

ELICA



PRIMARY SCHOOL

ID PHOTO

NG Pre Schools cc No. 2000/058227/23 t/a Dept. of Education Registration no. 2010068
226 – 228 Harley St, Eduan Park, Polokwane, Tel: 015 298 8304
Email: mail@elicaprimarieschool.co.za

APPLICATION for admission as a scholar 2022/2023

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

Surname of child.....

First names of child in full

Date of birth Identity Number

Male/Female Grade

Sibling at Elica YES / NO If YES: Name, Surname and Grade Gr

Proposed grade of entry RELIGION

Day Scholar..... Home Language

Indicate whether your child will be using a Taxi or Own transport

Parent / Guardian 1 (Surname & Full names)

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

Full postal address

Full residential address

Telephone (w)Cellular number(1).....(2).....

Email address

Next of Kin Surname & NameCellular number Next of Kin.....

Parent/Guardian 2 (Surname & Full names)

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

Full postal address

Full residential address

Telephone (w)Cellular number(1).....(2).....

Email address

Next of Kin Surname & NameCellular number Next of Kin.....

ELICA



**PRIMARY
SCHOOL**

NG Pre Schools cc No. 2000/058227/23 t/a Dept. of Education registration no. 2010068
226 – 228 Harley St, Eduan Park, Polokwane, Tel: 015 298 8304
Email: mail@elicaprimarieschool.co.za

Employer Information

EMPLOYMENT DETAILS: I/we hereby consent to my/our employer/s divulging my/our employment history and details to the school, if requested. By signing this document I/we grant my my/our voluntary consent that my/our personal information may be processed, collected, and used and disclosed for lawful purposes. It may be disclosed to a third party should legal action/litigation be instituted. (POPI Act)

Mrs / Miss

Company Name: _____

Company Physical Address: _____

Company Postal Address: _____

Company Telephone: _____

E-mail address: _____

Employee Number: _____

Supervisor Surname & Name: _____

Supervisor Telephone: _____

CONFIRMED: **YES / NO**

Mr.

Company Name: _____

Company Physical Address: _____

Company Postal Address: _____

Company Telephone number: _____

E-mail address: _____

Employee Number: _____

Supervisor Surname & Name: _____

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:

Surname & Full names & 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 / month or as selected on the Payment Options form.**
3. (Yearly school fee increase, between 5%-10% at the SGB's discretion).
4. **I/We agree to pay 5% interest per month on overdue school fees and disbursements, calculated per outstanding period from the date of default.**
5. **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.**
6. 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.
7. **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.**
8. 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).**
9. 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.
10. **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 - CONTRACT WILL BE TERMINATED.**

TERMINATION AND / OR CHANGE OF ENROLMENT STATUS

Once the scholar has entered the School/Pre-School 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.**

I/we consent that all particulars with regard to outstanding school fees may be declared on a Transfer Letter issued.



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, and two ID photos of learner.
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 _____ (Surname & 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: _____



Payment Information

Dear Parents

The **Payment Option Form** is attached and should be completed and returned to the school by no later than two 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. **Grade 7 fees are payable over 10 months.**

Should you select the annual payment option and your payment is not received on the due date, your account will automatically default to the monthly option. Take note 5% interest per month on overdue school fees and disbursements will be charged, calculated per outstanding period from the date of default.

Termly Payment:

Termly fees are due for payment before the first day of each term. **Grade 7 fees are payable over 10 months.**

Should you select the termly payment option and your payment is not received on the due date, your account will automatically default to the monthly option. Take note 5% interest per month on overdue school fees and disbursements will be charged, calculated per outstanding period from the date of default.

Monthly Payment:

Monthly fees will be billed over 12 months, from January to December. **Grade 7 fees are payable over 10 months.** Payment is due on or before the 1st day of each month. ***Take note 5% interest per month on overdue school fees and disbursements will be charged, calculated per outstanding period from the date of default.***

The debit order deduction date for monthly payments will be on the last working day of every month.

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

You will receive a statement in December 2022 showing fees due for payment in January 2023 (based on your selection).

Should you have any queries regarding the above, please do not hesitate to contact the accounts department for assistance: mail@elicaprimarieschool.co.za

We thank you in advance for your co-operation and assistance, to ensure a smooth transition into 2023.

PLEASE DO TAKE NOTE: ADD 2.5% BANK CHARGES WHEN PAYING WITH A CREDIT / DEBIT CARD

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 Surname & Names	Grade	Children's Surname & Names	Grade

FEE BILLING OPTION – PLEASE TICK YOUR SELECTION:

Option 1 – Annual Fee Billing	By January 20th 2023	
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 (add 2.5% bank charges)	
EFT / CASH	

BANKING DETAILS	ELICA PRIMARY SCHOOL	PRE-SCHOOL
Account Name	NG Pre-School t/a Elica Primary School	Pre-School
Bank	ABSA	FNB
Branch Code	632005	210515
Account Number	405 3594674	62879492222

Signed By : _____

Date : _____

Signature : _____



SCHOOL FEES **MONTHLY / TERMLY DEBIT ORDER AUTHORIZATION**

Please complete and return this document before 15 JANUARY 2023

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

CHECK LIST

OFFICE USE ONLY

Pages: 13 – 20 to Parents

Page Nr	TOPIC	CHECK ✓
1	Application – Admission details	
2 & 3	Employer Information / School Fee Agreement	
4	Indemnity	
5	Consent for Credit Check	
6 & 7	Payment Information & Options	
8	Debit ORDER Authorisation (If applicable)	
9	Medical Admission Form	
10	IEB Form – Application for Immigrant Status	
11	Check List	
12	Declaration by scholar's current school (Return asap - to be filed)	
13 – 20	Documentation to parents – Fee structure	
14 & 15	Stationery Lists	
16 & 17	Book Lists	
18	School Clothing List	
19 & 20	School Rules & Code of Conduct	

Additional Documents (Copied and Original)	CHECK ✓
ID (Mother & Father)	
Birth Certificate and two ID Photos of learner	
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 : _____



DECLARATION BY SCHOLAR'S CURRENT SCHOOL

The following scholar is applying to attend Elica Primary School. Kindly complete this form and submit at Office or E-mail to: mail@elicaprimarieschool.co.za

Surname & 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

(Subject to change)

<u>GRADE</u>	<u>ANNUAL</u>	<u>MONTHLY</u>
PRE-SCHOOL	R18 000	R1 500
GR 1-6	R22 200	R1 850
GR 7	R22 200	R2 220 GR7 (10 months)

A non-refundable ONCE OFF registration fee will be payable upon registration, per learner.

1. ***Pre-admission amount payable for NEW pupils***

- Pre – School R2 800.00
- Primary School R2 800.00

2. ***A term's notice is required before removing a scholar or changing a scholar's enrolment status.***

3. Fees are payable annually, termly or, monthly in ADVANCE.

4. **Payments may be made by debit order, EFT, Credit / Debit card (add 2.5% bank charges) OR Cash.**

5. Other expenses must be paid at the time the expense arises, or as arranged with the Finance Department.

BANKING DETAILS	ELICA PRIMARY SCHOOL	PRE-SCHOOL
Account Name	NG Pre-School t/a Elica Primary School	Pre-School
Bank	ABSA	FNB
Branch Code	632005	210515
Account Number	405 3594674	62879492222

PLEASE DO TAKE NOTE WE DO NOT HAVE AFTERCARE FACILITIES – LEARNERS MUST BE COLLECTED NOT LATER THAN 14:30 DAILY.

ON SPORT DAYS – LEARNERS SHOULD BE COLLECTED NOT LATER THAN 15:30

THERE WILL BE NO SUPERVISION AVAILABLE

TO SAFEGAURD YOUR CHILD/REN PLEASE BE ON TIME.



STATIONERY AND BOOKS - (AVAILABLE AT PNA SAVANNAH)



PRE-SCHOOL STATIONERY & BOOKS AVAILABLE PNA SAVANNAH

DESCRIPTION	QUANTITY
Pritt Glue Stick 43g	4 for each term
A4 MEGA Colouring Book 80pg	1
A4 Bright Paper pad	1
Steadtler Retractable twisters	1
A4 Ream 80gm White Paper (Typek)	4
A4 72pg UNRULED Book	4
A4 Plastic Book Cover (clear)	1
Wax crayons (12 packet) Giant	1
Tissue box	2
Toilet paper rolls	12 for each term
Liquid Dettol Hand soap 500ml	5
Round edge small scissors ONLY	1
Puzzle 36 piece	1
Wet wipes	2
A4 Flip files (20 PAGE)	4
Play Dough (Coloured)	1
Chair bag	1
Skipping Rope	1

GRADE 1 STATIONERY & BOOKS AVAILABLE PNA SAVANNAH

DESCRIPTION	QUANTITY
Pritt 43g	4 for each term
A4 Ream 80gsm White paper (Typek)	4
A4 Bright paper pad	1
Shatterproof ruler	1
Sharpener	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
Round edge small scissor ONLY	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
A4 Plastic envelope	1
Box tissues	1
Chair Bag	1
Liquid Dettol Hand Soap 500ml	5

GRADE 2 STATIONERY & BOOKS AVAILABLE PNA SAVANNAH

DESCRIPTION	QUANTITY
Pritt Glue Stick 43g	1 per term
A4 Ream 80gsm White paper (Typek)	4
A4 Bright coloured pad	1
Shatterproof ruler	1
Sharpener	1 per term
Steadtler colouring pencils (packet of 12)	1 per term
Big Eraser	1 per term
STEADLER pencils	10 per term
Round edge small scissor ONLY	1
Retractable Crayons (packet of 12)	1 per term
A4 (72pg) UNRULED BOOK	1
A4(72pg) Exercise book feint & margin	4
A4 (192pg) Hardcover book-Feint & Margin	1
Pencil bag (material with zip)	1
Activity Book / Colouring book	1
Liquid Dettol Hand soap 500ml	5
Box Tissues	1
A4 Flip File (20 page)	1
A4 Flip File (30 page)	1
A4 Plastic envelope	1

GRADE 3 STATIONERY & BOOKS AVAILABLE PNA SAVANNAH

DESCRIPTION	QUANTITY
Oxford Bilingual Dictionary	1
Pritt 43g	1 for each term
A4 Ream 80gsm White paper (Typek)	4
A4 Bright paper pad	1
Shatterproof ruler	2
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
Round edge small scissor ONLY	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
A4 (192pg) Hardcover book Feint & Margin	2
Box Tissues	1
Liquid Dettol hand soap 500ml	5

Additional Grade 1 Classwork Books:

- 1X Simply the best Phonic Workbook 1 ISBN: 978-192000885-7
- 1X Simply Math Workbook 1 ISBN: 978-192000-811-6
- 1x Simply Math Workbook 2 ISBN: 978-192000-812-3
- 1x Simply English Workbook 1 ISBN: 978-192000-823-9
- 1x Trumpeter Numeracy Workbook 1 ISBN: 978-192000-877-2



STATIONERY

(AVAILABLE AT PNA SAVANNAH)

GRADE 4 STATIONERY & BOOKS AVAILABLE PNA SAVANNAH

DESCRIPTION	QUANTITY
Oxford Bilingual Dictionary	1
Pritt 43g	4
A4 Ream 80gsm White paper (Typek)	2
A4 Bright coloured pad	1
Shatterproof ruler	1
sharpener	1
Steadtler colouring pencil (packet of 12)	1
Steadtler Pastel	1
Big Eraser	2
Steadtler pencils (grey)	6
BIC pens - blue	6
Round edge medium scissor ONLY	1
Highlighters	3
Flip file 50pg	2
Pencil Bag (Material with zip)	1
Liquid Dettol Hand soap	4
A4 (96pg) Hardcover book Feint Margin	5
A4 (192pg) Hardcover book Feint Margin	4

GRADE 5 STATIONERY & BOOKS AVAILABLE PNA SAVANNAH

DESCRIPTION	QUANTITY
Pritt 43g	1
A4 Ream 80gsm White paper (Typek)	2
A4 Bright coloured pad	1
Shatterproof ruler	1
sharpener	1
Steadtler colouring pencil (packet of 12)	1
Steadtler Pastels	1
Big eraser	2
Steadtler pencils (grey)	6
BIC pens - blue	6
Round edge medium scissors ONLY	1
Highlighters	3
Flip file 20pg	2
A4 (192pg) Hardcover book, Feint & Margin	5
A4 (96pg) Hardcover book, Feint & Margin	2
Flip file 50pg	2
Pencil bag (material with zip)	1
School Diary dated - OPTIONAL	1
Oxford Math set	1
Oxford Bilingual Dictionary (from grade 3)	1
Liquid Dettol Hand soap 500ml	4

GRADE 6 STATIONERY & BOOKS AVAILABLE PNA SAVANNAH

DESCRIPTION	QUANTITY
Pritt 43g	2
A4 Ream 80gsm White paper (Typek)	2
A4 Bright coloured pad	1
Shatterproof ruler	1
sharpener	1
Steadtler colouring pencils (packet of 12)	1
Steadtler Pastels	1
Big Eraser	2
Steadtler pencil (grey)	6
BIC pens - blue	6
Round edge medium scissors ONLY	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) - OPTIONAL	1
Oxford Math set	1
Liquid Dettol Hand soap 500ml	4
Oxford Bilingual Dictionary	1

GRADE 7 STATIONERY & BOOKS AVAILABLE PNA SAVANNAH

DESCRIPTION	QUANTITY
Pritt 43g	2
A4 Ream 80gsm White paper (Typek)	2
A4 Bright coloured pad	1
Shatterproof ruler	1
sharpener	1
Steadtler colouring pencils (packet of 12)	1
Steadtler Pastels	1
Big Eraser	2
Steadtler pencils (grey)	6
BIC pens - blue	6
Round edge medium scissor ONLY	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) - OPTIONAL	1
Oxford MATH set	1
Liquid Dettol Hand soap 500ml	4
Oxford Bilingual Dictionary	1

All books must be covered with any cover colour / decorative paper of choice.

PLEASE DO NOT COVER WITH PLASTIC YET, because some teachers will provide subject cover that will indicate name, grade and subject.

ELICA PRIMARY SCHOOL BOOKLIST FOR 2022



Dear Parents

RE: TEXTBOOK SUPPLY 2022

We are offering the service of pre-packing the books and stationery and delivering to your home or office.

Please place orders for your textbooks and stationery as soon as possible.

For any issues when ordering you can contact the DC Books Customer Services through the Live Chat line on their website at: <https://dcbooks.co.za/> The online chat is available until 10pm every evening and is located at the bottom right-hand corner of the website dcbooks.co.za. Please address all your queries with DC Books directly and not with the school as they are in a better position to assist.

HOW TO ORDER:

Go to the DC Books Website <https://dcbooks.co.za/> then select the link to School Books and Stationery then select 2022 School Year, then select Elica Primary School, where all the Grades are listed or alternatively you can click on the direct grade links below to access the Elica Primary School Textbooks and Stationery :- Grade 4 Textbooks and Stationery link

[https://dcbooks.co.za/Grade-4-Textbooks-](https://dcbooks.co.za/Grade-4-Textbooks-c125217751)

[c125217751](https://dcbooks.co.za/Grade-4-Textbooks-c125217751) Grade 5 Textbooks and Stationery

link

[https://dcbooks.co.za/Grade-5-Textbooks-](https://dcbooks.co.za/Grade-5-Textbooks-c125218001)

[c125218001](https://dcbooks.co.za/Grade-5-Textbooks-c125218001) Grade 6 Textbooks and Stationery

link

<https://dcbooks.co.za/Grade-6-Textbooks-c125217502>

Grade 7 Textbooks and Stationery link [https://dcbooks.co.za/Grade-7-](https://dcbooks.co.za/Grade-7-Textbooks-c125218002)

[Textbooks-c125218002](https://dcbooks.co.za/Grade-7-Textbooks-c125218002)

**TO ENSURE YOUR CHILD HAS ALL THE BOOKS TIMEOUSLY PLEASE PLACE ORDERS
AS SOON AS POSSIBLE**

FOR ASSISTANCE PLEASE CONTACT SIR STEFAN VAN WIJK – stvanwijk@gmail.com

or w/app 060 693 4939

Grade 4

<https://dcbooks.co.za/Grade-4-Textbooks-c125217751>

Subject	PHYSICAL BOOK ISBN	TITLE	PHYSICAL BOOK PRICE
Social Science	9780195996340	Grade 4 Oxford Successful Social Sciences Learner Book	125.00
Natural Science	9780199050550	Grade 4 Oxford Natural Sciences and Technology Learner Book	155.00
Life Skills	9780199048366	Grade 4 Oxford Life Skills Learner Book	125.00
Afrikaans	9780636119895	Grade 4 Afrikaans Sonder Grense - EAT Leerderboek	170.00
Afrikaans	9780636138698	Grade 4 Afrikaans Sonder Grense Die Tarentaal Leesboek	145.00
English	9780199058273	Grade 4 Oxford English for Success Learner Book	130.00
English	9780199049035	Grade 4 Oxford English for Success Reader (CAPS) (Approved)	105.00
Maths	9780199042852	Grade 4 Oxford Successful Maths	135.00

Grade 5<https://dcbooks.co.za/Grade-5-Textbooks-c125218001>

Subject	PHYSICAL BOOK ISBN	TITLE	PHYSICAL BOOK PRICE
Social Sciences	978019905238	Grade 5 Oxford Successful Social Sciences Learner's book	130.00
Natural Sciences	978019904292	Grade 5 Oxford Successful Natural Sciences And Technology	155.00
Maths	978019904346	Grade 5 Oxford Successful Mathematics CAPS: Learner's book	135.00
English	978019905679	Grade 5 Oxford English for Success Reader	110.00
English	978019905751	Grade 5 Oxford English for Success Learner Book	145.00
Afrikaans	978063611990	Grade 5 Afrikaans Sonder Gense	175.00
Afrikaans	978063613870	Grade 5 Afrikaans Sonder Gense FAL Die Luiperd Leesboek	160.00
Life Skills	978019905990	Grade 5 Oxford Life Skills Learners Book	130.00

Grade 6<https://dcbooks.co.za/Grade-6-Textbooks-c125217502>

Subject	PHYSICAL BOOK ISBN	TITLE	PHYSICAL BOOK PRICE
Natural Sciences	978019904326	Grade 6 Oxford Natural Sciences	160.00
Maths	978019904865	Grade 6 Oxford Successful Mathematics Learner's Book	140.00
Life Skills	978019904238	Grade 6 Oxford Successful Life Skills Learner's Book (CAPS)	135.00
English	978019904657	Grade 6 Oxford English for Success Reader	125.00
English	978019904908	Grade 6 Oxford English for Success Learner's Book	150.00
Afrikaans	978063611991	Grade 6 Afrikaans Sonder Gense - EAT - Graad 6 Leerderboek	195.00
Afrikaans	978063613871	Grade 6 Afrikaans Sonder Gense EAL Die Seekooi Leesboek	170.00
Social Sciences	978019905770	Grade 6 Oxford Successful Social Sciences Learner Book	135.00

Grade 7<https://dcbooks.co.za/Grade-7-Textbooks-c125218002>

Subject	PHYSICAL BOOK ISBN	TITLE	PHYSICAL BOOK PRICE
Technology	978063614004	Grade 7 Platinum Technology Learners Book	165.00
Social Sciences	978063614098	Grade 7 Platinum Social Sciences Learner's Book:	180.00
Natural Sciences	978063614089	Grade 7 Platinum Natural Sciences Learners Book	165.00
Life Orientation	978063611557	Grade 7 Life Orientation Today Learner's Book	155.00
English	978019905852	Grade 7 Oxford English for Success Reader	140.00
English	978019904858	Grade 7 Oxford English for Success HL Learner Book	180.00
Creative Arts	978063614115	Grade 7 Today Creative Arts	155.00
Afrikaans	978063611579	Grade 7 Afrikaans Sonder Gense	170.00
Afrikaans	978063614620	Grade 7 Afrikaans Sonder Gense EAT Leesboek	135.00
ENS	978063614014	Grade 7 Today EMS Learner Book	155.00
Maths	978063614339	Grade 7 Today Mathematics Learner Book	185.00



**ELICA PRIMARY SCHOOL CLOTHING LIST
AVAILABLE AT SNAPPERS 78 MARKET STREET, POLOKWANE
TEL: 015 297 0928**

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

<u>BOYS SCHOOL UNIFORM</u>	
<u>SUMMER</u>	<u>WINTER</u>
WHITE SHORT SLEEVE SHIRTS	GREY LONG PANTS
GREY SHORTS	WHITE LONG SLEEVE SHIRTS
GREY SOCKS	GREY SOCKS
PULLOVER	BLACK (POLISHABLE) SHOES /BATA
BLACK (POLISHABLE) SHOES /BATA	ELICA JERSEY
BLACK BELT	ELICA BLAZER
	ELICA TIE
	BLACK BELT

<u>SPORTSWEAR</u>	
<u>GIRLS</u>	<u>BOYS</u>
ELICA TRACK SUIT (WINTER)	ELICA TRACK SUIT (WINTER)
ELICA PT SHORT	ELICA T SHIRT
ELICA T SHIRT	ELICA PT SHORT
WHITE (RUNNING SHOES) TEKKIES	WHITE (RUNNING SHOES) TEKKIES
WHITE SOCKS / SECRET SOCKS	WHITE SOCKS / SECRET SOCKS
<u>SCHOOL SHOP</u>	
ELICA SUN HATS (SUMMER WEAR)	ELICA RED CAPS (SUMMER WEAR)
SCARVES, BEANIES AND GLOVES (WINTER)	SCARVES, BEANIES AND GLOVES (WINTER)

SCHOOL RULES

Revised 29 October 2018
Revised 14 October 2019
Revised June 2020
Revised 29 April 2021
Revised 7 February 2022

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*
 - *Boys – Hair must be short & neat*
 - *Girls – Hair must always be tied (open face) with only red & blue elastics scrunchies / head bands NO different coloured, weaved hair - Natural only*
 - *No jewelery- 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*
 - *NO CELLPHONES (Refer to Learner Policy)*
 - *NO substance abuse of any kind will be tolerated.*

**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)
(Revised June 2020)
(Revised 7 February 2022)

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. Littering will not be tolerated.
- Use water sparingly.
- 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