



Loreto School Queenswood Application Forms

Grade 1 To Grade 7



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? _____

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:

Code: _____

Postal address:

Code: _____

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:

Code: _____

Postal address:

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

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

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	_____	_____	_____
1 st Months fees	_____	_____	_____

Outstanding documents:



Fees:

**All Inclusive + Basic No Aftercare
& No Meal + Eleven Month
Payment Schedule**

LSQ PRIMARY SCHOOL AT A GLANCE

SCHEDULE OF FEES 2025

GRADE	ENTRANCE ASSESSMENT FEE	ONCE OFF REGISTRATION FEE	ANNUAL FEES	11 MONTHS PAYMENT PLAN	LEVIES PER ANNUM
GRADE RRR	N/A	R1000	R68 453	R6 223	R6 033
GRADE RR	N/A	R1000	R68 453	R6 223	R6 033
GRADE R	R200	R1000	R68 453	R6 223	R6 033
GRADE 1	R200	R1000	R81 565	R7 415	R6 888
GRADE 2	R200	R1000	R81 565	R7 415	R6 888
GRADE 3	R200	R1000	R81 565	R7 415	R6 888
GRADE 4	R200	R1000	R81 565	R7 415	R6 888
GRADE 5	R200	R1000	R81 565	R7 415	R6 888
GRADE 6	R200	R1000	R81 565	R7 415	R6 888
GRADE 7	R200	R1000	R81 565	R7 415	R6 888

LORETO SCHOOL QUEENSWOOD

1161 Woodlands Dr, Queenswood, Pretoria, 0186
info@loretoschoolqueenswood.co.za
www.loretoschoolqueenswood.com





Parent Admissions Agreement



Our Values: Truth, Joy, Freedom, Sincerity, Justice

LORETO SCHOOL QUEENSWOOD ADMISSION AGREEMENT

ENTERED INTO BETWEEN:

LORETO SCHOOL

(Hereinafter referred to as "The School")

AND

NAME (parent): _____

ID NUMBER (parent): _____

THE PARENT/GUARDIAN OF (learner): _____

DATE OF BIRTH (learner): _____

(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 parent meetings whenever possible, meeting with Teachers at Parents' Evenings, Grade Information Evenings and on request by Teachers, Heads of Department or the Principal;



- 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;

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- 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/meditations.

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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 monthly, termly or annually as selected and all other amounts on receipt of statement from the school;
- 4.4 School fees are payable monthly, termly or yearly. Parents who are 30 days in arrears will receive a reminder from the school. 60 days in arrears parents will receive a final demand and 90 days in arrears the parent contract with the school may be cancelled.

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- 4.5 That if fees are not paid timeously (ie. monthly, termly or annually as selected), 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;

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- 4.5 That in the event the School has to employ an Attorney to collect in arrear school fees, the Parent may/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.

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- 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.

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- 4.8 A R3000,00 cancellation fee will be retained in the case of an admission being cancelled and the learner not being enrolled at Loreto School Queenswood after the deposit amount has been received to secure the learner's space.

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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 07h30 and ends at 14h10 (GrR-3) and 15:10 (Grade 4-7).
- 6.2 The Parent undertakes to collect their child when their school day ends at 14:10 or 15:10.
- 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 billed for the afternoon for their child's stay in the aftercare for that specific afternoon only.

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- 6.5 The aftercare closes at 17h30.

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: _____



Our Values: *Truth, Joy, Freedom, Sincerity, Justice*

**AGREEMENT AND INDEMNITY TO ABIDE BY LORETO SCHOOL QUEENSWOOD'S CELLPHONE
AND ELECTRONIC DEVICE POLICY**

I the undersigned:

The Parent/Guardian of:

Am aware of Loreto School's policy that the learners are under no circumstances allowed to bring to the school premises before or after school hours or over weekends or on excursions without the school's express permission, cell phones or electronic devices such as laptops, iPads, tablets, digital cameras or otherwise.

Am aware that there is always a telephone available on the school premises for emergencies to contact parents or an accompanying teacher on an excursion who will always have a cell phone available.

Am aware of the potential dangers of electronic devices and social media.

I undertake therefore not to allow my child to bring such a device to school and take responsibility and indemnify the school in the event that this policy is not adhered to and there are any consequences that arise from the use of such a device that was brought to school in contravention of the above policy.

SIGNATURE

FULL NAMES

DATE



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PARENT INDEMNITY FORM

I, (full name and surname), the parent/guardian of

..... hereby give permission for him/her to participate in league fixtures against other schools if selected for the team for some/all sporting teams of the school.

I accept that all reasonable precautions will be taken to ensure the welfare of my child and that I shall be held responsible for the payment of any medical and/or hospital accounts, where applicable, should an injury be sustained which cannot be ascribed to the negligence of the staff responsible.

I cede my powers as parent/guardian to the principal of the school or his/her representative should medical treatment/surgery be necessary for my child. As far as I know, he/she is capable of participating in the above activities and is in good health.

However, the person responsible should please note the following:

(Please state any aspects that teaching staff should be aware of, e.g. Allergies etc.)

If your child suffers from asthma please ensure that he/she carries his/her asthma pump with him/her at all times.

.....
.....

Please complete the form below to give the information which may be needed in an emergency.

MEDICAL DETAILS

- 5.1 Name and address of employer:
- 5.2 Name of medical aid fund:
- 5.3 Medical aid membership number:
- 5.4 Force number (Permanent S.A. Police etc.):

Please supply accurate and up to date telephone numbers which may be needed in the event of an emergency.

EMERGENCY CONTACT NUMBERS

Home tel no	Other tel no
Father's work no	Cell no
Mother's work no	Cell no

Signature of parent/guardian

ID No: Date:



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Private and Confidential Report

Grade 1 To Grade 7

Please email back to Tania Auret

info@loretoschoolqueenswood.co.za



Private and Confidential Report

Grade 1 To Grade 7

**(To be completed and emailed by current or
previous school)**

Please email back to Mrs Tania Auret:

tania.auret@loretosa.co.za

**Our Values: Truth, Joy, Freedom, Sincerity, Justice****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. Behaviour: (Please mark with an X where applicable)

Exceptionally well behaved	Well behaved	Poorly behaved

6. Sociability: (Please mark with an X where applicable)

Exceptionally sociable	Sociable	Lacking sociability



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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



Admissions Criteria



LORETO SCHOOL QUEENSWOOD

1. Criteria for Admission

- ❖ Admission is based on availability.
- ❖ 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 R- 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



Aftercare Policy + Procedures & Application



Our Values: *Truth, Joy, Freedom, Sincerity, Justice*

LORETO SCHOOL QUEENSWOOD
AFTERCARE APPLICATION

Kindly complete the form using print

The following must accompany the application form:

Two recent passport photos of the learner(s)

Copy of the ID of parents/guardians and/or driver of the transport collecting the learner(s).

LEARNER'S PERSONAL DETAILS

Surname: _____ Full name: _____

Grade: _____

Special dietary requirements and or allergies etc.: _____

Transport (who will fetch your child): _____

Which Co-curricular activities does your child participate in _____

DETAILS OF FATHER / STEPFATHER / LEGAL GUARDIAN

Surname: _____ Full name: _____

Tel (h): _____ Tel (w): _____ Cell: _____

Email address (please write legibly) _____

DETAILS OF MOTHER / STEPMOTHER / LEGAL GUARDIAN

Surname: _____ Full name: _____

Tel (h): _____ Tel (w): _____ Cell: _____

Email address (please write legibly) _____



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DETAILS OF ANOTHER CONTACT IN CASE OF AN EMERGENCY

Surname: _____ Full name: _____

Tel (h): _____ Tel (w): _____ Cell: _____

Email address (please write legibly) _____

LEARNER'S MEDICAL DETAILS – CONSENT

In a critical medical situation, please note that there may not be time to wait for the parents to arrive. The school therefore reserves the right to utilise the quickest and best medical service available.

I, _____ being the parent /legal guardian of

_____ hereby agree that a medical

practitioner may provide emergency treatment as may be necessary.

Medical aid details:

Name of main member: _____

ID of main member: _____

Name of Medical aid: _____

Medical aid number: _____

Signature of parent / legal guardian _____

GENERAL

This Agreement constitutes the whole Agreement between the parties relating to the subject matter thereof. No amendment or consensual cancellation of this Agreement or any provision or term thereof or of any Agreement, bill of exchange or other document issued or executed pursuant to or in terms of the Agreement and no settlement of any disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement or any Agreement, bill or exchange or other document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

AFTERCARE FEES STRUCTURE FOR THE 2025 ACADEMIC YEAR

Term 1 (January – March)

R2 100,00 per term (or R700,00 per month)

Term 2 (April – June)

R2 100,00 per term (or R700,00 per month)

Term 3 (July – September)

R2 100,00 per term (or R700,00 per month)

Term 4 (October – December)

R2 100,00 per term (or R700,00 per month)

Note that aftercare and lunch is included in the monthly school fees for Grade RRR, RR and R learners.

Should you require lunch an additional cost of R35,00 per day must be added to the fee (e.g. R175,00 per week 4 weeks is R700.00 extra per month).

All Aftercare fees are to be paid in advance, termly or monthly.

Please note that the daily rate for aftercare is R35,00 per day plus R35,00 should you want your child to have lunch included.



Our Values: *Truth, Joy, Freedom, Sincerity, Justice*

LORETO SCHOOL QUEENSWOOD

AFTERCARE

POLICY AND PROCEDURES

1. PURPOSE OF AFTERCARE

To provide a safe environment for all enrolled learners, whose parents cannot or prefer not to collect him/her immediately after regular school hours. These learners will be placed in aftercare until such time they have been collected by the parents, guardian or transport.

2. RIGHT OF ADMISSION

It is accepted and, notwithstanding any clause in this condition of enrolment, the Loreto School Queenswood Aftercare School Centre ("the Centre"), in terms and certificates issued in the Centre's name, is registered and operates under the conditions determined by the Department of Health and Welfare.

- Right of Admission is strictly reserved.
- Only Loreto School Queenwood learners will be considered for enrolment.
- Application for enrolment to the Centre must be submitted on the attached prescribed form.
- The Centre will not provide a service until such time as:
 - The prescribed application form has been completed.
 - All fees as prescribed have been paid in advance either R700 monthly x 11 months or R2100 termly.

3. ADDITIONAL SERVICES OFFERED

- Afternoon lunch (optional) R35 per meal payable weekly in advance. Please complete roster attached.
- Assist with homework, Mathematics and Reading eggs.
- Creative, social and other play activities.

Please note that whilst the aftercare staff will help learners with homework it is still the parents' responsibility to check their child's homework and give assistance at home where needed.

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4. SAFE ENVIRONMENT

The aftercare staff is responsible for a child immediately upon arrival of the child and this responsibility will only end when the parents, transport drivers or a designated guardian signs to collect the child.

During this time, every reasonable precaution will be taken to provide a safe environment. Minor injuries will be dealt with in an appropriate manner.

Serious injuries will be handled as follows:

- Paramedics will be called in.
- Parents will be notified immediately.
- If hospitalisation is required, then the child will be taken to the nearest hospital/clinic.
- Parents will be responsible for all costs.

The middle gate entrance will be the only entrance and exit point for the Centre. Supervisors will take register to determine which children are present. Parents, guardians or transport are required to sign the child out on the Aftercare register. and the Aftercare monitor will indicate the time the child was collected.

5. PERIODS AND TIMES

- Only during school terms: Monday to Friday
- Times – Grade RRR to Grade 3: 14:10 - 17:30
Grade 4 to Grade 7: 15:10 - 17:30
- The Aftercare will not be open during school holidays or public holidays.

6. DISCIPLINE

The School's Learner Code of Conduct as well as the basic school rules as attached should be followed at all times.

If there are discipline issues, a child will be taken aside for correction.

The supervisors will attempt to enforce consistent and fair discipline, when necessary, so that each child will learn respect and self-discipline.

Parents of repeat offenders will be contacted.

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Loreto School Queenswood basic rules:

1. Follow instructions the first time they are given.
2. Keep your hands, feet, objects and unkind words to yourself.
3. Listen while somebody is speaking.
4. Take care of all property.
5. Behave appropriately.

7. COMMUNICATION

Good communication is essential for good relationships.

If you are arriving after 17:30 a phone-call will be appreciated.

Please contact the school to inform the relevant staff about:

- Attendance/absence
- Change in a child's extramural activities
- Medication to be administered with parent's consent etc.

8. PARENT GRIEVANCE PROCEDURE

- All grievances should first be discussed between the parents and the Aftercare Supervisor in a spirit of understanding with the aim of resolution and restoration of the relationship.
- If the grievance cannot be resolved between the parties concerned, the matter will be referred to the School Management Team of the School.
- Any discussion should aim to resolve the issue and restore the relationship.

9. FEES PAYABLE

- All fees should be paid termly or monthly in advance in accordance with the attached rates.
- No reduction in fees due or paid will be allowed in respect of days on which the child does not attend the centre for any reason whatsoever.

10. LATE COLLECTION

Aftercare operates from 14:10 (GrRRR-3) and 15:10 (Gr 4-7) until 17:30.

Parents who collect learners after 17:30 will be liable to pay the following fines.

R50 – children collected between 17:35 and 18:00.

R200 – children collected between 18:01 and onwards.

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Initial

11. SIGNING OUT

Between 14:00 until 17:30 the assigned staff member together with the parent will sign out the child(ren). No parent, guardian or transport will be allowed past this point. The respective child(ren) will be called to the collection point to be collected.

12. CANCELLATION OF SERVICE

- One month's written notice must be given if a learner is to be removed from aftercare.
- A termination letter should be emailed to Ms. Tania Auret at tania.auret@loretosa.co.za.

I, _____ parent/guardian of _____

in Grade _____ have read and understand the policies and procedures of the Loreto School

Queenswood Aftercare Centre.



Credit Indemnity Form

Please complete and return with ID Copy

Consent and Indemnity Form

Company Information	
Company Name	MARIS IT DEVELOPMENT (PTY) LTD
Email	support@marisit.co.za
Phone	012 542 7614/5
Fax	086 606 3158

Individual Information	
Surname	
First Name/s	
South African ID Number	
Date of Birth	
Postal Address	
Postal Code	

1. I acknowledge that the above checks and assessments by Maris IT Development will be conducted strictly in accordance and/or in compliance with the provisions of the National Credit Act No 34 of 2005.
2. I acknowledge that Maris IT Development is committed to protecting and promoting the privacy of my Personal Information including that of its clients or any other individuals or organisation and to give effect to the constitutional right to privacy and to fulfil its obligations under the Protection of Personal Information Act No 4 of 2013 ('POPI').
3. I hereby give consent to Maris IT Development to process my Personal Information where the processing is necessary and only for the specific purpose of conducting a Personal Credit Check on my behalf.
4. Maris IT acknowledges and agrees that the Personal Information will not, under any circumstances, be processed for purposes prohibited by POPI and/or the principles contained in POPI and that the processing of Personal Information will be done fairly and in accordance with legal provisions, given that the purpose for which processing of the Personal Information is adequate, relevant, and not excessive.
5. I herewith defend and indemnify Maris IT Development from any action or claim of any nature whatsoever that might be brought by any person whatsoever against Maris IT Development as a result of any personal loss, injury or damage arising directly or indirectly from any act or omission on my part relating to or incidental to the failure from my part to honour the above provisions, or otherwise, as the case may be.
6. I acknowledge and agree that I have read this consent form in its entirety and that I fully understand the nature, content, and implications hereof and agree hereto, and that I shall be fully bound hereto from date of signature hereof.

Indemnity

I hereby authorise Maris IT Development duly authorised verification agent to obtain my Personal Credit Check on my behalf.

Signed at _____ on _____ / _____ / _____ (YYYY/MM/DD)

Applicant Signature _____



Financial Clearance Certificate

To be completed by former or current
school/pre-school



Our Values: Truth, Joy, Freedom, Sincerity, Justice

FINANCIAL CLEARANCE CERTIFICATE

Name of pupil: _____

Name of Person responsible for school fee payments: _____

ID Number of person responsible for school fee payments: _____

Name of School where learner is currently enrolled: _____

Telephone number of current school: _____

Email address of current school: _____

Annual fees for current Grade (specify grade) R

Fees paid to date: R

Fees outstanding: R

Comment:

This is to certify that to my knowledge the above information is correct and true.

Name of person completing this form _____

Signature of Principal/Bursar

Date

School Stamp



Member of the Catholic Schools' Board
Member of the Catholic Institute of Education
Member of the Catholic Schools Proprietors' Association



Media Permission Form