



ADMISSIONS CONTRACT FOR HILLSIDE HOUSE BOARDING

Please submit completed contract to: info@academyschool.co.za and julio.c@mweb.co.za

I/We _____ (full name), ID _____

and _____ (full name), ID _____

hereby confirm that I/We are the parents/legal guardians of _____ (name of student),

DOB _____, I.D. _____ and as such agree to

abide by the following rules and terms and conditions as set out hereunder:

Date of student's entry into the boarding house: _____

1. BOUNDS

No boarders may leave Hillside Boarding House or Acacia Boarding House other than to go to school and by signing out, without special permission. All boarders must be out of the school grounds by 16h00. No afternoon shopping is allowed, except on Mondays. Boarders staying in on weekends may go to town, in pairs, with permission from the adult on duty.

2. MOBILE PHONES

Mobile phones may be used in the boarding house but no student may use mobile phones during prep time, at school, or after lights out. In an emergency, your family can contact you by WhatsApp through to 076 029 7776.

3. TRAVELLING

On weekends, boarders may go to their families, or those authorized in writing (request should have been made in writing by a parent/guardian the preceding week by Wednesday afternoon). Boarders signed out for the weekend must return to the boarding house **no earlier than 16h30 and no later than 18h00 on Sundays**. If for some reason they are unable to return on a Sunday, the parent of the student, must phone the Head of Boarding by 17h00 on the Sunday.

4. SIGNING IN AND OUT

Boarders must sign in every day on return from school. They must sign in personally with the person on duty. Sundays they must sign in with the staff member on duty. Permission must be given to leave the boarding house grounds. Bunking out of the boarding house without

permission will result in one warning, and then any other offence will result in immediate dismissal from the boarding house.

5. WEEKEND LEAVE

Hillside House or Acacia House will not be responsible for your child once they have signed out on a Friday and before they sign in on a Sunday including holidays. The boarding house is closed over the holidays. Please complete weekend leave permission forms when checking out for a weekend and submit to the Head of Boarding.

6. FOOD

NO food is allowed in the bedrooms. Lunch will be prepared at the school dining hall. Fruit will be available until 16h00. Supper is served at 18h15 daily. Do not be late for supper.

7. MONEY

We are not responsible for any loss of pocket money. Do not bring more than you really need. If a boarder is in possession of a large amount of money, it must be handed in to the Head of Boarding for safe keeping.

8. SUPPLIES

Trips to the shops to purchase stationery, snacks, etc. will take place on Monday afternoons at 16h00. Confirm your trip with the Head of Boarding by sending a WhatsApp message to: 076 029 7776

9. ROUTINE

The timetable, rosters and notices displayed in each boarding house must be followed strictly. Lateness is a punishable offence.



10. ACCIDENTS/BREAKAGES/MAINTENANCE

Problems are to be reported immediately to the Head of Boarding. Call Mr Julio Cerqueira (076 029 7776) in case of any emergency. Any student who willfully damages/destroys Hillside House or Acacia House or school property will be invoiced for the full amount, and/or will have a disciplinary hearing that might lead to expulsion from the boarding house.

11. LIBRARY

Library books may be taken out/signed out from the school library.

12. HOMEWORK

During the afternoon, boarders may work in their rooms or on the boarding house garden benches, and group discussions are allowed. During supervised prep (19h00 -20h30) there must be silence. Requests for special material for projects must be made 5 days in advance and these can be purchases by the student on a shopping trip on Monday afternoons. Prep on a Sunday will be optional.

13. LIGHTS OUT

From 21h30 lights will be out in the bedrooms and there must be silence. Before and during exam times grade 9 to 12 may study until 22h30.

14. BATHROOM AND TOILETS

Leave the bathroom clean and tidy and as you would expect to find it.

15. PUNISHMENT

This may be written or manual work in the garden or boarding house. It must be completed on the day in which it is given.

16. SCHOOL PREMISES

All boarders to be in the Hillside House or Acacia House grounds by 16h00. Special permission is required to go to the school after hours.

17. GYM

Senior students may join the gym in town with a permission letter from his/her parent and no responsibility will be taken by the Boarding House.

18. DRESS

Boarders must be clean and neat at all times.

19. LAUNDRY

All laundry must be clearly marked with your name and placed in your laundry bag. All pockets must be searched for tissues and other materials before sending them for washing. This is to make sure that the machine is not damaged in any way. Bed linen must be sent for laundry every fortnight on a Thursday and bath towels weekly every Thursday.

20. TIDINESS

Rooms must be swept, clothes stacked neatly, and beds made before leaving for school daily. No one shall enter the house with dirty shoes on. Shoes must be cleaned and kept orderly, in bedrooms. Clean slops or slippers should be worn in the boarding house. In the event of spoilage of the floor, carpet or bedding, the boarder responsible must clean up their mess. Mops and brooms are provided in the boarding house.

21. COMPUTERS, TELEVISION AND MUSIC

There will be supervised internet access during prep time according to the roster if all homework is complete. TV may be watched on weekends. You may play music between 16h30 and 18h00 but must make use of headphones or earbuds/phones. The volume must always be kept low to avoid disturbing the peace of fellow boarders.

22. ELECTRICITY AND WATER

Do not waste water and do not leave lights on. NO electric appliances may be used in the bedrooms, i.e. heaters and kettles. Please make sure that all taps are properly closed. Please conserve this scarce commodity. No heaters, kettles, fridges or any other appliances are permitted in rooms. Electric blankets, fans, and IT devices are permitted.

23. MEALS

All meals are compulsory for boarders. Under no circumstances may meals be skipped. Supper is served at 18h15, lunch is at second break (school dining hall) and breakfast is served at 07h15.



Boarders must behave in the dining room. Boarders must be appropriately dressed for meal times – breakfast, lunch, and dinner in neat clothing.

24. BOARDING FEES

Boarding fees are payable monthly in advance and should be paid no later than the 1st of every month.

No student will be readmitted to the boarding house at the start of term if fees are not up-to-date. Interest will be charged on overdue accounts.

One term’s notice in writing is required to be given to the Head of Boarding when withdrawing a student from the Boarding House, to avoid being liable for a full term’s fees.

Boarding fees are paid in 11 installments for Grade 9 to 11 boarders. Grade 12 boarders pay the fees in 10 instalments.

Boarders will be required to pay a refundable deposit of R3,000 (Three Thousand Rand) in advance to secure a place in the boarding house and also serves as a breakages and keys deposit.

No rebate will be given in the event of a student not making full use of the boarding. No credits will be given what-so-ever. Only a full term’s notice will apply on complete withdrawal from the boarding house.

25. BOARDING PERIOD

Please mark with an x which boarding your child requires.

Termly Boarding (Boarding 7 days a week, only going home for holidays)

Weekly boarding (Boarding Monday to Friday going home every weekend)

26. GENERAL

No swearing in the boarding house and on school grounds will be tolerated. No visitors, except parents are allowed after dinner between 18:30 and 19:30. No boarder is allowed to be in the boarding house during school hours except with permission from the principal. Boarders must obey prefects and all staff members. An offence in this connection will be regarded very seriously.

Day scholars are not allowed in the boarding house. Pets in the boarding house are strictly prohibited. STRICTLY no smoking, alcohol or any addictive substances are allowed and any breach will result in immediate dismissal.

Boarders’ personal items of value need to be covered by family’s insurance policy.

27. EXTRA CHARGES

The following boarding charges, but not limited to, will be charged to a student’s account as and when they occur. These are payable upon receipt of your school account. Boarding charges such as transport, laundry, medication, and other ancillary costs.

28. COMPULSORY OUT WEEKENDS

Once a term there is a compulsory boarding house out weekend. This gives boarders the opportunity to go home for a weekend, or spend a weekend with a school friend and his/her family.

The boarding houses are closed for out weekends. No boarding house staff are on duty.

29. CONTRACT PERIOD

The boarding contract is a continuous contract and may be terminated with 1 term’s written notice by parent/s. Fees are increased annually. Fees for the following year are finalized each July.

30. TERMINATION OF CONTRACT

The violation of any of the above-mentioned rules can lead to immediate termination of contract. A terms’ written notice must be given by a boarder’s parent to terminate the boarding contract. If such notice is not given, a full term’s fees shall be paid in lieu thereof. Applicants will be considered taking into account: general behaviour, school report, attitude, fee paying, etc.

The parent/guardian agrees that the Head of Boarding may suspend a boarder from the boarding house until all outstanding fees and/or expenses have been settled in full. Any action as aforementioned will not constitute a waiver of the boarding house right to cancel this agreement. Interest at 10% (ten percent) and collection costs will be charged on all arrears fees and expenses from the due date to date of payment.



Academy Private School

1 Merlot Close, Klein
Zevenwacht Estate, Kuils River

“Unlock your Future”

Tel: 021 903 3328

Email: info@academyschool.co.za

www.academyschool.co.za

I/We do hereby declare that the above information is full, true and correct and that I/we understood the contents thereof. I further agree to ensure that my child understands all the rules set out in this agreement and by his/her signature hereunder, agrees to abide by these rules.

I/We agree in terms of Section 45 of the Magistrates Court Act 32 of 1944 that Academy Private School, shall, as its option, be entitled to monies owing by me/us to them, in any Magistrates Court having jurisdiction in respect of such proceedings in terms of Section 28 of the Act.

INDEMNIFICATION

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

SIGNED AT _____ ON THIS _____ DAY OF _____ 20_____

PARENT 1/GUARDIAN SIGNATURE

PARENT 2/GUARDIAN SIGNATURE

STUDENT'S SIGNATURE

WITNESS



INDEMNITY FORM

We, the undersigned, _____ (the Parent 1/Guardian)

and _____ (the Parent 2/Guardian)

(Guardian means Court Appointed Legal Guardian) of _____ (our child)

Whereas the boarding and its staff will use their best endeavours 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/ward we hereby tacitly and expressly indemnify and hold harmless;
 - 1.1. Academy Private School and Boarding House Management, 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 Academy Private School and Boarding House Management, staff, assistants, or other employees either on or off the boarding house's premises.
 - 1.2. Academy Private School and its management, 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. Academy Private School and Boarding House Management, 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 Academy Private School and Boarding House its management, staff, assistants, or other employees either on or off the boarding house premises.
2. We further consent to and agree that:
 - 2.1. Any management, staff member or assistant of Academy Private School and Boarding House may attend to medical care or treatment of our 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 Academy Private School and Boarding House with our child medical history and any other relevant medical information, which we deem to be within Academy Private School and Boarding House 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 management, staff, assistants or employees of Academy Private School and Boarding House to sign any necessary written consent on behalf of us and/or our child for him to be subjected to such medical care or treatment, provided that this will be executed on the advice and under supervision of a medical doctor. We indemnify and hold Academy Private School and Boarding House, its management, staff, assistants, and employees 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 clause 2.3.
 - 2.4. I give APS and Boarding House permission to transport my child per school bus or private vehicle.



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THUS, DONE AND SIGNED AT _____

ON THIS _____ DAY OF _____ 20 _____

PARENT 1/GUARDIAN SIGNATURE

PARENT 2/GUARDIAN SIGNATURE

WITNESS

ACADEMY PRIVATE SCHOOL/HEAD OF BOARDING