

THANK YOU

for considering Queen's College Boys' Primary School
as the foundation for your son's academic journey.

Here is a list of our grade levels
and corresponding ages:

GRADE 0

4 year olds turning 5

GRADE R

5 year olds turning 6

GRADE 1

6 year olds turning 7

GRADE 2

7 year olds turning 8

GRADE 3

8 year olds turning 9

GRADE 4

9 year olds turning 10

GRADE 5

10 year olds turning 11

GRADE 6

11 year olds turning 12

GRADE 7

12 year olds turning 13

Please note, should your son have repeated a grade, his age may differ slightly from his peers, but rest assured, our dedicated faculty will provide personalised support to ensure his continued progress and success.

*Together, let's ignite the spark of curiosity, inspire a love for learning,
and shape a future brimming with promise and potential.*



FOR OFFICE USE ONLY DATE RECEIVED

DATE OF INTERVIEW INTERVIEW TIME

DATE PROCESSED ADMISSION No.

FOR OFFICE USE ONLY HEADMASTER SIGNATURE

APPLICANT ACCEPTED

APPLICANT WAITING LIST

2025 APPLICATION FORM

EMAILED DOCUMENTS ARE PREFERRED - kindly email this form and all relevant documents to leanne@qcj.co.za

IMPORTANT DOCUMENTATION REQUIRED

Please ensure that the following documentation accompanies this form.

- A **COPY** of your son's Birth Certificate ***UNABRIDGED** (Abridged is accepted if accompanied with proof of application of unabridged)
- A **COPY** of **BOTH** parent's ID Documents/Cards (or Death Certificate/s if necessary)
- The **LATEST** report from your son's previous school is **ESSENTIAL**
- A **COPY** of your son's Clinic Card and proof of immunisation is **ESSENTIAL**
- SALARY ADVICE** (or letter from auditor if self-employed) of **BOTH PARENTS**
- Three month's bank statements of **BOTH PARENTS, REFLECTING PROOF OF RESIDENCE**
- The **EDUCATOR RECOMMENDATION FORM** (this applies to Gr 1-7 Applications only)

ATTACH
YOUR SON'S
PASSPORT
SIZE
PHOTOGRAPH
HERE

Admission as a learner to Queen's College Boys' Primary School is not guaranteed. Admission will depend on admission requirements and available space. Please ensure this application is completed IN FULL (incomplete applications will not be processed).

PLEASE NOTE: If you are hand-delivering the application, please ensure that copies are made of original documents. Copies can not be made at the school, neither can the school be held responsible for damaged or missing original documents.

Write the GRADE applying for HERE →

IS HOSTEL ACCOMMODATION REQUIRED? CIRCLE the applicable box **YES** **NO**

If YES, kindly fill in the required Hostel Application Form attached

LEARNER INFORMATION

Learner Surname <input style="width: 90%;" type="text"/>	Learner Full Names AS ON BIRTH CERTIFICATE <input style="width: 95%;" type="text"/>
Date of Birth <input style="width: 100%;" type="text" value="DD/MM/YYYY"/>	Home Language <input style="width: 95%;" type="text"/>
ID No. <input style="width: 100%;" type="text"/>	or Passport No. <input style="width: 100%;" type="text"/> <small>if not South African</small>
Nationality (Country of Birth) <input style="width: 95%;" type="text"/>	Race <input style="width: 95%;" type="text"/>
Religion (What church do you belong to?) <input style="width: 100%;" type="text"/>	
Residential Address <input style="width: 100%;" type="text"/>	
Home Language <input style="width: 95%;" type="text"/>	Dexterity of Learner LEFT HANDED <input type="checkbox"/> RIGHT HANDED <input type="checkbox"/>

Name of current school <input style="width: 95%;" type="text"/>
Contact number of current school <input style="width: 100%;" type="text"/>
Highest Grade passed <input style="width: 100%;" type="text"/>
Year passed <input style="width: 100%;" type="text"/>
Email address of current school <input style="width: 95%;" type="text"/>
Has the applicant repeated any grade/s in the past? If yes, please indicate which grade/s <input style="width: 100%;" type="text"/>

Details of **TWO** people is MANDATORY (either mother AND father OR relative, even if not at same address as learner)

NAME OF PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES. <input type="text"/>	DECEASED FAMILY INFORMATION <i>Please circle if applicable</i> Deceased parent : <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> BOTH
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FATHER INFORMATION (or LEGAL GUARDIAN)

Surname Name/s

Marital Status Married Divorced Single ID No.

Physical address Code

Postal address Code

Occupation Name of workplace

Physical address of workplace Code

Tel. (h) Tel. (w) Tel. (cell)

Email address

MOTHER INFORMATION

Surname Name/s

Marital Status Married Divorced Single ID No.

Physical address Code

Postal address Code

Occupation Name of workplace

Physical address of workplace Code

Tel. (h) Tel. (w) Tel. (cell)

Email address

ADDITIONAL RELATIVE INFORMATION (mandatory if only one parent's information is completed above or if person responsible for fees is not completed above)

Surname Name/s

Relationship to learner

Marital Status Married Divorced Single ID No.

Physical address Code

Occupation Name of workplace

Physical address of workplace Code

Tel. (h) Tel. (w) Tel. (cell)

Email address

I hereby declare that, to the best of my knowledge, the above information as supplied, is accurate and correct.

Name of PERSON who completed this form (please print) Signature

SIBLING INFORMATION

Number of children in the family Position in family

does the applicant have any older/younger brothers at **QUEEN'S COLLEGE BOYS' PRIMARY SCHOOL?**
(same mother and/or father. **THIS DOES NOT INCLUDE COUSINS.**)

Name of brother Grade

Name of brother Grade

Name of brother Grade

Does the applicant have any older/younger siblings at **QUEEN'S COLLEGE BOYS' HIGH, QUEENSTOWN GIRLS HIGH OR BALMORAL GIRLS' PRIMARY SCHOOL?**
(same mother and/or father. **THIS DOES NOT INCLUDE COUSINS.**)

Name of sibling QCS GHS BAL Grade

Name of sibling QCS GHS BAL Grade

Name of sibling QCS GHS BAL Grade

ADDITIONAL INFORMATION

How far do you travel to work? (approx. km's) What time do you arrive home from work (approx.?)

Who will look after your son in the afternoons?

Who will do homework with your son?

APPLICATION FORM CHECKLIST ✓

- Have you completed every applicable section of this form? Failure to do so may lead to exclusion of this application.
- Have you attached the photograph and all necessary copies of documents required as seen on the first page of this application form?
- Have you signed and dated this application form?

SIGNATURE OF MOTHER (OBLIGATORY)

SIGNATURE OF FATHER (OBLIGATORY)

SIGNATURE OF GUARDIAN (ONLY if applicable)

DATE OF SIGNATURE

Scan this three page application form, along with ALL relevant and required documentation and email to leanne@qcj.co.za.

PLEASE NOTE THE FOLLOWING:

False information will lead to automatic disqualification.
Any boy who gains admission to this school under false pretences, will automatically be disqualified.



Queen's College
BOYS' PRIMARY SCHOOL

Esse Quam Videri

ESSENTIAL FOR GRADE 1 - 7 APPLICATIONS

EDUCATOR RECOMMENDATION

DATE

Hand this form in at your current school for completion.

TO THE EDUCATOR:

This forms part of a Queen's College Boys' Primary School admission application.

Once completed, kindly scan and email to leanne@qcj.co.za.

Thank you for your co-operation and candor.

Name of Current School	<input type="text"/>
Educator Name	<input type="text"/>

Pupil Name	<input type="text"/>	Current Grade	<input type="text"/>
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Please place check marks at the points that represent your evaluation of the learner in comparison to other students in his age group whom you have taught. If you have no fair basis for judgment, do not hesitate to say so.

	One of the top few I have ever encountered	Excellent (Top 10%)	Good (Above average)	Average	Below Average	No basis for judgement
ACADEMIC ACHIEVEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLASS BEHAVIOUR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSIBILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPORT ACTIVITIES	<input type="text"/>
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CULTURAL ACTIVITIES	<input type="text"/>
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SERVICE	<input type="text"/>
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FOR THE BURSAR

Current School Fee's per annum	<input type="text"/>
Please indicate if fees are paid up to date	<input checked="" type="checkbox"/> <input type="checkbox"/>

SCHOOL STAMP

Principal (Print name and sign)	<input type="text"/>	Date	<input type="text"/>
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Queen's College
BOYS' PRIMARY SCHOOL

Esse Quam Videri

All fees must be PAID IN ADVANCE.

If an EFT is made, proof of payment must be emailed to bursar@qcj.co.za

SCHOOL FEE STRUCTURE - 2024

GRADE 1 - 7	YEARLY	R37 950	Must be paid by end of January
	TERMLY	R9 488	Must be paid by 1st week of term
	(over 11 months) MONTHLY	R3 450	Must be paid by 7th day of each month
GRADE R	YEARLY	R33 000	Must be paid by end of January
	TERMLY	R8 250	Must be paid by 1st week of term
	(over 11 months) MONTHLY	R3 000	Must be paid by 7th day of each month
GRADE 0	YEARLY	R29 315	Must be paid by end of January
	TERMLY	R7 329	Must be paid by 1st week of term
	(over 11 months) MONTHLY	R2 665	Must be paid by 7th day of each month

HOSTEL	WEEKLY	TERMLY	<p>A deposit of R5 000 must be paid on confirmation of application. THIS DEPOSIT IS REFUNDABLE ONLY IF A FULL QUARTER'S WRITTEN NOTICE IS GIVEN. TERMLY payments to be made by the 1st week of term.</p>
YEARLY	R51 465	R64 868	
TERMLY	R12 866.25	R16 217	
MONTHLY	R5 146.50	R6 486.80	

PLEASE NOTE

Should a parent default on the payment arrangement made, the **WHOLE AMOUNT** for the year will be considered late. This amount will be handed to our attorneys for collection, with all legal fees payable by yourself to the attorney's office.

BANKING DETAILS

Standard Bank
Branch Code: 051120
Account No.: 082 674 752
Reference: LEARNER NAME & SURNAME





Queen's College
BOYS' PRIMARY SCHOOL

Esse Quam Videri

All fees must be PAID IN ADVANCE.

If an EFT is made, proof of payment
must be emailed to bursar@qcj.co.za

THE FOLLOWING METHODS OF PAYMENT APPLY

The Accounts Department of Queen's College Boys' Primary School enables parents to pay their fees on a **monthly, termly or yearly basis.**

OPTION 1 : SCHOOL FEE PAYMENT MAY BE PAID PER TERM

Parents who choose to pay the fees this way

are asked to pay the fees **IN FULL within the first seven days of the new term.**

1st Term : 25/01/2024 2nd Term : 10/04/2024 3rd Term : 16/07/2024 4th Term : 07/10/2024

OPTION 2 : SCHOOL FEE PAYMENTS MAY BE PAID MONTHLY (BY CASH, CARD, EFT OR DEBIT ORDER)

The school year is divided into an eleven month cycle.

This set monthly amount must be paid within the first seven days of each month.

An Admin Fee for any Reversal of Debit Order will be charged
at a rate of R300.00 per transaction

OPTION 3 : SCHOOL FEE PAYMENTS MAY BE PAID YEARLY

This must be paid in full by the end of January for learners from Grade 0 to Grade 7.

To facilitate preparation for the new year, please complete the

FEE PAYMENT OPTIONS FORM

and **DEBIT ORDER INSTRUCTION form** (if necessary)

and return it to the school together with other relevant forms,
if you have not done so already.

**The School Governing Body wishes to express its sincere appreciation
to the majority of parents who honour this commitment
on a secure and regular basis every month or term.**





Queen's College

BOYS' PRIMARY SCHOOL

FEES PAYMENT OPTIONS

ALL PAYMENTS MUST BE MADE IN ADVANCE WITH A SEVEN DAYS GRACE PERIOD

I WOULD LIKE TO MAKE USE OF THE FOLLOWING PAYMENT OPTION (TICK ONLY ONE BOX)

- OPTION 1 : Termly (within seven days of commencement of each term)
- OPTION 2 : Monthly (within seven days of commencement of each month)
- OPTION 3 : Yearly (within seven days of the commencement of the first term)
- OPTION 4 : Debit Order (a debit order instruction is enclosed, should you choose this option)

1. I accept the conditions as set out above.
2. I accept that payment of school fees is compulsory and I accept liability thereof.
3. I accept that if the school fees are not paid timeously, and the matter is handed over to the Attorney's for collection, I am liable to pay the collection fees in such circumstances
4. I accept that a term's notice, in writing, of intention to withdraw my child from the school is required. Failing this, I accept that I will be held liable for one term's fees in lieu of notice.

CASH / CARD (Speedpoint) / EFT / DEBIT ORDER ACCEPTED

Name of person responsible for payment of fees

Relationship to child (ie. Father / Mother / Guardian)

Physical Address
 Code

Place of Employment

Postal Address
 Code

ID No.:

Email address

Tel No. Home Tel No. Work Cell No.

Child's Name Grade

Signature

Date





Queen's College
BOYS' PRIMARY SCHOOL

ACKNOWLEDGEMENT OF DEBT / CONSENT TO JUDGEMENT

PLEASE USE FULL NAMES AND SURNAMES WHERE APPLICABLE

1. I/we, the undersigned father/guardian
and mother/guardian
of (full names and surname of learner)
residing at the following physical address

confirm and agree to the following:

- 1.1 That, for purposes hereof, I/we, jointly and severally the one paying the other being absolved in terms of Section 57 or 58 of Act 32 of 1944, hereby admit being indebted to Queen's College Boys' Primary School, Haig Avenue, Queenstown, for the due and proper payment of all school and/or hostel fees due and payable, by reason of my/our son/s attending Queen's College Boys' Primary School;
- 1.2 I/we choose the abovementioned physical address as my/our domicilium citandi et executandi;
- 1.3 Should any payment due in terms of my/our agreement with Queen's College Boys' Primary School not be paid on due date, then I/we consent to Queen's College Boys' Primary School obtaining judgement against me/us in terms of Section 58 of Act 32 of 1944 (as amended).
- 1.4 Should Default Judgement be granted against me/us, then I/we further consent to an emoluments Attachment Order being granted against my/our salary;
- 1.5 I further waive my rights as afforded to me in terms of Section 74(b) (Act 32 of 1994) and agree that this debt due to Queen's College Boys' Primary School, be excluded from any Administration Order;
- 1.6 I/we further agree that should legal action be taken against me/us, that I/we will pay all legal costs on an Attorney/own client scale including tracing fees and collection commission at 10% per instalment;
- 1.7 I/we hereby agree that the Consent to Judgement and emoluments Attachment Order which Queen's College Boys' Primary School intends issuing against me in terms hereof, may be issued out of the Magistrate's Court, Queenstown and in terms of Section 45 (Act 32 of 1944), I hereby consent to the jurisdiction of the Magistrate's Court, Queenstown, for purposes of both the Judgement by Consent (Section 58) and the Emoluments Attachment Order (Section 65J (i)(a)). (Queen's College Boys' Primary School also consents to the jurisdiction of the Magistrate's Court, Queenstown, as referred to in this sub-paragraph.)
- 1.8 I/we agree that a Certificate signed by the Headmaster of Queen's College Boys' Primary School wherein any amounts due by me/us to Queen's College Boys' Primary School or any other particulars are reflected, will be prima facie evidence of the amount due and payable to Queen's College Boys' Primary School.

Father/Guardian name	Signature	Date
Mother/Guardian name	Signature	Date





Queen's College
BOYS' PRIMARY SCHOOL

AGREEMENT

1. I/we accept all the conditions contained in this Application for Admission;
2. I/we accept that payment of school and/or boarding fees is compulsory and must be paid to Queen's College Boys' Primary School in accordance with the procedures as are from time to time determined by the School Governing Body;
3. I/we accept on behalf of my/our son/s the school and/or hostel rules as set out in the General Information Guide, and any disciplinary action that may be taken by the school arising from offences within the framework of the rules;
4. I/we acknowledge that the completion of this form does not necessarily imply confirmation of acceptance of my son/s at Queen's College Boys' Primary School and that any such acceptance will be done by way of a letter from the Headmaster;
5. Queen's College Boys' Primary School does not accept liability for any loss or, or damage to the personal belongings/effects of my/our son/s irrespective of how such loss or damage arises;
6. I/we hereby give my/our consent for my/our son/s to take part in the extra mural activities of the School, including games of sport, educational tours, excursions or any other similar activities;
7. I/we hereby understand and accept that any participation of my/our son/s in any school activity, including extra mural activities, sport, educational tours, country excursions or any other similar activities shall be undertaken at my/our son/s own risk and I/we undertake and agree on behalf of myself/ourselves, my/our heirs executors, my wife/husband and/or my/our son/s to indemnify/hold harmless and absolve the Educational Ministry and Department, School Governing Body, Headmaster and his staff against/from any/or all claims whatever that may arise in connection with any loss of, or damage to the property or injury to the person of my/our son/s in the course of any such aforementioned activities, in the knowledge that the Headmaster and his Staff will nevertheless take all reasonable precautions for the safety and/or welfare of my/our son/s.

Father/Guardian name Signature Date

Mother/Guardian name Signature Date





Queen's College
BOYS' PRIMARY SCHOOL

PARENT CONTRACT & SCHOOL FEE AGREEMENT

CONTRACT OF ENROLMENT - PART 1

Entered into and between
Queen's College Boys' Primary School
and

PARENT 1

First Name

Surname

ID No.

Residential Address

PARENT 2

First Name

Surname

ID No.

Residential Address

SCHOOL FEE PAYER

First Name

Surname

ID No.

Residential Address

LEGAL GUARDIAN (only if applicable)

First Name

Surname

ID No.

Residential Address

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

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



CONTRACT OF ENROLMENT - PART 2

1. This contract sets out the rights, duties and obligations of the parents and legal guardians of child/ren at our school.
2. In this contract, the words:
 - i. 'We', 'our' and 'the school' refer to **QUEEN'S COLLEGE BOYS' PRIMARY SCHOOL**
 - ii. 'You' and 'your' refer to the parents and/or legal guardian and/or the person legally or otherwise liable to pay (hereinafter referred to as the payer) for the child/ren mentioned in paragraph 5(iv) below.
3. Other defined words appear in italics and their meaning are given in paragraph 8 (eight).
4. By signing this contract, you confirm that you understand and agree to the rights, duties and obligations imposed on you in this contract, for example, paying fees on time, being responsible for the behaviour of your child/ren and ensuring that you and your child/ren comply with all policies of the school. If there are any terms and conditions that you do not fully understand, please request a full explanation before signing this contract.
5. The contract consists of the following:
 - i. This contract as the main contract;
 - ii. Completed Application Form, including relevant attached documentation
 - **Copy of Divorce order** if parents are divorced;
 - If you are the appointed Legal Guardian or Foster Parent of the child/ren a **Certified Court Order** reflecting such (if applicable);
 - iii. All relevant documentation pertaining to enrolment at Queen's College Boys' Primary School form part of this contract and are both legally binding and creates obligations once this contract is signed.

PARENT/GUARDIAN SIGNATURE HERE



CONTRACT OF ENROLMENT - PART 3

DETAILS OF CHILD/REN TO BE ENROLLED AT THE SCHOOL

CHILD 1

First Name Grade enroled

Surname

ID No.

Residential Address

CHILD 2

First Name Grade enroled

Surname

ID No.

Residential Address

CHILD 3

First Name Grade enroled

Surname

ID No.

Residential Address



CONTRACT OF ENROLMENT - PART 4

DECLARATION BY PARENTS OR LEGAL GUARDIAN

6. I declare that:

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

BOTH Parents must sign

1.

2.

DECLARATION BY PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES

7. By signing below, I declare that:

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

BOTH Parents must sign

1.

2.



CONTRACT OF ENROLMENT - PART 5

DEFINITIONS USED IN THIS CONTRACT

8. The words in the left (in bold in this contract) have the meanings given to them on the right.

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

PARENT/GUARDIAN SIGNATURE HERE



CONTRACT OF ENROLMENT – PART 6

ABOUT THIS CONTRACT

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

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

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

YOUR DUTIES UNDER THIS CONTRACT TO PAY FEES: Types of fees

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

BOTH Parents must sign

1.

2.



CONTRACT OF ENROLMENT - PART 6 continued

c. Your attention is specifically drawn to sections 39 to 40 of the Act:

"39. School fees at public schools.

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

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

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

What you must pay

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

When you must pay

15. The school fees are due and payable monthly in advance on or before the seventh day of each consecutive month.

In the event, that the school fees are in arrears on or before 31st March of that year, the remaining fees for the applicable year will immediately become due and payable.

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

Part of Full Fees Exemption Process

19. Solely at the School's discretion and only on a separate written application to the School and the School Governing Body, the School may grant exception of the full or part payment of fees for a child/ren for a determined period of time.

19.1 In order to access this benefit, you are required to complete the Application for Exemption from Payment of School fees in full. This process will involve a full credit assessment and create additional legal consequences, obligations and full disclosure, the application must therefore be read carefully and completed in full.

BOTH Parents must sign

1.

2.

CONTRACT OF ENROLMENT - PART 6 continued

19.2 As part of the application you will need to provide the School with the following important supporting information and documentation:

- i. A minimum of three (3) months proof of income from both parents, or legal guardian or payer as identified in this contract, the school reserves the right to request supporting proof of income over a longer period and to confirm proof of income with your respective employer;
- ii. A minimum of three (3) months bank statements from all banks of the parties. The school reserves the right and you hereby consent that the school can contact the respective banks and other financial institutions and also to request bank statements over and above the three (3) month period; Page 8 of 14
- iii. A municipal water and lights account;
- iv. Statements and proof of all assets and liabilities
- v. The School reserves the right to request other supporting information or documentation from third parties or by using third parties, like for example, credit listing companies to do so, Deeds searches etc..

19.3 It is important to note that any exemption granted will only apply retrospectively from the date on which you qualify for the exemption- the burden of proof to be on you as the parent/legal guardian and payer.

19.4 Until the application process is complete and a written decision has been made and communicated to you remain responsible and liable for payment of fees.

20. Fees and extra costs will not be reduced as a result of absence due to illness or otherwise.

How you must pay

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

When fees go up

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

The responsibility to pay remains with the parents or legal guardian

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

A surety is a person who takes responsibility for another person's contractual duties. A co-principal debtor is a person who steps into the place of the main debtor if the main debtor does not fulfil their contractual duties.

Advance payments

25. You agree that we may deposit any fees you pay in advance and hold it.

BOTH Parents must sign

1.

2.



CONTRACT OF ENROLMENT - PART 6 continued

26. We have the right to treat interest generated from the deposited fees as income for the school. This means if we do refund fees you paid in advance for any reason, we will not pay you any interest on the refund.

Late payments

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

Interest is charged on late payments

28. We add interest to the account if there are late payments.
- 28.1 The School is entitled to claim mora interest on the outstanding debt due to your failure to make payment on the due date.
- 28.2 The Prescribed Rate of Interest Act, 55 of 1975 sets the maximum rate of mora interest that can be charged. We alone may decide to charge a lower rate of interest. Other costs we can recover from you for late payment
29. We are also entitled to recover;
- Late payment administration costs (default administration costs);
 - Collection Costs.
 - Any banking costs incurred as a result of your debit order not being honoured by your bank. (includes costs incurred as a result of you failing to advise of a change of banking details)

Payment of Debt

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

PARENT'S GENERAL OBLIGATIONS

31. You will inform the School in writing, prior to admission and enrolment, of any special educational needs of your child/ren known to you.
32. In order to fulfil our obligations, we need your co-operation. Without detracting from any specific obligations contained in this contract, you are required to:
- fulfil your own obligations under these terms and conditions;
 - encourage your child/ren in his or her studies, and give appropriate support at home;
 - keep the School informed of matters which affect your Child/ren ;
 - maintain a courteous and constructive relationship with School staff; and
 - attend meetings and otherwise keep in touch with the School where your Child/ren 's interests require you to do so.
33. The Parent/s accepts that their Child/ren will abide by the Code of Conduct and Policies of the School, as set out in Queen's College Boys' Primary School Code of Conduct for Learners.
34. The Parent/accepts that the school will follow due process in respect of misconduct by a learner in terms of Disciplinary steps as set out in the Code of Conduct referred to here to before. The contents of which I confirm I have acquainted myself with.

BOTH Parents must sign

1.

2.



CONTRACT OF ENROLMENT - PART 6 continued

35. In the event of your Child/ren requiring emergency medical assistance, you will reimburse the School within 7 (seven) days of receipt of a statement for the cost of the emergency admission / medical treatment / transport and any other expenses necessary by the hospital or clinic.
36. The Parent/s hereby grant/s permission for their Child/ren to utilise the computer facilities at the School, including the Internet and e-mail.

THE SCHOOL'S DUTIES UNDER THIS CONTRACT

To exercise reasonable skill and care

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

BOTH Parents must sign

1.

2.



CONTRACT OF ENROLMENT - PART 6 continued

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

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

To protect personal information about you and your child/ren

44. When you apply for your child/ren to be enrolled at the school and when you sign this contract, you give us personal information about you, your child/ren and the payer. We undertake to protect this personal information in accordance with common law and/or statutory obligations and our privacy policy, which is set out in the clauses below:

45. We may not distribute or publish any personal information about you, your child/ren or the payer, unless you give us consent in writing.

46. When you sign this contract, you give us consent for us to:

- a. Collect, store and share credit information about you, the payer, and any divorced or separated parent responsible for paying fees;
- b. Inform any other school or educational institution to which you propose to send your child/ren of any outstanding fees;
- c. Collect and store names and contact details about yourself and your child/ren;
- d. Share names and contact details about yourself and your child/ren with other parents, legal guardians, staff and other people we authorise for school-related purposes. We undertake to only share this information to the extent needed to:
 - i. manage relationships between the school, the parents, the legal guardians and the current pupils; and/or
 - ii. provide references.
- e. Include photographs, with or without name, of your child/ren in school publications or in press releases to celebrate the school's or your child/ren's activities, achievements or successes;
- f. Supply information and a reference for your child/ren to any educational institution which you propose your child/ren may attend.

ENDING THIS CONTRACT

When the contract ends automatically

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

When you may cancel the contract

48. You have the right to cancel this contact at any time and for any reason.

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

When we may cancel this contract

50. We have the right to cancel this contract at any time and for any reasonable reason. To do this, we must give you notice in writing of our intention to end this contract. We will refund you any fees you have paid in advance.

BOTH Parents must sign

1.

2.

CONTRACT OF ENROLMENT - PART 6 continued

51. In the event that you are responsible for the payment of fees for more than one child at the school, the accounts will be viewed as a single account.
52. If your child/ren has/have been awarded a scholarship or bursary or an exemption in part, your liability will be for the amount of fees due after taking account of that award or exemption.
53. If we cancel the contract, we do not lose our right to claim other amounts from or institute legal action against you.

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

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

DISPUTES

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

Alternative dispute resolution

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

Bringing legal action in the Magistrate's Court

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

In the event that legal action commences

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

South African law:

58. South African law governs this contract.

GENERAL

Information you give us is complete and true

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

BOTH Parents must sign

1.

2.



CONTRACT OF ENROLMENT - PART 6 continued

Each term and condition is separate

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

PARENT/LEGAL GUARDIAN/PAYER'S ACCEPTANCE

- I/we, the undersigned confirm that I/we have read through the Contract in full, its annexures, where applicable and as disclosed.
- That, I/we, fully understand all provisions and obligations and have sought clarification where necessary from the school where I/we was uncertain.
- That, I/we have been given sufficient opportunity to read through the Contract in full at my/our leisure before signing the Contract and have not been forced or coerced to conclude the Contract.
- That I/we have, the necessary legal capacity to conclude this Contract and to be bound legally and contractually to the provisions thereof.
- That, my/our attention has been drawn by the School to all the clauses which create specific obligations between myself/ourselves and the School or other third parties.
- That I/we have initialed each page and each specific clause as required to do so.

SIGNED at KOMANI on the _____ of _____ 20 _____

PARENT 1 SIGNATURE

PARENT 2 SIGNATURE

Payer and/or legal guardian SIGNATURE

ACCEPTED at KOMANI on the _____ of _____ 20 _____

SIGNATURE [SCHOOL REPRESENTATIVE]



CONTRACT OF ENROLMENT - PART 7

As the person responsible for the payment of the school fees of the child/ren listed in Part 3 of the Contract of Enrolment, I understand and agree to adhere to the following:

- I am the payer of all fees set out in the contract of enrollment.
- Queen's College Boys' Primary School is declared a **FEE PAYING SCHOOL** in terms of the relevant legislation and that by enrolling your child at our school, you are accepting the obligation to contribute financially towards the education he receives.
- Payment of school fees at Queen's College Boys' Primary School is **COMPULSORY**.
- The child/ren and I must comply with the terms and conditions of the contract of enrollment to remain enrolled at the school.
- I am personally responsible to pay the fees on demand from the school.
- The school may demand payment of fees from me jointly or severally, therefore only from me or jointly with any other parent or legal guardian. This obligation exists throughout the duration of the contract.
- There are various types of fees you are responsible to pay. These include school fees and extra costs as outlined in point 13 of the contract of enrolment.
- At the child/ren's first enrolment at the school and at the beginning of each school year, you may choose how and when you will pay the school fees; yearly, term to term basis or monthly over eleven months from January to November.
- School fees are due and payable monthly in advance on or before the seventh day of each consecutive month.
- If you pay school fees monthly, we prefer to collect fees from your bank account by debit order. The details of your bank account to be debited must be provided to the school at the date of enrolment. You are responsible to advise us as soon as reasonably possible of any changes in your banking details. Any costs that may be incurred as a result of your failure to advise of a change of your banking details, can be debited to your account.
- In the event, that the school fees are in arrears on or before 31 March of that year, the remaining fees for the applicable year will immediately become due and payable.
- Then in the event outlined in the point above, should the full year's school fees not be paid on the 10 June of that year the School is entitled to institute legal action against the parents for the full amount due and payable.

Full Name of Person Responsible for Payment of School Fees:

SIGNED at KOMANI on the _____ **of** _____ **20** _____

SIGNATURE of PAYER _____



LEARNER INFORMATION DATA SHEET

Kindly complete this form and return it to your son's class teacher ASAP

LEARNER INFORMATION	<i>Please complete in PRINT</i>																				
Son's Surname	<input type="text"/>																				
Son's Name	<input type="text"/>																				
Date of Birth	<input type="text"/>																				
Identity No.	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PARENT/GUARDIAN INFORMATION	<i>Please complete in PRINT</i>
Fathers Name	<input type="text"/>
Mothers Name	<input type="text"/>
Marital Status of Parents	<input type="text"/>
Guardians Name	<input type="text"/>
Number of Brothers	<input type="text"/>
Number of Sisters	<input type="text"/>
Street Address	<input type="text"/>
Postal Address	<input type="text"/>
Telephone (Home)	<input type="text"/>
Fathers Cell	<input type="text"/>
Mothers Cell	<input type="text"/>
Fathers Occupation	<input type="text"/>
Fathers Work Tel.	<input type="text"/>
Mothers Occupation	<input type="text"/>
Mothers Work Tel.	<input type="text"/>

GENERAL HEALTH INFORMATION
Does your son need to take any medication on an ongoing basis? If yes, please specify:
Has your son had his eye's tested recently?
Does your son have impaired vision?
Does your son wear spectacles?
Does your son suffer from partial hearing loss?
Are there any medical conditions that your son suffers from that his teachers need to be made aware of? If yes, please supply details:
What is the usual time that your son goes to sleep in the evenings?
Does your son eat breakfast in the morning?
Does your son bring lunch to school?
Does your son participate in extra lessons? If yes, please specify for which subject or learning area:
In which extra-mural activities does your son participate?
Who normally monitors your son's homework?

QCJ LEARNER INFORMATION DATA SHEET

Father email address	<input type="text"/>
Mother email address	<input type="text"/>
Guardian email address	<input type="text"/>
Email address for Account Statements	<input type="text"/>



The most effective and efficient form of communication between parents and educators is currently WhatsApp. WhatsApp is FREE, easy to use and offers a prompt response.

At least ONE PARENT MUST BE ADDED.

To be added to your son's Grade WhatsApp Chat group, kindly fill in the information below:

Learner name	<input type="text"/>	Grade	<input type="text"/>
Parent 1 name	<input type="text"/>		
Parent 1 No.	<input type="text"/>		
Parent 2 name	<input type="text"/>		
Parent 2 No.	<input type="text"/>		

OFFICIAL PHOTOGRAPHS & MARKETING MATERIAL CONSENT

Queen's College Boys' Primary School requires your consent to use images of your son in various printed and digital media.

PLEASE NOTE: You may only opt in for permission across all platforms, or opt out, as even the school magazine, official photographs, candid and general photographs will be used.

Should you opt out, we will ask that your son wears a visible badge on his school uniform, to inform any 3rd party photographer/videographer of your decision to not have his image taken or uploaded. Also keep in mind, that should you OPT OUT, an official photograph will NOT be taken of your son as an individual or in a group, as these images will be uploaded by the official photographers. These images will also be featured in our digital school magazine.

Learner name	<input type="text"/>	Grade	<input type="text"/>
Parent name	<input type="text"/>		
Images of my son MAY be taken and uploaded	<input type="checkbox"/>	Images of my son MAY NOT be taken and uploaded	<input type="checkbox"/>
Parent signature	<input type="text"/>		

LEARNER CONFIDENTIAL INFORMATION

Please complete in PRINT

Learner Full name

Position in family

 1st 2nd 3rd 4th 5th

Number of siblings

Learner dexterity

 LEFT HANDED RIGHT HANDED AMBIDEXTROUS

Parent/s marital status

Circle correct answer

 MARRIED DIVORCED SINGLE

Who does your son live with?

Is your son:

 BIOLOGICAL LEGALLY ADOPTED FOSTERED

Transport arrangements

Transport contact no.

Name of person in care of your son in the afternoons:

Circle the illnesses which the child has had:

Chicken Pox, Diphtheria, Enteric Fever, Measles, Mumps, Rubella, Scarlet Fever,
Whooping Cough, Bilharzia, Cholera, Malaria, Rhematic Fever

State any other illness from which the child has suffered, or still suffers from:

State (if any) surgeries the child has undergone, when and for what purpose:

Is the child currently using any medicines?

Circle correct answer

 Y N

If yes, please elaborate

Does the child suffer from any allergies?

Circle correct answer

 Y N

If yes, please elaborate

Has Ritalin (or a similar drug) been prescribed your son?

Circle correct answer

 Y N

If yes, please state current dosage

Has your son had psychological intervention?

Circle correct answer

 Y N

If yes, please state name of psychologist

PLEASE NOTE: A copy of any psychologist's report must be attached hereto.

Please answer the following as correctly as possible. Enter N/A if unsure.

At what age did your son crawl?

At what age did your son walk?

At what age did your son start talking?

If yes, please elaborate

Was your son born prematurely?

Circle correct answer

 Y N

How was your son born?

Circle correct answer

 Natural Birth Caesarian

If yes, please elaborate

Has your son ever been involved in a serious accident?

Circle correct answer

 Y N

Please complete in PRINT

Name places where your son prefers to play:

How does your son interact with friends?

How does your son interact with family members?

Underline personality characteristics and elaborate where applicable

Obedient, disobedient, stubborn

Independent, dependant

Shy, withdrawn, outgoing, bold

Friendly, moody, aggressive

Tolerant, irritable

Unselfish, selfish

Loving, seeks attention, aloof

Self-confident, lacking confidence, over-confident

Helpful, un-cooperative

Reacts well, does not take kindly to orders or correction

Other qualities not listed above

At what time does your son go to bed at night?

Circle the sleeping habits your son may display

sleeps peacefully, a restless sleeper, has nightmares, independent sleeper, dependant sleeper

If yes, please elaborate

Does your son show any signs of anxiety by day or by night?

Circle correct answer

Does your son have stories/books read to him at home?

Circle correct answer

If yes, please elaborate

Does your son show interest in music?

Circle correct answer

If yes, please elaborate

Has your son repeated a class, standard or grade?

Circle correct answer

If yes, please elaborate and state year of repeat.

Name of person who completed this form

Signature

Date signed





Queen's College
BOYS' PRIMARY SCHOOL

MEDICAL INFORMATION SHEET

Kindly complete this form, attach necessary documentation and return to school

IF YOU HAVE A MEDICAL AID, PLEASE ATTACH A COPY OF CARD (FRONT AND BACK) AND PRINCIPAL MEMBER'S ID DOCUMENT TO THIS FORM

LEARNER INFORMATION Please complete in PRINT

Learners name and surname

Chosen Sport/s Age Group

Date of Birth Identity No.

Any known allergies

Any known medical conditions

Where known medical conditions exist, the parent/guardian is responsible to see that the person in charge is in possession of the required medication marked with the boys name and correct dosage.

Family Doctor

Doctors Contact No.

Medical Aid Name

Medical Aid No.

Principal Member

Principal Members ID

Principal Members cell no.

Principal Members workplace

Principal Members work tel. no.

Relationship to child

Spouse/EMERGENCY cell no.

Home address of child

I, the legal parent/guardian of the above child, accept that, in the event of my not being contactable, all decisions involving the above child will be at the discretion of the person appointed by the school in that capacity. I also acknowledge that I accept responsibility of all medical costs arising from injury to my child during the normal course of the sport activity.

.....
Parent/Guardian Signature

.....
Date



Queen's College BOYS' PRIMARY SCHOOL

CONSENT FORM IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPI)

By agreeing to the terms of this information form, you hereby voluntarily authorise Queen's College Boys' Primary School to process your personal information as well as that of the learner, including the names, physical address, telephone numbers and any other information you have provided to the school.

Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.

This consent is effective immediately and will remain effective until one of the conditions stated under paragraph 8 of the Policy on the Protection of Personal Information has been met.

The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.

In addition, you hereby take note that (SCHOOL) collects and processes personal information pertaining to the proper functioning, management and governance of the school, as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.

The type of information will depend on the purpose for which it is collected, and will be processed for that purpose only. In terms of section 11 of POPI, personal information may only be processed in the following circumstances:

- If the data subject, or a competent person where the data subject is a child, consents to the processing.
- If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
- If processing complies with an obligation imposed by law on the school.
- If processing protects a legitimate interest of the data subject.
- If processing is necessary for the performance of a public law duty.
- If processing is necessary for pursuing the legitimate interests of the school.

YOUR RIGHTS IN TERMS OF THIS CONSENT

- The right to know what information is being kept, how it is being used, and when the school will disclose it. All of the aforesaid information is contained in our Policy on the Protection of Personal Information and our Privacy Policy, which are available and may be obtained from our offices or our website.
- The right to correct your details. The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- The right to revoke consent. You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect any past or existing use of your information.

CONSENT TO RECEIVE MARKETING INFORMATION

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes, and understand that by consenting, you may receive marketing materials in the form of SMSs, e-mails and the like from the school.

I hereby agree I do not agree

Name of Parent

Name of Learner

Learner Grade

Signature of Parent

Date





Queen's College
BOYS' PRIMARY SCHOOL



This document complies with the regulation as set out by FEDSAS.

CODE OF ETHICS

Please sign and return this form

Name of Learner Grade

I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.

I commit myself to:

- *adhere faithfully to this code of conduct and all the rules and regulations of Queen's College Boys' Primary School;*
- *maintain high moral and ethical standards;*
- *strive for conduct that is responsible at all times and that does the school credit;*
- *do my school work diligently, conscientiously and with dedication; and*
- *display the necessary courtesy and respect towards all staff, fellow learners and visitors.*

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct.

Signed at _____ on this _____ day of _____ 20____

Learner signature

Parent signature



APPLICATION FOR HOSTEL ACCOMMODATION

Pupil Surname	<input type="text"/>	Pupil Name	<input type="text"/>
Current Grade (if already enrolled)/Grade applied for	<input type="text"/>	Date of Birth	<input type="text" value="DD/MM/YYYY"/>

Full name of parent/guardian	<input type="text"/>		
Physical address	<input type="text"/>	Code	<input type="text"/>
Postal address	<input type="text"/>	Code	<input type="text"/>
Father Occupation	<input type="text"/>	Name of workplace	<input type="text"/>
Mother Occupation	<input type="text"/>	Name of workplace	<input type="text"/>
Father ID No.	<input type="text"/>	Mother ID No.	<input type="text"/>
Cell	<input type="text"/>	Father(w)	<input type="text"/>
		Mother (w)	<input type="text"/>
Email address	<input type="text"/>		

Kindly write a detailed explanation as to why you are requesting boarding for your son

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TERMLY BOARDING	<input type="checkbox"/>	WEEKLY BOARDING	<input type="checkbox"/>
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PLEASE NOTE : A deposit of R5000 must be paid on confirmation of application. THIS DEPOSIT IS REFUNDABLE ONLY IF A FULL QUARTER'S NOTICE IS GIVEN.

DECLARATION BY PARENT / GUARDIAN

I, the parent / guardian of the abovementioned child, hereby undertake to pay full boarding fees each term. Failure to do so will result in my son not being readmitted to his hostel at the beginning of the next term. To give written notice not less than one school quarter in advance of intention to remove my child, except in cases where the committee has accepted shorter notice and, if I fail to comply herewith, to accept liability for the full boarding fees for the child until the end of the school quarter in respect of which notice should have been given. The hostel parents stand in loco parentis to all pupils in the hostel and are hereby empowered to act as such as my agent in all emergencies and medical or other matters.

SIGNATURE OF PARENT	NAME OF PARENT	DATE OF SIGNATURE
<input type="text"/>	<input type="text"/>	<input type="text"/>



Queen's College
BOYS' PRIMARY SCHOOL



KUDUCARE

2024 KuduCare Application Form

THE QUEEN'S JUNIOR KUDUCARE TAKES PLACE FROM MONDAY TO FRIDAY.

PLEASE NOTE : Learners MUST be collected at 17:30 SHARP!

ONE CALENDAR MONTHS WRITTEN NOTICE IS NEEDED TO STOP DAYCARE.

KuduCare Policy states that should you default on SCHOOL FEE PAYMENT, your son MAY NOT attend KuduCare

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION

1. Parents will be billed separately for KuduCare (KuduCare fees will not be included into the school fee account).
2. It is with regret that we inform you, should the account for KuduCare not be paid timeously, your child will not be permitted to attend KuduCare.
3. KuduCare meals are separate from the KuduCare fee. The meals must be paid for in advance. This will be charged on your KuduCare account.

CHOOSE YOUR PAYMENT OPTION

- Monthly (to be paid by the 7th each month)**
- Termly (to be paid by the first week of each term)**
- Annually (to be paid by 31 January)**

Name of person responsible for payment of fees

Relationship to child (ie. Father / Mother / Guardian)

Name of Child Grade

Physical Address (HOME)

Tel No. (Mom) Cell No.

Tel No. (Dad) Cell No.

Name of parent SIGNATURE

KUDUCARE FEES

MONTHLY DAYCARE	R800
TERMLY DAYCARE	R2 200
ANNUALLY DAYCARE	R8 800

Application for KuduCare will not be considered if school fees are in arrears.

KUDUCARE MEAL FEES

MONTHLY MEALS	R500
TERMLY MEALS	R1375
ANNUALLY MEALS	R5500

Meals must be paid in advance. Boys will not be allowed a meal if their account is not paid.

