



**Zoetendal Akademie /Academy**  
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### **ADDENDUM A**

#### *Enrolment form*

#### **ZOETENDAL ACADEMY**

*(Please complete the entire form)*

**The following documents must accompany this application. Incomplete applications will not be considered.**

1. Copy of learner's birth certificate
2. Copy of Learner's clinic card
3. Copy of learner's latest school report
4. Proof of residence
5. Copy of both parent's ID
6. If divorced – proof of maintenance agreement.
7. ID photo of the learner


#### ***TO BE COMPLETED by Parent/Guardian:***

GRADE LEARNER APPLIES FOR: Gr \_\_\_\_\_ in 20 \_\_\_\_\_

The learner lives with: Father [\_\_\_\_] Mother [\_\_\_\_] Both parents [\_\_\_\_] Other [\_\_\_\_]

If divorced, who is the legal guardian? \_\_\_\_\_

#### ***FOR OFFICE USE:***

<b>1</b>	Documents attached complete?	<b>7</b>	SMS system:
<b>2</b>	Letter to parents.	<b>8</b>	Entry fee paid:
<b>3</b>	Request LEARNER PROFILE.	<b>9</b>	Application successful: YES/NO.
<b>4</b>	Class:		
<b>5</b>	Account number:		
<b>6</b>	Register with CEMIS:		

**LEARNER INFORMATION:**

Surname: \_\_\_\_\_ Name: \_\_\_\_\_

Sex: \_\_\_\_\_ Church affiliation: \_\_\_\_\_

ID Nr: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Home language: \_\_\_\_\_

Language of teaching: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Current school: \_\_\_\_\_ Tel: \_\_\_\_\_

Reason for switching schools: \_\_\_\_\_

Number of Children in the family: \_\_\_\_\_

Position in the family: \_\_\_\_\_

**PARTICULARS OF FATHER:**

Title: \_\_\_\_\_ Name: \_\_\_\_\_ Surname: \_\_\_\_\_

RSA ID Nr: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PARTICULARS OF MOTHER:**

Title: \_\_\_\_\_ Name: \_\_\_\_\_ Surname: \_\_\_\_\_

RSA ID Nr: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PARTICULARS OF GUARDIAN (WHERE APPLICABLE):**

Title: \_\_\_\_\_ Name: \_\_\_\_\_ Surname: \_\_\_\_\_

RSA ID Nr: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

E-mail: \_\_\_\_\_

**NAME & ADDRESS OF PERSON RESPONSIBLE FOR SCHOOL FEES:**

Title: \_\_\_\_\_ Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Tel: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-mail: \_\_\_\_\_

**CONTACT DETAILS IN CASE OF EMERGENCY:**

Contact person: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Medical Aid Fund: \_\_\_\_\_ Medical Aid Number: \_\_\_\_\_

Main member: \_\_\_\_\_

Allergies/Ailments/Comments: \_\_\_\_\_

Chronic Illness: \_\_\_\_\_

Doctor: \_\_\_\_\_ Contact number: \_\_\_\_\_

**MORE INFO ON STUDENT:**

Name and address of previous school: \_\_\_\_\_

Current teacher: \_\_\_\_\_ Tel nr: \_\_\_\_\_

Did or do the learner receive any remedial, occupational or physiotherapy? YES/NO (If any, please supply details and copies of documentation.)

\_\_\_\_\_

Other interests: \_\_\_\_\_

Achievements: \_\_\_\_\_

**AGREEMENT:**

1. To the best of my/our knowledge, all of the above information is true.
2. On acceptance of my/our child to Zoetendal Academy, I/we agree to the school rules and undertake to obey them.
3. I/We certify herewith that payment of school fees is compulsory and confirm that I/we am/are in the financial position to pay it.

Signed at \_\_\_\_\_ on (date) \_\_\_\_\_

Signature of parent responsible for the learner: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

Signature of parent responsible for school fees: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

## **ADDENDUM B**

### **AGREEMENT BY PARENTS/GUARDIANS:**

1. Herewith I/we apply to enrol the above-mentioned child as learner of Zoetendal Academy and declare that he/she complies with the basic requirements.
2. I/We undertake to abide by the rules and disciplinary code of the school, as well as possible amendments thereto.
3. I/We understand and confirm that the principal or class teacher will act on behalf of the parent/guardian in any circumstance and during any time I/we entrust our child to the care of the school.
4. I/We understand that, although any reasonable attempt will be made to avoid loss or damage to the learner's clothes or property, the school cannot be held accountable for such losses or damages.
5. I/We undertake to reimburse the school for any damage to school property caused by the learner.
6. I/We undertake together and separately to pay the school fees and I/we understand that:
  - (i) The compulsory annual school fees are payable in 12 monthly instalments (January to December).
  - (ii) An administration fee of R500 must accompany this application. Should the learner not be accepted, the amount will be reimbursed.
  - (iii) All school fees are payable on or before the 7<sup>th</sup> day of each month.

In the event of school fees still being outstanding by the 10<sup>th</sup> of any given month, parents/guardians will be notified in writing by the Financial Office to discuss further arrangements.

In the event of fees still not being paid by the 20<sup>th</sup> day of the month, a written notice with a proposal of payment of the outstanding account will be handed to the person concerned.

Two consecutive reminders, respectively on the 30<sup>th</sup> of the month in question and again on the 30<sup>th</sup> of the following month, will follow and if the parents/guardians in question still do not respond or fail to pay the school fees, the SBL will (according to the Constitution of Zoetendal

Academy) have the right to dismiss the learner(s) from school until all outstanding fees are paid in full.

December's school fees are payable before the closure of school at the end of the 4<sup>th</sup> term.

- (iv) According to Article 39 of the South African Schools' Law, all parties who commit themselves to this form are liable to pay the compulsory school fees.
7. According to Article 40 of the South African Schools' Law the school may enforce payment of these compulsory school fees.
    - (i) The parties to this application undertake to pay all legal fees, including lawyer and collection fees, if the school should have to take legal steps to recover school fees.
  8. I/We undertake to give at least 2 calendar months written notice of any intention to withdraw the learner from the school and to return all books and/or equipment belonging to the school.
  9. I/We understand that the school has the right to verify any information contained in this application. Should any false documents or information be submitted, the school has the right to start criminal proceedings for fraud against any of the parties in this application.
  10. I/We accept my/our responsibility to immunise our child against contagious diseases and common infections and will supply proof of such immunisation if requested.
  11. I/We accept the responsibility for transporting the learner to and from the school.
  12. I/We undertake to inform the school promptly if the learner will be absent from school. Parents/Guardians are to submit a medical certificate if the learner is absent for 3 or more days.
  13. I/We agree to abide to the constitution, as determined and imposed by the Governing Body of the school.



14. I/We understand that smoking on the school grounds is a violation of Article 12 of the Tobacco Products Control Amendment Act of South Africa.

15. The person signing this form supplies the following home address as ***domicilium citandi et executadi***. The school should be notified immediately and in writing if this address should change.

Address .....

16. This agreement remains in force in its entirety from the day it is signed until the day the learner officially leaves the school.

Hereby the parent/guardian declare(s) that he/she is the child's legal guardian and is therefore entitled to sign this document. He/she will bind him/herself to this agreement, both as parent/guardian and in his/her personal capacity.

Signed at \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
PARENT 1

\_\_\_\_\_  
PARENT 2

Name: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_  
GUARDIAN 1

\_\_\_\_\_  
GUARDIAN 2

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**DISCLAIMER INJURY AND DAMAGE, TRANSPORT**

I, the undersigned, \_\_\_\_\_  
(name and address)

indemnify Zoetendal Academy or staff or associated persons of all responsibility in respect of any loss or damage to property or body, or claims that may arise regarding my child, \_\_\_\_\_  
(full name).

I hereby give permission for my child above to participate in any OUTING and or TOUR organized by the Academy. As legal guardian I indemnify Zoetendal Academy, staff or associated persons from all liability in respect of any loss or damage to property or body during transportation or the outing itself.

I further confirm that I have explained this disclaimer to my child.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
PARENT NAME

\_\_\_\_\_  
WITNESS NAME

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
WITNESS SIGNATURE

## **CODE OF CONDUCT**

Zoetendal Academy commits to the creation of a safe environment in which quality teaching and learning are insured and therefore the pupils are required to adhere to the following code of conduct.

### **CODE OF CONDUCT OF ZOETENDAL ACADAMY LEARNERS**

- We strive to always do our best; whether we are doing class work, homework, sport, cultural or other activities.
- We strive to treat all people as we would want to be treated and to live out our Christian values.
- We strive to be good friends to our peers and to work together in harmony and in good spirit.
- We strive to always be honest, obedient and neat in the correct school uniform and to always show respect.
- We are loyal to our school and to ourselves even if there is no one to see what we do.
- We undertake to do everything in our power to protect the environment and to keep it clean and unspoiled.
- We seek to promote a healthy team spirit.
- We have the right to be curious and to ask questions if we do not know the answers.
- We try to stay out of trouble, even though others try to influence us.
- We strive to be cheerful, polite and friendly without being boisterous or loud.
- We strive for 100% attendance and only stay away from school in extreme cases.
- We are proud of our school and strive at all times to make our school proud.

## **DISCIPLINARY POLICY**

If students in any way do not comply with the code of conduct, there will accordingly be taken steps against them.

- Teachers are responsible for the implementation of discipline when necessary
- The form of discipline must be consistent with the offense
- Actions taken must always be fair and consistent with the purpose of teaching the child what is right. This should in no way be destructive or negative.
- Positive attitude and behaviour will be rewarded
- Self-discipline should take place on a daily basis
- Offences are recorded in class by the teacher on a record sheet
- Disciplinary methods
  - Child is addressed
  - Child is removed from group
  - Child gets detention during break
  - Child gets writing out
  - Privileges may be denied
  - Repeated offences referred to principal
  - Parents are contacted when a student's behaviour is unacceptable
  - Cost will be recovered for the deliberate damaging of school property
  - Child gets detention on a Friday afternoon for 2½ hours when 10 offences are recorded. (Gr. 1-7)
  - Serious violations are referred to the school governing body

## **VIOLATIONS**

Depending on the transgression, the child will receive one or two warnings and when the rule is still subsequently violated, the violation will be recorded in the record book.

The following violations will be recorded in the record book:

1. Talk in class, rows, assemblies, etc.
2. Intentional disruption of class
3. Homework not done / tasks not handed in on time
4. Copy homework/ work from friend
5. Do not follow instructions
6. Fighting
7. Foul language / dirty talks
8. Being late
9. Untidiness and wearing the wrong school uniform
10. Vandalism
11. Littering
12. Neglect / forget school books
13. Misconduct
14. Disrespectful behaviour towards educators and staff
15. Bullying

It is expected from parents to support teachers in carrying out discipline. Parents can communicate with teachers provided that the best interests of the child are always kept at heart and visa versa.

## **PERMISSION TO CODE OF CONDUCT**

Name and surname of learner: .....

(Signed)

Parent / guardian of student: .....

Principal: .....

Chairman of Governing Body: .....

Date: .....