



# CONDITION OF ENROLMENT AND ATTENDANCE

**1. ADMISSION FEE:** The enrolment is conditional upon payment of the non-refundable admission fee referred to in the school’s letter of acceptance by the date stated in the letter.

**2. AUTHORITY OF PRINCIPAL AND OTHERS:** While at school or on any organised outing or activity, the learner is under the authority of the Principal, the Teachers and other Staff of the School and any other person to whom the Principal or Teachers have delegated that authority. The authority includes the right to take any action considered necessary or desirable for the School generally and the learner in particular, including, but not limited to, education, health, safety, general welfare and discipline. The authority includes the right to require the parents/legal guardians to keep the learner away from school for any period specified by the Principal or Teacher.

**3. SCHOOL FEES:** The annual school fees are due and payable on 1 January each year. Fees may be settled in equal instalments, either quarterly or monthly in accordance with the resolutions of the Annual General meeting held each year. If any instalment is outstanding by the due date, the full outstanding amount of school fees will become due and payable. Fees are not refundable, whether the learner remains at school for the whole term or not. If fees are not paid in time, the School shall be entitled, in addition to any other rights it may have, to recover interest on the amount from time to time. In the event of the School having to instruct its attorneys to collect any outstanding fees, then the Parents/legal guardians shall be liable for the legal costs occasioned by the School on the scale as between attorney and client, including collection commission and tracing charges (where necessary), whether legal action is instituted or not. The School reserves to itself the right to exclude, at its discretion, any learner from attending school in the event that fees are in arrears and where the parents/legal guardians have failed to make arrangements, to the satisfaction of the School, to settle the arrears. The exclusion of any learner as a result of non-payment of fees shall not in any way absolve the Parents/legal guardians of the child from liability to pay the outstanding amount owed in terms of school fees.

**4. NOTICE:** Except for the learner leaving in the ordinary course of events to go to Primary School, notice in writing of intention to remove the learner from the School must be given at least one full term in advance, failing which an additional term’s fees will be payable in lieu of notice.

**5. ILLNESS:** Parents/legal guardians must promptly advise the Principal or the learner’s teacher of any disease or other medical condition which the learner has contracted and shall, if and for as long as the condition is contagious, keep the learner away from school.

**6. MEDICAL ASSISTANCE:** If any person having the authority referred to in Section 2 considers at any time it is in the learner’s interest for him/her to receive medical treatment or urgent attention, and if it is not practical in the circumstances for the child’s medical practitioner to be called, the person having the authority may, at the expense of the learner’s parents/legal guardian, authorise any treatment or attention which that person considers to be in the learner’s interest. The parents/legal guardians consent to pay such treatment or attention and undertake to pay upon request the full cost thereof. In any event the parent/legal guardians consents to the learner being examined at the school by an honorary doctor, dentist, optometrist or other similarly qualified person.

**7. MEDICAL INSURANCE COVER:** The school does have medical insurance for pupils through Bay Union Insurance.

**8. REGULATIONS:** The Principal shall be entitled from time to time to issue and change regulations relating to the day to day running of the School and the conduct of the learner at the school. Those regulations shall be binding on the parents/legal guardians as if incorporated in these conditions.

**9. AMENDMENT:** The Principal shall be entitled to amend conditions from time to time by giving the parents/legal guardians one full term’s notice thereof. Such notice shall be deemed to have been given if the notice is displayed on the School notice board for that period.

**10. INDEMNITY:** The parents/legal guardians of the learner, indemnify the School, all Committees, Boards and the like connected with the School and all the Parents having the authority referred to in Section 2 above, and hold them harmless against all loss, damage or injury to or by the learner or his/her possessions while the learner is at school or on any school organised outing or activity. The indemnity extends to loss, damage or injury caused by negligence and/or breach these conditions of enrollment.

**11. SOCIAL MEDIA POLICY:** The parents/legal guardians of the learner hereby agree and undertake not to publish or post any malicious, defamatory and/or derogatory comments regarding the School, the Principal, Staff or Governing Body on any social media platforms, including, but not limited to Facebook, Twitter, LinkedIn or Google+. Any breach of this clause shall be material and may result in the School, Principal, and/or Governing Body taking such action as they deem appropriate in the circumstances and the parents/legal guardians shall be liable for any legal costs occasioned by the School on the scale as between attorney and client.

**12 AGM RESOLUTIONS:** The parents/legal guardians of the learner hereby agree that they are bound by the Resolutions agreed upon at each Annual General Meeting.

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Parent 1..... & Parent 2..... Address.....

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Being the parent and legal guardian of .....

Apply for his/her enrolment as a learner at Kloof Pre-Primary School commencing on (date).....

Signed (both parents signature) ..... Date.....

By my signature hereto, and upon enrolment of (learner’s name).....

at Kloof Pre-Primary School, I have read and understood paragraph 10 and I hereby indemnify the school, its employees, all committees, boards and the like, connected with the school, and all parents having the authority referred to in Paragraph 2 of the conditions prefixed hereto, and hold them harmless against all loss, damage or injury caused to the child or his/her possessions while the learner is at school, or on its premises, or on any school organised outing or activity.