



KleinwaterCollege

Division JS Portion 31 Kleinwater Farm Emalahleni 1039 Republic of South Africa
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EMIS No: 800035714

Private Boarding School for boys & girls
Gr 7 -12

2022 APPLICATION FOR ADMISSION

The following documents to be signed and submitted for admission:

1. Application Form
2. Hostel Rules
3. Memorandum of Agreement
4. School Code of conduct
5. 2022 Fee Structure

FOR OFFICIAL USE ONLY

SUPPORTING DOCUMENTS	Tick where applicable
1. Transfer letter (a must)	
2. Latest school report	
3. Certified copy of learner's birth certificate.	
4. Certified copy of parent/s ID document/passport	
5. Proof of residence	
6. Study permit (only for earners from neighboring countries)	
7. Entrance test	

Name of official: _____

Signature: _____ Date received: _____



2022 APPLICATION FOR ADMISSION

PLEASE COMPLETE WITH A BLACK PEN

DO YOU HAVE ANY LEARNERS CURRENTLY/PREVIOUSLY IN THIS SCHOOL?

Yes

No

Name of other learner(s) : _____

LEARNER INFORMATION

LEARNER

Full names: _____

Surname: _____

Preferred name: _____

Date of birth: _____

ID number: _____

Nationality: RSA Other: _____

Religious denomination: _____

Gender: Male Female

Ethnic group: _____

Home language: Afrikaans English Other: _____

Learner's language preference: Afrikaans English
 Other: _____

Learner cell phone number: _____

Learner e-mail address: _____

Admission date: _____

Grade in 2021 _____

Grade in 2022 _____

Pre-primary education attended: Formal Informal
 Other: _____

Attach learner photo:

Photo

Method of transport: Private Taxi Bus

Taxi/Bus registration number: _____

Name of driver: _____

Contact number: _____

NEXT OF KIN INFORMATION

Name: _____

Contact number: _____

Alternative contact number: _____

Relation: _____

OFFICE USE ONLY

Family code: _____ Waiting list: A B

Register class: _____ Number on waiting list: _____

Admission number: _____ ID copy:

Application fee:

Proof of residence:

Birth certificate:

FAMILY INFORMATION

Family status: Both parents Single parent - Unmarried

Foster care Children's home Single parent - Divorced

Other Re-composed Widow/Widower

Parents deceased: Mother Father None

LEARNER HEALTH INFORMATION

Chronic diseases: _____

Allergies: _____

Medication: _____

MEDICAL AID INFORMATION

Name: _____

Telephone number: _____

Member number: _____

Primary member: _____

FAMILY DOCTOR INFORMATION

Name: _____

Telephone number: _____

Business address: _____

INFORMATION OF PREVIOUS SCHOOL

First registration of learner in Mpumalanga : Yes No

Learner attended school last year: Yes No

If yes, in which Province/Country: _____

Previous school: _____

Telephone Number: _____

Address: _____

Province: _____

Highest grade in previous school: _____

Reason for leaving the school: _____

Title: _____

Full names: _____

Surname: _____

Initials: _____

Preferred name: _____

ID number: _____

Home language: Afrikaans English Other: _____

Communication preference: SMS E-mail
 Mail By hand

Language preference: _____

Cell phone number: _____

Home tel: _____

Fax: _____

E-mail: _____

Residential address: _____

Postal address: _____

Occupation status: Own Employer Non-Professional
 Own Employer Professional
 House wife Part time
 Contract worker Pensioner
 Student Temporary
 Full time Unemployed

Occupation: _____

Employer: _____

Work telephone number: _____

Employer physical address: _____

Is the learner living with this parent?: Yes No

Title: _____

Full names: _____

Surname: _____

Initials: _____

Preferred name: _____

ID number: _____

Home language: Afrikaans English Other: _____

Communication preference: SMS E-mail
 Mail By hand

Language preference: _____

Cell phone number: _____

Home tel: _____

Fax: _____

E-mail: _____

Residential address: _____

Postal address: _____

Occupation status: Own Employer Non-Professional
 Own Employer Professional
 House wife Part time
 Contract worker Pensioner
 Student Temporary
 Full time Unemployed

Occupation: _____

Employer: _____

Work telephone number: _____

Employer physical address: _____

Is the learner living with this parent?: Yes No

I, _____ (Name of Parent / Guardian), hereby declare that the information supplied in this form is true and just and that I, by way of my signature hereunder, authorize the Chairperson of the School Governing Body or his/her representative to control and confirm any of the details supplied. I am aware that should any information supplied be found not to be true, I may be liable to a criminal offence.

Signed at _____ on _____ day of _____ 20 _____

Signature of Parent / Guardian: _____

Biological Parent 1

Biological Parent 2

Other

Only if 'Other', please complete section A or B below:

A) INDIVIDUAL

Title: _____
Full names: _____
Surname: _____
Initials: _____
Preferred name: _____
ID number: _____
Home language: Afrikaans English Other: _____

Communication preference: SMS E-mail
 Mail By hand

Language preference: _____
Cellphone number: _____
Telephone number: _____
Fax number: _____
E-mail: _____
Residential address: _____

Postal address: _____

Postal Code: _____

B) COMPANY / CLOSED CORPORATION / TRUST

Title: _____
Name: _____
Registration number: _____
Language preference: _____
Contact number: _____
Fax number: _____
Business address: _____

Postal address: _____

Postal Code: _____

Agreement between Kleinwater College and _____ (Name of parent / guardian) with regards to the payment of school fees.

- a. Accept responsibility for the payment of fees for above child before or on the first (1st) day of each month:
- A Monthly
 - B Termly/Quarterly
 - C Internet transfer
 - E Stop order
- b. I agree to inform the Principal in writing if I am unable to pay the fees. My child's admission will be secured for one (1) month.
- c. I understand that the school will take the necessary legal steps to recover any outstanding fees.
- d. I agree to give one (1) calendar month's notice should my child no longer attend school. In the last term, I undertake to give notice in October as November doesn't serve as a notice month.
- e. I declare that the forms have been completed correctly. I have read and understand the acceptance requirements and school rules.
- f. If you prefer to receive statements by e-mail, please indicate e-mail address
- g. I / We the parents / guardian of _____ undertake to honour the agreement as set out above.

Signature of Parent/Guardian: _____ Date: _____

1. I, parent / guardian of _____ hereby give permission that he / she may participate in all academic, sport and culture activities presented by the school in an organized manner. To participate in tests conducted by the school support team with the object of improvement in schoolwork and to identify other problems.
- 2 I grant permission that my child may be transported by a public bus company approved by the school management. If there is only a small group of learners that needs to be transported, parents / teachers with valid driver's licenses may be asked to transport them.
- 3 I accept that all reasonable precautions will be taken for the safety and wellbeing of my child and that I will be held responsible for the payment of the medical and/or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the responsible personnel's coarse negligence.
- 4 I hereby delegate my powers as parent / guardian to the principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I know, he / she is physically able to participate in any organized activities and he / she resides in good health.
- 5 I confirm that all medical information supplied in the Learner Information section of this form is accurate and complete. This information may be used in case of an emergency.
- 6 I undertake to inform the school if any of the above information may change.
7. I undertake to support my child to obey the Code of Conduct and the disciplinary system of Kleinwater College as included in the Policy of the school.
- 8 I hereby confirm that the school is allowed to use imagery of my child in any publication, in any format.

Signature of Parent/Guardian: _____ Date: _____

I/We the parents of/I the guardian of _____ (name of learner) indemnify unconditionally and without restriction Kleinwater College and/or the shareholders of Kleinwater College or any person employed by Kleinwater College or any person acting on behalf of Kleinwater College against any losses, claims, injury or death that may be caused to the above learner by virtue of his or her use of any of the facilities provided by Kleinwater College

Signed at _____ on _____ day of _____ 20 _____

Signature of Parent / Guardian: _____



KleinwaterCollege

EMIS Number: 800035714

2022 HOSTEL RULES

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The hostel rules are compiled from the *Hostel Policy*. The *Hostel Policy* is available for viewing at the Hostel Assistant, Boarding House Matron or Boarding Master.

The following rules, regulations and routines apply:

1. General

- It is expected of students to know the Hostel Rules. The Matron or Boarding Master will verbally convey the rules to the students on a regular basis. Each student and parent will receive a copy of the Hostel Rules. Students should sign, safeguard and keep these rules, to refer to whenever in doubt.
- No criminal offence, as under S.A Law, may be committed on our premises. These offences will lead to dismissal of students from hostel.
- No alcohol, drugs or intoxicating substances may be brought into, or be used, on our premises. No student or any other person may enter or be on our premises whilst under the influence of such substances.
- Only boarders may attend hostel functions. Only guests that are invited by the Boarding House Matron or Boarding Master will be allowed to attend such functions.
- Kleinwater College is a smoke-free zone. We have a firm policy of non- smoking. No smoking will be allowed on our premises. Smoking may lead to dismissal from the hostel.
- No fighting, bullying, intimidation or aggressive behavior will be allowed.
- No form of initiation is allowed.
- No sexual contact is allowed between students. This behavior may lead to a student's dismissal.
- The Boarding House Matron or Boarding Master will place a student in a hostel on arrival at Kleinwater College. The student will remain in that position for his/her entire stay at our school. No student may move from his/her allocated place, without permission from the Boarding House Matron or Boarding Master.
- Monies, cell phones (prohibited), radios and other valuable objects are brought into the hostel at the owner's risk.
- Students may not go home on weekends unless it is declared an open weekend or upon the request of the parents. We schedule extra study hours during these weekends to enable students to prepare for the exams.
- Students may only stay in the hostels if their boarding and lodging is paid up to date. Hostel fees are paid per annum, but monthly or termly/quarterly payment arrangements are made to assist parents with payments.
- No form of **pornography** will be tolerated – it will lead to dismissal from the hostel.

2. VISITORS

- All visitors must report to the staff member on gate duty. The student will be called to receive the visitor at the allocated visiting area. Such meetings will occur under supervision.
- The visitors fall under the Hostel Rules and must respect our way of doing.
- Student will be held responsible for the behavior of their visitors.

3. Visiting hours

- Schooldays 15h45 – 17h00
- Non-schooldays 09h00 – 17h00

4. Sick report

- Sick students must report to the Boarding House Matron or Boarding Master.
- Parents may make appointments for student's medical treatment and expect the school to transport them.
- Parents are welcome to communicate with the Boarding House Matron or Boarding Master with regards to illnesses and treatments.

5. Clothing

- All clothing should be:
- Appropriate to the occasion
- Non-provocative
- Clean

6. Students may not

- Leave our premises without written permission from the Boarding House Matron or Boarding Master
- Leave the premises through any other place as through the main gate. Jumping fence is strongly prohibited and shall be dealt with severely; it may lead to student's dismissal.
- Enter areas that are Out of Bounds for students. (Offices, any other than own hostel, in class without permission).
- Leave the premises on any other condition as instructed by parents on the Permission Letter.
- Behave unruly or loud as to disturb the peace of others.
- Enter any other hostel, than his/her own hostel.
- Enter a hostel of the opposite sex.

- Receive permission or instructions from parents to leave our premises. Such requests from parents should be directed to the Boarding House Matron or Boarding Master.
- Willfully withhold information from the staff members about wrongdoings, which they have witnessed – it may lead to their dismissal.
- Give any false information about himself or herself to a staff member.
- Undermine, mobilize, be rude, or be insolent towards a member of staff.
- Be in possession, or bring any weapons, or objects that may be interpreted as weapons, onto our premises.
- Be in possession of any other key than his/her own room and locker key.
- Litter on the premises. All rubbish should be placed in a dustbin.
- Act upon their dissatisfactions. Students must approach the appropriate staff member and lodge a complaint.
- Solve arguments amongst themselves. Students should approach the appropriate staff member to facilitate an agreement.
- Sabotage any hostel activity or school property.
- Fiddle with gas, electricity, or any dangerous objects.
- Use any electrical appliance in their rooms.
- Use taxis with loud music.
- Use an iron in their room. All ironing must be done in the laundry.
- Shower in other shower rooms not allocated to the room/s.
- Make or receive phone calls after lights-out.
- Involve themselves with any form of trading, other than at the tuck shop and/or official school business. No other trading is allowed.
- Be outside their hostel, after the bell rang for being outside.
- Use vulgar language, swear or be rude to someone else, whether staff member or fellow student.
- Remove or move furniture in their rooms or from classes.
- Wear school uniforms after school.
- Visit or chat at hostel windows.

7. **Students must**

- Sign in and out at the attending staff member on gate duty upon entering and leaving the premises.
- Respect and obey the Hostel Rules, staff members, leaders, and assistants.
- Follow the prescribed channels of communication.
- Adhere to house rules, as set by the Boarding House Matron or Boarding Master.
- Report themselves, if they have damaged any property, or if they committed a wrongdoing.
- Report if they have witnessed any wrongdoing or mistake.
- Bring their own bedding. We suggest a duvet, duvet cover, fitted sheet, pillow and pillowcase. During the winter an extra blanket and hot water bottles may be necessary. No gas/electric heaters will be permitted under no circumstances.
- Keep their hostel, room, and surroundings clean and tidy.
- Adhere to the daily schedule, routine, and program.
- Go home during open weekends upon parents written approval and request.

8. **Students should**

- Hand their monies and valuables to their Boarding House Matron or Boarding Master for safeguarding.
- Keep the combination of their lock, or spare key to their locker, with their Boarding House Matron or Boarding Master

9. **Pornography**

- The school is implementing a zero-tolerance policy towards any form of pornography on the school grounds.
- The possession and/or the distribution of **PORNOGRAPHY** in whatsoever form, whether intentional or unintentional, is a serious transgression.
- Immediate and severe disciplinary measures (of which expulsion is the most probable) will be taken against any person who transgresses.
- It is also a transgression if you are aware of the possession or distribution of pornography on the school grounds and you do not report it to the authorities.

10. **Valuables**

- Management takes no responsibility for valuables or money stolen or lost.
- Valuables must preferably be left at home.
- Make sure that lockers are always secured.
- School and hostel fees must be paid by bank transfer / at the bank / stop order.

- **NO CELLPHONES ALLOWED IN THE SCHOOL PREMISES AND IF FOUND THEY SHALL BE CONFISCATED, AND FOR THE LEARNER TO RECEIVE BACK THE CELLPHONE A FINE OF R1500 MUST BE PAID AND WILL BE ONLY BE ISSUED ONLY AT THE END THE ACADEMIC YEAR.**

11. Food

- We prefer that students do not bring food to the school.
- If food is brought to the hostel, it must be in containers that can seal. If not, the food will be confiscated. All food brought into the hostel shall be at owner's risk for school or its management may not be held responsible for lost/stolen items.

12. MEALS

- These will be served three times a day, according to the timetable. Boarders will arrive punctually for meals, wait silently for the grace to be said, and follow an orderly serving procedure. Please remember to use good table manners (use eating utensils, don't talk with mouth full etc.). We will not allow good food to be thrown away. Boarders must be present in the dining room for all meals.
- Boarders are responsible for clearing the tables, wiping up spills, stacking plates and may be on a kitchen orderly roster. However, if there are problems regarding the food, these must be reported to the chef. A doctor's letter will be required regarding any food allergies so that appropriate meals can be made. Boarders are expected to eat healthily, especially their vegetables!!
- Meals for special dietary requirements (vegetarian, etc.) must be arranged in advance. Application for special meals must be made in writing by the parent, with a proper motivation and supporting documentation. If approved by the principal in writing, the boarder's name will be added to the list for special meals. Special meals will only be served to boarders on the approved list.

13 ELECTRICAL APPLIANCES

Boarders are allowed one CD player system per dormitory, but this is a special privilege and will be withdrawn if abused. **MUSIC MUST BE PLAYED QUIETLY AT STIPULATED TIMES.** If the music is played loudly, the radio or CD player will be confiscated. It will be kept in safe keeping until such time as the Hostel Manager feels is necessary. Boarders must have respect for other people around them. Boarders are permitted to have battery-operated mp3 players with earphones but may not take them to classrooms during lesson time. No extension cords are permitted. All ironing must take place where stipulated, not in dormitories. For safety purposes the boarders must make sure that the electrical cords of all permitted appliances are in good condition and that all appliances are fitted with SABS approved 3 pin 15A plugs. No fan or heater will be allowed in the dormitory.

14 BEHAVIOR

- Students will be subjected to a Disciplinary Hearing when they have accumulated too many transgressions according to the Code of Conduct.
- The parents will be informed of and given the opportunity to attend the Disciplinary Hearing.
- The hostels have a progressive disciplinary system, which can lead to suspension and expulsion.
- Serious transgressions will lead to immediate suspension/expulsion.

This includes the following but does not necessary exclude others:

- a) bringing liquor/any illegal substances on to the school premises.
- b) using liquor/any illegal substances on the school premises.
- c) being under the influence of liquor/ illegal substances.
- d) not reporting any of the above transgressions while being aware of it.
- e) theft or assault or intimidation or any other invasive behavior.
- f) Students who are grounded/detention may not leave the premises under any circumstances. No postponements or alternative arrangements will be accepted. Failure to cooperate will lead to further disciplinary actions which might include suspension and / or expulsion.
- g) If a learner fails an exam, Boarding House Matron or Boarding Master will determine a compulsory grounded period in relation to the number of subjects failed.

15. Correspondence

Only faxes/emails with copy of ID of parent/guardians will be accepted for arrangements.

_____ Grade:_____

Name of Student

Signature of student:

DATE:

WHEREAS the parent/guardian desires to enroll his/her child/ward as a learner in the school.

NOW WHEREFORE THE PARTIES AGREE AS FOLLOWS:

1. DURATION

- 1.1 The LEARNER will be admitted to the SCHOOL for a period of 1 (one) year, commencing on 12th January 2022 and terminating on 10th December 2022.
- 1.2 This agreement will automatically terminate upon the expiry date set out in 1.1 above and there will be no expectation of any further renewal of this agreement.
- 1.3 Factors which may lead to this agreement not being renewed include but are not limited to, the poor behavioral and disciplinary record of the learner, negative conduct of the parent/guardian and the late payment of fees according to the standards defined in the fees and payments policy.

2. FEES

- 2.1 The school fees as set out in the fees and payments policy are payable directly into the school bank account, upon signature of this agreement.
- 2.2 In the event of the school fees not being settled in full upon signature of this agreement, the parent/guardian undertakes to make payment of the school fees on the dates described in the fees and payments policy for the relevant payment scheme. Payments made by bank transfer will only be credited to the learner's account upon receipt of a copy of the deposit slip with the name of the learner or student number clearly legible. The school accepts no liability for deposits which cannot be traced, and the onus will rest upon the parent/guardian to ensure that such deposits are traced or alternatively to re-deposit the amount.
- 2.3 In the event of payment not being received by the due date, the learner will be suspended from attending classes and removed from hostel. The parent will be requested to collect the child in writing and if no alternative transport arrangements are made the school will use its own transport at a cost of R1000. If payment is not received after 30 days, the learner will be deregistered, and the contract terminated. In addition, the school reserves the right to withhold all exam results and the learner's report until such time as the arrear school fees are paid in full. Late payment or not honoring payment agreements will be regarded as a breach of contract.
- 2.4 Interest at the prevailing prime rate and collection costs will be charged on all arrear school fees from the due date until the date of payment.

3. SCHOOL RULES AND REGULATIONS

The parent/guardian acknowledges that he/she has received, read, and understands the school rules and regulations. The learner and the parent/guardian will be bound by the rules, codes, policies, procedures, and regulations as set out in the school rules and regulations, which documents are included into this agreement and form an integral part hereof. Any serious or persistent contravention of the school rules, codes, policies, procedures, or regulations will constitute a material breach of this agreement.

In order to promote an academic and calm atmosphere the parent/guardian agrees that where required it, as well as the learner, will adhere to the school rules and policies and furthermore agrees that if the learner participates in, inter alia, negative political agitation, cyber threats or defamation, internally organized boycotts and stayaways, violent or criminal behavior, gambling, sexual misconduct, drug dealing or drug abuse or alcohol abuse, or accumulates five formal detentions, he/she may be expelled.

4. DAMAGE TO PROPERTY

The parent/guardian agrees, that in the event of the learner damaging any of the school's property or the premises which the school occupies, to pay to the school the costs of repair/replacement of the damaged article/s and/or property.

5. INDEMNIFICATION

The parent/guardian undertakes to complete the indemnity form attached hereto upon signature of this agreement, and this agreement will only come into effect once the indemnity form has been signed by the parent/guardian and returned to the principal, or such person nominated by the principal.

6. TERMINATION

- 6.1 In the event of the parent/guardian wishing to terminate this agreement and remove the learner from the school, **3 (three) months' written notice** will be required and all school fees payable as of such date are to be settled immediately. If the school elects, for any reason not related to the expulsion of the learner, to terminate this contract, at least 3 (three) month's written notice will be given after which the parent/guardian must withdraw the learner from the school. Notwithstanding anything to the contrary in this clause, **the school will not be required to give notice of termination** in instances of expulsion of the learner from the school.
- 6.2 In the event of this agreement being terminated for disciplinary reasons all outstanding school fees as of the date of expulsion will become immediately due and payable on demand and no monies will be refunded whatsoever.
- 6.3 In the event of the learner being absent from school for 5 or more consecutive or sporadic school days without permission from the principal, or if school fees are more than 30 calendar days overdue, this agreement will be deemed to have terminated without a further notice period. All outstanding school fees, together with payment in lieu of **three months'**

notice, will be payable to the school on demand.

7. BREACH

In the event of the parent/guardian and/or the learner breaching any of the terms of this agreement the school, without prejudice to any of its rights in law, reserves the right to cancel this agreement and to claim damages from the parent/guardian.

8. JURISDICTION

The parties agree to submit themselves to the jurisdiction of the Magistrate's Court in respect of any dispute arising out of this agreement.

9. LEGAL COSTS

In the event of the school instituting action against the parent/guardian because of a breach of this agreement by the parent/guardian and/or the learner, the parent/guardian will be held liable for such legal costs, including collection commission on an attorney and own scale.

10. DOMICILIUM (RESIDENTIAL AND POSTAL ADDRESSES)

10.1 The parties choose as their respective domicilium citandi et executandi for all purposes of this agreement with respect to all process notices or other documents or communication of whatsoever nature, the following address:

10.1.1 Parent/Guardian: _____
ID Number: _____
Physical address: _____
Postal Address: _____

10.1.2 School: Division JS Portion 31 Kleinwater Farm Emalahleni 1039 Republic of South Africa
Tel: +27 13 591 1730 Fax: +27 86 202 0206 E-mail: info@kleinwater.co.za

10.2 Any notice or communication required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.

10.3 Either party may by notice to the other party, change the physical address of its domicilium citandi et executandi to another physical address in South Africa, or its e-mail address or facsimile number provided that the change shall become effective on the 7th day from the deemed receipt of the notice by the other party.

10.4 Any notice to a party sent:

10.4.1 by pre-paid registered post in a correctly addressed envelope to the party at its domicilium citandi et executandi, shall be deemed to have been received on the 7th business day after posting, unless the contrary is proved.

10.4.2 by hand delivery to a responsible person during ordinary hours at its domicilium citandi et executandi shall be deemed to have been received on the day of delivery; or

10.4.3 by e-mail or facsimile to its chosen e-mail address or facsimile number stipulated as its domicilium citandi et executandi shall be deemed to have been received on the date of dispatch, unless the contrary is proved.

10.5 Notwithstanding anything to the contrary herein contained, a written notice or communication actually received by a party shall be adequate written notice of communication to it, notwithstanding that it was not sent or delivered at its chosen domicilium citandi et executandi and will include correspondence handed to the learner for delivery to the parent/guardian.

11. ENTIRE AGREEMENT

This agreement embodies the full and entire agreement between parties. No variation, addition or deletion of this written agreement will be of any force or effect unless reduced to writing and signed by all parties hereto. Any concession, oral or in writing, expressed or implied made by the school may not be considered a waiver of the conditions of this agreement.

THUS, DONE AND SIGNED AT _____ ON THIS _____ DAY OF _____ 20
BEFORE THE UNDERSIGNED WITNESS:

PARENT/GUARDIAN

WITNESS

By signing this agreement, the parent/guardian accepts that payment of 3 (three) months' notice is due if the learner is withdrawn or the contract is terminated in terms of clauses 6.1 or 6.3 above.

THUS, DONE AND SIGNED AT _____ ON THIS _____ DAY OF _____ 20
BEFORE THE UNDERSIGNED WITNESS:

On behalf of Kleinwater College

WITNESS

INDEMNITY FORM

We, the undersigned,

_____ (the Father/Guardian)
and

_____ (the Mother/Guardian)

“Guardian” means Court Appointed Legal Guardian
of

_____ (our child/ward)

Whereas the school and its staff will use their best endeavors to ensure the safety of the child and his/her property we the parents/guardians agree to indemnify them as set out hereunder:

1. In our personal capacities and in our representative capacities as parents/guardians of our child we hereby expressly indemnify and hold harmless:
 - 1.1 Kleinwater College, its staff, assistants, or other employees in respect of any liability for any damages or injury or loss of whatever nature suffered by us or our child arising out of any cause whatsoever whilst our child is in the care of Kleinwater College, its staff, assistants, or other employees either on or off the school premises.
 - 1.2 Kleinwater College, its staff, assistants, or other employees, against whom any claim, including legal costs, in terms of clause 1.1 above, which may arise or be instituted for any reason whatsoever.
 - 1.3 Kleinwater College, its staff, assistants, or other employees against any other claims, demands, legal costs and expenses arising out of the actions of our child whilst in the care of Kleinwater College, its staff, assistants or other employees either on or off the school premises.
2. We further consent to and agree that:
 - 2.1 Any staff member or assistant of Kleinwater College may attend to medical care or treatment, of a child where the cause of such treatment is of a minor nature and the supervision of a medical doctor is not reasonably required.
 - 2.2 We undertake to furnish Kleinwater College with our child’s medical history and any other relevant medical information, which we deem to be within Kleinwater College’s necessary knowledge both now, and if there is a change.
 - 2.3 Where medical care and treatment caused by serious injury or illness is required, we consent and give permission to the staff or assistants of Kleinwater College to sign any necessary written consent on behalf of us and/or our child for him/her to be subjected to such medical care or treatment, if this will be executed on the advice and under the supervision of a medical doctor. We indemnify and hold Kleinwater College and its staff and Assistants harmless against any claims for injury or other consequences which may result from medical treatment as contemplated in this paragraph. We further irrevocably agree to pay any costs or medical fees in respect of the medication, attention or treatment administered to our child in terms of this clause 2.3
 - 2.4 Confirm that the school is allowed to use imagery of my child in any publication, in any format.

THUS, DONE AND SIGNED AT _____ ON THIS _____ DAY OF _____ 20____
BEFORE THE UNDERSIGNED WITNESS:

PARENT/GUARDIAN

WITNESS



KleinwaterCollege

Division JS Portion 31 Kleinwater Farm eMalahleni 1039
Tel: +27 13 591 1730 | Cell: +27 76 232 0000
Website: www.kleinwater.co.za | E-mail: info@kleinwater.co.za
EMIS No: 800035714

SCHOOL RULES/CODE OF CONDUCT

Our Vision

We strive to empower and nurture learners, developing the full potential of every learner through quality holistic education and enabling them as citizens to assume a meaningful role in society.

Our Mission

* To work as a team with educators, parents and learners to make the community part of the school and the school part of the community.

* To instill in our learners the values of respect and sensitivity, embracing others and the environment.

* To develop a strong moral code and sense of social responsibility.

1. Learners must behave respectfully towards employees of the school and with consideration for their fellow learners.
2. No intimidation or bullying or initiation/hazing practices will be tolerated. Teasing, pushing, hitting or playing roughly with someone on their birthday, or for any other reason, is unacceptable and may not be practiced.
3. Learners must treat all school property with utmost care.
4. Lockers may not be shared and must always be locked and the key to the locker may not be lent or given to another person.
5. Learners may not be in possession of a classroom or office key, or any key for a school or hostel (only keys belonging to their rooms may be kept). Learners are required to return any school or hostel keys that they may have or find to the admin office. Learners must report anyone using a key, or in possession of a key, to the principal.
6. Learners may not borrow money from each other or lend it to each other. Learners may also not charge a fee or interest, either in cash or kind, for any favor or service to another learner.
7. No learner with a negative disciplinary record may go on school outings nor claim any privilege.
8. Learners may not be late for school or any school commitments. The learner's name and grade must be given; together with the reasons the learner is going to be late. Any delays in notifying the school may result in the late arrival not being approved. Approval for a late arrival will only be granted if the principal is satisfied with the reason for the late arrival.
9. Learners must always be present during school hours, unless they are absent with the written permission of the principal.
10. All appointments or commitments of any kind (e.g. doctor, dentist, orthodontist, medical tests or check-ups, scheduled surgery, drivers' licenses, interviews, applications, competitions, shows, conferences, seminars, events, ceremonies, etc.) must be made for times outside school hours and school terms.
11. Absence will not be granted for external events of any kind (e.g. fashion shows, competitions, league matches, performances, conferences, seminars, church or community events, interviews, appointments, tests, travelling, special days, family ceremonies/rituals, etc.). Absence will not be granted if the application is late, i.e. less than three school days before the event. Absence for funerals will only be considered for immediate family members (parent, sibling or grandparent) and only if the death certificate is submitted with the letter of request. If absence for a funeral is permitted, only one school day will be granted.
12. Unavoidable absenteeism must be reported by telephone to the principal on the day of absence, or an informal detention will be given to the learner. On the first day of return to school, the learner must provide a parental excuse letter/doctor's certificate. The letter/s should be dated and contain a contact telephone number and parent's name and signature. If the letter is not submitted on the day of return, the absenteeism will not be approved.
13. A doctor's certificate is required for absenteeism on a day when an assessment was written. A new assessment may be set for the learner for a fee of R300. A doctor's certificate is compulsory if the learner is absent for 2 or more days, or one day if after a weekend or holiday. The school will not accept a doctor's letter if the doctor is the learner's parent or immediate relative. Period pain will not be accepted as a valid reason for absence unless the school is provided with a letter from a registered medical specialist.
14. The Principal is not obliged to approve the absenteeism if the cause was insufficient and the decision in this regard is final. Unauthorized absenteeism is an expellable offence. Informal or formal detentions or Saturday work will be given to the learner for each day of unauthorized absence.
15. If an assessment was missed due to unauthorized absenteeism, a new assessment may be set for the learner for a fee of R300. Learners will receive double penalties for absence or late coming immediately before or after holidays/ long weekends. Continuous absenteeism will result in the parent/guardian being called to the school for a meeting to discuss the behavior.
16. If the learner is absent for longer than 2 weeks, the school reserves the right, at the sole discretion of the Directors, to put the learner back to the previous grade and/or not register them for external examinations.
17. Kleinwater College is a weapon-free zone. No dangerous toys or weapons may be brought to the school/hostel. Anyone found with a weapon of any kind will be suspended immediately and called for an expulsion level disciplinary enquiry.
18. Learners must fulfill all homework commitments.
19. Learners must wear full school uniform and maintain a neat appearance.
20. Learners may not wear beanies in assembly.
21. Learners must follow good hygiene procedures - wash regularly, brush teeth well and wear clean clothes. Girls should pay attention to personal hygiene and appearance. Specific instructions will be given regarding toilet procedure. Only one person may occupy a toilet cubicle at a time. Boys must be clean-shaven. A barber will be available to the school at a cost of R30 per person to cut the hair.

22. Learners may not take any form of medication/tablet/liquid while unsupervised. The school will administer prescription medication if permission was given by the parent/guardian.
23. Learners may not eat, drink or chew gum in the school buildings. Chewing gum (or sweets that include chewing gum) may not be brought onto the school premises or used anywhere on the school premises. A fine will be imposed on any learner found chewing gum.
24. No smoking or e-smoking whatsoever is permitted on the school premises. Learners are not permitted to smoke on the school premises, or anywhere while in school uniform or recognizable as a Kleinwater College learner.
25. Learners may not stand, jump or dance on benches, chairs, toilets or any other article.
26. Learners may not lean back hard/ride on chairs, or slam doors or windows.
27. Learners may not drop tables or any hard/sharp objects on tiled floors or other surfaces.
28. Learners may not scratch/cut desks or any other articles and these actions cause damage and are regarded as vandalism. Offenders will be fined. The cost of repairing/replacing the damaged article will be debited to the learner's account and the parent/guardian will be notified.
29. Learners must be very careful to avoid causing a fire in any way. Learners may not use or be in possession of matches or lighters of any kind. Learners may not light candles or any other item (including hair braids) while on the school premises. If a fire is discovered, learners must immediately leave the area along the approved exit routes and call the school staff as quickly as possible. Learners should not try to extinguish the fire themselves.
30. No loitering outside school premises is permitted.
31. Learners must not send other learners to buy things for them either on or off the premises, unless permission has been given by the principal in writing.
32. Learners must always behave in a dignified and self-controlled manner, in keeping with the high standards of Kleinwater College.
33. Learners must obey all instructions given by the principal and staff.
34. No learner is permitted to leave the class during school times. The school reserves the right to change school times if so needed.
35. No dangerous toys or weapons may be brought to school.
36. The school does not take responsibility for the theft of valuables.
37. NO CASH must be brought to school. Learners must have a bank card and secure their pin number to access pocket money.
38. Learners must not go near the staff members' cars, or school vehicles, or staff residence they may do so only with the permission of the principal.
39. If a learner is absent from school for more than 5 school days without the principal's permission or without a valid and acceptable reason, or without communicating with the school (via the school secretary) during this absence, he/she will be deregistered, and 3 months' notice charged. The 5-day absence may be either continuous or sporadic for the deregistration action to apply. No further notice period will apply.
40. This also applies if the learner is suspended from school pending a disciplinary enquiry or continuation thereof, and the parent/guardian does not provide or agree to a date for the disciplinary enquiry for more than 5 school days.
41. Learners may not receive visitors during the school day or communicate with anyone at the school perimeter. Urgent messages may be left with the secretary, and these will be handed out at break or after school. Learners may use the office phones for private phone calls on approval of the principal. Any items for delivery to the learner must be dropped off at the admin office with the learner's name clearly written on them during office hours and may not be left with security staff.
42. No cheating (or copying) will be tolerated. Learners may not write, pass or receive notes during school activities.
43. Learners may not contact other learner's parents/guardians without permission. Parents/guardians may not contact other learner's parents/ guardians without permission.
44. Learners may not bring cell phones or smart watches to school. These will be confiscated for safe keeping upon discovery and will be returned at the end of the next term after the imposed fine is paid in full.
45. Learners who provoke or tease other learners towards unrestraint will be punished and rumormongering is also not allowed.
46. All clothing items and personal possessions must be clearly marked. Lost property which cannot be returned to the owner will be donated to charity if not collected within 14 days and school staff is not responsible for finding lost articles of clothing or other possessions. Learners may not borrow or lend articles of clothing or other possessions.
47. In the interest of safety, any criminal activity or physical violence on the premises will result any learner involved being instantly suspended and called for a disciplinary enquiry.
48. The school must be notified if a learner is involved in extra classes, training, leagues, or any other external commitments. No external commitments may be contemplated if they are likely to interfere with schooling or school commitments. The school will not sign forms for external sports clubs.
49. Learners may not have a job or be employed or sell any goods in the school premises without the written permission of the principal.
50. Learners may be expelled for inter alia trespassing, sexual misconduct or harassment, accumulation of eight (8) formal detentions, attempts or threats of suicide or self-injury, any criminal behavior, theft or shoplifting, negative political agitation, instigating or participating in unrest or protest action, unexplained absence from the school or school sessions/activities, physical violence, testing positive for illegal drugs or alcohol, use or possession of illegal drugs or alcohol or substances or weapons/toys, and abuse of property.

Principal: _____ Signature: _____ Date: _____

D.C Chairperson: _____ Signature: _____ Date: _____

Learner: _____ Signature: _____ Date: _____



KleinwaterCollege

EMIS Number: 800035714

2022 BOARDING FEE STRUCTURE

Registration Fees	R 750 (non-refundable)		
DESCRIPTION	ANNUAL FEES	TERMLY/QUARTERLY	MONTHLY
Boarding & Tuition Grade 7 - 9	R 77 863,50 per year	R 19 465,85 per term/quarter	R 7 078,50 per month
Boarding & Tuition Grade 10 & 11	R 83 853.00 per year	R 20 963,25 per term/quarter	R 7 623.00 per month
Boarding & Tuition Grade 12	R 84 458.00 per year	R 21 114,50 per term/quarter	R 8445,80 per month

2022 PAYMENT OPTIONS

MONTHLY PAYMENT OPTION

GRADE 7 - 9	ANNUAL FEE	Paid by 15 Jan 2022	Paid by 1 Feb 2022	Paid by 1 Mar 2022	Paid by 1 Apr 2022	Paid by 1 May 2022	Paid by 1 Jun 2022	Paid by 1 Jul 2022	Paid by 1 Aug 2022	Paid by 1 Sep 2022	Paid by 1 Oct 2022	Paid by 1 Nov 2022
Boarders	R77 863,50	R7828.50	R7078,50	R7078,50	R7078,50	R7078,50	R7078,50	R7078,50	R7078,50	R7078,50	R7078,50	R7078,50
GRADE 10 & 11	ANNUAL FEE	Paid by 15 Jan 2022	Paid by 1 Feb 2022	Paid by 1 Mar 2022	Paid by 1 Apr 2022	Paid by 1 May 2022	Paid by 1 Jun 2022	Paid by 1 Jul 2022	Paid by 1 Aug 2022	Paid by 1 Sep 2022	Paid by 1 Oct 2022	Paid by 1 Nov 2022
Boarders	R83 853.00	R8373	R7623.00	R7623.00	R7623.00	R7623.00	R7623.00	R7623.00	R7623.00	R7623.00	R7623.00	R7623.00
GRADE 12	ANNUAL FEE	Paid by 15 Jan 2022	Paid by 1 Feb 2022	Paid by 1 Mar 2022	Paid by 1 Apr 2022	Paid by 1 May 2022	Paid by 1 Jun 2022	Paid by 1 Jul 2022	Paid by 1 Aug 2022	Paid by 1 Sep 2022	Paid by 1 Oct 2022	END
Boarders	R84 458.00	R9195.80	R8445,80	R8445,80	R8445,80	8445,80	R8445,80	R8445,80	R8445,80	R8445,80	R8445,80	

NB* First payment to be paid before 9th January 2022 includes Non-refundable Registration Fee.

TERMLY/QUARTERLY PAYMENT OPTION

GRADE 7 - 9	ANNUAL FEE	Paid by 15 Jan 2022	Paid by 1 Apr 2022	Paid by 1 Jul 2022	Paid by 1 Oct 2022
Boarders	R77 863,50	R20 215,85	R19 465,85	R19 465,85	R19 465,85
GRADE 10 & 11	ANNUAL FEE	Paid by 15 Jan 2022	Paid by 1 Apr 2022	Paid by 1 Jul 2022	Paid by 1 Oct 2022
Boarders	R83 853.00	R21 713,25	R 20 963,25	R 20 963,25	R 20 963,25
GRADE 12	ANNUAL FEE	Paid by 15 Jan 2022	Paid by 1 Apr 2022	Paid by 1 Jul 2022	Paid by 1 Oct 2022
Boarders	R84 458.00	R21 864,50	R 21 114,50	R 21 114,50	R 21 114,50

NB* First payment to be paid before 9th January 2022 includes Non-refundable Registration Fee.

1. Monthly fees are due on the 1st day of the month in advance. January fees are payable in full prior to student starting school.
2. Discounted Annual Fees are payable by 31 January latest, to qualify for 5% discount.
3. Overdue accounts will attract an interest of 20% per annum.
4. If fees are not paid by the 7th of each month a penalty of R200 will be levied on the account.
5. Any accounts overdue by 2 months or more will be handed over for collection.
6. Banking details: **FNB, Kleinwater College, Account Number 627 676 994 01, Branch Code: 270352, Cheque Account.** The Reference is **Name and Surname of Child and Grade or student number**

Name of Parent/Guardian: _____ Signature: _____

Date: _____