



FOR OFFICE USE ONLY:

Date received: _____

Application fee paid: _____

Date of admission: _____

Administrative checks done: _____

Details / Comments: _____

Interview Acceptance Letter Sent

YELLOWWOODS PREPARATORY SCHOOL

Est. 1996

Surname: _____ Name: _____

Preferred Name: _____ Date of birth: _____

Home Language: _____ Male: Female:

Present School and Grade: _____

Grade for which applying: _____ Date entry is required: _____

CHILD'S PARTICULARS

Please circle:

School Transport: (Subject to availability)

If yes, please specify:

DAY SCHOLAR / BOARDER

YES / NO

Alice / Fort Beaufort / Adelaide

MEDICAL HISTORY & DETAILS

Child's state of health: _____

Please supply any information of which the school should be aware, e.g. epilepsy, diabetes, allergies, asthma etc. _____

Does the child have any barriers to learning, e.g. ADHD? _____

Is the child on any medication? If so, please give details of dosage, any possible side effects and reason for medication: _____

Is the child covered by a medical aid scheme? YES / NO

Name of Medical Aid: _____ Membership No. _____

Doctor's Name: _____ Phone No. _____

Dentist's Name: _____ Phone No. _____

PARENTS' PARTICULARS

FATHER /LEGAL PATERNAL GUARDIAN DETAILS:

Surname: _____ Name: _____

Title: _____ Marital Status: Married / Unmarried / Divorced / Separated / Widowed.

I.D. Number:

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Cell Phone No.: _____ Home No.: _____

Physical Address: _____

Postal Address: _____

E-mail: _____

Occupation: _____ Employer: _____

Business Address: _____

Work No.: _____ Fax: _____

MOTHER /LEGAL MATERNAL GUARDIAN DETAILS:

Surname: _____ Name: _____

Title: _____ Marital Status: Married / Unmarried / Divorced / Separated / Widowed.

I.D. Number:

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

Cell Phone No.: _____ Home No.: _____

Physical Address: _____

Postal Address: _____

E-mail: _____

Occupation: _____ Employer: _____

Business Address: _____

Work No.: _____ Fax: _____

Please indicate the home address of the pupil and to whom correspondence, account etc., should be sent.

Child lives with: Father Mother

Account sent to: Father Mother

GENERAL INFORMATION

Who will bring your child to school? Name: _____ Tel. No. _____

Who will fetch your child from school? Name: _____ Tel. No. _____

Relative or responsible adult to contact in case of an emergency:

Name: _____ Tel. No. _____

NAME AND AGE OF SIBLINGS:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

DECLARATION AND CONDITIONS OF ENROLMENT

I the undersigned, being the applicant (FATHER / MOTHER / GUARDIAN / OTHER) of:

Do hereby agree that my son/daughter/ward will be accepted as a Child at Yellowwoods School, subject to the following conditions:

1. (a) The Applicant will be liable for payment of the full amount of fees and disbursements to be charged by the school in respect of the whole period during which the Child is registered as a scholar of the school.
- (b) The Applicant agrees and undertakes to pay such fees and disbursements in advance, on or before the **first day of each term**.
- (c) If special circumstances exist, the School shall be entitled to accept payment on such other terms as in its sole discretion may impose and this shall not constitute a waiver of any rights it may have.
- (d) A certificate given under the hand of the Bursar of the School shall be prima facie and sufficient proof of any amount due by the Applicant to the School.
2. In the event that a Bursary is awarded to the Child, the Applicant acknowledges that if he/she fails to pay fees and disbursements on due date, such Bursary may at the discretion of the School be forfeited by the Applicant.
3. The Applicant agrees and undertakes to pay interest at such rate (which shall not exceed the maximum interest rate prescribed by law) as may from time to time be imposed by the Council of the School on any fees and disbursements not paid by due date.
4. The Applicant and the Child will be bound by all and any rules, regulations, policies and procedures of the School as laid down by the School Council, its Executive Committee and/or its Principal from time to time.
5. The Applicant (Father / Mother / Guardian / Custodian / Other) indemnifies and agrees to hold harmless the School Trust and Trustees, the School Council and Councillors, its Principal and Staff, or their authorised agents or representatives, against any and all claims, howsoever arising, including negligence, but not gross negligence, arising out of any injury, death, theft, loss, damage, costs or expense, including legal costs suffered as a result of or during enrolment of the Child at Yellowwoods School.
6. The Applicant, in his/her capacity as parent and/or legal guardian of the Child consents to the exercise of the necessary parental powers by the Principal or the Deputy-Principal over the Child whilst the Child is on the school premises and/or engaged in any activity in connection with or incidental to the Child's education at the School, whether academic, sporting, recreational or otherwise and they shall be deemed to be in Loco Parentis, having inter alia and without deterring from generality of the a foregoing, the following rights:
 - (a) in case of emergency, to give any consent that may be required for medical treatment, operation, anesthetic or blood transfusions;
 - (b) to take any decision or furnish any consent or perform any act that they may consider to be in the best interest of the Child in the prevailing circumstances.
7. (a) In the event that the Applicant removes the Child from the School, and wishes to terminate this contract for any reason, the Applicant agrees to give the School one full term's written notice of the Applicant's intention to do so;
- (b) The Applicant acknowledges that should he/she fail to give such notice, the School shall be entitled to charge the Applicant a full term's fees, at the rate applicable for the next term in which the Child would have been enrolled, shall be paid in lieu thereof. Likewise, if the school elects for any reason to terminate this contract, then it may do so, on giving the parent a clear term's written notice of its decision to terminate the contract at the end of the term in question, at which time the parent must withdraw the Child.
8. The Applicant consents to the jurisdiction of the Magistrate's Court in Fort Beaufort and/or Supreme Court of South Africa (Eastern Cape Division), the forum at the sole discretion of the School and its aforesaid organs, to determine any dispute arising from the enrolment of the Child and between the Applicant and the School. In the event that the School is obliged to institute legal proceedings in either the Magistrates Court and/or Supreme Court of South Africa, for outstanding tuition and related expenses due by the Applicant, then and in the event, the Applicant shall be liable to the School for all expenses incurred in collecting any amount owing by the Applicant, which expenses shall include all legal fees charged on the scale as between attorney and own client, all collection charges and tracing fees.

9. The Applicant undertakes to furnish the School at the School's request with a Certificate of Health and the enrolment or otherwise of the Child at the School will be subject to the School's acceptance that the Child is in a sound state of health. This acceptance shall be in the sole discretion of the School. The School may accept applicants for future enrolment in respect of any living individual eligible to attend the school. Any such applicants are accepted on the understanding that neither the applicants nor the school are obliged to enroll the prospective Child, it being understood, however, that wherever possible and without liability in the event of a failure to do so, the school will give preference, between equal candidates, to the earlier applicant.
10. Without limiting or detracting from the School's right to enforce payment of any and all monies due to the School by the Applicant, the School may, in its sole discretion, where fees/charges are outstanding:
 - (a) Withhold the Child's school report;
 - (b) Refuse permission for the Child to enter or return to the School or engage in any of the School activities.
11. For all purposes hereof the Applicant chooses as domicillium citandi et executandi the address set out above and the School at Yellowwoods Preparatory School, Kroomie, South Africa. All notices required to be given by the Applicant in terms hereof shall be delivered to the School on due date, or should be sent by mail to P O Box 136; ADELAIDE; 5760.
12. The School will constantly endeavor to take such steps as may be reasonably required in the circumstance to do what it can to keep the child 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. Subject to the limitations placed on the School's right to an indemnity placed on it in terms of Section 103 of the School Education Act No. 6 of 1995 (Gauteng Province) both parents jointly and severally waive their own claims and indemnify the School and its employees against any claim of the child in excess of the cover provided by its public liability insurance in respect of the event in question.
13. The laws of the Republic of South Africa shall apply to all or any disputes arising from this agreement.
14. Any relaxation or deviation from the terms of this agreement shall not be deemed to be a waiver of the School's rights to enforce strict compliance of its rights.
15. The agreement shall be deemed to be concluded upon acceptance of the enrolment of the Child by the School.

Dated at _____ this _____ day of _____ 20 _____.

NAME (in block letters)

SIGNATURE OF APPLICANT
 (father / mother / guardian / custodian / other)
 (circle appropriate)

SIGNATURE OF WITNESS

YOUR APPLICATION WILL BE CONSIDERED ONLY IF THE FOLLOWING ITEMS ACCOMPANY THE APPLICATION FORM:

- 1. Copy of latest school report (Grades 2—7)
- 2. Copy of Birth Certificate
- 3. Copy of Immunization Card
- 4. Copies of both parents I.D. Documents
- 5. R 1 000.00 Acceptance Fee

The trunk of the tree is a person well rooted in the ground and part of the tree of knowledge. The halo denotes the spiritually important part of knowledge. The tree symbolises the tree of knowledge.



YELLOWWOODS PREPARATORY SCHOOL

P.O. Box 136

Adelaide; 5760

Tel: 046 684 0708

Cell: 071 244 4924

Fax: 086 618 6289

Website: www.yellowwoodsschool.co.za

E-mail: yellowwoods@procomp.co.za

CODE OF CONDUCT

Please note the following:

It is necessary for all our parents and children to read and understand the rules and regulations stated in this Code.

Parents/Guardians are required to sign the form and return it to the school to be filed.

1. MINOR OFFENCE

Offences, which usually fall within the category of minor offences, depending on the circumstance of each case, include but are not limited to the following:

- 1.1. Failure to do/complete homework.
- 1.2. Disorderly behaviour during school activities.
- 1.3. Disorderly behaviour on school grounds, on the school bus and on outings.
- 1.4. Use of insulting or abusive language.
- 1.5. Failure to exercise proper care when using school equipment or school property.
- 1.6. Insolence towards an educator or superior, shown by demeanour, action or words.
- 1.7. Leaving school grounds during school hours without permission.
- 1.8. Failure to adhere to the rules pertaining to the school.
- 1.9. Failure to adhere to the Code of Conduct.

2. OFFENCES THAT MAY LEAD TO SUSPENSION / EXPULSION

Offences, which may lead to suspension, include, but are not limited to, any one or any combination of the following acts or omissions:

- 2.1. Conduct which endangers the safety and violates the rights of others.
- 2.2. Possession, threat or use of a weapon and/or firearm.
- 2.3. Possession, transmission or visible evidence of pornographic material.
- 2.4. Possession, use, sale, transmission or visible evidence of narcotic or unauthorised drugs, alcohol, cigarettes or intoxicants of any kind.

- 2.5. Possession, use, sale, transmission or visible evidence of dangerous substances of any kind.
- 2.6. Fighting, assault or battery.
- 2.7. Immoral behaviour or blasphemy.
- 2.8. Falsely identifying oneself.
- 2.9. Harmful graffiti, hate speech, sexism, racism.
- 2.10. Theft or possession of stolen property, including test or examination papers prior to the writing of tests or examinations.
- 2.11. Unlawful action, vandalism, or destroying or defacing of school property.
- 2.12. Disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees and learners.
- 2.13. Repeated violations of school / classroom rules or the Code of Conduct.
- 2.14. Criminal and oppressive behaviour such as rape and gender-based harassment.
- 2.15. Victimisation, bullying and / or intimidation of others.
- 2.16. Infringement of examination rules.
- 2.17. Knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage at school.
- 2.18. Gangs and gang-related activities.

CODE OF CONDUCT FOR LEARNERS

PREAMBLE

Learners must:

- acknowledge, uphold and promote the school norms and standards set out herein;
- acknowledge that their attitude, self discipline, ideals and conduct at school will enhance and facilitate a culture of reconciliation, teaching, learning and mutual respect, and the establishment of a culture of tolerance and peace in schools;
- commit themselves to act in accordance with the principles as expressed in this Code; and
- accept responsibility and commitment to attend school and receive an education.

1. DEFINITIONS

In this Code, unless the context indicates otherwise:

- 1.1. “educator” means any person who teaches, educates or trains other persons or provides professional therapy at any school, technical college of education, or assists in rendering professional services or educational auxiliary services provided by or in a department of education, (and whose employment is regulated by the Educator’s Employment Act, 1994); and any other person registered with the Council.
- 1.2. “learner” means a child or a student who is taught or trained by an educator as defined above.
- 1.3. “parent” means:
 - the parent or guardian of a learner;
 - the person legally entitled to custody of a learner; or
 - the person who usually has the care and control of a learner

2. PRINCIPLES ON WHICH THE CODE OF CONDUCT IS BASED

- 2.1. The School must protect, promote and fulfil the rights and democratic values of learners, educators and parents, as identified in the Bill of Rights in the Constitution.
- 2.2. All learners and parents at the school have the democratic right to due process about matters affecting them at school.
- 2.3. All learners enjoy equal treatment before the law and will receive equal protection and benefits of the law.
- 2.4. Every learner has the right to have their dignity respected.
- 2.5. Every learner has the right not to be treated in a cruel, inhuman or degrading manner.
- 2.6. Disciplinary action will at all times be corrective, fair, just, consistent and educative.
- 2.7. The responsibility for applying discipline is reserved for educators and / or school governing bodies with the appropriate authority and responsibility.
- 2.8. Whenever practical, similar offences committed in similar circumstances will be treated equally through the award of similar disciplinary action.

- 2.9. Every learner has the right to freedom of expression, subject however to fair and reasonable limitations, so as to maintain order and discipline at the school.
- 2.10. Learners have the right to a clean and safe environment that is conducive to education.
- 2.11. Every learner has the right to education.

3. RESPONSIBILITIES OF LEARNERS

3.1 School and Classroom Rules

Learners must:

- be actively involved in the making of school and classroom rules;
- ensure that they know and understand these rules, and the consequences of breaking them;
- at all times, strive to act in accordance with these rules.

3.2 Learning and Schoolwork

Learners must:

- attend to their schoolwork during their classes;
- complete all assigned homework within the determined time period;
- catch up on all the work missed during any period that they have been absent, so as to maintain the level of education of that class;
- take necessary and reasonable care when using library material and assigned textbooks and return them in the same condition they received them in;
- ensure that they have all the necessary stationery, school books and equipment needed to carry out their school work;
- use appropriate language and behaviour in their interaction with educators, school employees and fellow learners, and act in such a way as to gain respect from educators; recognise educators as partners in education, and respect their authority and the various responsibilities arising there from; and recognise and respect the various cultures, customs and beliefs of fellow learners and educators, to ensure the smooth running of the educational institution.

3.3. Security and Care of School Property

Learners must:

- at all times take the necessary reasonable care when using all school facilities and equipment; and at all times keep the school and its grounds neat and tidy.

3.4 School Attendance

Learners must:

- accept and acknowledge the responsibility to learn and to be educated to their full potential; this includes but is not limited to, academic, occupational, social, sport, spiritual and cultural potential;
- attend school during the regular school hours from Monday to Friday; and if absent, their parent or legal guardian must notify the school as to the reason for the absence, and the learner must bring a signed note from their parent or legal guardian explaining the reason for their absence.

* absence (in the case of illness) for longer than 2 days and if absent on a Monday or Friday requires a doctor's certificate.

4. SCHOOL UNIFORM

All learners are required to wear the appropriate summer / winter school uniform at school.

At all times when a learner is in school uniform, whether during or after school hours, they must always be neat and tidy in appearance.

This includes, but is not limited to, the following provisions in respect of:

4.1 Girls:

- must always keep their hair clean and neat, and if their hair is longer than shoulder length, it must be worn up in a ponytail or tied back;
- must always keep their nails clean and short; must ensure that their school dresses/skirts are the required length;
- must keep their school uniform and school shoes clean; and may not wear jewellery or make-up to school, nor may they dye their hair.

4.2 Boys:

- must always ensure that their hair is short, clean and neat;
- must keep their nails short and clean;
- must ensure that their school uniform and their school shoes are kept clean; and
- ensure that any facial hair is always kept clean-shaven
- may not wear jewellery

5. GENERAL

During the scheduled break-time periods, all learners must behave themselves in accordance with the principles in this Code.

No learner may leave the school grounds at any time before the end of the school day, unless with the written consent of an educator.

6. DISCIPLINE

In the event of misconduct, disciplinary action may be taken against the learner. The precise nature of the disciplinary action to be taken will be dependent on the nature of the circumstances of each case.

Educators (and principals or school governing bodies in cases of serious misconduct) are responsible for determining, according to the degree of transgression, the disciplinary action which will be initiated, and consequently the remedial action or sanction to be applied. Hidings will not be administered.

To be completed and signed by parents or guardians:

I/We, parents/guardians of

in Grade ____ have read and understood the Code of Conduct drawn up by Yellowwoods Preparatory School.

I/We agree to abide by this Code.

Signed by Parent/Guardian



YELLOWWOODS PREPARATORY SCHOOL

yellowwoods@procomp.co.za
www.yellowwoodsschool.co.za
P.O. Box 136, Adelaide, 5760

Tel: 046 684 0708
071 244 4924
Fax: 086 618 6289

FEE STRUCTURE FOR 2017

PLEASE NOTE: Fees include all text books and workbooks, insurance, art, computers and music.

TUITION

		Per Month	Termly	Annually
PRE-PRIMARY	GR 00/R	R 1180	R 4 720	R 14 160
	3 days or less	R 720	R 2 880	R 8 640

		Per Month	Termly	Annually
JUNIOR PRIMARY	Grade 1 - 3	R 2 880	R 11 520	R 34 560
SENIOR PRIMARY	Grade 4 - 5	R 3 120	R 12 480	R 37 440
	Grade 6 - 7	R 3 245	R 12 980	R 38 940

There are three methods for payment of fees:

1. **Monthly payment** (*Tuition Only*)

Two months payments to be made at the end of January and the last payment at the end of November.

Monthly payments can be made via direct deposit or stop order. Please use your child's name as reference when making a deposit into the school's bank account.

2. **Termly payment** – 1% discount is offered on tuition fees, only if payment is made within 10 days of the beginning of each term.

3. **Annual payment** – (*Tuition & Hostel*) The whole years fees are paid upfront at the beginning of the year. 5% discount is offered on tuition fees, only if payment is made within 10 days of the beginning of the first term.

SPORTS LEVY

The Sports Levy covers sports equipment, hiring of sports facilities, travelling costs.

	Termly	Annually
Grade 1 - 7	R 350	R 1050

WEEKLY BOARDING (MON - FRI)

Boarding fees must be paid in full on the first Day of each term.

Boarding fee R 220 per day for non-boarders.

	Termly	Annually
Grade 1 - 7	R 11 450	R 34 350

OPTIONAL EXTRA'S

AFTERCARE		PER DAY	Termly	Annually
	GR 00/R	R 25	R 1 600	R 4 800

LUNCH R 38 per meal

TRANSPORT	Adelaide	R 2 300 per term
	Fort Beaufort	R 2 300 per term
	Alice	R 4 500 per term
	Adelaide/Fort Beaufort	R 30 per trip
	Alice	R 60 per trip

A 5% discount is applicable to tuition fees for 2nd and 3rd children from the same family.

**Banking Details:
First National Bank**

**Branch Code: 210 119
Acc. # 515 200 151 78**



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APPLICATION FOR ADMISSION TO YELLOWWOODS PREPARATORY SCHOOL

(To be completed by present School Principal)

Dear Sir / Madam

The learner named hereunder has applied for admission to Yellowwoods Preparatory school. We will be most grateful if you would complete the assessment below as soon as possible, as it forms part of the Application.

PRESENT PRINCIPAL'S NAME: _____

NAME OF SCHOOL: _____

SCHOOL ADDRESS: _____

SCHOOL TELEPHONE NUMBER: _____

SCHOOL FAX NUMBER: _____

THIS IS TO CERTIFY THAT _____

WAS A PUPIL AT THIS SCHOOL FROM _____ TO _____

5 = Excellent 4 = Good 3 = Average 2 = Weak 1 = Very Weak

WORK SKILLS		SOCIAL SKILLS	
Concentration		Self control	
Independence		Acceptance of responsibility	
Listening Skills		Interaction with peers	
Following instructions		Group participation	
Task completion		Courtesy	
Presentation of work		Behaviour	
Meeting deadlines		Respect for superiors	
Facility with English		Appearance	
Reading ability in English		Leadership skills	

HIS / HER CONDUCT DURING THIS PERIOD WAS _____
(*exemplary, good, satisfactory, not satisfactory*)

EXTRA-MURAL ACTIVITIES: _____

PARENTS' / GUARDIANS' INVOLVEMENT AND SUPPORT: _____

WE _____ THIS PUPIL.
(*recommend / do not recommend*)

WHAT ARE YOUR ANNUAL SCHOOL FEES? _____ ARE FEES CURRENTLY UP TO DATE? _____

IF NOT, BALANCE OUTSTANDING? _____



PRINCIPAL'S SIGNATURE: _____

DATE: _____