



Annexure A



# CHARLO PRIMARY SCHOOL APPLICATION FOR ADMISSION

Official use only

Date Received:

Grade

Accepted

Not Accepted

Pending

Incomplete Documentation

Application for Grade

Pre	R	1	2	3	4	5	6	7	P
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Month \_\_\_\_\_ Year \_\_\_\_\_

Preferred Language of Tuition

ENG

AFR

### LEARNER

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Christian Name(s): \_\_\_\_\_ Sex:  F  M

Date of Birth:

ID

Home Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

South African Citizen:  YES  NO

Home Language: \_\_\_\_\_

### 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: \_\_\_\_\_

Method of transport to and from school: \_\_\_\_\_

**Current School:** \_\_\_\_\_

Address of School: \_\_\_\_\_

Current Grade: 

Pre	R	1	2	3	4	5	6	7	P
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 Grade(s) Retained: \_\_\_\_\_

**Parents / Brothers / Sisters at Charlo** (Currently or previously – names and years): \_\_\_\_\_  
\_\_\_\_\_

**State of Health:** (Please supply any detail school should know) \_\_\_\_\_  
\_\_\_\_\_

**Extra-mural Programme:**

The school expects of learners 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 have held at current school (e.g. Prefect, Captain, Media Prefect).

\_\_\_\_\_  
\_\_\_\_\_

**Other Information:**

If there is any other information you would like to mention, please 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:**

Do you, as parent, have any objection to your child's participation in:

1. Religious Education:  YES  NO
2. Assembly:  YES  NO
- (Indicate with a cross)

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 end February       | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | (Please indicate with a cross) |
| 2. Paying monthly by cash over 11 months |  |                                |
| 3. By Debit Order                        |  |                                |
| 4. Quarterly in advance                  |  |                                |

An administration fee will be requested once the application has been accepted. This will be taken as part payment of the first month's school fees. **This will be a non refundable deposit.**

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 DOCUMENTS ACCOMPANY THE APPLICATION.**

1. Copy of Immunisation Certificate.
2. Copy of Birth Certificate.
3. Transfer form from previous school (where applicable).
4. Copy of latest report from present school (where applicable).
5. Proof of residential address.
6. Completed Memorandum of Agreement of which this form will be Annexure B.
7. Copies of both parent's identity documents

**Please note that your application can be regarded as unsuccessful if you have not heard from the school before 30 June.**

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.**

**SPORT / CULTURE**

ATHLETICS  
RUGBY  
NETBALL  
TENNIS  
HOCKEY  
CRICKET  
CHESS

MINI-RUGBY  
MINI-NETBALL  
MINI-TENNIS  
MINI-HOCKEY  
MINI-CRICKET  
BALL SKILLS

CONCERT  
SENIOR CHOIR  
JUNIOR CHOIR  
SPORT / CULTURE TOURS  
ARTS FESTIVALS  
ENTREPRENEURS  
OUTDOOR EDUCATION

**OTHER ACTIVITIES**

CHILD ART  
JUNGLE GYM KIDZ  
FUTURE KINGS

BALLET  
DANS

KARATE  
DRAMA  
PEE-WEE'S

**PARENTAL INVOLVEMENT AT CHARLO**

**GOVERNING BODY:** FINANCES, MARKETING, COMPUTER DEVELOPMENT, MAINTENANCE OF BUILDINGS, LIAISON, HIGH ACADEMIC STANDARDS.

**PARENT-TEACHERS ASSOCIATION:** CLASS REPRESENTATIVE, 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:

- 2.1 Accept and respect the school's motto and mission which they admit has been brought to their attention;
- 2.2 To accept and respect the disciplinary rules of the school which they admit has been brought to their attention;
- 2.3 To accept and respect the authority of the principal, the teaching staff and the committee members;
- 2.4 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;
- 2.5 To notify the principal immediately in the event of the intended removal of the child(ren) from the school; and
- 2.6 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 "A" 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 its 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 parent's 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:

7.1.1 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;

7.1.2 In the event of monthly or quarterly payments of school fees, the whole of the outstanding balance will become immediately due and payable;

7.1.3 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;

7.1.4 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**

**DATED** at **PORT ELIZABETH** this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**AS WITNESSES:**

1. \_\_\_\_\_

\_\_\_\_\_  
**FATHER/GUARDIAN**

2. \_\_\_\_\_

\_\_\_\_\_  
**MOTHER/GUARDIAN**