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Northcliff House College

## Northcliff House College

**FOR OFFICE USE ONLY**

Registration fee \_\_\_\_\_ paid \_\_\_\_\_

Fully paid (Bursar) \_\_\_\_\_

Account no \_\_\_\_\_

Credit Check done \_\_\_\_\_

Start date \_\_\_\_\_ Grade \_\_\_\_\_

CEMIS No. \_\_\_\_\_

## APPLICATION FORM

**Please fill out all information clearly, initial each page and sign in full at the end of document**

LEARNER INFORMATION				
Start date:		Grade:		
Learner's name/s:				
Surname:				
Preferred Name:				
Gender:		Age:		Race:
Date of Birth:		Identity No:		
Home language:		Nationality:		
Home Address:				
Postal Address:				
ACADEMIC HISTORY				
Previous School:				
Contact number:		Principal's name:		
Last Grade passed:		Grades repeated:		
Reason for leaving previous school:				
Has your child received learning support?		Yes / No		
Re learning support – are your reports attached?		Yes / No		

Parents Initial here : \_\_\_\_\_

**PARENT INFORMATION – MOTHER / GUARDIAN'S DETAILS**

First name/s:					
Surname:		Title:			
Home phone:		Cell:			
E-mail:		Fax:			
Identity No:		Nationality:			
Home Address:					
Marital Status:	Single	Married	Divorced	Separated	Live in partner
Profession/Occupation:					
Business Name:		Type of Business:			
Work Phone No:		Work email/fax:			
Business Address:					
Income approximate:					
Does the learner live with you?	yes / no	Are you the legal guardian of the learner?	yes / no		

**PARENT INFORMATION – FATHER / GUARDIAN'S DETAILS**

First name/s:					
Surname:		Title:			
Home phone:		Cell:			
E-mail:		Fax:			
Identity No:		Nationality:			
Home Address:					
Marital Status:	Single	Married	Divorced	Separated	Live in partner
Profession/Occupation:					
Business Name:		Type of Business:			
Work Phone No:		Work email/fax:			
Business Address:					
Income approximate:					
Does the learner live with you?	yes / no	Are you the legal guardian of the learner?	yes / no		
Does the learner receive a Social Grant?					yes / no

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 Parents Initial here: \_\_\_\_\_

## LEARNER INFORMATION

Has your child had any of the following illnesses (please tick applicable box)

Measles  German measles  Whooping Cough  Chicken Pox  Mumps

Has your child had any vaccinations? \_\_\_\_\_

Has your child suffered in the past or does he/she suffer presently from any chronic conditions such as asthma, epilepsy, diabetes, or other? If so, please give details:

\_\_\_\_\_

General health of child: \_\_\_\_\_

Allergies: \_\_\_\_\_

Operations the child has undergone: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Doctor: \_\_\_\_\_ Tel No: \_\_\_\_\_

Medic Alert No: (if applicable) \_\_\_\_\_

Number of children in family: 

1	2	3	4
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Position of the learner in family: 

1	2	3	4
---	---	---	---

### Other children in the family:

NAME	GENDER	AGE	GRADE	PROGRESS AT SCHOOL

### Emotional and interpersonal development:

Comment on your child's relationship with:

	Excellent	Good	Fair	Poor	Comments
Father					
Mother					
Siblings					
Friends					
Other					

### Family history:

	Yes	No	Comments
Are there any hereditary illnesses in the family?			
Are there any learning problems in the family?			

Parents Initial here: \_\_\_\_\_

**Homework Situation:**

Supervision of homework			Comments		
Who supervises your child's homework time?					
	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Comments</b>
How do you as a parent / guardian experience the homework situation?					
How does your child respond to homework?					

**Previous Remedial Tuition:**

	<b>Yes</b>	<b>No</b>	<b>Remedial Teacher</b>	<b>From when until when</b>
Reading				
Spelling				
Mathematics				

**Therapeutic Intervention:**

<b>Previous consultations</b>	<b>Therapist / Institution</b>	<b>Duration of Therapy (from when until when)</b>
Psychologist		
Occupational therapy		
Speech therapy		
Physiotherapy		
Remedial tuition		
- Reading		
- Spelling		
- Mathematics		
Other		

**Emotions and Behaviour:**

Does your child display any of the following characteristics?

	Yes	No	Comments
Nervousness			
Depression			
Aggression			
Perseverance			
Impulsiveness			
Fearfulness			
Passivity			
Does your child react well to discipline?			
Other emotional issues			

**Medical intervention:**

Specialist	Name of specialist	Comments
Orthopaedic surgeon		
Neurologist		
Paediatrician		
Other		

Parents Initial here: \_\_\_\_\_

# TERMS AND CONDITIONS OF ENROLMENT

## Documents to accompany this application:

1. Copy of learner's birth certificate / ID (**NO APPLICATION WILL BE DONE WITHOUT VALID IDENTIFICATION**)
2. Copy of Mother and/or father ID WCED Curriculum Based
3. Transfer form / CEMIS if coming from another school  
(*The school will only issue once your child leaves*) UMALUSI ACCREDITED
4. Most recent school report (if applicable)
5. Proof of family's income (i.e. mother, father or guardians)
6. Accept that a credit check will be made by the school.
7. Registration fee applicable for the specific grade (Payable only when child is accepted)

## COMMITMENT OF SUPPORT FOR THE SCHOOL'S PROGRAM AND ACTIVITIES

- The educational model at Northcliff House College is based on a three-way partnership between the School, the child and the Parents/Guardian. It requires an investment of trust, cooperation, time and energy in support of each learner's education both at home and at School.
- It is important for learners to attend extra lessons, remedial classes, occupational therapy and/or psychological treatment should the Principal and the learner's teacher feel it is absolutely necessary in order to improve the intellectual, emotional or social development of the child.
- It is imperative that parents/guardians actively participate in the life of the School, including scheduled, individual or general parent meetings and annual general meetings, as well as all events organized by the school.

## SCHOOL TERMS

Northcliff House College shall, wherever practical, follow terms and holidays of The Department of Education. Confirmed dates are published annually. The academic year will consist of four terms. We reserve the right to change the dates issued by the Department, with notice, and agree to ensure the equal number of school days are attained.

## SECURITY AND SAFETY:

- The learners in the **Pre-school** classes must be accompanied into the School and handed over to a member of staff. **They may not be left to walk into the School unaccompanied.**

## CHANGES IN EMERGENCY AND CONTACT DETAILS:

- It is imperative that parents, guardians or bursary donors notify the School, **in writing**, of any changes to telephone, physical or postal address details and email addresses, so that we are able to contact you at all times.
- Parents/guardians should notify the School of any changes to the learner's health, especially in respect of illnesses and allergies.

## ILLNESS/ABSENCE FROM SCHOOL:

- Please phone the School if the learner will not be at School on a specific day. If your child is ill, for the benefit of everyone, please keep the learner at home until he/she is fully recovered. All learners absent for 2 days or longer are required to submit a written explanation of their absence and/or a medical certificate. If a test/exam is written during the absence, a learner will only be given another chance to write the test if a valid medical certificate is received.
- We shall adhere to the Guidelines issued by the Department of Health regarding regulations for contagious diseases or lice outbreaks, and reserve the right to request a medical certificate before a learner may return to School after a reported contagious illness or a lice outbreak.

- No medication shall be administered by the School with the exception of medication for chronic illnesses, and/or in emergencies. In these cases, teachers must be clearly instructed by the parent/guardian as to how such medication should be administered.
- No learner may be in possession of any medication – allopathic or homeopathic - at School. All medication is to be handed in to the class teachers.
- It is not obligatory that children produce immunization certificates and children will not be immunized on the school premises without the permission of the parents.
- The school has first aid boxes for minor accidents. In the case of an emergency or accident requiring medical attention, the parent will be contacted before the child is taken to a doctor or to hospital.
- If the behaviour of a child negatively influences other children or the school, in any way, we will refer the child to a psychologist for counseling after consultation with his/her parents.
- It is important that the learners maintain a routine in coming to school. However, should it be unavoidable that the learner will miss school, for any reason, please notify the school in advance. This is especially important for learners in the High school who should attend school throughout the term, except in the case of illness.
- The school shall have the right to exclude, with immediate effect, any learner from attendance, temporarily or permanently, under any circumstances deemed in the sole and exclusive discretion of the School to be interfering with the health, safety, or educational development of the learner, or any other learner in the School. Any such exclusion, whether temporarily or permanently, shall only be valid if in writing and signed by the Principal.

#### **AFTERCARE - RUN BY TEACHER KUMI PRETORIUS IN HER PRIVATE CAPACITY**

- Teachers are not able to supervise the children if they have not been collected within 15 minutes of home time as they then return to their classrooms to prepare for the following day. Therefore, all children that have not been collected by this time will then automatically be put into aftercare and charged accordingly. We do this for the safety of your children.
- Aftercare is offered Monday to Friday from 14:00 to 17:00 pm.
- Please note that lunch is not provided at aftercare. Parents should send an extra lunch and liquid refreshment for the learner. This can be kept in the school fridge.
- The caregiver at aftercare tries to ensure that homework is done but it remains the learner's responsibility.
- Aftercare fees may be paid in advance on an annual, termly or monthly basis directly to Mr Powell.
- **NB. The aftercare fees are due within the first week of the year/term or month. If not paid up-front, the daily fees (which are higher) will apply. We therefore would encourage parents to pay these amounts in advance.**
- If it is noted that learners are staying in aftercare on average of more than two weeks of the month parents will automatically be charged the monthly fee for aftercare unless an arrangement has been made with Ms Pretorius
- If taxis, public transport or any persons other than yourself collect your child late, you, the parent/guardian, will be liable to pay the aftercare fee charged.
- A fine shall be levied on the parent should the learner be collected after 5:10 pm. This is to compensate the caregiver for the inconvenience caused to them.

#### **TRANSPORT:**

The school will ***not be responsible for transporting your child to or from school.*** If parents privately organize lifts with taxis or school staff members, the school will not be held liable for anything happening to that child whilst being transported.

## TUITION FEE POLICY

Parents/Guardians must assume full liability for tuition fees in respect of the learner for the academic year (or portion thereof in the event of the learner entering the School after the School year has begun, subject to the following conditions:

- The purpose of this policy is to ensure that fees and levies due to the school are paid when they are due and to create a procedure to deal with instances where fees and levies are not paid. The policy seeks to treat parents fairly and humanely, ensure that the school's financial viability is not compromised and to minimise the impact that unpaid fees and levies have on the administrative structures of the school.
- **Northcliff House College** only accepts school fees on a termly/yearly basis. **If parents are given special permission to pay this amount on a monthly basis, they hereby acknowledge that the full terms fees must be paid whether the child completes the full term or not.** Annual fees must be paid within the first month of the first term i.e. by 31 January.
- **THREE MONTHS' NOTICE IN WRITING ADDRESSED TO THE PRINCIPAL**, is required if your child is leaving the school. **VERBAL NOTICE IS NOT ACCEPTABLE UNDER ANY CIRCUMSTANCES.** The balance of the fees owed following such notice of withdrawal shall immediately become due and payable, irrespective of the reasons for removal. Failure to furnish such notice shall render the parent/guardian liable for the fees for the upcoming term.
- If a learner does not return to school following a termly school break, without having given the required terms notice, the learner's parents will be liable for the full fees due for that term.
- In the event of a learner being withdrawn from the School at the end of an academic year, the parent/guardian of such learner shall give the required three months' notice to the School. Failure to furnish such notice shall render the parent/guardian liable for the fees, irrespective of the reasons for removal, for the first term of the following year.
- Running a School like ours with excellent staff/learner ratios and facilities is a costly exercise. Our families are very special people who recognize and appreciate that an investment in education truly does pay the best dividends.
- We have found that the most reasonable solution is to keep the basic tuition as low as possible by assigning only those costs directly related to teaching and education in the establishment of Annual Tuition Fees. All extra services, such as After Care and other optional extras shall be charged accordingly.
- An annual stationery fee will be charged. This amount will cover all text books, photocopies and additional notes from Grade 1 to 12.



### **DUE DATES FOR SCHOOL FEES:**

**Annually:** Must be paid within the first month of the first term, i.e. by 31 January, to receive discount.

**Termly:** On or before the first day of each term (by electronic transfer)

**Monthly:** **Monthly payments are only accepted by special arrangement with the school and if made by Stop order.** This stop order must reflect in the School's bank account no later than the 2<sup>nd</sup> of each month. If the 2<sup>nd</sup> falls on a Saturday, Sunday or public holiday, then the fees and levies for that particular month are payable on the next business day following the 2<sup>nd</sup>. If the 2<sup>nd</sup> falls during school holidays, then the fees and levies for that particular month are payable on the day that the new term commences. Proof of a stop order must be given to the bursar within two weeks of starting at Northcliff House College.

### **NON-PAYMENT or LATE PAYMENT REGARDING SCHOOL FEES AND LEVIES POLICY**

- Failure to pay school fees on time places a considerable and unnecessary burden on the school. We are put under huge financial pressure as our ability to meet our own financial obligations is compromised. The principal has an unnecessary administrative burden when he/she has to deal with unpaid fees and levies.
- If school fees and levies are not paid by the due date, a late payment penalty of R125.00 will be automatically payable.
- All monies due under this agreement are due and payable as stated above. No extensions or delays in payment will be accepted, unless in writing and signed by the Principal and the Chairman of the School board. As the school is dependent on the prompt payment of fees, Northcliff House College reserves the right to add an administration levy of 10% to fees unpaid within one month of the due date of payment per child.
- **The School reserves the right to restrict admission of any learner in respect of whom monies due to the School are outstanding. In such a case, the learner's place will then be open for enrolment by a new learner. If any school fees, levies and penalties are outstanding as at 1 December in any year, then the child's enrolment at the school for the following year will be terminated.**
- The school may instruct attorneys to recover unpaid school fees and levies at any time. Should Northcliff House College incur legal costs in the collection of the principal debt, I/We agree that we shall pay all such costs on the scale as between attorney and own client as well as collection commission calculated at 10% of each and every payment made in reduction of the principal debt, interest, Advocate's charges, tracing charges and all other costs incurred by Northcliff House College for the recovery of the principal debt, including all costs incurred before the issue of a summons.
- In the event stop order payments are cancelled without prior agreement, the parent/guardian/donor will bear all costs as well as settle the outstanding payment within 7 days of notice.

**By enrolling your child at Northcliff House College, you, the parent(s), agree that this policy will form part of the agreement between you and the school and that you will be bound by it.**

**PAYMENT PLAN**

**Please indicate, by signing alongside, which payment plan you would like to follow:**

**Annual Payment Plan: (3% discount)** Signed: \_\_\_\_\_  
 Due on or before 31 January (Electronic Transfer)

**Termly Payment Plan:** Signed: \_\_\_\_\_  
 Due on or before 1<sup>st</sup> day of each term (Electronic Transfer)

**Monthly Debit Order (Only by special arrangement):** Signed: \_\_\_\_\_  
 Due on or before the 2<sup>nd</sup> of each month.

**DUE TO HIGH BANK CHARGES, NO CASH DEPOSITS WILL BE ALLOWED.**  
**PERSON FINANCIALLY RESPONSIBLE FOR TUITION & RECIPIENT OF STATEMENT:**

Name:	
I.D number:	
Relationship to child:	
Cell / telephone no:	
E-mail:	
Physical Address:	

**As the parent(s) or guardian(s), having read and understood this entire document,  
 I/we hereby agree to all that is stated in the document and enroll**

\_\_\_\_\_ (name)

at Northcliff House College with effect from \_\_\_\_\_ (date).

Signed at \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
**FATHER/GUARDIAN**

\_\_\_\_\_  
**MOTHER/GUARDIAN**

\_\_\_\_\_  
**PRINCIPAL/CHAIRMAN OF THE SCHOOL BOARD**

**NOTE: NO INDULGENCE, WAIVER OR RELAXATION OF THE TERMS AND CONDITIONS OF THIS TUITION AND ENROLMENT AGREEMENT, OR ANY VARIATION THEREOF, SHALL BE VALID UNLESS IN WRITING AND SIGNED BY THE CURRENT PRINCIPAL, ON THE AUTHORITY AND INSTRUCTION OF THE SCHOOL BOARD.**

Parents Initial here: \_\_\_\_\_

# **MEDIA CONSENT FORM – All Grades**

At Northcliff House College we use photographs and other images of children in the school in the following ways only:

- Place photos on the school newsletter showing pupils involved in school activities
- Place photos of pupils on the school website and Facebook page
- Use photos for brochures to market the school
- Send photos to the local newspaper to recognise achievements of our pupils

To this end, we request that parents complete and sign this consent form, giving us permission to use your child’s photograph, or indicating whether you do not want to allow this. Please note that a separate form has to be completed for each child.

## **Media Consent Information:**

I \_\_\_\_\_ consent to Northcliff House College photographing and videoing my child for purposes as mentioned above.

I \_\_\_\_\_ DO NOT consent to Northcliff House College photographing and videoing my child for purposes as mentioned above.

Name and surname of learner: \_\_\_\_\_

Name and surname of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

## **CONSENT – DISPENSING OF OVER-THE-COUNTER MEDICATION TO LEARNERS**

I, \_\_\_\_\_, (parent/guardian) herewith give my consent to Northcliff House College to dispense basic over the counter medication as is deemed fit by us to my child,

\_\_\_\_\_ (name of learner).

\_\_\_\_\_  
SIGNATURE OF PARENT

\_\_\_\_\_  
DATE

Parents Initial here: \_\_\_\_\_

**CELL PHONE POLICY**

The School Governing Body have decided that the cell phone (and other electronic devices such as I-Pods, other music players (e.g. MP3 players and cameras) has no educational value at school as we have computers available for research and, as such, it is not permitted for learners to bring such items to school during the school day. Possession of a cell phone at school during the school day is thus ***prohibited*** from the 4<sup>th</sup> Term 2013 onwards and ***any cell phone found on a learner will be confiscated with the sim card, for an initial period of five (5) school days provided a fine of R600,00 is paid.***

***2<sup>nd</sup> offences – the cell phone will be confiscated for the rest of the term and a R1 000,00 fine will be payable.***

The reasons for this policy are as follows:

1. There is no educational reason why a cell phone must be with a learner at school.
2. Use of web-based communication has become obsessive and does not form part of the curriculum. Computers are available at school for any research tasks.
3. The use of the camera facility and recording ability on most cell phones is open to abuse with the possibility of pictures being taken and recordings made of incidents which are then spread to others thus harming the good name of the school, and unnecessarily upsetting the teachers and learners.
4. The learners are at risk of mugging when going to and from school and there is an alarming increase in the numbers of reported incidents around many local schools.
5. It is easy to conceal a cell phone, IPod or MP3 player thus there is the risk of theft of valuable electronic items while at school which results in many wasted management hours.

In addition, there is significant pressure on learners to have the latest model cell phone and their parents are thus placed under financial pressure to acquire more expensive phones.

While it is appreciated that this policy may cause inconvenience for learners and their parents / guardians it must be understood that it has been drawn up with the best interests of the learners at heart, with consideration for their education, their personal safety and the safety of their possessions.

**Please note:**

Neither the school nor the teachers will be held responsible should a learner’s cell phone or other electronic equipment be stolen whilst on the premises.

Should you urgently need to contact your child during school hours, please contact the office (028) 316 4437.

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Learner**

\_\_\_\_\_  
**Dated**

# NORTHCLIFF HOUSE COLLEGE

## INDEMNITY FORM

I \_\_\_\_\_ (PARENT / GUARDIAN) of \_\_\_\_\_  
(full names), a learner at **NORTHCLIFF HOUSE COLLEGE**, undertake to abide by the relevant rules, regulations and code of conduct of **NORTHCLIFF HOUSE COLLEGE**.

1. I hereby grant authority to the school principal and/or delegates to act on my behalf in an emergency situation involving my child/children. In the event that the school is not able to contact myself, or alternative emergency contact stated below, the principal or delegates may give the required permission and sign all necessary forms as written consent for my child to receive any medical treatment or surgery in an emergency situation provided such treatment or surgery is executed by trained medical staff or doctor.
2. I hereby indemnify Northcliff House College, its management, teaching staff, employees and/or representatives, from any responsibility in respect of all activities in which my child may be involved, including excursions, camps, sport tours, open-air education, sporting activities and/or cultural activities, but not limited to these.
3. I accept that, Northcliff House College, its management, teaching staff, employees and/or representatives are absolutely unable to accept liability or responsibility for injuries or damages of any nature whatsoever arising from any cause howsoever, excluding intentional conduct, which is suffered by my child and/or by me.
4. **IT IS YOUR RESPONSIBILITY TO INFORM THE SCHOOL OF ANY CHANGE IN ADDRESSES OR TELEPHONE NUMBERS.**

**Information required in case of medical/hospital treatment:**

<b>Name of family doctor</b>	
<b>Telephone number of doctor</b>	
<b>Name of Medical Fund</b>	
<b>Name of main member</b>	
<b>Option / Scheme</b>	
<b>Membership number</b>	

<b>Father's name:</b>	<b>Tel number:</b>	<b>Cell number:</b>
<b>Mother's name:</b>	<b>Tel number:</b>	<b>Cell number:</b>
<b>Name &amp; tel no of person with whom contact may be made should it not be possible to reach you:</b>		
<b>Name:</b>		
<b>Relationship to child:</b>		
<b>Tel number:</b>		
<b>Cell number:</b>		

**Signature of Father/Guardian**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Mother/Guardian**

\_\_\_\_\_

**Date:** \_\_\_\_\_

Parents Initial here: \_\_\_\_\_

**REGISTRATION- AND SCHOOL FEES 2024****PLEASE NOTE FEES ARE SUBJECT TO CHANGE****1. Registration fees: a non-refundable once off fee for new students.**

Grd R:	<b>R2 300.00</b> Registration Fee (Once off)
Grd 1 – Grd 3:	<b>R2 300.00</b> Registration Fee (Once off) <b>Admin/Learners Support Material FEE = R 800</b> (annually)
Grd 4 – Grd 9:	<b>R2 500.00</b> Registration Fee (Once off) <b>Admin/Learners Support Material FEE = R 800</b> (annually)
Grd 10 – Grd12:	<b>R2 500.00</b> Registration Fee (Once off) <b>Admin/Learners Support Material FEE = R 800</b> (annually)

**2. School fees:****All fees are payable UPFRONT over a 12 month period.**

Grade R	<b>R 1 400-00 p.m</b>
Grd 1	<b>R 1 900.00 p.m</b>
Grd 2	<b>R 2 150.00 p.m</b>
Grd 3	<b>R 2 450.00 p.m</b>
Grd 4	<b>R 2 650.00 p.m</b>
Grd 5	<b>R 2 750.00 p.m.</b>
Grd 6	<b>R 2 850.00 p.m</b>
Grd 7	<b>R 3 000.00 p.m</b>
Grd 8	<b>R 3 200.00 p.m</b>
Grd 9	<b>R 3 350.00 p.m</b>
Grd 10	<b>R 3 700.00 p.m</b>
Grd 11	<b>R 3 700.00 p.m</b>
Grd 12	<b>R 3 800.00 p.m</b>
<b><u>ACCOUNTS PAYABLE LATEST BY 3<sup>rd</sup> OF EACH MONTH (IN ADVANCE)</u></b>	

**BANKING DETAILS:**

Northcliff House College  
**ABSA BANK**  
 Account Number: 407 897 3401  
 Current Account  
**Ref: Your Account Number**

Parents Initial here: \_\_\_\_\_