KINGSTON PRIVATE SCHOOL

"EXCELLENCE IN EDUCATION"

TWO RECENT COLOUR PHOTOS OF LEARNER
(ID SIZE)

Student number

ENROLMENT CONTRACT ANNEXURE

SECTION 1: LEARNER'S PERSONAL DETAILS

Full name/s:					
Surname:					
Initials:		Age:		WhatsApp number for school communication:	
Gender				Date of Birth	

WHERE DID YOU HEAR ABOUT US (COMPULSARY):_____

SECTION 2: REQUIRED DOCUMENTATION

Copy of Learner's Birth Certificate/ID Document		Account Holder's ID Document	
Copy of Learner's Immunisation Card if available (Immunisation card up to date)		Proof of Residence (Municipal Account, Affidavit etc.)	
Transfer Card (If transferred from another school)		Copy of Parents'/Legal Guardians' ID Documents (If different from Account Holder)	
Full Confidential report from current school		3 months bank statements indicating salary income of Account Holder	
Copy of Learner's latest Progress Report		A list of monthly income and expenses signed by the Account Holder/s.	
Medical aid card (both sides).		Self-employed applicants please provide a letter stating monthly income from your accountant.	
Administration Fee Paid		If appointed legal guardian provide Certified Copy of Court Order / Testamentary Document	
Copy of ID for alternative pick up if other than parents / guardians (0 to 5 Years and Grade R)			

AFTERCARE: Y N

Initial

SECTION 3: SCHOOL FEES

Name of account	Kingston Private School
Bank	First National Bank
Account number	62684052807
Branch code	250053
Reference	Learners Student Number

****INDICATE WHICH OPTION****

REGISTRATION FEE (ONCE OFF)			
Pre-School Registration Fee	Includes Stationery and Computer Registration	R1560-00	
Primary Registration Fee	Includes Stationery and Computer Registration	R2200-00	
Aftercare Registration (Grade R – 7)	Includes Stationary Pack	R350-00	
SCHOOL FEES (12 MONTHS)			
Pre-School (0-2 Years)	Includes Breakfast and Lunch	R2400-00 (Monthly)	
Pre-School (3-5 Years)	Includes computers and Breakfast and Lunch	R2450-00 (Monthly)	
*** Sport Development Classes (3-5 Years)**	Optional to Parents	R150-00 (Monthly)	
Grade R – 3	Includes Computers and FSA Sport	R2600-00 (Monthly)	
Grade R	Additional Cost throughout the year for books printed	R300 (Termly)	
Grade 1 - 3	Additional Cost throughout the year for books printed: Maths Life Skills English Afrikaans	R400 (Termly)	
Grade 4 – 7	Includes Computers and FSA Sport	R2700-00 (Monthly)	
AFTERCARE			
Aftercare Fees (Grade R – 7)	Supervision and homework support	R780-00 (Monthly)	
Daily Aftercare Fee (Grade R – 7)	Supervision and homework support	R60-00 (Per Day)	
Aftercare Snack Fees Grade R – 7	Small snack and cooldrink	R130-00 (Monthly)	

SECTION 4: LEARNER'S MEDICAL DETAILS

Has the learner received all the necessary immunisations? If no, please state reason

Y	N

_____

Has the learner suffered from any of the following illnesses? Please indicate with an x.

	Asthma		Enteric fever		Measles		Scarlet fever
	Chicken pox		German measles		Mumps		Tickbite fever
	Diabetes		Hepatitis		Polio		Typhoid fever
	Diphtheria		Malaria		Rheumatic fever		Whooping cough

Question	Yes	No	If Yes, Please Provide Details
Does the learner suffer from any allergies?			
Does the learner have any special medical needs?			
Does / has the learner suffered from any other illnesses or disabilities?			
Is the learner currently receiving medical treatment for any condition?			
Does / has the learner suffered from or received treatment for any psychological or emotional concerns?			
Has the learner had any operations?			

In a medical emergency, there may not be time to consult the learner's records. The school may therefore use the fastest available medical service. I hereby consent to Kingston Private School taking any necessary action in the learner's best interest during an emergency and accept responsibility for any related medical costs.

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SECTION 5: DETAILS OF PARENT / GUARDIAN

Surname: _____ Full names: _____

Designation:

Mr	Dr	Rev	Prof	Other	

Identity / passport number:

Occupation: _____ Marital status: _____

Employer: _____ Relationship to learner: _____

RESIDENTIAL ADDRESS	WORK ADDRESS	POSTAL ADDRESS

TEL:	TEL:	

Email address: _____

Parental status:

Learner living with parent/s	Learner's legal guardian	Access rights to learner	Access rights in an emergency only

Account holder: Y N

SECTION 6: DETAILS OF ANOTHER CONTACT IN CASE OF EMERGENCY (COMPULSORY)

Surname: _____ Full names: _____

Relationship: _____ Tel (h) _____ Tel (w) _____

Cell: _____ Email address: _____

SECTION 7: DETAILS OF CHILDREN IN YOUR CARE WHO ARE CURRENTLY ENROLLED AT KINGSTON PRIVATE

Name and Surname		Grade	
Name and Surname		Grade	
Name and Surname		Grade	
Name and Surname		Grade	

SECTION 8: TRANSPORT ARRANGEMENTS

Who will transport the child to school:

Father		Mother		Guardian		Taxi		Other	Specify "Name and Cell number"
If taxi is used for transport – provide name and contact details of taxi driver:									

SECTION 9: CONSENT FOR CREDIT CHECK

I/We, the undersigned, hereby grant consent to Kingston Primary School and/or its authorised representatives to perform credit checks and obtain credit reports relating to my/our credit profile, as required, from any registered credit bureau of its choosing.

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SECTION 10: PERMISSION TO USE PHOTOGRAPHS (COMPULSARY)

I acknowledge that informal photographs of learners are taken from time to time. Where such photographs are in the possession or control of the school, they may be used in electronic and/or printed media, including the school's website and various marketing materials such as advertisements, brochures, flyers, posters, billboards, banners and signage, solely for the promotion of Kingston Private School.

I hereby consent to the school taking and using photographs of my child for these purposes.

Y N Initial

SECTION 11: POPI ACT

In accordance with the Protection of Personal Information Act (POPIA), the school will not share personal information without the necessary consent. I grant permission for the school to contact my child/children's previous school to obtain relevant information.

The school has surveillance cameras in place. Footage will not be shared with third parties. In the event of an incident, parents/guardians may view the footage, but no copies may be made or distributed. If both parents are unreachable, no information will be released to any third party without a court order.

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SECTION 12: TERMS AND CONDITIONS

School Fees

School fees are payable in advance by no later than the 3rd of each month. If payment is not received by the 3rd, the school has the right to suspend a learner until the account is settled in full.

School fees are paid in advance from January – December (12 equal installments) Cash

deposit fee for deposits made at tellers and ATM's will be allocated to your account.

A non-refundable registration fee per learner is payable in full upon enrolment.

No refunds will be issued for non-attendance.

In the event of a pandemic or similar disruption, school fees remain payable, subject to payment arrangements where applicable.

Non-payment

No reports or transfer cards will be released unless the account is fully paid.

Outstanding or adverse credit may be reported to a registered credit bureau, which could negatively impact your credit profile.

Continued non-payment will constitute a breach of this agreement and may result in cancellation of enrolment. Should the account be settled after cancellation, a new application will be required, including payment of applicable administration and registration fees, subject to availability of placement

Notice Period

One calendar month's written notice is required and must be submitted in writing to the school.

Notice of termination may not be given during November and fees remain payable for the notice period from the date notice is submitted.

Late Arrival and Collection

School starts at 07h30. A late arrival fee of R10 per day will be charged for arrivals after this time.

Learners that are not enrolled in aftercare and not collected by 14h30 will be taken to after care and the daily rate of R60.00 will be charged.

General

The school accepts no responsibility for lost or damaged personal property, including uniforms.

The addresses provided shall serve as the parties' domicilium citandi et executandi for all legal notices. Initial

SECTION 13: CODE OF CONDUCT

I acknowledge, as parent/guardian of the above learner, that I have read and understand the School's Code of Conduct for learners, parents and visitors, the Learner Disciplinary Policy, and the School Fee Policy. I undertake to explain these policies to my child and to take all reasonable steps to ensure compliance.

I accept that, should my child commit any misconduct, the School may implement its disciplinary procedures and that both my child and I will abide by any sanctions imposed.

All policies are available at www.kingstonacademy.co.za Initial

SECTION 14: INDEMNITY FORMS (COMPULSARY)

Kingston Private School undertakes to implement reasonable and generally acceptable measures with regard to the safety of all learners, educators and visitors to the school. Due to the nature of the matter, Kingston Private School does not accept any responsibility for accidents that may take place in the class, on the school grounds or on the sports fields. Each parent is therefore requested to complete the section below as proof that you accept the position of Kingston Private School as set out above as well as the risks involved therewith. I, the undersigned

FULL NAME: _____ CONTACT DETAILS: _____

ADDRESS: _____

The parent / legal guardian of the under mentioned learner who is enrolled as such and accepted by the school, subject to the terms set out herein: NAME OF LEARNER: _____

I indemnify Kingston Private School (Pty) (Reg. Nr. Ltd 2014/046605/07) for any losses or damages in general, however they may occur, that I as parent / legal guardian of the above learner may suffer as a result of any occurrence whereby the learner may be involved, whether as the causing or suffering party, whilst participating in any school activity. In particular, I authorise that the aforesaid learner may be involved in all excursions undertaken by his / her group or class during school days as part of his / her learning experience and, where applicable, I agree that he / she may utilise the transport arranged by Kingston Private School for such excursions. I also indemnify Kingston Private School for any damages or losses that I as parent / legal guardian of the above learner may suffer under such circumstances and voluntarily accepts the risks associated therewith. In the event of the aforesaid learner making use of the bus service to and from the School, I acknowledge that I am aware that such service is operated by an independent contractor and that neither Kingston Private School accepts any responsibility therefore. Kingston Private School has, however, in awarding the right to operate the service, laid down certain conditions to ensure that the bus company complies with safety regulations and that the driver is sober and experienced with a proven and unblemished record.

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SECTION 15: SIGNATURE OF PARENTS / LEGAL GUARDIAN AND / OR ACCOUNT HOLDER

I / We, the undersigned hereby certify that the information provided in this Enrolment form is complete and accurate. We acknowledge that enrolment is subject to, inter alia, signing a Learner Admission Contract that contains the detailed terms, conditions and requirements for admission.

SIGNATURE OF ACCOUNT HOLDER DATE

SIGNATURE OF FATHER / LEGAL GUARDIAN DATE

SIGNATURE OF MOTHER / LEGAL GUARDIAN DATE