APPLICATION FOR ENROLMENT 2027

The **Application for Enrolment Form** must be signed by both parents, unless one parent is solely responsible in all aspects. The form must be returned with R300.00 application fee per pupil enrolment, which is non-refundable. Please enclose a copy of your child's unabridged birth certificate, one colour photograph (passport size), a rates statement from the Municipality/proof of address, certified copies of parents' IDs, a copy of your child's most recent school report, medical report (if applicable), and psychological report (if applicable) . The **Fees Schedule Form** and the **Code of Conduct** must also be completed. Return to: The Principal, Academy Private School, Merlot Close, Klein Zevenwacht Estate, Kuils River or email to: info@academyschool.co.za together with proof of payment made via EFT. The Registration/Acceptance Fee is payable on acceptance into the school and is non-refundable. **Please make sure that this form is signed and all pages are initialed in the bottom right corner.** NB: Applicant students are required to spend a day in the relevant grade class as part of the application process.

Section A: Applicant's Information

Surname:

First Names:

Preferred Name:

Date of Birth Day: Month: Year:

Gender: Male | Female

Date of Proposed Entry: Day: Month: Year:

ID Number:

ID Type: South African ID | South African Passport | Foreign Passport

Nationality

Home Language: English | Afrikaans | IsiNdebele | IsiXhosa | IsiZulu | Sepedi | Sesotho | Setswana | SiSwati | Tshivenda | XiTsonga | Other

If other, please specify:

Current School Information:

Present School:

School Telephone & Email:

Headmaster or mistress:

Current Teacher: Grade:

Medical Information (in case of emergency)

Allergies/ Medical notes:

Chronic Medication:

Handicaps or Disabilities:
Incl. Learning Difficulties

Contact Information:

Student's mobile phone:

Student's email address:

High School Subject Choice: Grade 10 – 12

Choose 1 Subject Combination from the table below. Many careers are available with these subject combinations. This is a guideline. NB: Check careers where Mathematics is compulsory.

Field of the Sciences: Medical Doctor, Medical Sciences, Computer Science, Statistical Sciences, Food Science, BSc Biological Sciences, Molecular Biology and Biotechnology, Sport Science, etc.		**Field of Design & Entrepreneurship:** Graphic design, web design, fashion design, interior design, industrial design, architectural design, furniture design and more. Business management/administration, Building management.		**Field of Sciences & Engineering:** Most engineering fields (e.g. Civil, Mechanical, Aviation, Mining, etc.), Industrial designer, Interior designer. Quantity surveyor, Building management.	
Combination 1: Life Sciences Physical Sciences CAT		**Combination 2:** Design Business Studies EGD		**Combination 3:** Life Sciences Physical Sciences EGD	
Field of Technology & Design: Architecture, Fine Art Drawing, Illustration, Design Graphic, Industrial, Interior Design, Fashion, Set Design, Jewelry, Textile, etc. Film-making and Animation; Teacher, Lecturer; Business management, Business administration, Building management.		**Field of Entrepreneurship & Life Sciences:** Business management, Business administration; Marine Biologist, Microbiologist, Bio-Chemist, Ecologist, Physiotherapist, Botanist, Zoologist, Pharmacist.		**Field of Engineering & Technology:** Maritime and Agricultural Engineering; Medical Technician; Landscape Architect; Agriculture and Nature Conservation; Health Sciences and Social Services; Manufacturing, Construction, Engineering & Technology Study Fields.	
Combination 4: Design Business Studies CAT		**Combination 5:** Life Sciences Business Studies CAT		**Combination 6:** Life Sciences Business Studies EGD	
Field of Sciences & Engineering: Most engineering fields (e.g. Civil, Mechanical, Aviation, Mining, etc.), Industrial designer, Interior designer. Quantity surveyor, Building management.					
Combination 7: Design Physical Sciences EGD					

Notes Regarding Subjects:

1. A student must offer seven subjects.
2. A student must offer two official languages. (Foreign students can substitute Afrikaans for another subject).
3. A student must offer all the compulsory subjects.
4. A student must have PASSED Mathematics the previous year to continue with Mathematics in grades 11 & 12.
5. While Academy Private School endeavours to allow students to take every subject they would like to take from the list, sometimes this is not possible owing to class size limits and staffing constraints. Number Policy: In order to make subjects feasible, certain capacity limits have to put into place. A minimum class size of 3 and a maximum size of 20 students are enforced per subject.
6. Physical Sciences requires Mathematics and so Physical Sciences will not be an option for those who achieve less than 50% in Mathematics in Grade 9 at the end of term 4.
7. NB: Grade 10s who wish to take Mathematics and Physical Sciences subjects in grade 11 and who are on the borderline (achieve 50%) or below 50% must undergo an aptitude test in their grade 10 year (between February and June). The aptitude test costs are for the parents' account. Should the aptitude test result show negative for Mathematics and Physical Sciences then the student will unfortunately not be permitted to continue with these two subjects in grade 11 or 12.

INITIALS: Parent(s)_____ APS Director_____

Section B: Family Information

In the case of divorced or separated parents, please complete a "Section B" for each household.

Parent 1 Information:

First Name:
Last Name:
Relationship of applicant: Biological parent | Step-parent | Foster parent | Guardian
Gender: Male ☐ Female ☐ Other ☐

Date of Birth: Day: ☐☐ Month: ☐☐ Year: ☐☐☐☐

ID Number:
ID Type: South African ID | South African Passport | Foreign Passport
Nationality:

Mobile Phone:
Do you wish to receive SMSs from the school on this number? Yes: ☐ No: ☐
Email Address:
Do you wish to receive group e-mails from the school on this address? Yes: ☐ No: ☐

Occupation:
Employer:
Work phone:

Parent 2 Information:

First Name:
Last Name:
Relationship of applicant: Biological parent | Step-parent | Foster parent | Guardian
Gender: Male ☐ Female ☐ Other ☐

Date of Birth: Day: ☐☐ Month: ☐☐ Year: ☐☐☐☐

ID Number:
ID Type: South African ID | South African Passport | Foreign Passport
Nationality:

Mobile Phone:
Do you wish to receive SMSs from the school on this number? Yes: ☐ No: ☐
Email Address:
Do you wish to receive group e-mails from the school on this address? Yes: ☐ No: ☐

Occupation:
Employer:
Work phone:

In the case of divorced or otherwise separated parents:

Does the applicant reside at this address during the term? Yes: ☐ No: ☐
Is this household responsible for the applicant's school fees? Yes: ☐ No: ☐

Section B: Family Information (Continued)

Residential Address:

Postal Code:

Occupying as: Owner | Lessee Other:

Postal Address:

Postal Code:

Home Telephone Number:
Mobile Phone:

Family Medical Information:
Medical Aid:
Medical Aid Number:

Family Doctor:
Telephone Number:

Emergency Contact Name*
Mobile Phone:
**Please do not use one of the parents as the emergency contacts.*

Other Siblings in school: Name: Grade:
Name: Grade:
Name: Grade:

We agree that our child's admission is subject to the conditions of enrolment as determined by the School Director.

Signatures:

Father: Mother:

Date: Day: Month: Year:

Section C: FOR OFFICE USE ONLY

Interview Date Day: Month: Year:
Entrance Tests Day: Month: Year:
Registration Receipt No.
Date Processed Day: Month: Year:
Amount Paid R
Deposit Receipt No.
Date Processed Day: Month: Year:
Amount Paid R

Section D: CONTRACT WITH ACADEMY PRIVATE SCHOOL

IMPORTANT NOTICE: By signing or initialing or otherwise entering into this Contract the Parent (s)/ Guardian(s) agree to the terms and conditions contained in this document as well as any terms and conditions contained in the Fees Schedule Form, School Policies, and Code of Conduct which form part of this Contract.

Agreement between Academy Private School and _____ (Name of

parent/guardian) and _____ (Name of parent/guardian) with regards

to the following:

1. General Terms and Conditions

1.1 The Application and Registration/Acceptance fee is non-refundable.

1.2 The School reserves the right to restrict admission of any student in respect of whom monies to the school are outstanding such as the suspension of a student and exclusion from school events.

1.3 Where school accounts are not paid up/in arrears at the end of a school term – Parents/Guardians are required to fetch their child's report from the finance office in person. No reports will be emailed out in cases where school accounts are not paid up/in arrears at the end of a school term.

1.4 **One term's notice**, in writing, is required when withdrawing a student from the School. A term's notice will be charged to accounts on immediate withdrawal.

1.5 All payments received will be applied firstly to the reduction of interest, legal fees and fees in lieu of notice, sundry charges and arrears applicable and then to the reduction of current tuition fees.

1.6 In the case of a parent, guardian, or person responsible for the payment of fees being sequestrated and there are arrears fees, the student's attendance at the school will be immediately suspended. The student's continued attendance will be subject to all fees being paid in advance quarterly or for the year.

1.7 Sundry charges that will be charged: photocopying, outings, enrichment and cultural lessons costs, printing, telephone calls, laundry and certain activities where outside facilitators are paid to do presentations, etc.

1.8 Although school management will always endeavor not to increase tuition fees during the school year, it reserves the right to do so if circumstances require it. Increases in fees can reasonably be expected each year to provide for inflation and other costs.

1.9 Late **payment charge** will be levied at the rate of 15% on all accounts not settled by due date (1st of the month). Annual fees not paid in full by the 1st January and monthly fees not paid by the 1st day each month will be regarded as overdue. Should a debit order be returned by the bank, a surcharge of R250.00 will apply.

1.10 Non-payment of a school account shall entitle the Director to cancel the enrolment of the student forthwith.

1.11 Academy Private School is a **"cash free" zone**, parents are kindly requested NOT to pay fees in this manner. **We reserve the right to recover cash deposit fees incurred.**

1.12 The Director may in his/her sole discretion grant refunds and make changes or adjustments of fees and other charges and shall give one term's written notice thereof.

1.13 The Director shall be entitled to instruct the School's attorneys to attend to the collection of outstanding accounts and **both parents** (whether natural, adoptive or foster parents) shall be jointly and severally liable for the payment of all costs so incurred, on the scale as between attorney and own client, including collection fees.

2. Admission Policy for Current Students

Admission Deposit:
All current parents must obtain an **Academy Private School Fees Schedule Form** from the School office for their child for the next year to complete, sign and return to the School as well as pay the admission deposit **by 30 September**. The **Admission Deposit** is R1400. The admission deposit is non-refundable should your child leave the school after 30 September as this deposit books your child's place in the class next year and we turn away other students who want to enrol. The admission deposit goes towards the next year January school fees. The payment of the admission deposit ensures your child's admission to the school next year. We receive advance enrolments (sometimes 2 and 3 years in advance) for grades which may result in a waiting list. Once we receive your admission deposit we will put your child on the appropriate grade list for next year.
E.g. January month school fees will be as follows: January school fees less R1400 due by 1 January.

3. School Development Levy (SDL)

Non-refundable School Development Levy:
In addition to Annual School Fees, Academy Private School applies a R1,500 Annual Development Fee. This Development Fee is raised annually from the student's second and each subsequent year of enrolment. The purpose of the fee is to be used exclusively for Academy Private School capital projects and to enhance the facilities of the school. Parents will be invoiced annually and this fee is payable by 1 January.

4. Consent to Use My Child's Photograph

I, _____ (full name) parent/guardian of _____

(student full name) hereby consent to Academy Private School using my child's photograph in the school's Facebook posts, website, and other social media posts for the purpose of news, and school promotional purposes:

I consent ☐ I DO NOT consent ☐

5. Conditions and Terms of Enrolment

5.1 A student's enrolment will be subject to the conditions stated hereunder or such other conditions which may have been determined by the Director or his/her duly authorized representatives ("the Board") at the time of enrolment.

5.2 The Conditions and Terms of Enrolment may be amended upon one month's written notice.

5.3 No indulgence or extensions of time granted by the Director/s/Board shall constitute a waiver of its rights to enforce any condition herein.

5.4 The parents agree to be bound by the rules, regulations, policies, code of conduct and procedures of the School as determined and annunciated by the Director/s.

5.5 The Director/s may accept applications for enrolment in respect of any living individual eligible to attend Academy Private School. Applications for enrolment shall be in the form specified and shall be accompanied by a non-refundable application fee in an amount to be determined from time to time and reflected on the application form.

5.6 The enrolment of students shall be subject to the discretion of the Director/Board/School Management Team.

5.7 **Within two weeks of acceptance of a student and before the student's commencement at Academy Private School, a predetermined amount shall be payable as a non-refundable Acceptance/Registration fee. Should the student not enter the school as agreed, the Registration fee shall be retained. NO EXCEPTIONS WILL BE ALLOWED.**

5.8 **Each month's tuition fees are payable in advance**, free of exchange, deduction or set off on or before the first day of each month. Non-payment shall entitle the Director/s to cancel the enrolment of the student forthwith. Overdue payments shall accrue interest compounded monthly.

5.9 Affordability Assessment and Credit Screening

As part of the enrolment application process, the School may legally request bank statements, salary slips, and perform credit bureau checks (such as through TPN Credit Bureau), and contact the previous school for information.

Affordability Assessment
The School may request 3 to 6 months of verified bank statements, proof of employment, or income verification checks.

Credit and Risk Screening
A credit check may be made on the person(s) responsible for the payment of the tuition fees. The cost of this check will be for the school's account. The school may refuse to accept a student solely as a result of an unacceptable credit rating of the person(s) responsible for the account.

Previous School Clearance
The School may request a letter or statement from the previous school to check account standing and payment history.

5.10 Annual discount will be granted in the event of the full fees for the year being paid on or before the first day of January. A discount on fees will be granted in respect of each additional sibling admitted to the academy. Please check with the school admin what the current discount is and the discount available for siblings enrolled at the School. Discounts are also indicated in the Fees Schedule Form.

5.11 Fees are not all-inclusive and the school shall be reimbursed for all expenditure incurred by Academy Private School on behalf of the student.

5.12 **The Director/s shall be given one term's written notice of termination of enrolment of a student, failing which the full amount of the following term's fees shall immediately become due and payable. NO EXCEPTIONS WILL BE ALLOWED.**

5.13 The School reserves the right to restrict admission of any student in respect of whom monies to the school are outstanding such as the suspension of a student and exclusion from school events.

INITIALS: Parent(s)_____ APS Director_____

5.14 Where school accounts are not paid up at the end of a school term – Parents/Guardians are required to fetch their child's report from the finance office in person. No reports will be emailed out in cases where school accounts are not paid up at the end of a school term.

5.15 The Director/s may in his/her/their sole discretion grant refunds and make changes or adjustments of fees and other charges and shall give one month's written notice thereof.

5.16 The annual School Development Levy of R1,500 is due and payable by parent/s for each child by 1 January from the child's second year of enrolment and each year onwards.

5.17 Admission Deposit:
All current parents must obtain an Academy Private School Fees Schedule Form from the school office for their child for the next year to complete, sign and return to the school as well as pay the admission deposit by 30 September each year. The Admission Deposit is R1400. The admission deposit is non-refundable should your child leave the School after 30 September as this deposit books your child's place in the class next year and we turn away other students who want to enrol.

5.18 The Director/s/Board shall be entitled to terminate the enrolment of a student:

a) Summarily and with immediate effect, if the student is guilty of any conduct which in the sole opinion of the Director/s/Board/School Management Team is inconsistent with such student's continued enrolment at the school. If a child's enrolment is terminated by the school, any school fees which were paid for the current term will not be refunded. The responsible parent(s) will be liable for the remainder of the term's school fees if the student's enrolment is terminated by the school e.g. expulsion due to misconduct, etc. If the school fees were paid up front for the year, only the current term will NOT be refunded. Further remaining terms in the current year will be refunded.
b) Upon one term's written notice, fees for the one term notice period is due and payable by the responsible parent(s).
c) At the end of any academic year in the event that the pupil, in the sole opinion of the Director/s/Board/School Management Team, has failed to pass such examinations as were specified or is otherwise unsuitable for promotion to the following year of study.
d) Where at the end of the academic year (at the end of the 4th term), a student's school account is not paid up.
e) Or, at any time during the year, where a student's school account is not paid up/in arrears.

5.19 The Director/s shall be entitled to instruct the school's attorneys to attend to the collection of outstanding accounts and both parents (whether natural, adoptive or foster parents) shall be jointly and severally liable for the payment of all costs so incurred, on the scale as between attorney and own client, including collection fees. If only one parent has signed and accepted full responsibility for their child's school fees then only this parent shall be liable for the payment of all outstanding school fees and costs so incurred for collection thereof.

5.20 Subject Choice:
Physical Sciences requires Mathematics and so Physical Sciences will not be an option for those who achieve less than 50% in Mathematics in Grade 9 at the end of term 4.
NB: Grade 10s who wish to take Mathematics and Physical Sciences subjects in grade 11 and who are on the borderline (achieve 50%) or below 50% must undergo an aptitude test in their grade 10 year (between February and June). The aptitude test costs are for the parents' account. Should the aptitude test result show negative for Mathematics and Physical Sciences then the student will unfortunately not be permitted to continue with these two subjects in grade 11 or 12. Parents understand and agree to this Physical Sciences and Mathematics subject choice condition.

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6. Permission/Consent to Take Part in All Organised Academic, Sport and Cultural Activities, and Enrichment Activities

6.1 I/We, parent(s)/guardian(s) of _____ (student's name) hereby give permission that he/she may participate in all academic, sport and culture activities, and enrichment activities presented by the school in an organised manner. To participate in assessments conducted by the school learning support team with the object of improvement in school work and to identify other problems.

6.2 I grant permission that my child may be transported by a public bus company approved by the school management team when necessary. If there is only a small group of students that needs to be transported, parents/teachers with valid driver's licences may be asked to transport them.

6.3 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

6.4 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 organised activities and he/she resides in good health.

6.5 I confirm that all medical information supplied in the Applicant's/Student's Information section of this form is accurate and complete. This information may be used in case of an emergency.

6.6 I undertake to inform the school if any of the above information may change.

6.7 I undertake to support my child to obey the Code of Conduct and the disciplinary system of Academy Private School.

7. I.T. Equipment

7.1 All Academy Private School high school students (grades 7 to 12) are required to have a Chromebook tablet PC or Chromebook laptop which will be used daily in the classrooms for lessons and lectures. Parent(s) must visit the school's www.e-campus.co.za website where information is available about the lapstops and e-books that must be purchased.

7.2 Chromebook Tablet PC or Chromebook laptop with eTextbooks loaded: Academy Private School joined the eRevolution way back in 2014! All class textbooks (for high school students grades 7 to 12) are only available as ebooks and used in the classrooms. Parents must purchase the relevant grade etextbooks from the school's online ebook store, and parents must ensure that the etextbooks are loaded onto the tablet or laptop. Parents must also ensure that their child's tablet or laptop, and all other belongings of value are INSURED at all times. Information about the purchase of the ebooks is available on the school's www.e-campus.co.za website.

8. Indemnity

The parents (whether natural, adoptive or foster parents) hereby indemnify and agree to hold harmless Academy Private School, the Director/s, the Board, Management Team and Staff, or the authorized agents or representatives of the aforementioned, against any and all claims, howsoever arising, including negligence (but excluding gross negligence), arising out of any injury, death, loss, damage, cost or expense, including legal costs, suffered by the pupil or a third party as a result of or during the enrolment of the student at the Academy Private School.

9. Consent to Process Personal Information

9.1 By entering into this Contract, and unless the Parent(s)/Guardian(s) at any time instruct the School expressly, and in writing, to the contrary, consent is given for the School to:

9.1.1 collect, store and process credit information about the Parent(s)/Guardian(s) responsible for payment of any or all amounts comprised in the Fees;

9.1.2 collect, store and process names, contact details and information relating to the Parent(s)/Guardian(s) and the student, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current students as well as providing references and communicating with the body of former students;

9.1.3 include photographs, with or without name, of the Student in School publications, or in press releases, or on the School's website, to celebrate the School's or the Pupil's activities, achievements or successes;

9.1.4 supply information and a reference in respect of the Student to any educational institution which the Parent proposes the Student may attend. The School will take care to ensure that all information that is supplied relating to the Student is accurate and any opinion given on his or her ability, aptitude and character is fair. However, the School cannot be liable for any loss that the Parent or Student is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by the School; and

9.1.5 inform any other school or educational institution to which the Parent proposes to send the Student of any outstanding fees.

9.2 The School may not distribute or otherwise publish any personal information in its possession, unless given 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 the consent to the people and for the purpose stated in the written consent.

10. Student Computer, Tablet and Internet Use Policy

10.1 Computer and internet access is available to all students of Academy Private School. Academy Private School provides internet access to promote educational excellence in the School by facilitating resource-sharing, innovation and communication. If an Academy Private School user violates any terms and conditions of the School's Internet Use Policy, his or her privilege will be terminated, and future access can and will be denied.

10.2 The School's network may not be used for any of the following:

- The creation or transmission of any offensive, obscene, or any indecent material.
- The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.

10.3 Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Maintain the security of the network by keeping information, especially passwords and account numbers, private.
- Refrain from behaviour or activity that damages or disrupts the performance of the network.

- Use the network for approved, legal activities which have educational relevance.
- Honour all rules of copyright and personal property.
- Avoid the knowing or inadvertent spread of computer viruses.
- Use only acceptable appropriate language. Avoid offensive or inflammatory speech.
- Use real name in all communications. Impersonation, anonymity, or pseudonyms are not permitted.

10.4 Disclaimer

- All internet activity at the School is monitored and logged. Logs include websites and web pages visited as well as all search queries used on sites such as Google and Wikipedia. These internet usage logs are not personal or private information and can be made available to the School's management upon request.
- The School has the right, but not the obligation, to monitor and supervise all computer use, network communication or system accounts.
- Messages relating to, or in furtherance of, illegal activities will be reported to the authorities.
- Any facility, including software, is used entirely at the risk of the user.
- The School will not be liable for any loss, damage or inconvenience arising directly or indirectly from the use of any computing facility.
- Any breach of these conditions of use will be considered serious misconduct.

11. Testing for Prohibited Substances

11.1 In accordance with section 8A of the South African Schools Act of 1996 ("the Schools Act"), the Head or his/her delegate may administer urine or other non-invasive test to any student or group of students. To the extent possible the consent of the parent/guardian and the consent of the student will be obtained. In this regard, the consents will be provided by the parent/guardian or student concerned on the prescribed forms. The Student in question will have to give consent for the drug testing procedure. Failure to give consent will imply that the Student is using the drug in question. However, the School reserves the right, as contemplated in section 8A of the Schools Act, to test for illegal drugs without such consent.

11.2 The School will be in control of the testing programme. The costs will accrue to the parents/ guardians. In the event of a test being required for the abuse of anabolic steroids, the School will bear the cost, given the expense of such tests. If the student tests positive, the costs of any subsequent testing (for anabolic steroids) will be for the account of the student.

11.3 Details of when such tests occur will be kept strictly confidential and only disclosed to those persons who are required to know such details, to ensure that students cannot determine or anticipate when testing will take place or who will be selected for a test.

11.4 Once a student has been notified of selection for a drug test, the student will be accompanied and observed by a member of the testing team from the time of notification until the testing process is complete.

11.5 When the student arrives at the testing area he/she will be informed of the testing process that is about to take place and the consequence of a positive test result, before testing commences.

11.6 The test will be conducted in the presence of a witness of the same gender as the student, and out of sight of any other person.

11.7 A test report with a unique reference number will be completed for every test. It will include the full details of the person being tested, details of any medication or supplements which the student claims to have ingested in the last 48 hours, any comments that members of the testing team or the student may wish to record, and the test result.

12. Parent's General Obligations

12.1 The Parent will inform the School, in writing, prior to admission and enrolment, of any special educational needs of the student known to them.

12.2 In order to fulfil the School's obligations, the School needs co-operation from the Parent. Without detracting from any specific obligations contained in this Contract, the Parent is required to: fulfil obligations under these terms and conditions; encourage the student in his or her studies, and give appropriate support at home; keep the School informed of matters which affect the Student; maintain a courteous and constructive relationship with School staff; and attend meetings and otherwise keep in touch with the School where the Student's interests require the Parent to do so.

12.3 The Head may at his or her discretion require the Parent to remove or may suspend or expel the Student if the Parent's behaviour is, in the reasonable opinion of the Head, so unreasonable as to affect or likely affect the progress of the Student or another child (or other children) at the School or the well-being of the School staff or to bring the School into disrepute.

12.4 The Head may, at his or her discretion, require the Parent to remove or may suspend or expel the Student from the School, if he or she considers that the student's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head, the Student's removal is in the School's best interests or those of the Student, other children or the wider School community. In this case, the Parent will be asked to remove the student either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. The School will not be required to give the Parent(s)/Guardian(s) a full term's written notice under these circumstances.

13. Amendment of the Contract Terms and Conditions

The School reserves the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will give the Parent(s)/Guardian(s) at least a term's notice of any such modifications.

14. Undertaking and Declaration

I/We the parent(s)/guardian(s) of _____(Name of Student) undertake to honour the agreement as set out above. I/We do hereby declare that I/We have read and understood this Contract, including the Code of Conduct, the School Rules and Regulations, and the Policies of the School. I/We declare that the forms have been completed correctly.

Signed at _____ on this _____ day of _____ 20 ____.

Name:_____
Parent(s)/Legal Guardian(s)

ID/Passport No:_____

Signature:_____

Name:_____
Parent(s)/Legal Guardian(s)

ID/Passport No:_____

Signature:_____

Name of School Director:_____ Signature:_____

Signed at _____ on this _____ day of _____ 20 ____.