

West Rand Seventh-day Adventist Primary School

Cnr 3rd Avenue & Thornton Road,
Westdene
2092



Telephone: 011 673 3835
Accounts: 010 824 0583
Email: admin@westrandps.co.za

Dear Parents and Guardians

Registration of learners for 2026

Thank you for making the West Rand SDA Primary your school of choice. We sincerely trust that it has been a great and uplifting experience thus far.

A critical component of the planning and provisioning process next year is the finalization of the registration of all our existing learners for the academic year 2026.

You are hereby supplied with the REGISTRATION PACK FOR 2026 which contains the following:

- Registration requirements for 2026.
- School Fee structure for 2026.
- Schedule of upfront payments needed for confirmation of registration 2026.
- Registration form for 2026.
- Code of Conduct for learners.
- Consent & Indemnity Form
- Declaration of financial liability for school fee accounts.
- Compulsory School Fee Policy, Drug Policy & Assessment Appeal Procedure Policy

Please also note the following with reference to the above registration process:

- *All the necessary forms must be completed and submitted together with all supporting documentation by 30 November 2025.*
- ***The confirmation of all re-admissions is dependent on all current school fee accounts being settled in full and the relevant upfront payment as detailed in the pack.***

I pray God's blessing upon you and your child/ward as you decisively choose to be part of the West Rand SDA primary family for 2026.

Your faithfully,

Mrs. E Brown

Principal





Registration Requirements

- Birth Certificate (**Certified Copies**)
- Valid Study Permit/ Asylum Documents (**Foreign Learners**)
- Clinic Card
- Copy of ID / Passport of Parents (With Valid Work Permit) (**Certified Copies**)
- Proof of Residence
- Transfer from previous school (**ORIGINAL**)
- Latest Report Card

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School Fee Structure for 2026

Registration Fee	
New Learners	R1100
Existing Learners	R610
Stationery Fee	
Grade R	R1650
Grades 1	R2550
Grade 2	R2200
Grades 3 - 7	R1780

	Tuition Fees x 12 months	
	Grade R	Grades 1-7
	R1 430	R2 175
Annual Fee	R17 160	R26 100

Textbook/Workbook Fee		
Grades R - 3	Grades 4 - 6	Grade 7
R670	R830	R1030

Applicable Charges

Lost/Damaged Textbook	R150
Lost Prefect Badge	R65
Confiscated cell phone	R330
Late coming (more than twice per week)	R110
Uniform infringement	R110
Civvies Day	R15
Bus Fees	R130

Banking details

Account Name: West Rand SDA Primary School
Bank: ABSA
Account Number: 101 470 3531
Branch Code: 632 005



SCHEDULE OF UPFRONT PAYMENTS

PLEASE NOTE THE FOLLOWING:

IN ADDITION TO THE MONTHLY SCHOOL FEE PAYMENTS, THE FOLLOWING ARE REQUIRED UPFRONT IN ORDER TO CONFIRM YOUR

REGISTRATION FOR 2026

(12 MONTHS)

GRADE R (REG + WORKBOOK FEE + 1ST MONTH SCHOOL FEES + STATIONERY PACK): R4850

GRADE 1 (REG + WORKBOOK FEE + 1ST MONTH SCHOOL FEES + STATIONERY PACK): R6495

GRADE 2 (REG + WORKBOOK FEE + 1ST MONTH SCHOOL FEES + STATIONERY PACK): R6495

GRADE 3 (REG + WORKBOOK FEE + 1ST MONTH SCHOOL FEES + STATIONERY PACK): R5725

GRADE 4 (REG + TEXTBOOK RENTAL + 1ST MONTH SCHOOL FEES + STATIONERY PACK): R5885

GRADE 5 (REG + TEXTBOOK RENTAL + 1ST MONTH SCHOOL FEES + STATIONERY PACK): R5885

GRADE 6 (REG + TEXTBOOK RENTAL + 1ST MONTH SCHOOL FEES + STATIONERY PACK): R5885

GRADE 7 (REG + TEXTBOOK RENTAL + 1ST MONTH SCHOOL FEES + STATIONERY PACK): R6085

-THANK YOU-

APPLICATION FOR ADMISSION TO SCHOOL

1

WEST RAND SEVENTH-DAY ADVENTIST PRIMARY SCHOOL

CNR. 3RD AVENUE & THORNTON ROAD

Telephone: 011 - 6733835

JOHANNESBURG

Fax:

2092

Year: _____



Note: This form must be completed in full. All changes to be initialed or signed by parent / guardian. Completing the form does not necessarily mean that the learner has been accepted into the school.

Grade Applied For:		Highest Grade Passed:		Year When Grade was passed:		Accession No:	
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Surname:				Initials:		Nick Name:	
First Name:				Other Names:			
Date Of Birth: YYYY		MM		DD		Gender:	Male: ☐ Female: ☐
Race:				Identification or Passport No:			
Country of Residence:				Citizenship:			
If SA, indicate province of residence:							

Physical Address:				Home Telephone:					
City/Suburb				Emergency Telephone:					
Code:		Learner Email Address:							
Home Language:				Preferred Language of Instruction					
Boarder	Yes	☐	No	☐					
Deceased Parent	Mother	☐	Father	☐	Both	☐			
Religion:				Mode of transport:					
			For Grade 1 only: Indicate pre-primary education	None	☐	Non Formal	☐	Formal	☐

Previous School Information

Name of Previous School:			
Previous School Address:			
Code:		Province:	
Country:			

Learner Medical Information

Medical Aid Number:		Medical Aid Name:				
Medical Aid Main Member:				Doctor Name:		
Doctor's Address:				Doctor Telephone Number:		
Medical Condition:						
Special Problems Requiring Counseling:						
Dexterity of Learner:	Right Handed	☐	Left Handed	☐	Ambidextrous	☐
Reg. Social Grant	YES	☐	NO:	☐		
Rec. Social Grant	YES	☐	NO:	☐		

If the learner is accepted, the following documents must be submitted to the school:

- | | |
|---|---|
| 1. Copy of Immunisation Records. | 2. Copy of Birth Certificate |
| 3. Progress Report from Previous School | 4. Transfer Letter from Previous School |

APPLICATION FOR ADMISSION TO SCHOOL

2

Siblings

Number of other Children at this school: Position in the family (e.g first): Please supply full names below: Name: Grade: Name: Grade: Name: Grade:

Parent / Guardian Information

Complete a SEPARATE parent form for each parent living at a different physical address

Title: Initials: Surname: First Name: Gender: Male: Female: Home Language: Race: Identification Number: Or Passport number Account Payer: Yes No Residential Street Address: City/Suburb Code: Occupation: Employer: Surname of Spouse: First Name: Occupation of Spouse: Learner resides with this parent/s Yes No Spouse ID Number: Relationship to Learner: Marital status of parent:

Correspondence Details

Title: Surname: Postal Address: City/Suburb Code:

Other Contact Details

Home Telephone Work Telephone Fax Number: Cell Number: Spouse Work Telephone Number: Spouse Cell Number: E-Mail Address: Spouse E-Mail Address:

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

Name of Parent / Guardian (Please Print): Signature of Parent / Guardian

Date: -----/-----/-----

Office use only:

1. Date:	2. Accepted:	3. Accession Number:
4. Rejected:	5. Reason for Rejection:	
6. Documentation Received:	6a Immunisation Record:	6b. Birth Certificate:
6c. Progress Report from Previous School:		6d. Transfer Letter from Previous School:

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CODE OF CONDUCT

1. PURPOSE

- The Code of Conduct governs the conduct of all learners & the relationships between the School & its pupils/learners.
- West Rand SDA Primary's motto, "Duty is Sacred", forms the basis of the Code of Conduct.
- In line with the philosophy of "Duty is Sacred", mutual respect between West Rand SDA Primary School & its learners, and a mature & dignified interaction, is expected at all times.
- Individuality & self-initiative is encouraged within the parameters set out below and having regard & respect at all times for the interests of fellow learners & West Rand SDA Primary School.

2. DRESS & APPEARANCE

- Learners are required to appear neat, tidy & clean at all times & must be dressed in the correct school uniform every day.
- Plain black shoes must be worn.
- No boots may be worn.
- Undersize or oversize items of uniform may not be worn.
- No makeup may be worn.

3. HAIR

- Hair must be tidy, clean & be of a natural appearing colour.
- No inappropriate hairstyles are permitted.

4. JEWELLERY

- No jewellery will be allowed at the school.

5. CLASSROOM CONDUCT

- The School expects a concentration on, and a commitment to academic excellence.
- No disruption of classroom routine will be tolerated.
- The ambience of the classroom must be one of warmth & mutual respect.
- Homework must always be timeously done & thorough preparation must be carried out before tests & examinations.
- Greet teachers both in classrooms & corridors.
- Visitors to the school should always be courteously greeted.
- Learners must be punctual for all classes & school activities.

6. GENERAL CODE OF GOOD BEHAVIOUR EXPECTED FROM ALL LEARNERS

- Learners are expected to take pride in their school.
- Littering will not be tolerated.
- Toilets are to be kept clean at all times.
- Learners are expected to have respect for their teachers & learners and to treat others with respect.
- Disrespectful behaviour or impertinence is totally unacceptable.
- Punctuality is essential. Latecomers must report to the secretary at reception. Parents are expected to co-operate in this regard & to provide a note explaining late arrival. Habitual late arrival may lead to disciplinary action.
- Learners are expected to move in a quiet & orderly fashion during the changing of periods.
- No rough play or unruliness is allowed.
- As learners are regarded at all times by the general public as being representatives of West Rand SDA Primary School, misbehaviour or discourtesy will not be tolerated & could result in disciplinary action.
- Learners will not be permitted to leave the school for dental or medical appointments unless they are of an urgent nature & a letter is received from the student's parent/guardian. All medical appointments must be made after school or during the school holidays.
- Learners who fall ill during school hours must report to the school secretary at reception for the secretary to contact a parent/guardian in the case of a serious illness.
- No cell phones or any mobile music devices are allowed. This decision was again taken at a P.T.A. Meeting held on 23/10/2011. Cell phones will be confiscated, and learners will be fined. Learners may communicate with parents in emergencies only via the School secretary.

7. OFFENCES WHICH COULD RESULT IN EXPULSION

- **Substance Abuse:** Any student to be found in possession or under the influence of drugs or alcohol or participating passively or actively in activities related to drugs or alcohol, will be required to leave the school with immediate effect. This applies while on the school grounds, any school related excursion away from the school & if reported to the Principal if such activities occurred in public & pupils are identified.
- **Smoking:** Smoking is forbidden. Learners found smoking on the school premises or in school uniform outside the school grounds or any school excursion or situation where they may be identified as belonging to West Rand SDA Primary School, will be required to leave the school with immediate effect.
- **Theft:** Theft is forbidden. Any student found stealing will be required to leave the school with immediate effect. West Rand SDA Primary School reserves the right, at its discretion & where an incident of theft is suspected, to open & inspect suitcases & bags.
- **Victimisation:** Victimisation, including but not limited to bullying, fighting, intimidation & any display of racism or religious intolerance, will be severely dealt with. Depending on the severity of the transgression, the student could be required to leave the school.
- **Vandalism:** Vandalism will not be tolerated & the student may be required to leave the school. Any damaging or defacing of property belonging to the school and/or other persons, will be regarded as a serious offence. Any damage or loss caused to the school and/or another person, will be recompensed by transgressor and/or his/her parent/guardian.
- **Unauthorised Absence:** Unauthorised absence from school or lesson periods is a serious misdemeanour. If recurring, the student could be required to leave the school.
- **Bullying**

8. DISCIPLINE

The offence of acceptable social conduct will not be tolerated at the West Rand SDA Primary School. Learners who infringe upon the code of reasonable behaviour or are guilty of misconduct will be disciplined accordingly,

as is stated in the West Rand's "Discipline Policy". In instances of serious misconduct, learners will be required to leave the school. Disciplinary action will be implemented by taking the history of the student, his/her involvement in the commission of the offence & various other activities, into consideration before punishment is decided upon. The Principal & the disciplinary committee, shall at their discretion, be entitled to call for or convene a disciplinary hearing.

AGREEMENT BETWEEN PARENT/GUARDIAN & WEST RAND SDA PRIMARY SCHOOL

I, Parent/Guardian (PRINT) _____

of _____ in Grade _____ hereby agree to the Terms and Conditions in the SCHOOL'S CODE OF CONDUCT and undertake that my child/children will uphold the rules, regulations, principles and standards of the School.

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____

SIGNATURE OF LEARNER: _____

DATE: _____

(PLEASE SIGN THIS AGREEMENT USING A BLACK PEN & RETURN IT TO THE SCHOOL)



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CONSENT AND INDEMNITY FORM

I (FULL NAME) _____, at Address _____
_____ Parent/Guardian of _____ in Grade _____

do hereby give my consent for my child to take part in extra mural and co-curricular activities, including educational excursions/tours, religious & outreach programmes, and cultural & sporting activities, while attending school. Furthermore, I give my consent for my child to travel on reliable transport arranged by the School.

I fully understand and accept that all tours, excursions and transport shall be undertaken at my child's own risk and I undertake on behalf of myself, my executors, my spouse / partner and my afore mentioned child to indemnify, hold harmless and absolve West Rand Seventh-day Adventist Primary School, the Principal and Staff, against any or all claims whatsoever that may arise in connection with loss or damage to the property, or injury to the person of my afore said child in the course of any such tour/excursion/transport or activity, in the knowledge that the Principal and Staff will never the less take all reasonable precautions for the safety and welfare of my child.

I further grant permission for videos and/or photographs of my child/ward to be posted on the school's social media platforms for marketing and advertising purposes.

The school uses both email and WhatsApp as a communication avenue. I grant permission for my email and WhatsApp number to be used for the purpose of communication

The following information is essential in case of emergency medical treatment or hospitalization:

- A. **Name of Employer:** _____
- B. **Address of Employer:** _____
- C. **Medical Aid:** _____ **Membership Number** _____ **Main Member Name:** _____
- D. **Family Doctor (Name):** _____ **Cell Number:** _____
- E. **Residential Address of Parent/Guardian:** _____
- F. **Contact Numbers:** Mother (Cell) _____ Father (Cell) _____
(Work) _____ (Work) _____
- G. **Emergency Contact:** Name _____ Number: _____

This indemnity shall remain in force for the full duration of my child's enrolment at West Rand SDA Primary School. I further undertake to furnish the school immediately with the relevant information should any of the above or any other details change.

Signature of Parent/Guardian _____ **Date:** _____





EDUCATING FOR ETERNITY

Education Department

Centre/Sentrum

Road (cnr Kirkby Street

Bedford Gardens,
Johannesburg, South Africa

PO Box 75700, Garden View, 2047

Tel: 010 824-0583 / 27 10 824-0583

"Educating for Eternity"

January 1, 2025

**NCSA EDUCATION
FINANCE DEPARTMENT
ADMISSIONS - PARENT/SPONSOR/GUARDIAN CONTRACT**

Please initial each of the following points and sign and date fully at the bottom:

Initial

1. I have read the school **Prospectus** and I confirm my commitment and support to the sentiments expressed therein. _____
2. I will be loyal to the school and will encourage my child to identify with the school's ideals and to obey the rules. _____
3. I give permission that my child may participate in any of the extra-curricular activities organized by the school. This includes sporting and cultural activities as well as excursions/tours. I understand that reasonable precautions will always be in place to ensure the safety of children. I waive any right that I may have to claim compensation against the school or any of its staff or representatives in respect of any loss, injury or damage incurred whilst engaged in any activity, in the knowledge that all reasonable precautions are taken for the safety and welfare of my child/ward, and that I indemnify them against all such claims. I further understand that some activities may imply additional costs and I expect to be consulted on this matter before my child is asked to participate. _____
4. I give permission that my child's class work, photo and first name may be published on the NCSA Schools Website and other social media Pages such Facebook, TikTok and Instagram subject to the following conditions:
 - a) Any such publication is not for profit and neither my child nor my family will be compensated for any such use.
 - b) No last name will appear with any photograph or published work (unless written permission has been granted by the parent/guardian). Learners will only be identified by first name.
 - c) Home addresses, email addresses, telephone numbers or any other information that might identify my child will never be published on any Internet site._____
5. I accept full responsibility for the prompt payment, **ONE MONTH IN ADVANCE**, of all school fees and legitimate expenses as indicated on duly rendered school accounts. I also understand that I may be asked to withdraw my child if I am not able to settle my account. _____
6. I hereby consent that the school or its appointed agent may carry out a credit enquiry and may transmit details to a credit bureau of how I have performed in meeting my obligations in terms of this agreement and if I fail to meet my obligations may record my non-performance with the applicable credit bureau. _____
7. I hereby undertake and bind myself to pay any costs, as permitted by the necessary Acts, including legal fees, tracing fees and collection costs which may be incurred by the school in its recovery of any amount not paid by the due date, interest compounded monthly, at the maximum rate permissible by law. _____
8. If the school has any difficulty regarding the prompt payment of school fees (by the 3rd of each month), the school has the right to not consider your child's re-application for the following year. _____

Where I have failed to honour the obligation and contract as per school policy in the payment of school fees, I consent to the school handing my account for collection to the authorised debt collecting company.

9. Should it be necessary for any reason to withdraw my child during the school year, I understand that I will be responsible for the payment of school fees up to the end of the month in which my child is withdrawn from the school. I understand that I **MUST GIVE ONE CALENDAR MONTH WRITTEN NOTICE** and will be liable for school fees for this notice period.
10. I understand that I will be responsible for private tuition fees for any course or subject taken by my child that is not part of the package of school subjects offered by the school and described in the school Prospectus or official newsletter.
11. If the school cannot provide academic support for whatever reason, over and above the learner support already provided, the learner will be referred. If the parent/guardian then withdraws the child, any outstanding fees will be the responsibility of the parent/guardian. If, however, there are fees paid in advance, refunds will be applicable as per school policy.
12. Should my child be absent from school for more than 10 consecutive days without notice, the school has the right to take his/her name off the register and I will have to re-apply for a place, being aware that re-applying does not guarantee a place.
13. Should my child be absent on a regular basis, I will have to supply the school with a doctor's note each time he/she is not at school.
14. Should parents/guardians wish to speak to the principal, they should make an appointment with him/her prior to the visit. The reason for the visit and the person who may be involved during the visit should be stated.
15. I understand that the personal belongings of my child/ren are not insured by the school or SDA church organisation.
16. I give permission that my child may be subject to medical tests for drugs or other illegal substances if there is evidence or reasonable suspicion that he/she may be involved in substance abuse activities. I understand that such testing will always be dealt with confidentially and in a professional manner and that I will be kept informed about the process. I agree to be responsible for any laboratory costs that may be involved.
17. I give permission that my child may be given basic medical attention should the need arise.
18. I give the principal or his/her representative the right to act "in loco parentis" to my child.

Parent/Sponsor/Guardian: _____
Signature

Date: _____

2nd Parent responsible for account: _____
Signature

Date: _____

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DECLARATION OF PARENTS/GUARDIAN LIABLE FOR THE PAYMENT OF SCHOOLFEES

Full name/s of learner/s

a.	
b.	
c.	

Grade next year :	
Grade next year :	
Grade next year :	

1. I/We confirm that we are fully acquainted with the fee requirements. I/we declare that I/we am/are currently in a financial position to pay the prescribed fees.
2. I/We accept that the payment of school fees at West Rand Primary School is compulsory and that as parents/guardians we/I are/am jointly responsible for the payment thereof.
3. All outstanding fees due after the 3rd of a month are considered arrears. Interest will be added on arrears.
4. I/We hereby agree that tuition fees should be paid from January on the of every month in 12 equal instalments.
5. In the event of legal action being instituted, I/we hereby agree to pay the costs thereof on the attorney and client scale.

ACCOUNT PAYEE 1 (1st person responsible for the payment of the account.)

Name in full:							
Physical address:							
Postal address:							
Phone numbers:	Bus:		Home:		Cell:		
ID number:			Signature:			Date:	

ACCOUNT PAYEE 2 (2nd person responsible for the payment of the account.)

Name in full:							
Physical address:							
Postal address:							
Phone numbers:	Bus:		Home:		Cell:		
ID number:			Signature:			Date:	

Attached hereto :

Proof of Residence		2 Months Bank statements		3 Months pay slips		Copy ID's		
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PARENT/SPONSOR CONTRACT

Please initial each of the following points and sign and date fully at the bottom:

- | | Initial |
|---|---------|
| 1. I will be loyal to the school and will encourage my child to identify with the school's ideals, and to obey the rules. | _____ |
| 2. I give permission that my child may participate in any of the extra-curricular activities organized by the school. This includes sporting and cultural activities as well as excursions/tours. I understand that reasonable precautions will always be in place to ensure the safety of children. I waive any right that I may have to claim compensation against the School or any of its staff or representatives in respect of any loss, injury or damage incurred whilst engaged in any activity, in the knowledge that all reasonable precautions are taken for the safety and welfare of my child/ward, and that I indemnify them against all such claims. I further understand that some activities may imply additional costs and I expect to be consulted on this matter before my child is asked to participate. | _____ |
| 3. I accept full responsibility for the prompt payment, of all school fees and legitimate expenses as indicated on duly rendered school accounts. | _____ |
| 4. I hereby consent that the school or its appointed agent may carry out a credit enquiry and may transmit details to a credit bureau of how I have performed in meeting my obligations in terms of this agreement and in the event that I fail to meet my obligations may record my non-performance with the applicable credit bureau. | _____ |
| 5. I hereby undertake and bind myself to pay any costs, as permitted by the necessary Acts, including legal fees, tracing fees and collection costs which may be incurred by the school in its recovery of any amount not paid by the due date, interest compounded monthly, at the maximum rate permissible by law. | _____ |
| 6. If the school has any difficulty regarding the prompt payment of school fees (by the 3 rd of each month), the school has the right to not consider your child's re-application for the following year. | _____ |
| 7. Should it be necessary for any reason to withdraw my child during the school year, I understand that I will be responsible for the payment of school fees up to the end of the month in which my child is withdrawn from the school. I understand that I need to give one calendar month written notice and will be liable for school fees for this notice period. | _____ |
| 8. I understand that I will be responsible for private tuition fees for any course or subject taken by my child which is not part of the package of school subjects offered by the school and described in the school Prospectus or official newsletter. | _____ |
| 9. If the school cannot provide academic support for whatever reason, over and above the learner support already provided, the learner will be referred. If the parent/guardian then withdraws the child, any outstanding fees will be the responsibility of the parent/guardian. If however, there are fees paid in advance, refunds will be applicable. | _____ |
| 10. Should my child be absent from school for more than 10 consecutive days without notice, the school has the right to take his/her name off the register and I will have to re-apply for a place, being aware that re-applying does not guarantee a place. | _____ |
| 11. Should my child be absent on a regular basis I will have to supply the school with a doctor's note each time he/she is not at school. | _____ |
| 12. Should I wish to speak to the principal, I should make an appointment with him/her prior to the visit. The reason for the visit and the person who may be involved during the visit should be stated. | _____ |
| 13. I understand that the personal belongings including electronic equipment of my child/ren are not insured by the school or Seventh-Day Adventist church organisation. | _____ |
| 14. I give the principal or his/her representative the right to act " <i>in loco parentis</i> " to my child | _____ |
| 15. I/we the undersigned hereby also confirm that I/We are responsible for the payment of the school fees account. | _____ |

Parent/Sponsor:

Signature

Date: _____

2nd Parent responsible for account:

Signature

Date: _____

West Rand Seventh-day Adventist Primary School



Compulsory School Fee Policy

1. PREAMBLE

- 1.1 West Rand Seventh-day Adventist Primary School is a private Non-Profit Organisation (NPO), owned and operated by the Northern Conference of the Seventh-day Adventist Church (NCSA). West Rand SDA Primary School strives to provide a high standard Christian Education to its learners, preparing them not only for competence in this life, but also for eternity. West Rand SDA Primary School therefore employs competent and caring educators who teach the learners in small classes in a safe environment.
- 1.2 Parents and/or guardians should read this policy document carefully before signing it because its content forms the basis of the legally binding contract between the parent(s) and/or guardian(s) and West Rand SDA Primary School for the payment of the compulsory school fees for this scholastic year.
- 1.3 The compulsory fees payable this year were approved by the School Board. West Rand SDA Primary School reserves the right to increase the school fees during the year but will only do this if absolutely necessary and will then give 2 months' written notice to parent of its intention to increase fees.
- 1.4 All relevant fees are payable monthly in advance, by the first day of every month, for the eleven or twelve months options.

2. COMPULSORY FEES PAYABLE

- 2.1 **Once-Off fees** – An Application fee (for new applicants) or re-registration fee, stationary pack fee, (Grade R-7) and a book fee (Grade R-7).
- 2.2 At the time of applying for enrolment (after your application has been successful), **proof of payment** must be provided for the relevant once-off fees (see 3.1 above) and the relevant fees for the first month of schooling.
- 2.3 The fees applicable are determined each year and are available separately.

3. BANK DETAILS

All relevant fees (see 3.1 and 3.3) must be paid directly into the following bank account:

Name of Bank : ABSA

Account Number: 101 470 3531 cheque account

Branch Code/Name: 632 005 / ABSA Industria

Reference Number: Learner grade, name and surname

4. DISCOUNTS AVAILABLE

- 4.1 Parents/Guardians who have two learners enrolled at West Rand SDA Primary School are granted a 10% discount on the normal monthly school fee on the second child.
- 4.2 Parents/Guardians who have three learners enrolled at West Rand SDA Primary School are granted a 15% discount on the normal monthly school fee on the third child.
- 4.3 Parents/Guardians who pay all monthly fees to December in full before 30 February will receive a 10% discount on the school fees. The January and February fees though, must be paid on time.
- 4.4 Parents/Guardians who pay all monthly fees for January to June in full before 31 January of the school year will receive a 5% discount on the school fees.
- 4.5 Parents/Guardians who pay all monthly fees for July to December in full before 30 June of the school year will receive a 5% discount on the school fees.
- 4.6 Parents/Guardians who pay for the term in advance will receive a 2.5% discount on the school fees.

5. PAYMENT METHODS

- 5.1 With application – Electronic Fund Transfer (EFT), payment or monthly stop order. Submit proof of the regular payment (EFT) or stop order with application.
- 5.2 Not accepted – neither cheque nor cash payments will be accepted at the school for any payment.

6. RESPONSIBILITY OF PARENTS/GUARDIANS

- 6.1 Timeous payment – fees need to be paid on time
- 6.2 Divorced parents – are jointly or severally liable for the payment of the relevant fees regardless on who signs the application/re-registration forms.
- 6.3 Notice of Removal – must be given to West Rand SDA Primary School. One month's written notice of intention to remove the relevant learner(s) from the school and the parents/guardians remain responsible for that final month's relevant fees.
- 6.4 Contractual Commitment: the relevant application/re-registration form will not be considered by West Rand SDA Primary School unless copies of this policy document and the commitment form are properly signed by the relevant parent(s)/guardian(s).
- 6.5 Additional costs/charges: in the event that the school account is in arrears, the relevant parent(s)/guardian(s) will be responsible for the interest and any other additional charges, including Administration Fees and Legal Expenses incurred in settling the outstanding account.

7. OUTSTANDING ACCOUNTS

- 7.1 If the relevant fees are not paid by the seventh day of the month in which they are due, the responsible person(s) will receive an SMS reminder and an administration fee of R100.00 will be charged for every month that the account is outstanding or in arrears.
- 7.2 If any account has an amount that is in arrears for 30 days or more, a reminder SMS will be sent, followed by an email (or letter sent home with the learner if no email address is known). Interest at 15.5% per annum will be charged from the first day that the account became in arrears and an administration fee of R200.00 will be charged for every month that the account remains in arrears.
- 7.3 If any account is in arrears for 60 days or more, in addition to the SMS reminder, interest rates and administration fees, a letter will be sent with a warning that the account will be handed over to a Debt Collector if the account is not settled within 7 days of the letter being sent. Parents and Guardians are hereby notified that the legal account recovery process may include Blacklisting of the relevant parent(s) or guardian(s) at a Credit Bureau and that all legal costs will be added to the account.
- 7.4 No learner will be allowed to enroll at West Rand SDA Primary School if the relevant account is not settled in full nor will learners be accepted from our sister schools where accounts are in arrears.

ACKNOWLEDGEMENT

I/We the Parent(s)/Guardian(s) of _____ (Gr _____) and
_____ (Gr _____) and
_____ (Gr _____) hereby
accept West Rand Seventh-day Adventist Primary School's Compulsory School Fees Policy for this scholastic year
as set out in this document and undertake to faithfully pay all relevant fees when they are due. I understand
that the content of this document forms the basis of a legally binding contract between me/us and West Rand
SDA Primary School.

Signed at _____ this _____ day of _____ 20____

Parent/Guardian: _____
NAME SIGNATURE

Parent/Guardian: _____
NAME SIGNATURE

West Rand Seventh-day Adventist Primary School



Drug Policy

The aim of this policy is to encourage all students to abstain from using any drugs (other than those which are medically prescribed), including alcohol and tobacco. This document sets out the school's policy on drugs, alcohol and tobacco use. Every student and his/her parents or guardians are required to sign it as acknowledgement that they have read and understood it, and that they have agreed to abide by this policy.

1. Position

The school does not tolerate:

- the use or possession of any illegal or prohibited substances
- the possession of drug-related equipment such as cigarette papers, pipes, etc.
- the use of anabolic steroids and other performance-enhancing substances
- the inappropriate use of solvents, inhalants and similar agents
- the consumption of alcohol and the smoking of tobacco.

2. Procedure

Anybody found in possession of, or using, any of these substances, either on school property, or when in school uniform, or when under the supervision of the school, or attending school-related functions, including sports outings and social events, will be subject to the following procedure:

- The student will first be interviewed by the school counselor or senior member of staff to determine the nature and extent of the student's involvement with drugs (casual experimentation, habitual use, drug dependence, dealing, etc.) and to determine the appropriate response.
- The student's parents will be informed of the student's involvement, and they will be required to attend a meeting at school to discuss the matter.
- If, on the basis of the interview, the school considers it necessary to refer the student to an agency for professional drug counseling or other treatment, the parents will be informed of this. The cost of such treatment shall be paid for by the student's family. In instances where parents are unable to afford treatment; the student will be referred to appropriate state health facilities or agencies.
- Since this is a serious offence, a disciplinary interview will be conducted.

3. Addiction, treatment and help

The school understands that addiction is a medical problem, and that certain drug use may need support and treatment rather than punishment. Any student who asks for, or is identified as needing, assistance in coping with drug use, will be expected to attend appropriate counselling and support sessions.

4. Confidentiality

All approaches by any student to any of the school's staff will be treated with utmost confidentiality.

I hereby declare that I have read and understood the above-mentioned policy.

Signature of Parent/Guardian

Date

West Rand Seventh-day Adventist Primary School



Assessment Appeal Procedure Policy

Appeals Procedure

Familiarise yourself with the appeals procedure and sign the document as requested. You will only use the Appeals Form if you would like to appeal against the assessment decision.

West Rand SDA Primary acknowledges the Learner's right to appeal against or dispute any assessment decision.

You can appeal under the following circumstances:

- I do not agree with my assessment decision – I feel I have provided sufficient evidence
- I was not briefed properly of the nature and requirements of assessment
- I was unfairly discriminated against
- My special needs for this assessment were not accommodated

If you would like to appeal, please follow the procedure below:

Stage 1:

- Approach the Educator/Assessor to state your case for re-assessment within 3 working days of being informed of the assessment decision. Complete and submit the appeals form within the 3 days.
- The School will respond to all appeals and disputes received within 3 working days.
- The Educator/assessor will respond with either:
 - i. A clear explanation stating why the assessment decision is upheld combined with a re-evaluation of the evidence.
 - ii. An amendment of the Learner's Assessment Record, should this be appropriate.

Stage 2:

- Should the decision made by the Educator/Assessor be unsatisfactory, the appeal will be forwarded to the moderator for mediation and possible re-assessment.

Stage 3:

- The SAT (*School Assessment Team*) will be approached as the next step, should the decision not be accepted. The SAT will administer the appeal.
- The Learner/Parent is invited to attend the proceedings held by the SAT.

Stage 4:

- Once all internal appeals and dispute systems have been exhausted, appeals and disputes can be referred to the relevant body for investigation.

I _____ hereby confirm that the above procedures have been explained to me and I accept them.

Learner Name

Signature

Date

CONDITION/S UNDER WHICH I AM SELECTING TO MAKE THIS APPEAL (select one)

- ☐ I do not agree with my assessment decision – I feel I have provided sufficient evidence
- ☐ I was not briefed properly of the nature and requirements of assessment
- ☐ I was unfairly discriminated against
- ☐ My special needs for this assessment were not accommodated

I _____ hereby appeal against the assessment decision:
(name & surname)

School Name	West Rand SDA Primary		
Learner Name			
Grade			
Phase			
Educator/Assessor		Assessment Date	
Reason for appeal			
Parent Signature		Date of Appeal	
Stage 1: Assessor/ Educator Response			
Decision Amended		Decision Upheld	
Assessor's rationale for decision			
Educator/Assessor Signature		Date of Response	
The above decision have been explained to me and I accept the decision		YES	NO
Parent Signature		Date	

Stage 2: Moderator Response					
Decision Amended		Decision Upheld			
Moderator's rationale for decision					
Moderator Name		Date of Response			
Moderator Signature		Date			
The above decision have been explained to me and I accept the decision			YES		NO
Parent Signature		Date			

Stage 3: Management Response					
Decision Amended		Decision Upheld			
Rationale for decision					
SAT (School Assessment Team)		Date of Response			
Name		Signature			
Name		Signature			
Principal		Signature			
The above decision has been explained to me and I accept the decision			YES		NO
Parent Signature		Date			

Stage 4:	The appeal has been referred for investigation	YES		NO	
Department					
The above decision has been explained to me and I accept the decision		YES		NO	
Parent Signature		Date			
Principal Signature		Date			