

# REGISTRATION FORM

Pretoria Branch 2017



## GRADE 4-7

# PERSONAL DETAILS

## LEARNER INFORMATION

<b>SURNAME:</b>	
<b>NAME(S):</b>	
<b>ID/PASSPORT NUMBER:</b>	
<b>GENDER:</b>	
<b>GRADE:</b>	
<b>PREVIOUS SCHOOL:</b>	
<b>ADMISSION DATE:</b>	
<b>ADMISSION NUMBER:</b>	

## PARENT/GUARDIAN INFORMATION

<b>SURNAME:</b>
<b>NAME:</b>
<b>ID/PASSPORT NUMBER:</b>
<b>GENDER:</b>
<b>MARITAL STATUS:</b>
<b>RELATION TO LEARNER:</b>
<b>ADDRESS:</b> .....
.....
<b>TELEPHONE NUMBER:</b>
<b>CELLPHONE NUMBER:</b>
<b>OCCUPATION:</b>
<b>EMPLOYMENT ADDRESS:</b> .....
.....
<b>WORK TELEPHONE NUMBER:</b>
<b>OTHER CONTACT PERSON:</b>
<b>CONTACT NUMBER:</b>

**GENERAL INFORMATION**

How will the learner come to school? (Tick the appropriate block)

Public Transport (bus)	Private Transport (car)	Taxi	Train	Walk
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Does the learner have any brother(s) and sister(s) at Sedco College High School?  
(Tick the appropriate block)

Yes	No
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If yes, provide the following:

	Surname(s) and Name(s) of brothers and sister(s)	Grade
1		
2		
3		
4		

**ADMISSION POLICY**

1. I agree that my child will observe the College Code of Conduct and will not interfere with normal process or disturb the smooth running of the College.
2. I will ensure that my child wears a proper school uniform.
3. I will provide my child with all required learning materials such as exercise and textbooks (stationary) and also attend all CONSULTATION sessions and meetings.
4. I will pay the College fees on or before the 3<sup>rd</sup> of each month.
5. I agree to be liable for expenses incurred directly or indirectly as a result of breach of contract.
6. I will make sure my child reports for lessons everyday on time and agree to notify the school of any absenteeism of my child before the school day lessons begin at all times.
7. Once this contract is signed my child will not be withdrawn from this College until December.
8. I will pay school fees for 12 months i.e. JANUARY to DECEMBER but all fees must be paid by November.
9. Lessons attendance is compulsory for all learners. It is a serious offence for learners to leave school before the day's learning programme is over.

**UNDERTAKING**

I.....the undersigned parent/ guardian

of .....

**Acknowledge that I am indebted to Sedco College for the payment of College fees should this application be successful. I confirm that all information provided by me in this application form is true and correct. I have read and understood the terms of this contract.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SCHOOL REPRESENTATIVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINCIPAL'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## TERMS AND CONDITIONS

1. I hereby enclose information regarding the student and myself, which will upon acceptance by the register of the school form part of the contract between the parties. The contract will then be deemed concluded between myself, the undersigned and Sedco College High School (hereinafter referred to as the school), including of all divisions of the school.
2. I hereby warrant that all the information furnished in the following questionnaire as well as all the statements set out hereunder pertaining to the educational qualities of my child and my own financial position are true and correct.
3. This application form constitutes the entry into contract between the parties and I agree to the terms and conditions embodied herein and only written variations or alterations countersigned by both parties shall be binding upon them.
4. I agree that the school shall not be liable to me of any financial loss, bodily injuries sustained and/or suffered by me or the registered student.
5. **I agree that school fees is payable on or before the 3<sup>rd</sup> of each month.**
6. I choose as my domicile citandi executed for all purpose arising here from including the service of any notice or process, my address supplied in page two of the application.
7. I hereby authorize the school to take all steps that in its absolute discretion may deem necessary to have the said child admitted to a hospital and treated by a doctor or other medical attendant at my expense.
8. I agree that neither the school, nor any of its employees or agents has made any warranties other than those which are included herein.
9. I agree that all payments made by me in respect of services rendered or to be rendered shall be forfeited by me as roukoop or as a genuine pre-estimate in any way. I understand that the claim for damages on the part of the school is in no way limited by this.
10. I understand that arrears in fees of one calendar month from the due date of payment will be taken as forfeiture of the place of my child in the school, alternatively, if part payment only is made, the school reserves the right to convert my agreement method of payment onto a monthly basis.
11. One full month's notice prior to the commencement of the next term shall be given of any increase in fees.
12. I agree to supply within seven (7) days of demand thereof, with possible forfeiture of the place of my child in the school for failure to submit the following documents: **a) A copy of child's birth certificate or form of identification**
  - b) A report from the previous school
  - c) Transfer letter
  - d) Parent's certified ID copy.
13. **One full term's notice must be given when a student is preparing to leave the school.**
14. It is understood that parents are responsible for the cost of their children's Uniform, stationary and textbooks.
15. All parties agree to the jurisdiction of the Magistrate's Court for one district of Pretoria..
16. Cost as between Client and Attorney shall be payable by defaulting applicants.
17. I agree that my child and I will abide by the rules, constitution and authority of Sedco College High School.
18. I understand and agree that this contract is valid for one year.

19. I understand that I have a legal agreement to the method of payment herein and undertake to pay the fees on or before the first day of each term or month according to the method chosen.
20. I have studied an understood the contents of the enrolment form/contract and I am aware of my expectations and subjects being taught at the school.

SIGNED at Pretoria on this .....day of .....20.....

SIGNATURE OF PARENT/GUARDIAN: .....

SIGNATURE OF SCHOOL OFFICIAL/REP: .....

<b>SCHOOL STAMP</b>
Date:.....

**SCHOOL RULES AND REGULATIONS**

1. Learners must report to school at least 30 minutes before lessons commence.
2. Every learner will be courteous and exemplary at all times.
3. For the duration of each session all learners are required to remain in class unless in possession of a permit/pass issued by the Principal/Deputy Principal.
4. Learners must at all times adhere to the instructions issued by educators or prefects.
5. When in the school premises, learners will be required to keep noise at low levels.
6. Learners are to refrain from damaging any property belonging to the school.
7. School property damaged will be paid for by the person responsible.
8. The taking in or possession of any intoxicating substance or drugs is prohibited.
9. No violent or unlawful activity with or towards any person will be tolerated, fighting and threatening of the teachers or other students will result in immediate dismissal.
10. Learners will be required to speak English at all times during school hours except during African Languages lessons.
11. Weapons or dangerous articles are not permitted on the school premises.
12. No foul, obscene or abusive language is permitted on the school premises.
13. Learners will be required always to wear a complete school uniform.
14. Extra-mural activities are compulsory every Wednesday afternoon.
15. Channeling of complaints is via the class teacher, Vice Principal or Principal.
16. When interchanging during periods learners are required to be quiet, quick and behave properly, the bell will be rang to indicate the end/beginning of lessons.
17. All students are to be punctual for lessons at all times.
18. Learners are at all times responsible for their personal items e.g. books, money etc during sessions and uniforms during extra-mural activities.
19. General cleanliness in and around school premises must be observed.
20. Chewing of gum/chappies and eating /drinking during lessons is strictly prohibited.
21. Seduction of fellow students and members of staff is prohibited.
22. Any learner who engages in sexual relationship(s) with an educator(s) or staff member(s) will be expelled from school.
23. Wearing of caps, Fancy attire, Fancy Hair styles, jewellery, tongue rings is strictly prohibited.
24. No visitors are allowed during school hours.
25. USE OF CELLPHONES IN THE SCHOOL PREMISES IS STRICTLY PROHIBITED.
26. Gambling and loitering during or after school especially in the CBD is not allowed.
27. Failure to abide by this code during school times will result in punishment.
28. A learner who accrues 20 days of absenteeism will face dismissal to that effect.
29. Non-submission of classwork, homework, SBAs and not attending intervention programmes will lead to a learner being dismissed
30. A learner who has been warned twice for infringement of these rules may be dismissed from school on a third introgression.

I.....have read and understood the above rules and regulations. I understand that the school will take appropriate measures if I break any of the rules.

.....  
STUDENT'S SIGNATURE

.....  
PARENT'S SIGNATURE

.....  
PRINCIPAL

DATE:.....

DATE:.....

DATE:.....

**Registration Fee R700**

**Registration Fee R750 for 7**

Grade	MONTHLY FEES	TERMLY FEES	FULL AMOUNT
4-6	R700	R2100	R8400
7	R750	R2250	R9000

School fees must strictly be deposited into the School Account and proof of payment must be brought to the school reception/office.

**BANK DETAILS**

**Bank:** FNB  
**Account Number:** 62370092208  
**REFERENCE:** Write the Name and Surname of the Child.

**UNDERTAKING**

I.....the undersigned parent/ guardian

of .....

Acknowledge that I am indebted to Sedco College for the payment of College fees should this application be successful. I confirm that all information provided by me in this application form is true and correct. I have read and understood the terms of this contract.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SCHOOL REPRESENTATIVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINCIPAL'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **SUBJECTS OFFERED**

Grade R-3

Mathematics  
English  
Life Skills  
Isizulu/Afrikaans

### **GRADE 7-9 ( SENIOR PHASE)**

**English**  
**IsiZulu**  
**Afrikaans**  
**Mathematics**  
**Life Orientation**  
**Natural Sciences**  
**Social Sciences**  
**Technology**  
**Art and Culture**  
**Economic and Management sciences**



SCHOOL UNIFORM

BOYS	GIRLS
<ol style="list-style-type: none"> <li>1. Grey trouser</li> <li>2. Grey socks R60</li> <li>3. White shirt</li> <li>4. Purple tie with grey stripe R70</li> <li>5. Grey jersey- R200</li> <li>6. Purple blazer R550</li> <li>7. Pullover with purple stripes- R180</li> <li>8. Purple T-Shirt R120</li> </ol> <p>AVAILABLE AT SCHOOL</p>	<ol style="list-style-type: none"> <li>1 Grey Double pleated skirt R150</li> <li>2 White shirt</li> <li>3 Grey socks with purple stripe R60</li> <li>4 Grey jersey with purple stripes R200</li> <li>5 Purple Tie with grey stripes R70</li> <li>6 Purple blazer R550</li> <li>7 Pullover with purple stripes R180</li> <li>8 Purple T-Shirt R120</li> </ol> <p>AVAILABLE AT SCHOOL</p>

**STATIONARY LIST GRADE R-**

1. Each learner must bring:  
1x 500 sheets rim per term.
2. Every learner pays R500 for stationery for the whole year in cash at the reception at registration.