

ELICA



PRIMARY SCHOOL

NG Pre Schools cc No. 2000/058227/23 t/a Dept. of Education registration no. 2010068

Hostel Tel: 078 1584 839

School address: Harley St 226 – 228, Eduan Park, Polokwane, Tel: 015 298 8304

Email: mail@elicaprimarieschool.co.za

APPLICATION for admission as a scholar 2021

PLEASE COMPLETE IN BLACK INK AND CAPITAL LETTERS AND INITIAL THE BOTTOM RIGHT CORNER OF EACH PAGE

Surname

First names in full

Date of birth Identity Number

Male/Female Grade

Sibling at Elica YES / NO If YES, what grade?

Proposed grade of entry RELIGION

Day Scholar / Boarder / Full Day Home Language

If a Day Scholar, indicate whether your child will be using a Taxi or Own transport.

Parent / Guardian 1 (Full names)

Identity Number (copy I.D. to be attached)

Full postal address

Full residential address

Telephone (H) Telephone (B)

Facsimile Cellular number

Email address

Parent/Guardian 2 (Full names)

Identity Number (copy I.D. to be attached)

Full postal address

Full residential address

Telephone (H) Telephone (B)

Facsimile Cellular number

Email address

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Employer Information

EMPLOYMENT DETAILS: I / we hereby consent to my/our employer/s divulging my/our employment history and details to the school, if and when required

Mrs / Miss

Company Name: _____

Company Physical Address: _____

Company Postal Address: _____

Company Telephone: _____

E-mail address: _____

Employee Number: _____

Supervisor Name & Surname: _____

Supervisor Telephone: _____

CONFIRMED: **YES / NO**

Mr

Company Name: _____

Company Physical Address: _____

Company Postal Address: _____

Company Telephone number: _____

E-mail address: _____

Employee Number: _____

Supervisor Name & Surname: _____

Supervisor Telephone: _____

CONFIRMED: **YES / NO**

I DECLARE, THAT TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS ACCURATE AND CORRECT



SCHOOL FEE AGREEMENT – ELICA PRIMARY SCHOOL

I / We the undersigned,

1. _____ Parent / Legal guardian

and

2. _____ Parent / Legal guardian

Application:

Full names Surname & ID of child: _____

I/We agree to conform to all rules and regulations as laid down by Elica Primary School from time to time.

1. I/We acknowledge that I/we are jointly and severally liable for the payment of the full amount of fees and disbursements to be charged by Elica Primary School in respect of the whole period during which my/our son/daughter is registered as a scholar at Elica Primary School. This amount includes, but is not limited to, any other fees and/or disbursements charged by Elica Primary School from time to time. I/We declare that I/we am/are in a financial position to pay the school fees as adopted.
2. I/We agree to pay all fees and disbursements charged by Elica Primary School in advance on/before the first day of each term or as selected on the Payment Options form.
3. I/We agree to pay 5% interest per month on overdue school fees and disbursements, calculated per outstanding period from the day of default.
4. I/we acknowledge that I/we am/are aware, of and agree to, the fact that the registration fee of R..... paid by me in regard to my son/daughter is non-refundable and will be forfeited in the event of my cancelling the registration of my son/daughter.
5. I/We acknowledge that any indulgence or extension granted by Elica Primary School with regard to payment of school fees will not be regarded as a waiver of any of the rights of Elica Primary School.
6. **I/We acknowledge that in the event of school fees not being paid by the due date, whether by way of a term's advance payment or monthly debit order, such failure on my/our part will cause the whole outstanding balance of the annual school fees then outstanding to become immediately due and payable.**
7. I/We acknowledge that without limiting or detracting from Elica's rights to enforce payment of any and all monies due to the school by the Applicant, Elica Primary School may in its sole discretion:
 - 7.1 **The Scholar's school report remains the property of the school until full and final settlement of school fees due.**
 - 7.2 **Refuse the return of the Scholar to Elica Primary School until the arrear school fees are paid up to date (see below – termination).**
8. I/We acknowledge that in the event of Elica Primary School being obliged to hand over for collection to its attorneys any outstanding school fees, I/we shall be liable for all legal costs on a client / attorney scale.
9. After 30 days of arrears not being paid or the account being handed over to attorneys, in the absence of any arrangement with the school, the parents may be notified or refused access.

TERMINATION AND / OR CHANGE OF ENROLMENT STATUS

Once the scholar has entered the School/Pre-School/Hostel, a clear term's written notice of withdrawal must be given to the Management, if the parent wishes to terminate this contract for any reason and to withdraw the scholar prior to the final exit examination. If such notice is not given, a full term's fees, at the rate applicable for the next term in which the scholar would have been, shall be paid in lieu thereof. A full term's notice is applicable when changing a learner's enrolment status.

Likewise, if the School elects for any reason to terminate this contract, then it may do so, on giving the parent a clear term's written notice of its decision to terminate the contract at the end of the term in question, at which time the parent must withdraw the scholar. I/we consent that all particulars with regard to outstanding school fees may be declared on a Transfer Letter issued.

Notwithstanding the above, in circumstances where Management in its own discretion determines a shorter period of notice to be appropriate, then the School may give the parent thirty days written notice of such termination.



INDEMNITY

We indemnify Elica Primary School and its staff or their authorised agents against any and all claims that may arise from any injury, death, loss, damages, costs or expense, including legal costs, suffered by me or my son/daughter at any time whilst enrolled as a scholar at Elica Primary School. Unless otherwise specified, I hereby authorize Elica Primary School to get the pupil to the nearest Provincial Hospital or Clinic in case of medical emergency.

This agreement contains the entire agreement between the parties and no amendments will be of any force or effect unless reduced to writing and signed by both parties.

SIGNED.....

(Parent/Guardian 1)

SIGNED.....

(Parent/Guardian 2)

VIS MAJOR

VIS MAJOR means in relation to the partnership any circumstances beyond the control of the Partnership including but without limitations of God, explosions, food, tempest, fire or accident or sabotage, insurrection civil disturbance, sickness, quarantine, pandemics, Government intervention, weather condition or other unforeseen occurrences. Elica Primary School shall not be deemed to be in breach of this terms and conditions or otherwise be liable to you by reason of delay of any of its obligations hereunder to the extent that any such delay or non-performance is due to a VIS MAJOR. If Elica Primary School is affected by VIS MAJOR which make it impossible to perform in Terms of this agreement it shall be entitled to and may in its sole and absolute discretion vary or cancel any agreements. Payments of any refunds as a result of non-performance of any, Elica Primary School obligations hereunder shall remain in its sole discretion.

PLEASE NOTE THAT CERTAIN DOCUMENTS MUST ACCOMPANY THIS APPLICATION

1. Certified copy of Birth Certificate or Identity Document of scholar.
2. Certified copy of Identity Document of EACH parent and/or guardian.
3. Copy of latest report from the scholar's present school. If the mid-year report is not available at the time of submission, the previous year's December report should be submitted and the mid-year report to be forwarded as soon as it is available.
4. Completed Declaration by scholar's present school.
5. Completed Options of Payment Form.
6. Completed Consent for Credit Check (South African residents only).
7. Payslips & Bank statements (not older than three months) – Proof of Residence.

YOUR APPLICATION WILL NOT BE CONSIDERED IF THE ABOVE-MENTIONED ITEMS DO NOT ACCOMPANY THE APPLICATION FORM

CONSENT FOR CREDIT CHECK



I, _____ [parent]

of _____ [name of child/children]

Accept that the School reserves the right to conduct appropriate credit checks on prospective parents / persons responsible for payment of school fees and requires the consent to do so from the person(s) responsible for payment of fees, in order to consider and process this application.

The applicant hereby acknowledges and agrees that Elica Primary School may:

- a) Perform a credit search on the applicant's record with one or more registered Credit Bureau when assessing the applicant's application for admission.
- b) Monitor the credit applicant's behaviour by researching his/her record at one or more of the Credit Bureau.
- c) Use new information and data obtained from the Credit Bureau.
- d) Record the existence of the applicant's account with any Credit Bureau.
- e) Record and transmit details of how the applicant has performed in meeting his/her financial obligation to the School.

Father's / Mother's details:

ID No: _____ RSA ID: Y N Title: _____

Surname: _____ Marital status: _____

Date of birth: _____

Home address: _____

Postal address: _____

Telephone: _____ (h) _____ (w)

Employment: _____ [Occupation]

Employer: _____ [Employer]



Payment Information

Dear Parents

The **Payment Option Form** is attached and should be completed and returned to the school by no later than 2 days after collection of application form date

Detailed below are the various payment options.

Annual Payment:

Fees are due, in full, before the first day of the first term. A discount of 4% will be awarded to accounts with fees settled, in full, before 20 January 20_____.

Termly Payment:

Termly fees are due for payment before the first day of each term. _____

Should you select the annual or termly payment option and your payment is not received on the due date, your account will automatically default to the monthly option and the administration fee will be charged to your account.

Monthly Payment:

Monthly fees will be billed over 12 months, from January to December. Payment is due on or before the 1st day of each month, **an administration fee of R75.00 will be charged on late payments.**

The debit order deduction date for monthly payments will be on the last working day of every month, starting on 20th of each month _____ (Date of salary)

The Payment Option Form, 2021 Fees Schedule and Debit Order Authorisation Form are attached.

You will receive a statement in December _____ showing fees due for payment in January 2021 (based on your selection).

Should you have any queries regarding the above, please do not hesitate to contact the accounts department for assistance. We thank you in advance for your co-operation and assistance in ensuring a smooth transition to 2021.

20..... PAYMENT OPTIONS FOR SCHOOL ACCOUNTS

Kindly complete the sections and email to mail@elicaprimarieschool.co.za

FAMILY INFORMATION:

Surname:	School Account No:
E-Mail:	
Tel No:	Cell No:

Children's Names	Grade	Children's Names	Grade

FEE BILLING OPTION – PLEASE TICK YOUR SELECTION:

Option 1 – Annual Fee Billing	By 20 January 20____	
Option 2 – Termly payment	By 1 st day of each Term	
Option 3 – Monthly payment	By 1 st of each month, starting _____ 20____	

FEE PAYMENT OPTION – PLEASE TICK YOUR SELECTION:

DEBIT ORDER Fees Termly and Extras Monthly	
CREDIT CARD / DEBIT CARD	
EFT	

**NO CASH PAYMENTS WILL BE ACCEPTED
UNLESS INFORMED IN WRITING WRT
PAYMENTS FOR TRIPS ETC.**

BANKING DETAILS	ELICA PRIMARY SCHOOL	DINO'S STUDENT HOSTEL	PRE-SCHOOL
Account Name	Elica Primary School	Dino's Student Hostel	Pre-School
Bank	ABSA	ABSA	FNB
Branch Name	Polokwane	Polokwane	JEFFREYS
Account Number	405 3594674	404 9146728	62879492222

Signed By : _____

Date : _____

Signature : _____



2021 SCHOOL FEES
MONTHLY / TERMLY DEBIT ORDER AUTHORIZATION

Please complete and return this document before 15 JANUARY 2021

DEBIT ORDER INSTRUCTION-PLEASE TAKE NOTE YOU (ACCOUNT HOLDER) MUST INSTITUTE, THE DEBIT ORDER, INSTRUCT AND AUTHORIZE YOUR BANK

I hereby agree that the School may debit my account in respect of school fees and other amounts due to the School under the following conditions:

- 1 The debit to my account shall be value of the fees divided by 12 for monthly payments or 4 for termly payments plus ad hoc charges that may arise from time to time.
- 2 The deduction will be made on the dates as stipulated on the Payment Options Form.
- 3 Changes in fees, amounts owing, and debit order amounts will be advised prior to any such change being effected.
- 4 This authority may be cancelled by me by giving 30 days' notice, in writing, by prepaid registered post.
- 5 Details of each withdrawal will be printed on my bank statement or an accompanying voucher.
- 6 If, for any reason, the debit order is rejected, the School shall have the automatic right to **double** the amount of the debit order in the following month.
- 7 In the event of the debit order being rejected, the School shall have the right to recover bank charges and any other costs associated with the rejected debit order, as well as all Attorneys and own client costs which could be incurred in the event of legal action being instituted for recovery of outstanding amounts.
- 8 The Magistrate's Court shall have jurisdiction in any legal action which could be instituted for recovery of amounts due in terms of the aforementioned paragraph.

The details of my bank account are as follows:

Name of account holder: _____

Name of Bank/Building Society: _____

Branch name and town: _____

Branch Number:

--	--	--	--	--	--	--

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Type of Account: Current Transmission

(Note: This debit order is only able to operate on a current or transmission account)

Signed: _____
Father/Guardian

Signed: _____
Mother/Guardian



MEDICAL ADMISSION FORM

FULL NAME: _____

DATE OF BIRTH: ____/____/____ ENTRY GRADE _____ DAY/BOARDER _____

FULL NAME AND SURNAME: FATHER : _____

MOTHER : _____

PHONE: H: _____ B: _____ CELL: _____

RESIDENTIAL ADDRESS: _____

E-MAIL ADDRESS: _____

MEDICAL AID DETAILS

NAME OF SCHEME _____ OPTION _____

PRINCIPAL MEMBER _____ I.D. NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MEDICAL AID NUMBER _____ DEPENDANT CODE _____

Please note: A copy of both sides of medical aid card, together with a copy of the identity book of the principal member must accompany this form

PLEASE SUPPLY THE FOLLOWING VITAL INFORMATION FOR OUR RECORDS

DATE OF LAST TETANUS TOXOID INJECTION _____

ALLERGIES (Bee stings, medication, etc.) _____

OPERATIONS (Grommets, tonsillectomy, etc.) _____

SERIOUS ILLNESS (Rheumatic fever, hepatitis, malaria, etc.) _____

PERMANENT CONDITIONS (Asthma, diabetes, ADHD, etc.) _____

PERMANENT TREATMENT (Inhalers, insulin, Ritalin, etc.) _____

PSYCHOLOGICAL HISTORY (Anorexia, depression, etc.) _____

OTHER (Bed-wetting, fear of the dark, etc.) _____

(Please supply details on a separate sheet, if necessary)

DAY SCHOLAR: NAME OF DOCTOR: _____ TEL NO. _____

ALL SCHOLARS WILL AUTOMATICALLY FALL UNDER THE CARE OF THE SCHOOL DOCTOR/HEALTH CARE PRACTITIONER APPOINTED BY THE SCHOOL.

CONSENT TO OPERATE

I agree that if, in the opinion of the Headmaster or his Deputy, an emergency has arisen and the parents cannot be contacted, the Headmaster or his Deputy, or a staff member nominated by the Headmaster or his Deputy, has authority to permit a Medical Practitioner, Dentist or other auxiliary Medical Practitioner nominated by him/her to carry out any treatment, or administer a general anaesthetic, or perform any operation that may be considered necessary in the circumstances, on my child.

Legal Guardian

Date

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Email: mail@elicaprimarieschool.co.za

INDEPENDENT EDUCATION BOARD (IEB) APPLICATION FOR IMMIGRANT STATUS

(To be completed by international students who have never been schooled in South Africa)

	Date
Name of scholar	
Date of Birth	
School	

Grade	Year	School	Town/City	Country

Documents Attached: _____
(Copy of most recent report; reference from school confirming attendance of student)

Signature of Principal : _____

Date : _____

CHECK LIST

OFFICE USE ONLY

**Pages: 12-19 to Parents (Pg. 12 return)
Hostel Policy (Parents to keep)
Tablet Policy (Sign and return)**

Page Nr	TOPIC	CHECK ✓
1	Application Form	
2 & 3	Employer Information / School Fee Agreement	
4	Indemnity	
5	Consent Credit Check	
6 & 7	Payment Information & Options	
8	Debit ORDER Authorisation	
9	Medical Admission Form	
10	IEB Form	
11	Check List	
12	Declaration by scholar's current school (Return to be filed)	
13 - 20	Documentation to parents	
16-17	Information on stationery & books.	
18 & 19	School Rules & Code of Conduct	
Attachment	Signed Tablet Policy (Gr 4 – Gr 7) (to be filed in learners file)	
Attachment	Acknowledge receipt of Hostel Policy (applicable hostel only)	

Additional Documents (Copied and Original)	CHECK ✓
ID (Mother & Father)	
Birth Certificate of Child	
Medical Card	
Clinic Card	
Report from previous school	
Each parent has signed each page of the School Contract	
Office personnel has signed each page of the School Contract with parent	
Pay slips & Bank statements (not older than three months) – Proof of Residence	

Admin Signature : _____

Date : _____



TO BE RETURNED TO OUR OFFICE ASAP

DECLARATION BY SCHOLAR'S CURRENT SCHOOL

The following scholar is applying to attend Elica Primary School. Kindly complete this form and fax to 0866 104 784

Name of scholar:

Name of present school:

School telephone number:

School fax number:

Present Grade:

Number of years at present school:

Any known problems: (Family, emotional, remedial, medical, behavioural and ability to adapt).
.....
.....

Sports participation:

Team:

Name of Person responsible for fee payment:

Fees: Termly: R.....

Annual: R.....

(Paid up to date / not paid up to date / irregular payments)

Other comments:

.....

Date:

Signature of Principal:

School Stamp





FEE STRUCTURE

2021

(Subject to change)

DAY SCHOLARS			BOARDERS	
GRADE	ANNUAL	MONTHLY x 12 (Gr 7 x 10)	ANNUAL	MONTHLY
PRE-SCHOOL	16 800	1 400	58 200	4 850
FULL DAY PRE-&PRIMARY	27 840	2 320		
GR 1-6	20 520	1 710	58 200	4 850
GR 7 10 MONTHS	21 600	2 160 GR7 10 months	58 200	5 820 GR 7 10 months
GR 7 FULL DAY		2 780		

- A non-refundable registration fee will be payable upon registration, per learner:
 - Pre – School / Day Scholar R2 800.00
 - Hostel R6 600.00
 - After Care R3 000.00
- A term's notice is required before removing a scholar or changing a scholar's enrolment status.***
- Fees are payable annually, termly or, monthly. **Payments may be made by debit order, bank transfer, credit / debit card.**
- Other expenses must be paid at the time the expense arises or as arranged with the Finance Department.
- For boarders, pocket money is payable at the beginning of each term and issued to scholars by their house-parents during the term.

BANKING DETAILS	ELICA PRIMARY SCHOOL	DINO'S STUDENT HOSTEL	PRE-SCHOOL
Account Name	Elica Primary School	Dino's Student Hostel	Pre-School
Bank	ABSA	ABSA	FNB
Branch Name	Polokwane	Polokwane	JEFFREYS 670
Account Number	405 3594674	404 9146728	62879492222



CLOTHING LIST

**AVAILABLE AT SNAPPERS 78 MARKET STREET, POLOKWANE
(015) 297 0928**

<u>GIRLS SCHOOL UNIFORM</u>			
<u>SUMMER</u>		<u>WINTER</u>	
ELICA SKIRTS	(HOSTEL X 3)	GREY LONG PANTS	(HOSTEL X 3)
WHITE S/SLEEVE SHIRT	(HOSTEL X 3)	WHITE L/SLEEVE SHIRT	(HOSTEL X 3)
WHITE ANKLETS	(HOSTEL X 3)	WHITE ANKLETS	(HOSTEL X 3)
PULLOVER		ELICA TIE	
BLACK (POLISHABLE) SHOES/BATA		ELICA JERSEY / BLAZER	
SCHOOL BAG		BLACK (POLISHABLE) SHOES	
		SCHOOL BAG	

<u>BOYS SCHOOL UNIFORM</u>			
<u>SUMMER</u>		<u>WINTER</u>	
WHITE S/SLEEVE SHIRTS	(HOSTEL X 3)	GREY LONG PANTS	(HOSTEL X 3)
GREY SHORTS	(HOSTEL X 3)	WHITE L/SLEEVE SHIRTS	(HOSTEL X 3)
GREY SOCKS	(HOSTEL X 3)	GREY SOCKS	(HOSTEL X 3)
PULLOVER		BLACK (POLISHABLE) SHOES /BATA	
BLACK (POLISHABLE) SHOES /BATA		ELICA JERSEY / BLAZER	
SCHOOL BAG		ELICA TIE	
		SCHOOL BAG	

<u>SPORTSWEAR</u>	
<u>GIRLS</u>	<u>BOYS</u>
ELICA TRACK SUIT	ELICA TRACK SUIT
ELICA PT SHORT	ELICA T SHIRT
ELICA T SHIRT	ELICA PT SHORT
WHITE (RUNNING SHOES) TEKKIES	WHITE (RUNNING SHOES) TEKKIES
<u>SCHOOL SHOP</u>	
ELICA SUN HATS (SUMMER - SCHOOL SHOP)	ELICA SUN HATS (SUMMER – SCHOOL SHOP)
SCARVES, BEANIES AND GLOVES	SCARVES, BEANIES AND GLOVES

CASUAL CLOTHING LIST FOR BOARDERS

GIRLS		BOYS	
Panties	12	Underpants	8
Bras (flesh-coloured for school wear)	4	Pyjamas	3
Pyjamas	3	Slippers/Slops	1
Dressing Gown	1	Vests (optional)	2
Slippers	1	Jeans/Shorts/Tracksuit pants	2
Vests/Spencer (optional)	2	Casual Shirts/T-shirts	6
Casual Shoes	2	Jerseys/Tops/Tracksuit Tops	3
		Toilet bag (toiletries, nailbrush, toothbrush etc.)	1
Jeans/Shorts/Tracksuit Pants	4		
Dresses	2	Blanket	1
Towels	4	Duvet	1
Blanket	1	Duvet Covers	2
Duvet	1	Fitted Sheets	2
Duvet Covers	2	Pillowcases	2
Fitted sheets	2	Pillow	1
Pillow	1	Towels	4
Pillowcases	2	Coat hangers	6
		Permanent Marker Pen	1
Laundry Bags	2	Laundry bags	2
Coat hangers	6	Toilet rolls (monthly) x 12 rolls	
Toilet Bag (Toiletries – nailbrush, toothbrush, etc)		Omo washing powder 2kg (monthly)	
Toilet Rolls (monthly) x 12 Rolls		Tissues	1
Omo washing powder 2 kg (monthly)	1		
Tissues	1		
Permanent Marker pen	1		
Jerseys/Tops/Tracksuit tops	4		

- All items must be marked with a permanent marker;
- No radios, trunks, or TV or irons;
- All bedding, single beds only;
- Suitcases must be taken home after unpacking;
- All items must be taken home during school holidays;
- **Learners must be collected before 15h00 every second weekend, long weekends and school holidays. Dates available on year planner. (Subject to change).**



GRADE R

DESCRIPTION	QUANTITY
Ponal Wood Glue 120ml	2
A4 MEGA Colouring Book 80pg	1
A4 Bright Paper pad	1
Steadtler Retractable twisters	1
A4 Ream 80gm White Paper (Typek)	1
A4 72pg UNRULED Book	4
A4 Plastic Book Cover (clear)	1
Wax crayons (12 packet) Giant	1
Tissue box	1
Toilet paper 12 rolls	1 per term
Liquid Dettol Hand soap 500ml	1 per term
Scissor	1
Puzzle 36 piece	1
Wet wipes	2

GRADE 1

DESCRIPTION	QUANTITY
Pritt 43g	4
Ponal Wood Glue 120ml	2
A4 Ream 80gsm White paper (Typek)	1
A4 Bright paper pad	1
Shatterproof ruler	1
One-hole metal sharper	1 per term
Steadtler colouring pencils (packet of 12)	1 per term
Big Eraser	1 per term
STEADLER Pencil (Grey pencil)	10 per term
Retractable Crayons (packet of 12)	1 per term
Small Scissor	1
A4 Flip file 20pg	1
A5 Flip File 30 pg	4
A4 UNRULED book	2
A4 (72pg) Exercise Book-Feint & Margin	2
A4 (192pg) Hardcover Book-Feint & Margin (homework)	1
Modelling clay coloured	1
Pencil bag (material with zip)	1
A5 Quad book (72pg)	1
A4 17mm Feint & Margin (72pg)	1
Colouring book 240pages (or 304)	1
Puzzle 48 pieces (NO floor puzzles)	1
Liquid Dettol Hand soap	5
A4 Plastic envelope	1
Box tissues	1
Chair Bag	1

GRADE 2

DESCRIPTION	QUANTITY
Pritt 43g	1
Ponal Wood Glue 120ml	1
A4 Ream 80gsm White paper (Typek)	1
A4 Bright coloured pad	1
Shatterproof ruler	1
One-hole metal sharpener	1 per term
Steadtler colouring pencils (packet of 12)	1 per term
Big Eraser	1 per term
STEADLER pencils	10 per term
Small Scissor	1
Retractable Crayons (packet of 12)	1
A4 (72pg) UNRULED BOOK	1
A4(72pg) Exercise book feint & margin	7
A4 (192pg) Hardcover book-Feint & Margin	2
Pencil bag (material with zip)	1
Activity Book / Colouring book	1
Liquid Dettol Hand soap 500ml	5

GRADE 3

DESCRIPTION	QUANTITY
Oxford Bilingual Dictionary	1
Pritt 43g	4
Ponal Wood Glue 120ml	2
A4 Ream 80gsm White paper (Typek)	1
A4 Bright paper pad	1
Shatterproof ruler	2
One-hole metal sharpener	1 per term
Steadtler colouring pencil (packet of 12)	1 per term
Big Eraser	2 per term
STEADTLER pencils (grey pencils)	10 per term
Small Scissor	1
A5 (72pg) Exercise Book-Feint & Margin	3
A4 (72pg) Exercise Book Feint & Margin	5
Pencil bag (material with zip)	1
A4 Flip File 20 pages	1
A5 Flip file 30 pages	4
Liquid Dettol Hand soap	5
A4 (192pg) Hardcover book Feint & Margin	2



STATIONERY

(AVAILABLE AT PNA SAVANNAH)

GRADE 4

DESCRIPTION	QUANTITY
Oxford Bilingual Dictionary	1
Pritt 43g	4
A4 Ream 80gsm White paper (Typek)	1
A4 Bright coloured pad	1
Shatterproof ruler	1
One hole metal sharpener	1
Steadtler colouring pencil (packet of 12)	1
Steadtler Pastel	1
Big Eraser	2
Steadtler pencils (grey)	6
BIC pens - blue	6
Medium scissor	1
Highlighters	3
Flip file 50pg	2
Craft paint 50ml + brushes	3
A3 Drawing book	1
Pencil Bag (Material with zip)	1
A4 Plastic book covers (clear) (10 per pack)	
Liquid Dettol Hand soap	5
A4 (96pg) Hardcover book Feint Margin	5
A4 (192pg) Hardcover book Feint Margin	4

GRADE 5

DESCRIPTION	QUANTITY
Pritt 43g	1
A4 Ream 80gsm White paper (Typek)	1
A4 Bright coloured pad	1
Shatterproof ruler	1
One hole metal sharpener	1
Steadtler colouring pencil (packet of 12)	1
Steadtler Pastels	1
Big eraser	2
Steadtler pencils (grey)	6
BIC pens - blue	6
Medium Scissors	1
Highlighters	3
Flip file 20pg	2
A4 (192pg) Hardcover book, Feint & Margin	5
A4 (96pg) Hardcover book, Feint & Margin	2
A3 Drawing book	1
Flip file 50pg	2
Pencil bag (material with zip)	1
School Diary dated	1
Oxford Math set	1
Sharp ELSIMATE 231 Calculator	1
Craft Paint 50ml + brushes	3
Oxford Bilingual Dictionary (from grade 3)	1
Liquid Dettol Hand soap	5

GRADE 6

DESCRIPTION	QUANTITY
Pritt 43g	2
A4 Ream 80gsm White paper (Typek)	1
A4 Bright coloured pad	1
Shatterproof ruler	1
One hole metal sharpener	1
Steadtler colouring pencils (packet of 12)	1
Steadtler Pastels	1
Big Eraser	2
Steadtler pencil (grey)	6
BIC pens - blue	6
Medium Scissors	1
Highlighters	3
Flip file 20pg	2
A4 (192pg) Hardcover book, Feint & Margin	5
A4 (96pg) Hardcover book Feint & Margin	2
A3 Drawing book	1
Pencil bag (material with zip)	1
Flip file 50pg	1
School diary (dated)	1
Oxford Math set	1
Sharp ELSIMATE 231 Calculator	1
Craft Paint 50ml + brushes	3
Liquid Dettol Hand soap	5

GRADE 7

DESCRIPTION	QUANTITY
Pritt 43g	1
A4 Ream 80gsm White paper (Typek)	1
A4 Bright coloured pad	1
Shatterproof ruler	1
One hole metal sharpener	1
Steadtler colouring pencils (packet of 12)	1
Steadtler Pastels	1
Big Eraser	2
Steadtler pencils (grey)	6
BIC pens - blue	6
Medium Scissor	1
Highlighters	3
Flip file 20pg	2
A4 (192pg) Hardcover book Feint & Margin	8
A4 (96pg) Hardcover book Feint & Margin	2
Flip file 50pg	1
A3 Drawing book	1
Pencil bag (material with zip)	1
School Diary (dated)	1
Oxford MATH set	1
Sharp ELSIMATE 231 Calculator	1
Craft Paint 50ml + brushes	3
Liquid Dettol Hand soap	5
Ponal wood glue 120 ml	1

All books must be covered with any cover paper of choice. PLEASE DO NOT COVER WITH PLASTIC YET, because some teachers will provide subject cover that will indicate, name, grade and subject.



SCHOOL RULES

Revised 30 Sept 2016
Revised 29 October 2018
Revised 14 October 2019

1. Official language of teaching: English
2. All learners to participate in sports. Exceptions will be made for learners with a medical condition, for which a letter from a medical practitioner must be produced.
3. Dress code is prescribed. Neat appearance is essential:
 - *Clean shoes*
 - *Short and clean nails*
 - *Girls skirts' length must be 5 cm above the knee*
 - *Short or tied-up hair*
 - *No jewelry- except hoop or stud earrings (small and in silver or gold only)*
4. Absence for any reason must be communicated to the office ASAP.
Absence before or after a weekend or more than 3 days will need a medical note.
5. Adhere to the school's ENVIRONMENTAL POLICY:
 - *Save our environment*
 - *Respect Animal and Plant life*
 - *Always save water*
 - *DO NOT LITTER*
6. Homework is an important extension of class work. Homework to be done regularly and neatly and parents must sign homework. (Study Guides compulsory)
7. The school endeavors to create a balance between work, sports and play.
8. The following issues are important in this regard:
 - *No damage to property or gardens will be tolerated*
 - *Orderly line-up before school and after break times*
 - ***Chewing gum** is not allowed*
 - *No toys, guns or toy guns, and no electronic devices, and any sharp items or anything that can hurt people in any way are allowed on school premises*
 - *No fighting and/or bullying or wrestling allowed*
 - *No bad behavior, bad attitude, back-chatting or stealing will be tolerated*
 - *No pornographic material will be allowed on school premises*
 - *No swearing or personal remarks will go unpunished*

E-Books, or any other book fee will be strictly payable in advance at the beginning of the new school year. Upon deletion of E-Books, reloading will be payable once again.

**Breach of the above rules will lead to suspension from school.
RESPECT OTHERS, MOST OF ALL RESPECT YOURSELF AND
RESPECT THE SCHOOL'S BOOKS & PROPERTY**

EDUCATION MAKES A DIFFERENCE

**CODE OF CONDUCT – LEARNERS**

(Revised 2013-2015)
(Revised January 2018)

All learners have the right to education free of interference, intimidation and or physical abuse. Our Code of Conduct and School Rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at our school.

- Learners are expected at all times to behave in a courteous and considerate manner toward each other, all members of staff and visitors to the school. Disruptive, unruly and offensive behavior will not be tolerated.
- Learners are expected to abide by the School Rules with regards to appearance and behavior when representing our school both during school hours, at school and away from school.
- No learner has the right at any time to disrupt the learning activity of other learners, or will cause another learner physical or emotional harm (any kind of bullying will be dealt with)
- We have an official school uniform and learners are expected to be dressed neatly in full uniform, daily, without any exception.
- Learners are expected to respect our environment. No littering will be tolerated.
- Damage or vandalism to school property is strictly prohibited and any act of theft will not be tolerated.
- Learners will respect the beliefs, culture, dignity, religion, rights and privacy of other learners.
- No alcohol, drugs, cell phones or dangerous objects are allowed on our school premises. Smoking of cigarettes by learners is prohibited.
- All school rules should be adhered to and parents are encouraged to be involved in all matters regarding the discipline and progress of their child/children.

Education makes a difference