



CHARLO PRIMARY SCHOOL

APPLICATION FOR ADMISSION

Official use only	Date received	Grade
Accepted <input type="checkbox"/>	Not Accepted <input type="checkbox"/>	Pending <input type="checkbox"/>
Incomplete Documentation <input type="checkbox"/>		

Application for Grade	PRE-P	R	1	2	3	4	5	6	7	P	Month _____ Year _____
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LEARNER

Name of learner: Surname: _____ First Name: _____
 Christian Name(s): _____ Sex: M F
 Date of Birth:
 ID:
 Home Address: _____
 _____ Postal Code: _____

South African Citizen: Yes No Home Language: _____

Method of transport to and from school: _____

FATHER

Father: (Legal Guardian): Title (Mr, etc.) _____ ID
 Surname: _____ First Name(s): _____
 Occupation: _____ Position held: _____
 Business Name and Address: _____

Home Address: _____
 _____ Postal Code: _____

Telephone: (H) (_____) _____ Telephone: (W) (_____) _____
 Cell: _____ Fax: (_____) _____
 Email: _____

MOTHER

Mother (Legal Guardian): Title (Mrs, etc.) _____ ID
 Surname: _____ First Name(s): _____
 Occupation: _____ Position held: _____
 Business Name and Address: _____

Home Address: _____

Postal Code: _____

Telephone: (H) (_____) _____ Telephone: (W) (_____) _____

Cell: _____ Fax: (_____) _____

Email: _____

Present School: _____

Address of School: _____

Present Grade:

Pre-Prim	R	1	2	3	4	5	6	7	P
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 Grades Retained: _____

Parents/Brothers/Sisters at Charlo (now or previously - names and years): _____

State of health: (*Give details of anything the school should know*) _____

Extra-mural programme:

The school expects the learner to be involved in at least one Summer and one Winter school extra-mural activity. List, with details, those in which your child will participate.

Sport: _____

Cultural: _____

Other Interests: _____

Leadership

Mention any position of leadership/responsibility where applicable he/she has held at previous school (e.g. Prefect, Captain, Media prefect).

Other Information

If there is any other information you would like to mention, record it below.

Marital status of Parents: _____

Details of two Relatives / Friends whom can be contacted in case of emergency:

Name	Relationship	Address	Telephone

Religious Education; Attendance at Assembly:

Have you, the parent, any objection to your child's participation in:

1. Religious Education YES NO *(Please cross)*
2. Assembly YES NO

If you do object, please explain why: _____

I undertake to see that my son/daughter abides by the school's Code of Conduct and School Rules.

School Fees:

I understand that the payment of school fees is compulsory, and agree to pay same by means of one of the following methods:

1. One payment before 28 February
2. Paying by cash, monthly over 10 months *(Please cross)*
3. By debit order
4. Quarterly in advance

An administration fee is payable when this application is handed in.

I certify that the above information is correct and I accept the conditions and requirements recorded above.

Signed: _____

Father/Legal Guardian

Signed: _____

Mother/Legal Guardian

Date: _____

YOUR APPLICATION WILL ONLY BE CONSIDERED IF THE FOLLOWING ITEMS ACCOMPANY THE APPLICATION FORM

1. Copy of Immunisation certificate
2. Copy of birth certificate.
3. **Transfer form from previous school. (*Where applicable*)**
4. Copy of the last report from learner's present school. (*Where applicable*)
5. Two recently taken passport-size photographs.
6. Completed Memorandum of Agreement of which this form will be Addendum A.
7. Book fee.

WE EDUCATE FROM 4 YEAR OLDS TO GRADE 7

Apart from outstanding education, we offer Music, Computers, Outdoor Education and Art as part of our curriculum.

ALL EDUCATION IS BASED ON CHRISTIAN PRINCIPLES

SPORT / CULTURE

GOLF	ATHLETICS	OPERETTE
CRICKET	Mini-Rugby	SENIOR CHOIR
CHESS	Mini-Netball	JUNIOR CHOIR
TENNIS	Mini-Tennis	ORATORS
HOCKEY	Mini-Hockey	ENTREPRENEURS
NETBALL	Mini-Cricket	ANNUAL SPORT TOURS
RUGBY	Ball Skills	OUTDOOR EDUCATION
ROAD RUNNING		

OTHER ACTIVITIES

COMPUTER CLUB	INTERNET ACCESS
MONKEYNASTIXS	CHILD ART
BALLET	

PARENTAL INVOLVEMENT AT CHARLO

GOVERNING BODY: Finances, Marketing, Computer development, Maintenance of Buildings, Liaison, High Academic Standards.

PARENT-TEACHER'S-ASSOCIATION: Class representatives, Clothing Bank, Fundraising, Children's Entertainment, Carnival, Catering.

MEMORANDUM OF AGREEMENT

entered into by and between

THE GOVERNING BODY OF CHARLO PRIMARY SCHOOL OF THE ONE PART

and

(full names)

(full names)

OF THE OTHER PART

PREAMBLE

WHEREAS _____ are the parents of _____ school going child(ren); and

WHEREAS the parents have applied to have their _____ child(ren) enrolled as pupil(s) at the Charlo Primary School (“the school”) as appears more fully from a copy of their application annexed hereto as annexure “A” and which application forms an integral part of this agreement; and

WHEREAS the application has succeeded in as far as the relevant child(ren) has been accepted as pupil(s) of the school:

NOW THEREFORE the parties agree as follows:

1. INTERPRETATION

- 1.1 In this agreement unless the context indicates a contrary meaning,
 - 1.1.1 “parents” means the biological father and/or mother of the child(ren) or guardian or guardians of the child(ren);
 - 1.1.2 “the children” means the child or children of the parents who are enrolled as pupils at the school for any given year or part of any given year;
 - 1.1.3 “the school” means Charlo Primary School and *mutatis mutandi* Charlo Pre-Primary School;
 - 1.1.4 “year” means an academic school year or part of an academic school year, being the balance thereof, calculated as from the 1st school day of any given year to the last school day of any given year;
 - 1.1.5 “the parties” means the parties to this agreement, and “party” one of them;
 - 1.1.6 “school fees” includes the costs of music lessons, module fees and other similar items as may be prescribed by the school from time to time;
 - 1.1.7 expressions in the singular include the plural and visa versa;
 - 1.1.8 pronouns of any gender includes the corresponding pronoun of the other gender.

- 1.2 Headings to clauses appear in this agreement only for purposes of reference and does not influence the interpretation of the contents of the paragraphs.

2. UNDERTAKING BY PARENTS

The parents undertake jointly and severally in their personal capacities to:

- (i) Accept and respect the school's motto and mission which they admit has been brought to their attention;
- (ii) To accept and respect the disciplinary rules of the school which they admit has been brought to their attention;
- (iii) To accept and respect the authority of the principal, the teaching staff and the committee members;
- (iv) To encourage and support the child(ren) under their custody and control and who are enrolled as pupils of the school in all school activities and extra mural activities;
- (v) To notify the principal immediately in the event of the intended removal of the child(ren) from the school; and
- (vi) In the event of the child(ren) in fact intending to leave the school, to immediately and upon request thereto return to the school all property of the school which is in their or their child(ren)'s possession including but not being limited to text books, library books and sports equipment.

3. INDEMNITY

- 3.1 The parents indemnify the Department of Education, the Governing Body and the staff of the school or their duly authorized representatives in respect of any injury suffered by the child(ren) or damages and/or losses, which is not caused by the intentional or gross negligent conduct of the personnel or the duly authorised representative of the school in respect of the property of the child(ren) and/or the parents as a result of the child(ren)'s participation in school activities as set out in the annexure hereto marked annexure "B" including any injury, loss or damage, as the case may be, suffered which directly or indirectly relates to the child(ren) 's participation in the aforesaid school activities.
- 3.2 In addition thereto the parents indemnify the Department of Education, the Governing Body and the staff of the school or their duly authorized representatives against any claims which may follow from any act or omission of the child(ren) during school hours and/or during the child(ren)'s participation in the aforesaid school activities.

4. SCHOOL FEES

- 4.1 The parents admit and confirm that they
 - 4.1.1 are aware that the school fees are payable in respect of any and each individual academic school year or part of such year during which their children are enrolled in the school as pupils;
 - 4.1.2 are jointly and severally liable in their personal capacities towards the Governing Body for payment of the school fees;
 - 4.1.3 are aware of the amount of the school fees so payable by them;
 - 4.1.4 are aware that the Governing Body in it's sole discretion may from time to time increase the school fees payable without prior consultation with them and in which event they, the parents, are liable to pay the school fees so increased.
- 4.2 The school fees are at the choice of the parents payable as follows
 - 4.2.1 Yearly in advance before or on the last day of the month during which their child(ren) attended their first day at the school;
 - 4.2.2 Quarterly in advance on or before the last day of the month during which any given school term commences; or
 - 4.2.3 Monthly before or on the last day of each month during which their child(ren) are enrolled as pupils in the school provided that the yearly school fee will be paid over a period of ten months calculated

from 1 February and, provided further, that the parents sign a debit order in favour of the Governing Body of the school.

- 4.3 The parents are bound to their choice of payment as indicated on the application form, annexure "A" hereto.
- 4.4 The parents admit and accept, subject to sub-paragraph 4.2.3 above, that all school fees payable by them, will be paid at the school grounds to the school secretary, the place and situation whereof the parents admit they are aware.
- 4.5 In the event of the parents not being able to pay the school fees by reason of socio-economic circumstances, alternatively are only able to afford a reduced amount of school fees, they may within ten days after signature hereof and on the prescribed form apply to the office of the principal for the total or partial abolition of their liability to pay school fees and upon receipt of which application the liability of the parents to pay the school fees are suspended until such time as the Governing Body and in its sole discretion has considered the application where after the liability of the parents for the payment of the school fees in accordance with this decision of the Governing Body is payable, which decision of the Governing Body would be final and binding on the parties.
- 4.6 Should the parents fail to make an application as envisaged in sub-paragraph 4.5 above within ten days after signature hereof, they will be held liable for the total of the school fees.
- 4.7 Sub-paragraphs 4.5 and 4.6 are not applicable in respect of school fees payable in respect of children enrolled in the Pre Primary School.

5. **WAIVER**

- 5.1 No waiver of any of the conditions and provisions of this agreement shall be binding for any purpose unless reduced to writing and signed by either party granting such waiver and any such waiver shall only be of force for the specific occasion and for the given purpose for which it is granted.
- 5.2 No omission or deferment on the part of any party in the exercise of any right, authority or privilege shall serve as a waiver; neither shall any single or partial exercise of any right, authority or privilege serve to the exclusion of any other or further exercise thereof or the exercise of any other right, authority or privilege.

6 **SPECIAL AUTHORITY**

- 6.1 The parents hereby agree that the Governing Body and/or members of staff or their duly authorised representatives may, in the event of a medical emergency, grant permission in their stead for any medical or surgical treatment and/or procedure which may be necessary in respect of any injury which the child(ren) may suffer during school hours or during participation in school activities as described herein, provided that, where practically possible, the parents must be notified prior to the granting thereof and the medical practitioner of the parents as indicated on the application form annexed hereto shall be used in respect thereof.
- 6.2 The parents undertake jointly and severally to compensate the Governing Body and/or members of staff or their duly authorised representatives on demand for any and all in sub-paragraph 6.1 anticipated expenses.

7 **BREACH**

- 7.1 In the event of the parents being in default of payment of the school fees or any other amounts which in terms hereof are payable then:
- i) Interest at a rate of 26,5 % per annum will be levied on all such amounts which are due as calculated from the date upon which it became payable;
 - ii) In the event of monthly or quarterly payments of school fees, the whole of the outstanding balance will become immediately due and payable;
 - iii) Legal steps will be instituted against them without prior notification for the recovery of such arrear fees in which event the parents will be liable for all legal costs and expenses as between attorney and own client including such collection commission which may lawfully become due;
 - iv) A certificate representing to be issued by the Governing Body or its duly authorised representative and which certifies the outstanding balance due, shall be accepted as *prima facie* proof of such indebtedness and will be of sufficient evidentiary weight to entitle the Governing Body to apply for judgment by default, summary judgment or provisional sentence in any competent court jointly and

severally against the parents for the amount as stated in the certificate and the parents accordingly accept the onus to refute the amount as not being the amount due.

8 NOTICES AND DOMICILIA

8.1 The parties choose as their *domicilium citandi et executandi* for purposes of legal steps the following addresses:

GOVERNING BODY: Charlo Primary School
Miles Road
Charlo
PORT ELIZABETH

PARENT: _____

8.2 Any change in the domicilium of a party will be conveyed to the other party in writing, albeit by registered post, hand delivered letter or facsimile transmission from which date such new address will serve as such party's *domicilium citandi et executandi*.

9. WARRANTY

The Principal of the school warrants that he is authorised to sign this agreement on behalf of the Governing Body.

10. FINAL AGREEMENT

This agreement represents the whole of the agreement between the parties with reference to the subjects therein contained and no amendment of any terms thereof will be of any force or effect unless reduced to writing and signed by both parties.

DATED at PORT ELIZABETH this _____ day of _____ 20 _____

AS WITNESSES:

1. _____

2. _____

**PRINCIPAL in his capacity as
representative of the Governing Body**

DATED at PORT ELIZABETH this _____ day of _____ 20 _____

AS WITNESSES:

1. _____

2. _____

FATHER/GUARDIAN

MOTHER/GUARDIAN