



Dear Prospective Family

We understand that selecting the right school for your child is an extremely important decision. We hope that you will consider Loreto School Queenswood when making this important decision.

Families are drawn to Loreto School Queenswood for several key reasons. We have small class sizes which enables us to foster a wonderful interaction between learners and educators. Parents looking for a place where learners will be loved and challenged, rather than getting lost in the crowd, will find just that at Loreto School Queenswood.

The atmosphere at Loreto School Queenswood is Christ-centred and life giving. Learners are challenged to grow both intellectually and spiritually. Learners can sense a balance between high standards and God's grace, are encouraged to love their studies as well as find delight in God's creation and all who live in it.

Our motto is "We Grow Children for Life". This is done by instilling our core values of justice, freedom, sincerity, truth, and joy while offering each child the opportunity to grow into the best version of themselves.

We offer a holistic and child-centred education. We focus on developing their faith and helping them become wiser and more rounded individuals. We encourage our learners to strive for personal excellence and instil in them a commitment to being "Agents of Social Change".

We teach our learners discernment, inclusivity, participation and celebration, the quality of relationships, leadership development and formation, how to embrace one another and to be critically aware of today's reality.

If the above resonates with you, we invite you to come and visit Loreto School Queenswood. While we hope that you will find the information on our website helpful, seeing the "life" of the school is essential.

You are welcome to contact Tania Auret (our Admissions Secretary), in order to make an individual appointment to visit our school. Her contact details are (012) 3334384 or tania.auret@loretosa.co.za

We look forward to meeting you and showing you around our beautiful school with its rich heritage and serene environment.

Blessings



Marcello Pallozzi
Principal





Fees



SCHEDULE OF FEES FOR 2024

| | Entrance Assessment fee | Once-off Registration fee | Annual Fees | 11 monthly | Levies |
|------------------|-------------------------|---------------------------|-------------|------------|----------|
| Grade RRR | R200,00 | R1000,00 | R64 628,00 | R5875,00 | R5746,00 |
| Grade RR | R200,00 | R1000,00 | R64 628,00 | R5875,00 | R5746,00 |
| Grade R | R200,00 | R1000,00 | R64 628,00 | R5875,00 | R5746,00 |
| Grade 1 | R200,00 | R1000,00 | R76 587,00 | R6962,00 | R6560,00 |
| Grade 2 | R200,00 | R1000,00 | R76 587,00 | R6962,00 | R6560,00 |
| Grade 3 | R200,00 | R1000,00 | R76 587,00 | R6962,00 | R6560,00 |
| Grade 4 | R200,00 | R1000,00 | R76 587,00 | R6962,00 | R6560,00 |
| Grade 5 | R200,00 | R1000,00 | R76 587,00 | R6962,00 | R6560,00 |
| Grade 6 | R200,00 | R1000,00 | R76 587,00 | R6962,00 | R6560,00 |
| Grade 7 | R200,00 | R1000,00 | R76 587,00 | R6962,00 | R6560,00 |



Fees are subject to change

- ❖ The admission registration fee and levies form a non-refundable deposit payable to secure the admission of the learner.
- ❖ A 2,5% discount will apply when yearly fees are paid by 15 February 2024.
- ❖ We offer a 2,5% sibling discount (from 2nd child onwards) on the yearly fees.
- ❖ The Grade R fees are inclusive of aftercare & lunch.
- ❖ The once off Annual levy payable by 30 September to secure the learner's space in our school includes the following:

Retreats

Excursions

School Yearbook

Extramural Activities

Visits to other schools

Mathletics Programme

Reading Eggs Programme

Loreto Day

Mary Ward Week

Cultural Evening

Masses

Special Celebration Days

Horseworx

Technology

Robotics

No monies will be payable during the year as the levy will cover all the above costs incurred during the year.

The school requires 90 days written notice in the event of a parent wishing to deregister a learner.

Should sufficient notice not be given, parents will be held liable for a month's school fees.

If fees are in arrears, the school reserves the right to take the necessary steps as per the conditions of the contract.



Application Forms



LORETO SCHOOL QUEENSWOOD

Learner Information

Surname: _____ Preferred name: _____

Full names: _____

ID number: _____ Date of birth: _____

Citizenship: _____ Passport number: _____

Gender: Male Female Home language: _____

Permit number if applicable: _____ Ethnic Group: _____

Religious denomination: _____ Preferred language: _____

Admission date at Loreto School Queenswood: _____ Grade applying for: _____

Pre-primary education attended: Formal Informal If informal please specify: _____

Previous school attended: _____ Tel number of previous school: _____

Date left previous school: _____ Last grade attended: _____

Highest Grade passed: _____ First registration of learner in Gauteng: Yes No

Does the learner suffer from any allergies? _____ If so, please specify: _____

Does the learner have any chronic diseases? _____ If so, please specify: _____

Is the learner on any chronic medication? _____ If so, please specify: _____

Learner resides with: Both parents Mother Father Guardian Other

If guardian or other, please specify relationship (e.g. uncle, grandmother, etc.): _____

Address: _____

Parents deceased: Mother Father None

Other siblings in the family attending LSQ? Yes No If yes please specify Grade: ____

Is the learner on a Medical Aid? If so: Fund name: _____

Number: _____ Main member: _____

Where did you hear about Loreto School Queenswood? _____



Mother/Legal Guardian Information

Surname: _____

Full Names: _____ Initials: _____

Title: _____

ID Number: _____ Date of birth: _____

Passport Number: _____

Marital status: _____

Occupation: _____

Employer: _____

Code Number

Home: _____

Work: _____ extension: _____

Cellphone: _____

Fax: _____

E-mail: _____

Communication preference: sms E-mail

Residential address: Postal address:

Code: _____ Code: _____



Father/Legal Guardian Information

Surname: _____ Full names: _____

Initials: _____ Title: _____

ID Number: _____ Date of birth: _____

Passport Number: _____

Marital status: _____

Occupation: _____

Employer: _____

Code Number

Home: _____

Work: _____ extension: _____

Cellphone: _____

Fax: _____

E-mail: _____

Communication preference: sms

E-mail

Residential address: Postal address:

Code: _____ Code: _____



Next of kin (a person other than mom or dad who does not stay at the same residence):

Surname: _____ Full names: _____

Initials: _____ Title: _____

Relationship to the learner: _____

Contact details:

Code Number

Home: _____

Work: _____ extension: _____

Cellphone: _____

I _____ parent/guardian to _____

confirm that the above information is true and correct.

Signed

Date

Kindly attach the following documents to the application to avoid delays in the enrollment process:
Copy of child's birth certificate

ID document of Mother

ID document of Father

2 ID size photographs of child

Loreto School Queenswood Admission Agreement

Loreto School Queenswood Agreement & Indemnity to abide by our Cellphone and Electronic Device Policy

Copy of Baptismal Certificate (*Catholics only*)

Copy of the child's report from the previous school attended, excluding Grade R applications

Private and Confidential Report from previous school attended to be emailed to Loreto School

Queenswood, excluding
Grade R applications

Non-SA resident – Copies of Permit & Passport

Transfer card from previous school attended, excluding Grade R applications

Infant vaccination card (i.e. measles, mumps, chickenpox etc.)

Recent salary advice and 3 months bank statements

Financial clearance from previous school attended.



For office use only:

Admission date: _____ Admission number: _____

Sport house: Ball Jolivet Ward

Number of children in family:

Amounts paid:

Amount Date Receipt number

Testing _____

Deposits _____

1st Months fees _____

Outstanding documents:



Parent Admission Agreement



LORETO SCHOOL QUEENSWOOD ADMISSION AGREEMENT

ENTERED INTO BETWEEN:

LORETO SCHOOL

(Hereinafter referred to as "The School")

AND

NAME:

ID NUMBER:

THE PARENT/GUARDIAN OF:

DATE OF BIRTH:

(Hereinafter referred to as "The Parent and the Child" respectively)

THE PARTIES AGREE AS FOLLOWS:

1. INTRODUCTION:

This agreement regulates the admission of the Child/Children of the Parent at the School. The Parent agrees to and understands the terms and conditions contained in this agreement and agrees to abide by the School Code of Conduct which is provided with this agreement and is available on request at the school office and also to abide by decisions made by the Principal and the Governing Body with regard to the school's management. The Parent signs and enters into this agreement on behalf of him/herself, their spouse and or any other guardian of the child.

2. EDUCATION & DISCIPLINE:

- 2.1 That the prime responsibility for the children's education and discipline rests with the Parent and that the School will assist the Parent to carry out that responsibility;
- 2.2 The Parent's responsibility includes but is not limited to:
 - 2.2.1 Ensuring that their child/children come to school regularly, on time, refreshed, fed, alert, correctly dressed and ready for learning;
 - 2.2.2 Attending meetings of the parent body (PA) whenever possible, meeting with Teachers at Parents' evenings, Grade Information evenings and on request by Teachers, Heads of Department or the Principal;

Initials





- 2.2.3 Providing suitable conditions and support for their children's homework, reading and studying, and to support and guide such activities by assisting with research, revising, checking and signing homework diaries;
- 2.2.4 Supporting the authority and discipline of the school and to read the School Rules with their child/children and to help him/her to abide by these;
- 2.2.5 Generally to show by their own example that they support the school in setting the highest standard in all it tries to do and to provide such information as the school shall require for educational purposes.

3. **CATHOLIC AND RELIGIOUS EDUCATION AND ETHOS:**

- 3.1 The Parent acknowledges that the school is a Catholic Christian school and that this Christian ethos forms the basis for all its activities and education.
- 3.2 **That all children attending the school are required to take part in the School's religious education program which includes, but is not limited to, taking Religious Education (RE) as a subject, attending Mass, and partaking in daily prayers.**

4. **FINANCIAL OBLIGATIONS:**

- 4.1 That the school is an Independent School and receives no state funding and that the existence of the school depends entirely on School Fees, donations, fund raising activities and the Grace of God;
- 4.2 That failure by parents to pay school fees, levies and other required amounts in respect of stationery, after-care, extra murals, outings, camps, textbooks, music or otherwise may result in financial hardship to the school and possible closure;
- 4.3 That the parent will pay the agreed school fees and other amounts as described above one month in advance or annually in advance as selected and all other amounts on receipt of statement from the school;
- 4.4 **That if fees are not paid that the contract between the Parent and Loreto School Queenswood will be cancelled and the Parent will be required to remove their child from the School;**
- 4.5 That in the event the School has to employ an Attorney to collect in arrear school fees, the Parent will be liable for the legal costs of an Attorney and client basis and agrees to the jurisdiction of the Pretoria Magistrate's Court.
- 4.6 Interest will be charged on arrear school fees at the prevailing prime lending rate.
- 4.7 That a term's notice will be given by the Parent should they wish to remove their child from the School and failing such notice, the Parent will be required to pay one month's fees in lieu of such notice.

Initials



5. INDEMNITY

- 5.1 The Parent accepts that their child runs the risk of injury while on the school premises or on a school outing and accepts the risks associated with travel, the use of the swimming pool of the school and other places, contact sports such as hockey, cricket, netball, basketball, soccer and the use of the school building such as stairs, balconies and apparatus such as jungle gyms, slides and swings and also the risk of injury in playful interaction with other children.
- 5.2 In respect of the acceptance mentioned in paragraph 5.1 above, the Parent agrees to hold harmless the School, its teachers, Heads of Department, Principal, Governing Body, Support Staff, agents and other employees against any injuries suffered by their child or themselves or loss or damage to any property while on the school premises, on any school outing and during any sporting or other activity.

6. SCHOOL HOURS

- 6.1 The School morning begins at 07h45 and ends at 15h10 with the exception of some extramural activities which carry on till 16h10.
- 6.2 The Parent undertakes to collect their child when the school day ends.
- 6.3 There is an afterschool facility available at an additional cost.
- 6.4 In the event of the child not being collected when the school day ends, the Parent agrees that their child will be taken to the aftercare facility by the teacher on duty and that the Parent will be liable to pay for their child's stay in the aftercare for that afternoon.
- 6.5 The aftercare closes at 17h30. Any children not collected will be taken to the guardhouse at the school gate.

Signature of the Parent/Guardian responsible for paying the school fees: _____

Date: _____

Full Names: _____

Signature of the 2nd Parent/Guardian: _____

Date: _____

Full Names: _____

Signature of the Principal or School representative: _____

Date: _____

Full Names: _____



Private & Confidential Report

**To be completed by current school
(for Grades 1 to Grade 7)
and sent back to Mrs Tania Auret:
tania.auret@loretosa.co.za**



Private and Confidential Report

We kindly request that, the Principal or his/her representative of the school where the learner is currently enrolled, please complete the form below, as accurately as possible.

Please email the form to: tania.auret@loretosa.co.za

1. Learner's surname: _____

First names: _____

Nickname: _____ Boy/Girl: _____

2. Date of birth: _____ Current grade: _____

3. Academic record: (Please complete and attach latest school report)

| | Term 1 | Term 2 | Term 3 |
|-------------|--------|--------|--------|
| English | | | |
| Afrikaans | | | |
| Mathematics | | | |

Academic potential (Intellect): (Please mark with an X where applicable)

| Below average | Average | Above average | Outstanding |
|---------------|---------|---------------|-------------|
| | | | |

4. Attitude to school work: (Please mark with an X where applicable)

| Exceptionally conscientious | Conscientious | Not conscientious |
|-----------------------------|---------------|-------------------|
| | | |

5. Attitude to behaviour: (Please mark with an X where applicable)

| Exceptionally well behaved | Well behaved | Poorly behaved |
|----------------------------|--------------|----------------|
| | | |

6. Attitude to sociability: (Please mark with an X where applicable)

| Exceptionally sociable | Sociable | Lacking sociability |
|------------------------|----------|---------------------|
| | | |





7a. Extra-mural and cultural participation: (Complete and mark with an X where applicable)

| | Sport | | Cultural |
|-----|-------|------|----------|
| 5.1 | | 5.6 | |
| 5.2 | | 5.7 | |
| 5.3 | | 5.8 | |
| 5.4 | | 5.9 | |
| 5.5 | | 5.10 | |

8. Leadership qualities:

9. General comments regarding the learner:

10. Problems that you may be aware of: (e.g. Family, Emotional, Remedial, Medical, Behaviour, Adaptability, etc.)

11. Parental involvement:

12. Do you recommend this learner?

| | |
|-----|----|
| Yes | No |
| | |

| |
|--------------|
| SCHOOL STAMP |
|--------------|

SIGNATURE OF PRINCIPAL



Loreto School Queenswood Admissions Criteria



LORETO SCHOOL QUEENSWOOD

1. Criteria for Admission

- ❖ Admission is based on availability.
- ❖ Learners enrolling for Grade R are not required to do a readiness test.
- ❖ A learner who turns 7 in a specific year must be admitted into Grade 1. Should a learner who turns 7 not be ready for Grade 1, he/she must go for an assessment by an educational psychologist.
- ❖ Should a learner turn 6 before 30 June, such a learner may be admitted to Grade 1 only if he/she is school ready. Note that according to SASA the onus is upon the parent to prove school readiness, however, learners who are turning 7 must get preference over any learner turning 6 before 30 June.
- ❖ Learners enrolled in Grade R at Loreto School Queenswood will get first preference in their Grade 1 year over outside applications.
- ❖ Applicants that have siblings at the school, one or both parents who were past learners of the school and/or who are Catholic, will be given preference when being considered for admission.
- ❖ Thereafter, the applicants who meet the criteria will be placed on a first come first served basis i.e. those applications which are received first, will be processed first. The application which cannot be accepted due to lack of availability, will be placed on a waiting list in order of date of application.
- ❖ Admission is conditional upon:
 - The ability to pay school fees, levies and the necessary deposits.
 - The testing results (Grade 1- Grade 7 only).
 - The agreement to submit to the school's Code of Conduct and;
 - The agreement to submit to our Ethos and religious character.
- ❖ Where a learner is 2 (two) years or more above the cohort age, the Principal will decide on the admission of a learner.
- ❖ Applicants who are not South African citizens, must provide a valid study permit.
- ❖ Persons who are not South African citizens must, when applying for admission for their child/ren, show evidence that they have a valid work permit to work in South Africa. On acceptance of their child/ren at Loreto, they must then apply for the necessary study permit(s).
- ❖ Where documentation is not available with regards to non-South African citizens, the child/ren may be admitted to the school on condition that the parent(s) submit the required documentation to the school within 3 (three) months.
- ❖ Loreto school Queenswood has no predetermined feeder zones.



2. Outline of Admission Procedure

- ❖ Parent to complete an application form which must be accompanied by all supporting documents as requested in point 3. Documents to accompany application. Parents may either email the documents to tania.auret@loretosa.co.za or hand in the completed documentation to our admissions secretary Tania Auret at our administrative office. Please note that incomplete documentation will cause a delay in the application process.
- ❖ A testing fee of R200 needs to be paid in cash on submission of application.
- ❖ All learners applying for Grade R to 7 will be required to write an entrance test.
- ❖ A full report as to the findings of the entrance test will be sent to the parent by our school psychologist. An acceptance letter will be sent out to those parents whose children have been accepted into our school.
- ❖ Parents are required to pay the necessary deposits, in order to secure the space for the learner.
- ❖ Once payments have been received further documentation regarding the academic year will be forwarded to parents.

3. Documents to accompany application

- ❖ ID document of Mother
- ❖ ID document of Father
- ❖ Birth certificate of the child
- ❖ 2 ID size photographs of child
- ❖ Loreto School Queenswood Admission Agreement
- ❖ Loreto School Queenswood Agreement & Indemnity to abide by our Cellphone and Electronic Device Policy
- ❖ Media Permission Form
- ❖ Indemnity Form
- ❖ Copy of the child's most recent report from the previous school attended
- ❖ Private and Confidential Report from previous school attended to be emailed to Loreto School Queenswood
- ❖ Non-SA resident – Copies of Permit & Passport
- ❖ Transfer card from previous school attended
- ❖ Copy of Baptismal Certificate (Catholics only)
- ❖ Infant vaccination card (i.e. measles, mumps, chickenpox etc.)
- ❖ Recent salary advice and 3 months bank statements
- ❖ Financial clearance from previous school attended