



## PARENTS / GUARDIAN INFORMATION

<b>FATHER</b>	<b>INITIALS</b>																		
<b>SURNAME</b>																			
<b>PREFERRED NAME</b>																			
<b>ID. NUMBER</b>																			
<b>STREET ADDRESS</b>																			
<b>POSTAL ADDRESS</b>																			
<b>TELEPHONE (H)</b>																			
<b>(W)</b>																			
<b>(CEL)</b>																			
<b>E-MAIL ADDRESS</b>																			
<b>OCCUPATION</b>																			

<b>MOTHER</b>	<b>INITIALS</b>																		
<b>SURNAME</b>																			
<b>PREFERRED NAME</b>																			
<b>ID. NUMBER</b>																			
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<b>(W)</b>																			
<b>(CEL)</b>																			
<b>E-MAIL ADDRESS</b>																			
<b>OCCUPATION</b>																			

**I WOULD LIKE TO SERVE THE SCHOOL IN THE FOLLOWING WAY:**

**Contacts (e.g. Wholesalers)**

**Examples:**

<b>Welding work</b>		<b>Transport</b>	
<b>Paint work</b>		<b>Catering</b>	
<b>Plumbing</b>		<b>Sponsors</b>	
<b>Electrical wiring</b>		<b>Fund raising</b>	



## GENERAL INFORMATION

<b>ALLERGIES</b>	
<b>MEDICATION</b>	
<b>OPERATIONS</b>	

**UNDERLINE THE ILLNESS(ES) THAT LEARNER HAS BEEN IMMUNISED AGAINST: (CLINIC CARD MUST BE ATTACHED )**

**POLIOMYELITIS AND TUBERCULOSIS (B.C.G.) (COMPULSORY BY LAW FOR ADMISSION) DIPHTHERIA; TETANUS; WHOOPING COUGH; HAEMOPHILUS INFLUENZA TPE B; MUMPS.**

<b>STATE ANY SERIOUS OR CHRONIC ILLNESSES (EG. ASTHMA, EPILEPTIC, ETC)</b>

## MEDICAL

	<b>NAME</b>	<b>NUMBER(S)</b>
<b>DOCTOR</b>		
<b>MEDICAL FUND</b>		

### DECLARATION

WE, THE UNDERSIGNED STATE THAT:

- 1 The content of the application form has been filled in correctly;
- 2 We have taken note of the school rules and admission policy;
- 3 We undertake to abide by the code of conduct, rules and policy as well as to respect and obey the morals and character of this school.
- 4 The parent guardian undertakes to pay the school fees as determined annually.

PARENTS/GUARDIAN SIGNATURE: \_\_\_\_\_

NAME IN FULL : \_\_\_\_\_

DATE: \_\_\_\_\_

## ***APPLICATION FOR ADMISSION***

- 1 The following documents / copies thereof must be submitted :
  - Application for admission
  - learner's Clinic Card
  - learner's Identity document
  - most recent proof (report and transfer form) of the highest grade passed (only from grade 2 – 7)
- 2 A deposit for admission in Grade R is payable. You will be notified of the amount at a later stage.
- 3 With registration a copy of a municipal account or proof of the present home address must accompanied the "Application for Admission" form.

### ***PROCEDURE FOR CONFIRMATION OF ADMISSION:***

- Learners who live within our feeder area and comply with our admission policy, will be accepted automatically.
- The parents of learners who live outside our feeder area will be notified in writing / telephonically whether their application for admission has been successful.

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CD EKSTEEN  
HEADMASTER

Dear Parent

***PRE-PRIMARY EDUCATION***

Thank you for choosing Bastion Primary as your child's educational institution where your child will be educated. Your child is special to us and we will strive to enable each learner to develop to his / her full potential.

We would like to provide the following information for your attention:

- The closing date for applications is 30 June. Feedback will be given soon after this date.
- Since we have so many applications each year and there is only place for 60 learners in Grade R, the following procedures are followed:
  - Learners who turn 6 in that year, will be given preference.
  - Learners who turn 5 before 30 June will be considered only if there are less than 60 applicants.
  - Learners who have been identified with a learning problem, need to provide a report from a clinical psychologist along with the application.
- Preference will be given to applicants
  - whose a parents/guardians reside in the Protea Heights area.
- The pre-primary classes are located in the foundation phase wing and have their own entrance and separate playground with all the necessary apparatus.
- School times: 07:45 to 12:00
- One of the educators will always be present as from 07:30 each morning.
- Dress code: anything comfortable.
- After-care: we do not provide after-care, but a variety of these facilities exist in close proximity of the school. See enclosed pamphlet for more details.
- The following articles, which are pre-packed, must be purchased at the open day in November: Grade R T-shirt, apron, rucksack, work book, 2 flip files, file, Pritt, scissors, tissues.

Yours sincerely

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C EKSTEEN  
HEADMASTER

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H BONAFEDE  
HEAD: PREPRIMARY

<b>BASTION PRIMARY SCHOOL LEARNER INFORMATION</b>	Admission Number	
The complete and correct information on this form can save the life of your child.	Grade	

**LEARNER**

Surname & name	
Preferred Name	
Date of Birth	
Identity Number	
Address	

**FATHER:**

Relationship	<b>Father</b>	<b>Stepfather</b>	<b>Guardian (Please Circle)</b>
Surname & Full Name			
Identity Number			
Home Address			
Occupation			
Work Address			
Tel No. (W)	(H)	(Cel)	

**MOTHER:**

Relationship	<b>Mother</b>	<b>Stepmother</b>	<b>Guardian (Please Circle)</b>
Surname & Full Name			
Identity Number			
Home Address			
Occupation			
Work Address			
Tel No. (W)	(H)	(Cel)	

**OTHER CHILDREN IN BASTION**

	NAME	GRADE	TEACHER
1			
2			
3			

**NEXT OF KIN (Incase parents can not be reached)**

NAME	CONTACT NUMBER	RELATIONSHIP

**MEDICAL INFORMATION**

	NAME	NUMBER(S)
Doctor		
Medical Aid		

ALLERGIES	MEDICATION

**A. CONSENT FOR EXCURSIONS**

I, the undersigned (Full name and surname) \_\_\_\_\_

of (Home address) \_\_\_\_\_

parent of (names of scholar) \_\_\_\_\_

\_\_\_\_\_ do hereby consent that my son/daughter may take part in all extra-mural activities of the school, including sports, cultural activities, educational tours, either by foot or by vehicle. I take cognisance of the fact that the Headmaster, his staff or parents involved, will provide such action as deemed reasonable under the circumstances for the safety and welfare of my child.

**AND**

**B. MEDICAL RULES**

give Bastion Primary School permission to use their own discretion, should any children sustain serious injuries at school.

**AND**

**C. COMMITMENT**

undertake to abide by all the rules in the Admission Policy of Bastion and to pay my school levies punctually and regularly.

Should I refrain from doing so, I accept all responsibility for the paying of any costs made by the school to in the fees.

\_\_\_\_\_  
SIGNATURE OF FATHER/GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF MOTHER/GURADIAN

\_\_\_\_\_  
DATE

7 November 2007

Dear Parents

**SPECIAL CIRCULAR : FINANCE**

**1.1 SCHOOL FEES 2008**

At the parent evening on 6 November 2007, the following was approved by the parents :

The school fees for 2008 will be R4 000,00 per child per year for Gr's 1 to 7. If you pay the full amount before the end of February 2008, you will receive a discount of 10%. The fees for Grade R for 2008 will be R4 500,00 per learner but the discount, will however, not be applicable to them.

The school fees are payable by debit order/internet/cash/cheque within the prescribed period of 10 months from 1 February to 1 November.

This notice is going out to parents early so that you can budget effectively for 2008. We would like to urge parents to make a concerted effort to pay their school fees regularly and timeously. Our aim is to in all school fees to ensure that paying parents do not subsidise non compliant parents.

**1.2 DEBIT POLICY**

This policy has been specifically implemented to ensure the speedy and effective collection of school fees.

The debit policy is as follows:

All school fees are payable in advance on or before the last day of the month. If you would like to use an alternative means of payment, please notify the school in writing.

As soon as one month's payment has been missed, that specific month's payment will be deemed payable immediately. In the case of a debit order being refused for two consecutive months, your debit order will immediately be cancelled and you will be notified in writing.

**1.3 MEANS OF PAYMENT**

Please complete the form: Means of Payment accurately and return it to the school by 14 November 2007 (attached). The Board of Governors uses this information to determine the school's cash flow so that all our goals and planning for the year can be co-ordinated effectively.

**1.4 DEBIT ORDERS**

Parents who pay by debit order must complete a new form every year (attached). It must be filled in accurately and completely and returned to the school by 14 November 2007. Should you change your mind after handing in the debit order form, you must inform the school in writing.

**1.5 EXEMPTION FROM SCHOOL FEES**

Forms for partial or complete exemption from school fees for 2008 are available from the school. The prescribed form must be filled in accurately and completely and handed in before 1 March 2008.

**1.6 HANDING OVER TO THE LAWYERS**

Parents who are in arrears with their payment of school fees will be handed over to the lawyers in June and November. If your financial situation should change to such an extent that you are no longer able to meet your commitments, you **MUST** inform the school.

**Complete the tear-off slip and send it back to the school with your child.**

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**SPECIAL CIRCULAR : FINANCE**

I, \_\_\_\_\_ parent of \_\_\_\_\_ in grade \_\_\_\_\_  
take note of the contents of this circular.

\_\_\_\_\_  
SIGNATURE

**MEANS OF PAYMENT**

(Please keep a copy for your own records)

We as parents/guardians of .....(name and surname of child/ren) in grade/grades .....undertake to pay the school fees in 2008 as follows.

Choose **one** of the following options by marking it with a X :

- 1. We will pay the amount of R 3600,00 once-off (R 4000,00 – R 400,00 discount) before the end of February 2008
- 2. We will pay by debit order and will complete the attached form and send it back to the school by 14 November 2007 (R 400,00 X 10 months from February to November)
- 3. We will pay via the Internet (the school’s banking details are: ABSA Brackenfell, branch code 632005, account number 01002621262, cheque account) R 400,00 X 10 months from February to November
- 4. We will pay cash (R400,00 X 10 months from February to November)
- 5. We want to make use of an alternative form of payment and we will apply and motivate our decision in writing. This application will reach the school by end February 2008
- 6. We want to apply for exemption of school fees and will complete and hand in our application form by end February 2008

.....  
Father/Guardian

.....  
Date

.....  
Mother/Guardian

.....  
Date

**DEBIT ORDER**

NUMBER : \_\_\_\_\_

**I, the undersigned, request Bastion Primary School to arrange with my bank and Multi-Data to withdraw the amount, as authorised here, from my account.**

Account Holder : \_\_\_\_\_  
(Surname, first name and other initials)

Telephone : (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cel) \_\_\_\_\_

Address : \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Bank account number: \_\_\_\_\_

Bank branch code: \_\_\_\_\_

Type of accounts : (Please circle the right one)

CHEQUE

SAVINGS

TRANSMISSION

Date of first collection : 1 February \_\_\_\_\_

Amount : \_\_\_\_\_

NAME OF PUPIL / S	GRADE IN _____

\_\_\_\_\_  
SIGNATURE OF ACCOUNT HOLDER

\_\_\_\_\_  
DATE