

*Benjamin Preparatory*



# **ENROLMENT FORM 2024**

**PRE-SCHOOL  
PRE-PRIMARY  
PREPARATORY  
HIGH SCHOOL  
AFTERCARE**



*Train up a child in the way he should go;  
even when he is old, he will not depart from it*  
*Proverbs 22:6*

#### Parents

At Benjamin Pre-School, Pre-Primary and Preparatory & High offer your children a warm, secure and loving environment.

Our Pre-School fees include a cooked breakfast and lunch, mid-morning tea and sandwiches as well as fruit and sandwiches in the afternoon.

At Benjamin Pre-Primary we offer a lunch for the children staying full day. A healthy snack for 10:00 and 12:00 to be provided by parents.

#### Pre-school

**Address:**

1 Nasturtium Street,  
Brackenhurst, 1448

**Tel:** (011) 868-3816 / 082 821 6528

**Accounts Tel:** 071 824 9501

[accounts@benjaminprep.co.za](mailto:accounts@benjaminprep.co.za)

**Email:**

[receptionpreschool@benjaminprep.co.za](mailto:receptionpreschool@benjaminprep.co.za)

**Website:**

[www.benjaminprep.co.za](http://www.benjaminprep.co.za)

**Applications:**

[admin@benjaminprep.co.za](mailto:admin@benjaminprep.co.za)

#### Pre-Primary

**Address:**

1 Donald Street,  
Brackenhurst, 1449

**Tel:** 087 153 3759 / 072 312 0481

**Accounts Tel:** 071 824 9501

[accounts@benjaminprep.co.za](mailto:accounts@benjaminprep.co.za)

**Email:**

[receptionpreprimary@benjaminprep.co.za](mailto:receptionpreprimary@benjaminprep.co.za)

**Website:**

[www.benjaminprep.co.za](http://www.benjaminprep.co.za)

**Applications:**

[receptionpreprimary@benjaminprep.co.za](mailto:receptionpreprimary@benjaminprep.co.za)

#### Preparatory / High School

**Address:**

23, 25 and 27 Benjamin Street,  
Brackenhurst, 1449

**Tel:** (011) 868-1404 / 066 405 0468

**Accounts Tel:** 071 824 9501

[accounts@benjaminprep.co.za](mailto:accounts@benjaminprep.co.za)

**Email:** [info@benjaminprep.co.za](mailto:info@benjaminprep.co.za)

**Website:**

[www.benjaminprep.co.za](http://www.benjaminprep.co.za)

**Applications:**

[info@benjaminprep.co.za](mailto:info@benjaminprep.co.za)



# BENJAMIN PREPARATORY

## ENROLMENT FORM 2024

Please ensure that your full physical address, postal address and contact numbers are stated correctly on your application form.

Date of application: \_\_\_\_\_

Date starting: \_\_\_\_\_

Nursery School/Aftercare/School Previously Attended: \_\_\_\_\_

### FOR OFFICE USE ONLY:

#### PRE-SCHOOL

- ☐ Half day
- ☐ Full day
- ☐ Baby Room
- ☐ Toddlers
- ☐ 2-Year-Olds (Potty Training)
- ☐ 3-Year-Olds
- ☐ 4-Year-Olds
- ☐ 5-Year-Olds

#### PRE-PRIMARY

- ☐ Grade R
- ☐ Full day
- ☐ Half Day

#### PREPARATORY

- ☐ Grade 1
- ☐ Grade 2
- ☐ Grade 3
- ☐ Grade 4
- ☐ Grade 5
- ☐ Grade 6
- ☐ Grade 7

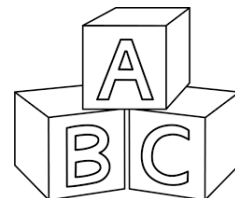
#### HIGH SCHOOL

- ☐ Grade 8
- ☐ Aftercare

**NO ENROLMENT FORMS WILL BE ACCEPTED UNLESS FULLY COMPLETED AND ALL DOCUMENTS HAVE BEEN ATTACHED**



# Pre-School Fee Structure



**2024**

CLASS	MONTHLY(over 12 months)	ANNUAL RATE @ 5% DISCOUNT (Paid before 31 January)
Baby Room – 5 Year olds	R4 175.00	R47 595.00
Half Day Baby Room	R3 900.00	R44 460.00
Daily Rate	R220.00	

## ENROLMENT FEE

Registration Fee on Enrolment	R650.00
Sibling Discount (on monthly school fees)	R300.00

## STATIONERY FEE

Baby Room	R800
Toddlers	R1150
2 Year Olds ( Potty Training)	R1150
3 Year Olds	R1400
4 Year Olds	R1400
5 Year Olds (Grade RR)	R1650

**A non – refundable enrolment fee must be paid on the acceptance of the enrolment in order to secure your application.**

**A re-enrolment fee will be charged every year.**

## PAYMENT METHODS

- Annual payment in advance is strictly due by **31 JANUARY 20.** by receiving a 5% discount.
- EFT payments monthly in advance on or before the 3rd day of each month x 12 months.
- No cash will be accepted at the school for the security of our staff and learners.

## BANKING DETAILS

Account name: BENJAMIN PREPARATORY  
Bank: STANDARD BANK  
Account number: 041 141 245  
Branch: THE GLEN  
Branch Code: 006 005  
Reference: **Please use the account number reflecting on your statement**

Please email proof of payment for [accounts@benjaminprep.co.za](mailto:accounts@benjaminprep.co.za)



# Pre – Primary Fee Structure



**2024**

Grade R	MONTHLY(over 12 months)	ANNUAL RATE @ 5% DISCOUNT (Paid before 31 January)
Half Day (06:30 – 13:00)	R3 975.00	R45 315.00
Full Day (06:30 – 18:00)	R4 225.00	R48 165.00
Daily Rate	R220.00	

## ENROLMENT FEE

Registration Fee on Enrolment	R650.00
Sibling Discount (on monthly school fees)	R300.00

## STATIONERY FEE

Grade R	TBA
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**A non – refundable enrolment fee must be paid on the acceptance of the enrolment in order to secure your application.**

**A re-enrolment fee will be charged every year.**

### PLEASE NOTE:

We do offer a holiday program for Grade R and Aftercare kids, your child will be entertained during the school holidays we have baking days, art days, movie day. We also have different outings for the different age groups and lots more. All these events will be an optional extra charge payable on the day.

We charge an additional R35.00 a day your child attends aftercare during the school holiday. This is for the extra meals your child gets (breakfast, bread and tea, lunch, bread and juice/biscuit and a fruit), this money also covers the art or baking activity they do for the day.

### PAYMENT METHODS

- Annual payment in advance is strictly due by **31 JANUARY 2024**, hereby receiving a 5% discount.
- EFT payments monthly in advance on or before the 3rd day of each month x 12 months.
- No cash will be accepted at the school for the security of our staff and learners.

### BANKING DETAILS

Account name: BENJAMIN PREPARATORY  
Bank: STANDARD BANK  
Account number: 041 141 245  
Branch: THE GLEN  
Branch Code: 006 005  
Reference: **Please use the account number reflecting on your statement**

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# Preparatory Fee Structure

## 2024

Grade	MONTHLY(over 12 months)	ANNUAL RATE @ 5% DISCOUNT (Paid before 31 January)
Grade 1	R4 500.00	R51 300.00
Grade 2	R4 500.00	R51 300.00
Grade 3	R4 500.00	R51 300.00
Grade 4	R4 500.00	R51 300.00
Grade 5	R4 500.00	R51 300.00
Grade 6	R4 500.00	R51 300.00

## OTHER FEES

Registration Fee on Enrolment	R1600.00
Development Fee (Once off)	R1800.00
Sibling Discount (on monthly school fees)	R300.00

## STATIONERY FEE

Stationery Packs available to purchase at PNA New Redruth - Details to follow later in 2023

**A re-enrolment fee will be charged every year.**

**A non-refundable enrolment fee must be paid on the acceptance of the enrolment in order to secure your application. A development fee needs to be paid before your child/children start. This is a non-refundable fee.**

**This goes towards the upkeep and maintenance of the school and the curriculum.**

### PAYMENT METHODS

- Annual payment in advance is strictly due by **31 JANUARY 2024**, hereby receiving a 5% discount.
- EFT payments monthly in advance on or before the 3rd day of each month x 12 months.
- No cash will be accepted at the school for the security of our staff and learners.

### BANKING DETAILS

Account name: BENJAMIN PREPARATORY  
Bank: STANDARD BANK  
Account number: 041 141 245  
Branch: THE GLEN  
Branch Code: 006 005  
Reference: **Please use the account number reflecting on your statement**

Please email proof of payment for [accounts@benjaminprep.co.za](mailto:accounts@benjaminprep.co.za)



# High School Fee Structure

## 2024

Grade	MONTHLY(over 12 months)	ANNUAL RATE @ 5% DISCOUNT (Paid before 31 January)
Grade 7	R4 500.00	R51 300.00
Grade 8	R4 500.00	R51 300.00

## OTHER FEES

Registration Fee on Enrolment	R1600.00
Development Fee (Once off)	R1800.00
Sibling Discount (on monthly school fees)	R300.00

## STATIONERY FEE

Stationery Packs available to purchase at PNA New Redruth - Details to follow later in 2023

**A re-enrolment fee will be charged every year.**

**A non-refundable enrolment fee must be paid on the acceptance of the enrolment in order to secure your application. A development fee needs to be paid before your child/children start. This is a non-refundable fee.**

**This goes towards the upkeep and maintenance of the school and the curriculum.**

### PAYMENT METHODS

- Annual payment in advance is strictly due by **31 JANUARY 2024**, hereby receiving a 5% discount.
- EFT payments monthly in advance on or before the 3rd day of each month x 12 months.
- No cash will be accepted at the school for the security of our staff and learners.

### BANKING DETAILS

Account name: BENJAMIN PREPARATORY  
Bank: STANDARD BANK  
Account number: 041 141 245  
Branch: THE GLEN  
Branch Code: 006 005  
Reference: **Please use the account number reflecting on your statement**

Please email proof of payment for [accounts@benjaminprep.co.za](mailto:accounts@benjaminprep.co.za)



# Aftercare and Study Centre Fee Structure

**2024**

Grade	MONTHLY(over 12 months)	ANNUAL RATE @ 5% DISCOUNT (Paid before 31 January)
Grade 1 – 8	R1 750.00	R19 950.00
Benjamin Prep : Grade 1 - 8	R1 300.00	R14 820.00
Daily Rate	R220.00	

## ENROLMENT FEES

Registration Fee on Enrolment	R650.00
Sibling Discount (on monthly school fees)	R200.00

**A non – refundable enrolment fee must be paid on the acceptance of the enrolment in order to secure your application.**

**A re-enrolment fee will be charged every year.**

### PLEASE NOTE:

We do offer a holiday program for Grade R and Aftercare kids, your child will be entertained during the school holidays we have baking days, art days, movie day. We also have different outing for the different age groups and lots more. All these events will be an optional extra charge payable on the day.

We charge an additional R35.00 a day your child attends aftercare during the school holiday. This is for the extra meals your child gets (breakfast, bread and tea, lunch, bread and juice/biscuit and a fruit), this money also covers the art or baking activity they do for the day.

### PAYMENT METHODS

- Annual payment in advance is strictly due by **31 JANUARY 2024**, hereby receiving a 5% discount.
- EFT payments monthly in advance on or before the 3rd day of each month x 12 months.
- No cash will be accepted at the school for the security of our staff and learners.

### BANKING DETAILS

Account name: BENJAMIN PREPARATORY  
Bank: STANDARD BANK  
Account number: 041 141 245  
Branch: THE GLEN  
Branch Code: 006 005  
Reference: **Please use the account number reflecting on your statement**

Please email proof of payment for [accounts@benjaminprep.co.za](mailto:accounts@benjaminprep.co.za)



**LEARNER'S PERSONAL DETAILS:**

Name (in full)		Surname		Preferred name	
Date of Birth		Age		Gender	
Home language		Other language			
Race (Required by GDE)		Religion			
Nationality: (Please specify if not South African)					

Who does child live with:

☐ Both parents    ☐ Mother    ☐ Father    ☐ Other

**PARENTS/GUARDIAN INFORMATION:**

Father's Details:		Mother's Details:	
Name		Name	
Surname		Surname	
ID Number		ID Number	
Religion		Religion	
Cell phone number		Cell phone number	
Home number		Home number	
Office number		Office number	
Email address		Email address	
Residential address		Residential address	
Postal address		Postal address	

**PARENT'S EMPLOYMENT DETAILS:**

Father's Details:		Mother's Details:	
Employer		Employer	
Occupation		Occupation	
Employer address		Employer address	
Office number		Office number	

ARE THERE OTHER SIBLINGS IN OUR SCHOOL?

Name and Surname:

Name and Surname:

Name and Surname:

Name and Surname:

PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES:

Name:

Surname:

Relationship to learner

Tel no: Home:

Work:

Cell:

Signature: \_\_\_\_\_

DETAILS OF ANOTHER CONTACT IN THE CASE OF AN EMERGENCY:

Name:

Surname:

Relationship to learner

Tel no: Home:

Work:

Cell:

MEDICAL DETAILS:

Family Doctor:

Contact Number:

Medical Aid details:

Name:

Member number:

Main member Initials and Surname

Main member ID number

Does the learner suffer from any allergies?

YES ☐

NO ☐

If YES, please specify:

In a critical medical situation, please bear in mind that there may not be time to refer to the learner's records. The school therefore reserves the right to utilise the quickest medical services available.

I \_\_\_\_\_ being the parent/legal guardian of \_\_\_\_\_

hereby agree that emergency medical personnel may provide emergency treatment as may be necessary.

Signature of parent/legal guardian: \_\_\_\_\_



## TERMS AND CONDITIONS OF THIS AGREEMENT

1. Benjamin Pre-school and Pre-Primary hours are as follows:

MONDAY – FRIDAY 06:30 - 18:00

For every 15 minutes or part there of, being late a R100.00 fine will be charged.

### Benjamin Preparatory / High School Hours:

MONDAY – THURSDAY FOUNDATION PHASE

Grade R – 1 : 7:30 - 13:30

Grade 2 – 3 : 7:30 - 13:45

INTERMEDIATE / SENIOR PHASE

Grades 4 - 8: 7:30 - 14:15

FRIDAY FOUNDATION PHASE

Grade 1 : 7:30 - 13:15

Grade 2 – 3 : 7:30 - 13:15

INTERMEDIATE / SENIOR PHASE

Grades 4 - 8: 7:30 - 13:30

### Aftercare

MONDAY – FRIDAY: 14:00 - 18:00

For every 15 minutes or part there of being late a R100.00 late fine will be charged.

2. Fees are strictly payable in advance on or before the 3<sup>rd</sup> day of each month and should any child be taken out before the end of the month; no refund of money will apply. A fee of R300.00 will be charged to your account if school fees are paid after the given date.

3. All overdue accounts will receive a letter of suspension and the child may not return until the account is up to date. Full school fees will be payable during the suspension period. If the account is not settled – your account will be handed over for collection. Legal fees will be for your account.

4. If fees are paid upfront for the full year or part off the year and notice is given at any point, a 10% admin fee will be taken off on the balance of the account, before funds get refunded.

5. One month's notice on paper or by email is required. No SMS or WhatsApp notice will be accepted. Notices of your child's termination of enrolment, must be handed in no later than the 1<sup>st</sup> of the new month at Benjamin Preparatory, Pre-primary, Pre-school, High School or Aftercare. If this is not adhered to, the full fee will be payable. Notice will not be accepted over the phone. Notice will **not** be accepted for the October – December period.

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ have read and understand points 4, 5 and 6 and fully agree with this condition of termination.

\_\_\_\_\_  
Signature: Mother

\_\_\_\_\_  
Signature: Father

\_\_\_\_\_  
Signature: Guardian

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

7. School fees will be charged throughout a National Disaster or a Pandemic. Discounts will be advised but fees will be payable.

8. School fees must be paid in full for the month if absent, sick or on holiday.

9. Fees are payable over 12 months.

INITIALS: Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

10. If you experience problems at home, kindly discuss them with your child/children's Educator. The information will enable them to understand and assist your child/children better.

11. If a child has been ill or upset the previous night, the Educator must be informed accordingly.

12. All children's clothing must be marked clearly. Young children are encouraged to be independent at toilet time. Please dress them in clothing that is easily removeable.

13. As part of the school's control of infection and safety requirements, may we take this opportunity to ask for your assistance in the following ways:

- Do not send learners to school with a fever of 37.5°C or higher.
- Do not send learners to school with any infectious diseases.
- Do not send learners who have had symptoms of diarrhoea and/or vomiting in the last 24 hours.
- Do not send ANY medication to school. By law we are not allowed to administer any medication. This includes multivitamins.

14. Please send a water bottle to school (marked with child's name on) everyday, filled with water. (Pre-School & Pre-Primary)

15. Benjamin Pre-School and Pre-Primary will be closed over the festive season. Parents will be liable to pay fees in advance for the month of December.

16. Although we take the necessary precautions to ensure the safe keeping and good health of your child, the staff and owners of Benjamin Pre-School, Pre-Primary and Preparatory are not liable for any accidents, medical conditions, death or any other serious conditions that might avail upon your child whilst being in our care.

#### 17. Religious Policy

- Benjamin Pre-School, Pre-Primary, Preparatory and High School is a Private Christian School. We follow a Christian curriculum with Bible stories and Praise and Worship and acknowledge Jesus to be our Lord and Saviour.
- The curriculum is compulsory, and no child/children may abstain from it.

#### 18. Smoking Policy

- Smoking is not permitted on the school premises. Smokers should always smoke away from school grounds.

#### 19. Academic Ability and Emotional Wellness

Should we observe that your child is experiencing academic or emotional problems, the school will contact the parents/guardian to have the necessary assessments done.

Should you request for your child to start school at an 'earlier' age than recommended, we will request that you take your child for an educational assessment and we will base our final decision on the recommendation of the Educational Psychologists report. Should your child start school earlier and struggle, there is a strong possibility that they may need to repeat the grade. We need to make the best decision which we feel would be in your child's best interest.

#### 20. School Uniform

- School uniform for children from 3 years is compulsory. Pre-School and Pre-Primary to wear Navy Shorts and Golf Shirts in Summer and Benjamin Prep tracksuits in Winter.  
School uniform must always be worn correctly. Every learner is expected to be in school uniform at school functions and extra murals.  
Refer to the Code of Conduct for a detailed description of Benjamin Preparatory School Uniform. High School uniform to be announced shortly.

Uniform stockists:

#### **SIMPLY SCHOOL**

Tel: 011 907-0512

Shop 59 Mall @ New Market

#### **SCHOLARE**

Tel: 011 867-0808

72 Hennie Alberts Street, Brackenhurst

## 21. School Website

Feel free to view the site on [www.bennjaminprep.co.za](http://www.bennjaminprep.co.za). Included on the website is an option to view photos of the school and children. Please specify if you would or would not want your child's photo on the website.

☐ I don't mind my child's photo being on the website

☐ I **DO NOT** want my child's photo on the website

## 22. Discipline

- A positive approach to discipline is prompted. Pupils will be encouraged and motivated to develop cheerfulness, tolerance, patience, kindness and self-control.
- Disrespect, insolence and deliberate disregard of rules will be dealt with immediately. Respect for all adults, staff, peers and parents are very important and encouraged at all times.
- Pupils, who repeatedly fail to adhere to the Code of Conduct, will be asked to leave the school.

## 23. Code of Conduct:

The school's Code of Conduct and its policies are designed to ensure the happiness and safety of each pupil. The Code of Conduct is based on Biblical principles and standards. These rules are kept to a minimum.

Consistent bad behaviour in a child is often indicative of a problem and parents will be asked to meet with the Educator/Principal should such a situation arise.

To view our school Code of Conduct and its policies, please visit our website, [www.benjaminprep.co.za](http://www.benjaminprep.co.za)

24. It is in your best interest to take a copy of this contract and place it in safe keeping for future reference.

## 25. General

- Birthdays are celebrated with party packs and cupcakes, supplied by parents, should they wish to do so.
- No child will be permitted to leave the school premises with anyone other than his/her parents or unless otherwise arranged
- Remember, we are here to make your child's stay a long and happy one. If you have any problems, please let us know. Please make sure your child is collected promptly after school. If children are collected late, they will be put into Aftercare and the daily rate will be charged.

I understand and have carefully noted the Terms and Conditions of the Agreement and accept them as such. I also acknowledge that I have read and accepted the School Code of Conduct and its policies and will ensure that my child will adhere to these rules.

**Signed by:**

\_\_\_\_\_  
FATHER: Name and Surname

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MOTHER: Name and Surname

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GUARDIAN: Name and Surname

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This is a legal document and you have agreed to the Terms and Conditions of **BENJAMIN PRE-SCHOOL, PRE-PRIMARY, PREPARATORY, HIGH AND/OR AFTERCARE.**



**NATIONAL CREDIT ACT:**

**NEW NATIONAL CREDIT ACT CLAUSE**

I/We the undersigned hereby agree and permit that BENJAMIN PRE-SCHOOL, PRE-PRIMARY, PREPARATORY, HIGH and AFTERCARE is entitled to:

1. Make any reasonable enquiries to any party to verify and research any details provided by the applicant on this application form or any other details is in relation thereto.
2. Access the files of any credit bureau or its agent or its clients to ascertain the Applicant's and its Directors and/or Members and/or Principal's total available credit profiles when assessing this application and at any time during the currency of the Applicant's account with the supplier.
3. Disclose the existence and the conduct of the Applicant's account with the Supplier, whether still current or not, to any Credit Bureau or other credit granter for publication.

**INTEREST CLAUSE**

- The Applicant hereby acknowledges that should any amount not be paid on due date, the full amount owing by the applicant to the creditor shall immediately become due and payable without any notice whatsoever notwithstanding that any amount may, as at that date, not yet be due. The Applicant shall pay interest on all overdue amounts at a compound rate of 10%.
- The Applicant further agrees that in the event of its default in any respect whatsoever towards the creditor, the creditor shall be entitled to place the application on "stop supply" without any notice notwithstanding that the applicant may have placed an order for the supply of service prior to the stop supply date.

**COST CLAUSE**

In the event of the creditor instructing its attorneys or collectors agents to collect any amounts, all legal fees and collection charges and tracing agents' fees as between attorney and client, shall be borne by the applicant and all payments made shall firstly be allocated towards such fees and charges thereafter to interest and finally to capital.

**MAGISTRATE'S JURISDICTION CLAUSE**

The Applicant and the surety/ies hereby consent to the jurisdiction of the magistrate court for all actions which may be instituted against one or all for the recovery of any amounts owing to the creditor.

The Applicant chooses the street address which is furnished on the application form for Credit Facilities as domicillium citandiet executani for all purposes in respect of the Credit Facilities. Any charges of the said domicillium can only be effected by the Applicant notifying BENJAMIN PRE-SCHOOL, PRE-PRIMARY, PREPARATORY, HIGH and AFTERCARE in writing of another complete address.

I/We hereby declare and acknowledge that I/We are duty authorised to sign any/all documents on behalf of my/our company. I/We hereby further declare that we have read and understand that Standard Terms and Conditions of BENJAMIN PRE-SCHOOL, PRE-PRIMARY, PREPARATORY, HIGH and AFTERCARE and by signing below, I/We are standard Terms and Conditions.

**SIGNATURE AMENDMENT**

Name and Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_



## POPI: PROTECTION OF PERSONAL INFORMATION ACT

Unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:

1. Collect, store and process information about you and any Third Party of divorced or separated Parent responsible for payment of any or all amounts owing in school fees.
2. Collect, store and process names, contact details and information relating to yourself and your Child.
3. Supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
4. The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

### STATUTORY OBLIGATION TO PAY SCHOOL FEES

1. I/We hereby apply to have the child whose name appears on this form as a learner at BENJAMIN PRE-SCHOOL, PRE-PRIMARY, PREPARATORY, HIGH and AFTERCARE SCHOOL.
2. I/We hereby certify that I / we are the biological / adoptive parents and that I / we have legal custody and / or legal guardianship in respect of the above-named learner.
3. I/We take note and understand the following:
  - a) That the school fees are payable in advance and are due no later than the 3<sup>rd</sup> of every month.
  - b) Biological / adoptive parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.
  - c) In the event of non-payment of school fees, the school will institute legal action against both parents irrespective of maintenance and court order which may exist between the parties.
  - d) In terms of Section 39 of the South African Schools Act, parents are liable to pay compulsory school fees. This is a statutory obligation.
  - e) In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
  - f) In the event of the school having to take legal action for the recovery of school fee, all legal costs, including attorney/client fees and collection costs incurred by the school will be charged to the parent's account.
  - g) If parent/s fail to meet their school fee obligations the school may record the Parent/s non-performance with a bureau.
4. I/We undertake to give notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have.



POPI: DECLARATION

**DECLARATION: FATHER**

I ..... hereby declare that the information which I have recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designate, permission to check and confirm any of the details or document given by me. I understand that should any of the information supplied by me is found to be false, action may be taken against me.

Signed on this .....day of ..... 20.... Signature:.....

**DECLARATION: MOTHER**

I ..... hereby declare that the information which I have recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designate, permission to check and confirm any of the details or document given by me. I understand that should any of the information supplied by me is found to be false, action may be taken against me.

Signed on this .....day of ..... 20.... Signature:.....

**DECLARATION: GUARDIAN**

I ..... hereby declare that the information which I have recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designate, permission to check and confirm any of the details or document given by me. I understand that should any of the information supplied by me is found to be false, action may be taken against me.

Signed on this .....day of ..... 20.... Signature:.....

## DOCUMENTS REQUIRED UPON APPLICATION:

- ☐ A copy of the learner's CLINIC CARD
- ☐ A copy of the learner's BIRTH CERTIFICATE
- ☐ A copy of MOTHER'S ID
- ☐ A copy of FATHER'S ID
- ☐ A copy of GUARDIAN'S ID
- ☐ A copy of MEDICAL AID CARD
- ☐ Colour ID photo of child
  
- ☐ A copy of most recent SCHOOL REPORT
- ☐ STATEMENT OF SCHOOL FEES
- ☐ TRANSFER CARD from Previous Primary School

### **FOR OFFICE USE:**

#### **PRE-PRIMARY:**

- ☐ General Information Sheet

#### **BENJAMIN PREPARATORY/HIGH:**

- ☐ General Information Sheet
- ☐ Swimming Form
- ☐ Code of Conduct
- ☐ Merit & Demerit System
- ☐ Rovers Permission Form



**This document is confidential and must be returned to BENJAMIN PREPARATORY/HIGH after completion by current School Educator and Accounts Department.**  
**(info@benjaminprep.co.za)**

Name of learner		Current Grade	
Current school		Years in current Grade	

Has the learner ever been referred to any psychologist/occupational therapist/audiologist/Speech and Language therapist? If so, briefly state the outcome of the assessment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any known problems: *(E.g., Family, Emotional, Learning difficulties, Medical, Behaviour, Ability to adapt, etc.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parental involvement at present school: *(please specify)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If we accept this learner, is there any relevant information you would like drawn to our attention? If so, please specify:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal/Educator: Name and Surname

\_\_\_\_\_  
Principal/Educator: Signature

\_\_\_\_\_

Present School Stamp



## FINANCE CLEARANCE FORM

(TO BE COMPLETED BY LEARNER'S CURRENT SCHOOL)

Name of learner: \_\_\_\_\_

Grade: \_\_\_\_\_

Person Responsible for account: \_\_\_\_\_

ID Number: \_\_\_\_\_

Current School: \_\_\_\_\_

Current annual fees: \_\_\_\_\_

Fees paid annually or monthly: \_\_\_\_\_

Fees paid up to date: YES / NO \_\_\_\_\_

Fees outstanding: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

This is to certify that the above person has paid the school fees as indicated.

\_\_\_\_\_  
Name and Surname

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ACCOUNTS DEPARTMENT

Debtors Department Contact Name: \_\_\_\_\_

Debtors Department Contact Number: \_\_\_\_\_

**PRESENT SCHOOL STAMP**



## FINANCE CLEARANCE FORM

(TO BE COMPLETED BY LEARNER'S CURRENT SCHOOL)

Name of learner: \_\_\_\_\_

Grade: \_\_\_\_\_

Person Responsible for account: \_\_\_\_\_

ID Number: \_\_\_\_\_

Current School: \_\_\_\_\_

Current annual fees: \_\_\_\_\_

Fees paid annually or monthly: \_\_\_\_\_

Fees paid up to date: YES / NO \_\_\_\_\_

Fees outstanding: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

This is to certify that the above person has paid the school fees as indicated.

\_\_\_\_\_  
Name and Surname

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ACCOUNTS DEPARTMENT

Debtors Department Contact Name: \_\_\_\_\_

Debtors Department Contact Number: \_\_\_\_\_

**PRESENT SCHOOL STAMP**



## TRANSPORT SERVICES

Tshidi	084 691 7672 / 074 898 0760
Tshego	061 397 2005
Ouma	083 800 6269
Nontobeko	072 236 4146
Gloria	073 791 1932

## PRE-SCHOOL EXTRA MURALS

Activity	Contact person	Numbers
Soccer Stars	Head Office	011 882 3428
Karate	Leon	076 514 5926
Phyzz Ed Sportz	Tyron	078 450 9449
Stimu- Zone computer lessons	Natasha	082463 1866
Culinary Kids	Wendy	084 299 6945
Netball Divas	Lisa / Admin	082 922 9257 / 076 333 7019
Brainy Blox	Ju-anne	082 930 7696
Frogs & Tadpoles	Laura	083 299 9272
Playball & Dance Mouse	Carla	072 604 5359

## PRE-PRIMARY EXTRA LESSONS

**All extra mural activities will take place after 13:00**

Computer lessons	082 463 1866
Dancing lessons	072 604 5359
Karate lessons	076 514 5926
Netball Lessons	076 333 7019
Phyzz Ed Sportz	078 450 9449
Swimming Lessons	083 299 9272
Playball	072 604 5359