



Version 2024.04.24

# School Application Form 2024 / 2025

Application for Grade ..... in 2024 / Grade ..... in 2025

**FOR OFFICE USE ONLY** Date of application: .....

ACCEPTED:  WAITING LIST:  NOT ACCEPTED:

Signature of Admissions Officer: ..... Date.....

Signature of Deputy Principal: ..... Date.....

Signature of Principal: ..... Date.....

## Learner Personal Details:

Full name and surname: .....

Date of Birth: ..... Learner ID no: .....

Place of Birth: .....

Living with: Parents

Mother

Father

Other

Address: .....

.....

.....

Home Language:..... Gender:..... Race:.....

## Previous School

Last School attended / currently attending: .....

Address of school: .....

.....

Date when school was last attended: ..... **Highest grade passed:** .....

**Details of the parents / guardians:**

**Father / Guardian:**

Name and Surname: .....

ID No: .....

Address: .....

.....

Email address: .....

Home telephone number: ..... Cell: .....

Work telephone number: .....

Employer: ..... Position: .....

**Mother / Guardian:**

Name and Surname: .....

ID No: .....

Address: .....

.....

Email address: .....

Home telephone number: ..... Cell: .....

Work telephone number: .....

Employer: ..... Position: .....

**Emergency Contact:**

Contact person(1): ..... Contact person (2): .....

Relationship to learner: ..... Relationship to learner .....

Tel / Cell No: ..... Tel / Cell No: .....

## Application for 2024

### What is required?

- Completed application form submitted
- Recent 2 ID photos (Learner) submitted
- Birth certificate of the learner & ID documents of parents (certified copies) submitted
- Latest progress report (Previous school) submitted
- Foreign Learners: parents valid work permit submitted
- Proof of income: 3-months bank statement & payslips submitted
- Letter of proof from previous school of school fees paid submitted
- Proof of transfer out from previous school (at the end of the year) submitted
- Completed Indemnity form submitted
- Copy of the clinic card submitted
- Code of conduct for learners accepted, signed and submitted
- Application fee of R300 to cover administrative costs for all new enrolments
- School fees for Gr. R = R12 300, for Gr. 1-7 = R14 050, & for Gr. 8-12 = R15 560 (for 2024, school fees for 2025 to be confirmed) (This is an annual fee, payable over 10 months, but parents are liable for the full amount if their child is admitted).

## School, social and medical information

### Agreement for the payment of school fees.

I, parent /guardian of.....(name of learner)  
undertake to pay the school fees to Hope and Light School as required.

I am aware of the fact that should I not pay the school fees, the school may institute steps to recover the fees. Further that the non-payment of such school fees impact on the continued registration of the learner at the school and could also lead to suspension.

NB: Bank payments can be made: FNB, Main Road, Somerset West, Branch code: 200512  
Cheque Acc. No. 623 109 78856. Please put your child's name and surname as reference and/or the invoice number.

I declare that I accept the conditions of the school as stated above.

Signature of parent/guardian: .....

Full name and surname: .....

- We reserve the right to do a background check to verify your information.
- Submission of this application does not guarantee enrolment of your child. Parents are advised to apply to at least 3 other schools.
- No forms will be processed unless all sections have been completed.

## INDEMNITY FORM

### Excursions organised by the Hope and Light Community Welfare NPC

I .....(name and surname of parent/guardian)

parent/guardian of.....(learner) in grade....., declare that I cannot keep Hope and Light School, the teachers or any other person, or members of the Board and SGB, responsible for:

1. Any personal loss;
2. Accident or injury;
3. Or any other claim, as a result of any excursion/outing.

I commit myself to the good and proper behaviour of my child as expected by Hope & Light Community Welfare NPC, the school, the teachers, and the institutions we will be visiting and agree to work together to make these excursions enjoyable and happy occasions.

Signature of participant/parent/guardian: .....  
(same as above)

Signed this.....(day) of.....(month) of 20.....

Witnesses:

1. Name: ..... Signature: .....

Date: .....

2. Name: ..... Signature: .....

Date: .....

This indemnity is valid as long as your child remains a learner at Hope and Light School.

I hereby give permission for the relevant people at the school to take photographs of my child. I trust that all photographs taken will be used appropriately and will not be used for any other purposes.

Signed: ..... Date: .....

**Medical information**

1 Has the learner been suspended or denied access to any school? YES  NO

If yes, elaborate: .....

.....

2 Has the learner had any disciplinary problems at school? YES  NO

If yes, elaborate: .....

.....

3 Does the learner use any tobacco, alcohol or drugs? YES  NO

If yes, elaborate: .....

.....

4 Has the learner had all the required vaccinations? YES  NO

If yes, elaborate: .....

.....

5 Does the learner have any physical defects or allergies? YES  NO

If yes, elaborate: .....

.....

6 Does the learner have any psychological problems YES  NO

If yes, elaborate: .....

.....

**I UNDERTAKE TO PAY FOR TEXTBOOKS THAT ARE DAMAGED OR LOST.**  
Signed:..... Date: .....

I hereby give true and correct information and agree that basic emergency medical services may be rendered to the learner if and when required.  
Signed:..... Date: .....

# CODE OF CONDUCT

## RIGHTS AND RESPONSIBILITIES

### LEARNERS' RIGHTS

- to be taught in a safe and orderly environment
- to be taught in an atmosphere conducive to learning and free from interruption
- to be treated as an individual, enjoying the respect of others
- to be treated in a fair and dignified manner

### LEARNERS' RESPONSIBILITIES

- always to adhere to the code of conduct
- to show respect towards their educators and peers
- to do their school work at all times
- to report for school on time
- not to fight, tell lies, steal, swear, bully, backchat or name calling
- to respect each other, the teachers & the support staff
- to respect all school property & their own possessions
- to demonstrate exemplary behaviour at all times
- to wear the school uniform with pride
- to ensure that you are not in possession of drugs of any kind, weapons of any kind & pornographic material of any kind

### EDUCATORS' RIGHTS

- to teach in a safe, orderly, clean and quiet environment
- to expect learners to complete all homework and assignments
- to expect learners to be punctual
- to teach learners who are respectable and courteous
- to be supported by parents and colleagues and those in authority
- to teach without disruption
- to enjoy privacy in their private lives
- to expect respect for their personal property at school
- not to be harassed by parents (verbally, physically and emotionally)

### EDUCATORS' RESPONSIBILITIES

- to ensure the smooth running of the school
- to establish a classroom environment which stimulates positive learning & actively engages the learners in the learning process
- to take responsibility for class or subject teaching & all related duties such as planning, assessment & recording
- to meet the stipulated curriculum needs as per national & provincial guidelines
- to participate & organise school extra mural activities
- to assist with administrative duties when necessary
- to participate in the appraisal processes
- to continually engage in developmental programmes offered – lifelong learning
- to participate in the school's SGB if elected to do so
- to attend meetings whenever required to do so
- to familiarise themselves with the job description for teachers as per their contract and to adhere to it.

## **THE ROLE OF THE PARENT/GUARDIAN**

- to support the learning process at the school
- to encourage and support your child's homework responsibilities – know the difference between assisting and doing
- to attend school meetings regularly
- to support and assist with fundraising & other activities
- to ensure that your child is properly attired and neat (label all garments)
- to ensure that your child has all the necessary requirements e.g. stationery (workbooks, pencils etc.) and that they are clearly marked
- to enforce discipline and routine at home
- to inform the school in the event of your child's absence or late-coming
- to meet your commitment with regard to school fees and after-care fees
- to ensure that all relevant indemnity forms are signed
- to support and co-operate with teachers w.r.t. the behaviour and academic progress of your child
- to report any incidents at home that might influence the child's performance at school.
- to familiarise yourself with the guidelines for parents (parental involvement – key to success) stipulated in the South African Schools Act

## **GENERAL RULES FOR LEARNERS:**

- greeting is polite
- co-operation is expected
- punctuality is a must
- no cell phones are allowed at school
- learners/parents/guardians are responsible for the replacement of lost or damaged text books.
- visitors and parents must be respected
- racism & sexism are not permitted
- bullying, name calling, fighting, swearing, verbal abuse, negative comments, intimidation and humiliation are not permitted.
- learners will be excluded from any school activities and excursions in the event of poor conduct.
- learners may only leave the school premises during school hours with permission from the principal
- learners are not allowed to walk alone. Parents must fetch them at school or make arrangements for them to be fetched.
- learners are not allowed to have any valuable items in their possession on the school premises.(cell phones, jewellery etc.)
- visitors must report at the secretary's / principal's office
- children must bring a letter to excuse them from doing physical education or sport in the event of illness.
- tattoos of any kind are forbidden

## **JEWELLERY:**

Only watches and medic-alert bracelets are allowed. Any other jewellery will be confiscated and will have to be collected from the office.

**GIRLS' APPEARANCE AND UNIFORM**

**SUMMER**

Navy blue skirt  
White shirt (short sleeves)  
White ankle socks  
Black school shoes  
Navy blue V-neck jersey with school logo  
(depends on the weather)

**WINTER**

Navy blue skirt or school tracksuit  
White shirt (long sleeves)  
Navy or black pantihose for girls (winter only)  
Black school shoes  
Navy blue V-neck jersey with school logo  
Navy or black rain jacket  
Navy cap & scarf (when required)  
High School: checked tunic dress  
navy blue tie with school logo  
Navy blue blazer with school logo  
Navy blue school beanie (not in classes)

**BOYS' APPEARANCE AND UNIFORM**

**SUMMER**

Grey flannel shorts  
White shirt (short sleeves)  
Black school shoes  
Grey school socks  
Navy blue V-neck jersey (depends on weather)

**WINTER**

Grey flannel pants or school tracksuit  
White shirt (Long sleeves)  
Black school shoes  
Grey school socks  
Navy blue v-neck jersey  
Plain black or navy rain jacket  
Navy blue school beanie (not in classes)

**HAIR:**

**GIRLS**

Must be neat and tidy –own hair plaited if it is long (washed at least weekly)  
Own hair braided – no extensions.  
Only navy-blue slides, clips & ribbons are allowed.  
No “mod” hair styles & long fringes in the eyes.  
Tinted, coloured or highlighted hair is not allowed, only natural colour.

**BOYS**

Hair must be short and neat at all times (boys' cut)  
No outlandish (Mohawk or other) hair styles are permitted.  
Tinted, coloured or highlighted hair is not allowed.

**SPORTS AND PHYSICAL EDUCATION**

**GIRLS**

Navy blue shorts  
White sweater  
tackies  
White socks

**BOYS**

Navy blue shorts  
White sweater  
tackies  
White socks / navy for soccer

**PERSONAL HYGIENE – BOYS & GIRLS:**

- Wash or shower daily
- Brush teeth at least twice every day
- Keep school uniform clean
- Polish your school shoes every day
- Use a deodorant
- Wash hair once a week
- Wear clean underwear every day
- Keep your uniform clean

**ACCEPTANCE OF CODE OF CONDUCT:**

Signed: .....

Date: .....