare that:

- a. I am the payer of part or all of the fees set out in this contract;
- b. I have read and understood the contract, including the attachments to it and all the Policies of the school;
- c. I understand that the child/ren and I must comply with the terms and conditions of this contract for the child/ren to remain enrolled at the school.

Initials

1. _____

2. _____

DEFINITIONS USED IN THIS CONTRACT

8. In the table below, the words in the left column (in *italics* in this contract) have the meanings given to them in the right column

Child/ren	The child/ren named in this contract whom we enrol to be educated at the school.
Code of Conduct	The rules of the school that all pupils are required to obey. These form part of the policies of the school (amended from time to time) and are identified as the “Gauteng Department of Education: Code of Conduct for Learners” and “Skoolreels”
Exemption of School fees	The administrative process of application for part or full exemption of school fees in accordance with the Annexure identified as “Aansoek om Vrystelling van Skoolfonds”.
Extras	The goods or services, outings or school tours in addition to tuition provided.
Fees	The deposits, the levies, the school fees and the extra costs, including all sporting fees, tours, outings.
Payer	The parent/s and the person or entity, other than the parent or legal guardian, legally liable for paying part or all of the fees.
Policies	The rules and the principles adopted by the school to regulate the day to day management of the school. The policies include the Code of Conduct, Fee Schedules and other policies the school adopts from time to time and their amendments made during the duration of this contract.
Principal	The person appointed to be responsible for the day to day management of the school; including anyone the Principal delegates these duties to.
School Governing Body	The Principal, Elected members and Co-opted Members who are mandated to fulfil certain functions individually or collectively in accordance with the South African Schools Act, No 84 Of 1996.
Terms	The period when the school holds classes during a school year.
Third party	A person or organisation other than you or the school.

SECTION A: ABOUT THIS CONTRACT

9. This contract governs all of the following:
- The relationship between you and the school;
 - The relationship between your child/ren and the school;
 - The relationship between the payer and the school, where you have nominated another person to be responsible for paying fees and extras costs.
10. This contract is made up of the following documents.
- The terms and conditions set out in this main document;
 - The documents attached at the end of this document;
 - The school's full set of *policies*, as amended from time to time.
11. When you sign this contract, you confirm that you are familiar with the *policies* of the school and that you have read, understood and agree to them.
12. The contract contains terms and conditions that may do any one or more of the following:
- Limit the legal responsibility of the school or of a third party;
 - Create legal responsibilities for you;
 - Be your acceptance that certain statements are true (called 'an acknowledgement of fact').
 - May require you to indemnify the School or a third party.

As it is important that you understand the legal consequences of these terms and conditions, your attention will be drawn to them at the end of the clauses that contain them.

You will be asked to initial the relevant clauses to show you understand and accept them. The wording that will appear is as follows:

<i>Initials</i>
1. _____
2. _____

SECTION B: YOUR DUTIES UNDER THIS CONTRACT TO PAY FEES

Types of fees

13. There are various types of *fees* you are responsible to pay. These fees are collectively referred to as the fees in this contract.
- School fees** refer to the costs of your child/ren's education.
The school is entitled to charge school fees according to the yearly approved budget. The parents are entitled to insight in the budget during school hours.
 - Extra Costs** refer to the costs for extra goods and services that we provide to your child/ren from time to time. Examples of extra goods and services include but is not limited to school tours, extra-curricular activities, outings, emergency medical treatment and stationery.
 - We will as far as reasonably possible, let you know before we provide Extra goods and services.
 - You accept that the Extra goods and services are part of the school's standard offerings and that you have specifically requested them, this means that they are not unsolicited.
 - You and the payer accept delivery of the extra goods and services and the responsibility to pay for them.

- iv. The extra costs will be added to your school account and must be paid by the end of the following month.
- c. School tour and excursions – Parents who have outstanding school fees, learners will not be electable for school tours and excursions.
- d. Your attention is specifically drawn to sections 39 to 41 of the Act:

Initials
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2. _____

39. School fees at public schools. —

- (1) *Subject to this Act, school fees may be determined and charged at a public school only if a resolution to do so has been adopted by a majority of parents attending the meeting referred to in section 38(2).*
- (2) *A resolution contemplated in subsection (1) must provide for—*
 - (a) *the amount of school fees to be charged;*
 - (b) *equitable criteria and procedures for the total, partial or conditional exemption of parents who are unable to pay school fees; and*
 - (c) *a school budget that reflects the estimated cumulative effect of—*
 - (i) *the established trends of non-payment of school fees; and*
 - (ii) *the total, partial or conditional exemptions granted to parents in terms of the regulations contemplated in subsection (4).*
- (3) *The governing body must implement a resolution adopted at the meeting contemplated in subsection (1).*

40. Parent's liability for payment of school fees. —

- (1) *A parent is liable to pay the school fees determined in terms of section 39 unless or to the extent that he or she has been exempted from payment in terms of this Act.*
- (2) *A parent may appeal to the Head of Department against a decision of a governing body regarding the exemption of such parent from payment of school fees.*
- (3) *In deciding an appeal referred to in subsection (2), the Head of Department must follow due process which safeguards the interests of the parent and the governing body.*

41. Enforcement of payment of school fees.

- (1) *A public school may by process of law enforce the payment of school fees by parents who are liable to pay in terms of section 40.*
- (2) *The exemption from payment of school fees must be calculated according to the regulations contemplated in section 39 (4).*
- (3) *The exemption from payment of school fees in terms of this Act is calculated retrospectively from the date on which the parent qualifies for the exemption.*
- (4) *A public school may act in terms of subsection (1) only after it has ascertained that—*

- (a) *the parent does not qualify for exemption from payment of school fees in terms of this Act;*
 - (b) *deductions have been made in terms of regulations contemplated in section 39 (4), for a parent who qualifies for partial exemption; and*
 - (c) *the parent has completed and signed the form prescribed in the regulations contemplated in section 39 (4).*
- (5) *Despite subsection (4), a public school may act in terms of subsection (1) if—*
- (a) *that school can provide proof of a written notification to the parent delivered by hand or registered post that the parent has failed to apply for exemption contemplated in section 39; and*
 - (b) *despite the notice contemplated in paragraph (a), the parent fails to pay the school fees after a period of three months from the date of notification.”*

Initials

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What you must pay

14. You must pay all fees that apply to your child/ren attending the school.

When you must pay

15. The school fees are due and payable monthly in advance on or before the seventh day of each consecutive month. In the event, that the school fees are in arrears on or before 31st March of that year, the remaining fees for the applicable year will immediately become due and payable. Then in that event, that should the full year's school fees not be paid at the 10th of June of that year the School is entitled to institute legal action against the parents for the full amount due and payable.
16. At your child/ren's first enrolment at the school and at the beginning of each school year, you may choose how and when you will pay the school fees - yearly, term to term basis or monthly over ten months from January to October.
17. If you are not sure about how much you must pay and by when, please make contact with the school office and we will give you a written explanation of how and when and how much to pay.
18. Each statement /invoice must be paid in full before or by the due date. In the event of any other arrangement being concluded between the parties, regarding the payment of fees, including that of exemption from payment, such arrangement has to be reduced to writing, signed by both parties and annexed to this contract for identification purposes. In the event that such fees as contemplated above are not paid timeously, the person(s), who has/have signed the contract will immediately be in default.

Initials

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Part of Full Fees Exemption Process

19. Solely at the School's discretion and only on a separate written application to the School and the School Governing Body, the School may grant exception of the full or part payment of fees for a child/ren for a determined period of time.
- 19.1 In order to access this benefit, you are required to complete the "Aansoek om Vrystelling van Skoolfonds" in full, which is included in the full set of documents provided to you at enrolment. This process will involve a full credit assessment and create additional legal consequences, obligations and full disclosure, the application must therefore be read carefully and completed in full.

- 19.2 As part of the application you will need to provide the School with the following important supporting information and documentation:
- i. A minimum of three (3) months proof of income from both parents, or legal guardian or payer as identified in this contract, the school reserves the right to request supporting proof of income over a longer period and to confirm proof of income with your respective employer;
 - ii. A minimum of three (3) months bank statements from **all** banks of the parties. The school reserves the right and you hereby consent that the school can contact the respective banks and other financial institutions and also to request bank statements over and above the three (3) month period;
 - iii. A municipal water and lights account;
 - iv. Statements and proof of all assets and liabilities
 - v. The School reserves the right to request other supporting information or documentation from third parties or by using third parties, like for example, credit listing companies to do so, Deeds searches etc.
- 19.3 It is important to note that any exemption granted will only apply retrospectively from the date on which you qualify for the exemption- the burden of proof to be on you as the parent/legal guardian and payer.
- 19.4 Until the application process is complete and a written decision has been made and communicated to you remain responsible and liable for payment of fees.
20. Fees and extra costs will not be reduced as a result of absence due to illness or otherwise.

How you must pay

21. If you pay the school fees monthly, we prefer to collect fees from your bank account by debit order. The details of your bank account to be debited must be provided to the school at date of enrolment. You are responsible to advise us as soon as reasonable possible of any change in your banking details, any costs that may be incurred as a result of your failure to advise of a change of your banking details, can be debited to your account.
22. All payments to the school (other than by debit order) are to be paid directly into our bank account, the details of which will be provided to you at date of enrolment.

When fees go up

23. We review the school fees for the following year at the annual AGM which is held in October of each year. You are invited and encouraged to attend the AGM and make submissions regarding fee increases to the School Governing Body at this meeting.

The responsibility to pay remains with the parents or legal guardian

24. Even if you have nominated a payer to pay the fees, the parent/s remain responsible for all the fees not paid by the payer. By signing this contract, you accept responsibility for payment in your personal capacity both as a **surety** for the payer and as **co-principal debtor with the payer**.

A surety is a person who takes responsibility for another person's contractual duties.

A co-principal debtor is a person who steps into the place of the main debtor if the main debtor does not fulfil their contractual duties.

Initials

1. _____

2. _____

Advance payments

25. You agree that we may deposit any fees you pay in advance and hold it.
26. We have the right to treat interest generated from the deposited fees as income for the school. This means if we do refund fees you paid in advance for any reason, we will not pay you any interest on the refund.

Initials

1. _____
2. _____

Late payments

27. You accept that if any instalment of a fee is not paid on time, and should your fees be in arrears on the 31st of March of each year, the full amount of fees for the year, becomes immediately payable to the school. If you ask in writing, we may decide to accept a late payment and continue to allow you to pay in instalments. However this decision is ours alone and if we do allow it for one late payment, it does not mean we allow it for other late payments.

Initials

1. _____
2. _____

Interest is charged on late payments

28. We add interest to the account if there are late payments.
- 28.1 The School is entitled to claim *mora* interest on the outstanding debt due to your failure to make payment on the due date.
- 28.2 The Prescribed Rate of Interest Act, 55 of 1975 sets the maximum rate of ***mora* interest** that can be charged. We alone may decide to charge a lower rate of interest.

Other costs we can recover from you for late payment

29. We are also entitled to recover;
- i. Late payment administration costs (default administration costs);
 - ii. Collection Costs.
 - iii. Any banking costs incurred as a result of your debit order not being honoured by your bank. (includes costs incurred as a result of you failing to advise of a change of banking details)

Payment of Debt

30. If money is owed to us (debt) at any time during or after this contract, you must pay the debt when we demand it. A certificate, letter of demand or statement signed by the Principal or authorised person will be prima facie proof of the amount owed without further explanation of the amount you owe to us and the date by which the debt is due. If you dispute the amount that you owe or the date by when you must pay, you must prove that the amount is not owing within 10 days from receipt of such certificate, letter of demand or statement.

Initials

1. _____
2. _____

PARENT'S GENERAL OBLIGATIONS

31. You will inform the School in writing, prior to admission and enrolment, of any special educational needs of your child/ren known to you.
32. In order to fulfil our obligations, we need your co-operation. Without detracting from any specific obligations contained in this contract, you are required to:
- i. fulfil your own obligations under these terms and conditions;
 - ii. encourage your child/ren in his or her studies, and give appropriate support at home;
 - iii. keep the School informed of matters which affect your Child/ren ;
 - iv. maintain a courteous and constructive relationship with School staff; and
 - v. attend meetings and otherwise keep in touch with the School where your Child/ren 's interests require you to do so.

33. The Parent/s accepts that their Child/ren will abide by the Code of Conduct and Policies of the School, as set out in Laer Volksskool Heidelberg's Code of conduct for Learners-obtainable on the Schools website.
34. The Parent/accepts that the school will follow due process in respect of misconduct by a learner in terms of Disciplinary steps as set out in the Code of Conduct referred to heretofore. The contents of which I confirm I have acquainted myself with.
35. In the event of your Child/ren requiring emergency medical assistance, you will reimburse the School within 7 (seven) days of receipt of a statement for the cost of the emergency admission / medical treatment / transport and any other expenses necessary by the hospital or clinic.
36. The Parent/s hereby grant/s permission for their Child/ren to utilise the computer facilities at the School, including the Internet and e-mail.

Initials

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2. _____

SECTION C: THE SCHOOL'S DUTIES UNDER THIS CONTRACT

To exercise reasonable skill and care

37. The School does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including School clothing, sporting and IT equipment, books, or any other personal possessions) brought on to the School premises by your Child/ren, unless the School or its staff are in physical possession of that property and damage occurs to that property either because –
- a. the School or its staff treated the property as their own; or
 - b. the School or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person, when handling, safeguarding or using the property.
38. Save as otherwise agreed to the contrary in writing, you consent to your Child/ren participating, under proper supervision, both in and outside the School, in sports, outings and other activities which may entail some risk of physical injury, as well as to your Child/ren travelling to and participating in School activities and programmes outside the School. Subject to the School taking reasonable care to avoid harm and save for any gross negligence on the part of the School, its employees or agents, the School is not responsible for loss or damage resulting from such sports, outings, activities or programmes.
39. The Parent hereby indemnifies and agrees to hold harmless, the Laer Volksskool's Governing Body, the School, its Principal and Staff as well as their authorised agents and/or representatives, against any and all claims, costs or expenses, howsoever arising, including legal costs, arising out of injury, loss or damage suffered as a result of any activities during the enrolment of the Pupil at the School.
40. The School will constantly endeavour to take such steps as may be reasonably required in the circumstance to do what it can to keep the pupil out of harm, and free of loss, taking into account the circumstances of each case. In respect of events where the School or one of its Employees (for whom it may be found to be vicariously liable) may be determined to have fallen short of its common law or statutory obligations in this regard, the School has taken out public liability insurance.
41. Subject to the limitations placed on the School's right to an indemnity placed on it in terms of statute and/or common law, both parent(s)/guardian(s) jointly and severally waive their claims and indemnify the School and its Employees against any claim of the pupil in excess of the cover provided by its public liability insurance in respect of the event in question.

42. At all times whilst your child/ren is at School or under its control, the Principal or the members of staff act *in loco parentis*. The term means "in the place of a parent". Accordingly, if your child/ren requires medical attention while under the School's care, we will, if practicable, attempt to obtain your prior consent. However, should we be unable to contact you, we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including but limited to anaesthetic or operation) recommended by a doctor.

Initials

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2. _____

To monitor your child/ren 's progress and report to you

43. We will monitor your child/ren 's progress at the school and produce regular written reports. We will let you know if we have any concerns about your child/ren 's progress. However, we do not have a duty to diagnose any learning disability or other condition your child/ren may have. We can arrange a formal assessment of child/ren by an appropriate expert. You will be responsible to pay for the formal assessment. You may choose to arrange the formal assessment yourself.

To protect personal information about you and your child/ren

44. When you apply for your child/ren to be enrolled at the school and when you sign this contract, you give us personal information about you, your child/ren and the payer. We undertake to protect this personal information in accordance with common law and/or statutory obligations and our privacy policy, which is set out in the clauses below:
45. We may not distribute or publish any personal information about you, your child/ren or the payer, unless you give us consent in writing.
46. When you sign this contract, you give us consent for us to:
- a. Collect, store and share credit information about you, the payer, and any divorced or separated parent responsible for paying fees;
 - b. Inform any other school or educational institution to which you propose to send your child/ren of any outstanding fees;
 - c. Collect and store names and contact details about yourself and your child/ren ;
 - d. Share names and contact details about yourself and your child/ren with other parents, legal guardians, staff and other people we authorise for school-related purposes. We undertake to only share this information to the extent needed to:
 - i. manage relationships between the school, the parents, the legal guardians and the current pupils; and/or
 - ii. provide references.
 - e. Include photographs, with or without name, of your child/ren in school publications or in press releases to celebrate the school's or your child/ren's activities, achievements or successes;
 - f. Supply information and a reference for your child/ren to any educational institution which you propose your child/ren may attend.

Initials

1. _____

2. _____

SECTION D: ENDING THIS CONTRACT

When the contract ends automatically

47. This contract ends when your child/ren completes the school's curriculum and any exit examinations we offer at the end of your child/ren's schooling. This contract therefore continues indefinitely until that time unless it ends in terms of this contract.

When you may cancel the contract

48. You have the right to cancel this contract at any time and for any reason.
49. You are however liable for payment of the school fees until the end of the month, during which you have elected to cancel the contract, despite the date upon which you have removed your child/ren. If you have chosen to pay school fees yearly or if you have paid any costs in advance, we will refund you any amount in credit to your account.

Initials

1. _____

2. _____

When we may cancel this contract

50. We have the right to cancel this contract at any time and for any reasonable reason. To do this, we must give you notice in writing of our intention to end this contract. We will refund you any fees you have paid in advance.
51. In the event that you are responsible for the payment of fees for more than one child at the school, the accounts will be viewed as a single account.
52. If your child/ren has/have been awarded a scholarship or bursary or an exemption in part, your liability will be for the amount of fees due after taking account of that award or exemption.
53. If we cancel the contract, we do not lose our right to claim other amounts from or institute legal action against you.

Initials

1. _____

2. _____

A material breach is considered to exist where you or your child/ren :

- i. Fail to uphold the school policies;
- ii. Fail to fulfil any legal requirements necessary for your child/ren to attend school in South Africa;
- iii. Act in such a way that you or your child/ren become seriously and unreasonably uncooperative with the school and in the opinion of the Governing Body, you and your child/ren's behaviour negatively affects your child/ren's or other child/ren's progress at the school, the well-being of school staff or brings the school into disrepute.

SECTION E: DISPUTES

54. You choose the residential address set out hereto before as your chosen legal address for the services of all notices and legal purposes and the postal and email addresses for all other communications by the school to you. An example of a legal process is a summons, which is a document the sheriff of the court serves to start legal proceedings.

Alternative dispute resolution

55. If any dispute arises out of or in connection with this Contract, or related thereto, whether directly or indirectly, the Parties must refer the dispute in writing for resolution within ten (10) working days of the dispute arising, firstly by way of negotiation to the School Governing Body and in the event of that failing, in writing to the Department of Education District Office, having jurisdiction.

Initials

1. _____

2. _____

Bringing legal action in the Magistrate's Court

56. You agree that we may start legal proceedings to recover any liquidated debts you owed to us in any Magistrate's Court that has jurisdiction to hear the matter. This is in terms of sections 45 and 28 of the Magistrate's Court Act (Act No 32 of 1944). A liquidated debt is one where the existence of the debt and the amount of the debt are not in dispute. We confirm that a certificate of balance issued by the Principal of the school or any person duly authorised thereto will be prima facie proof of my indebtedness to the school.

In the event that legal action commences

57. We are entitled to recover:
- i. Late payment administration costs (default administration costs);
 - ii. Bank charges in respect of a debit order not being honoured
 - iii. Collection Costs;
 - iv. Legal costs on the attorney and client scale; and
 - v. Collection commission;
 - vi. **Mora** interest.

South African law:

58. South African law governs this contract.

SECTION F: GENERAL

Information you give us is complete and true

59. You confirm that any information you give us in relation to this contract or for any other purpose related to your child/ren's education at the school is to the best of your knowledge and belief, complete and true.
60. You undertake to inform us in writing of any changes to the information contained in this contract.

Each term and condition is separate

61. Each term and condition contained in this contract is separate from the other terms and conditions. This means that if a court decides that any term or condition is unfair or illegal and therefore, unenforceable, the remaining terms and conditions of the contract will remain valid.

Initials

1. _____

2. _____

PARENT/LEGAL GUARDIAN/PAYER'S ACCEPTANCE

I/we, the undersigned confirm that I/we have read through the Contract in full, its annexure, where applicable and as disclosed.

That, I/we, fully understand all provisions and obligations and have sought clarification where necessary from the school where I/we was uncertain.

That, I/we have been given sufficient opportunity to read through the Contract in full at my/our leisure before signing the Contract and have not been forced or coerced to conclude the Contract.

That I/we have, the necessary legal capacity to conclude this Contract and to be bound legally and contractually to the provisions thereof.

That, my/our attention has been drawn by the school to all the clauses which create specific obligations between myself/ourselves and the school or other third parties.

That I/we have initialled each page and each specific clause as required to do so.

SIGNED at HEIDELBERG on the _____ of _____ 20_____.

PARENT 1

PARENT 2

Payer and/or legal guardian

ACCEPTED at HEIDELBERG on the _____ of _____ 20_____.

SIGNATURE [SCHOOL REPRESENTATIVE]