



**ADMISSION 2020 – LEARNER INFORMATION FORM  
DOCUMENTATION**

- **PLEASE SUPPLY CERTIFIED COPIES OF ALL DOCUMENTS.** We will **ONLY** accept **FULLY COMPLETED ORIGINAL** application forms. **NB - If the required information is incorrect, incomplete, or documentation is missing, the application will not be accepted.**

	School Report (latest one available) CERTIFIED COPY
	<u>Un</u> abridged Birth Certificate CERTIFIED COPY
	Immunisation Card CERTIFIED COPY
	<b>Home Owners</b> - Proof of both parents and child's residence address (Water and lights account or Eskom bill only)
	<b>Renting Property</b> - Proof of Rental Agreement if renting property+ Statement (If renting from a friend or relative a full affidavit by the owner, ID and water bill.
	Proof of BOTH PARENTS' work address
	If self-employed, CK/CC DOCUMENTION
	ID Document (Biological Father/Guardian) CERTIFIED COPY
	ID Document (Biological Mother/Guardian) CERTIFIED COPY
	Work Permit (Immigrants) ORIGINAL
	Study Permit (Immigrants) ORIGINAL
	Residency Permit (Immigrants) ORIGINAL
	Where the parent is not the natural parent of the child, documentation supporting the parent's legal relationship with the learner. (Legal guardianship documents obtained from Department of Social Development or High Court.
	Where parents are divorced, divorce decree CERTIFIED COPY
	<b>2 x Colour ID or Passport Photo's only, of the learner. NO OTHER PHOTO'S</b>
	Medical notes/Prescriptions (Chronic Illness) Only if applicable
	Any assessments done on a learner e.g. Psychologists reports. Only if applicable.
	Transfer Card from previous school. Only once child has been accepted

**IMPORTANT POINTS TO CONSIDER**

- Bryanston Primary School is a **Fee-Paying** school.
- We charge fees to keep pupil-teacher ratios low and to provide additional facilities.
- We are a Co-Ed, English school; Afrikaans is the First Additional Language.
- Receiving a waiting list number does **not** guarantee a place in our school.
- If your form is incomplete, or any supporting documentation is missing, you will **not** get a waiting list number, but will instead be asked to return once the missing documents are remedied and re-join the back of the queue
- If you move outside our zone (A1 and A3) between now and when school starts next year, you will be moved to the "A4/5" waiting list.
- An "offer to purchase" is not suitable as proof of residence
- We will **ONLY** accept **FULLY COMPLETED ORIGINAL** application forms. **NB - If the required information is incorrect, incomplete, or documentation is missing the application will not be accepted.**
- Attending a nearby pre-primary school does not guarantee automatic entrance. Siblings will be on the A2 waiting list.
- **If, during our post-application verification process (which includes random visits), we discover that any of the information/documentation you provided is fraudulent, your application will be removed and the Gauteng Department of Education notified.**  
Please note that only on submission of a duly completed and properly signed application document to Bryanston Primary School (BPS) will you be provided with a written response indicating your application number. In order for the Admissions Committee to expedite this application it is vital that you read through this form carefully, provide all of the information and certificates required, and return the application form from **13<sup>th</sup> May 2019 to 15<sup>th</sup> July 2019 (30 DAYS).**



## ADMISSIONS 2020

In order for the Admissions Committee to expedite this application it is vital that you read through this form carefully, provide all of the information and certificates required, and return the application form from **13<sup>th</sup> May 2019 TO 15<sup>th</sup> July 2019**.

Admissions times will be strictly from 08h00 to 13h00

### LEARNER INFORMATION FORM

T el: 011 706 1263/Email: [jvaneeden@bryanstonprimary.co.za](mailto:jvaneeden@bryanstonprimary.co.za)/Web: [www.bryanstonprimary.co.za](http://www.bryanstonprimary.co.za)/P.O. Box 67133, Bryanston 2021

#### Office use only:

#### APPLICATION - 2020

<b>DATE ISSUED</b>		<b>DATE RETURNED</b>		<b>RECEIVED BY</b>	
<b>Waiting List No:</b>	A				

**Child's Name** \_\_\_\_\_

**GRADE IN 2020** \_\_\_\_\_

**CURRENT GRADE IN 2019** \_\_\_\_\_

**HAS THE LEARNER REPEATED A GRADE?** \_\_\_\_\_

**IF YES, WHAT GRADE** \_\_\_\_\_

**Current School:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

PARENT'S/GUARDIAN'S PARTICULARS											
BIOLOGICAL FATHER/GUARDIAN						BIOLOGICAL MOTHER/GUARDIAN					
Title						Title					
Surname						Surname					
Initials						Initials					
First Name						First Name					
Home Language						Home Language					
Marital Status	Married	Divorced	Separated	Widowed	Single	Marital Status	Married	Divorced	Separated	Widowed	Single
ID Number						ID Number					
Immigrant's Permit Number						Immigrant's Permit Number					
Country of origin						Country of origin					
Date of entry in SA						Date of entry in SA					
Date of birth						Date of birth					
Race (GDE requirement)	African	Asian	Coloured	White		Race (GDE requirement)	African	Asian	Coloured	White	
Home Address & Post Code						Home Address & Post Code					

Postal Address & Post Code		Postal Address & Post Code	
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**PARENTS CONTACT NUMBERS - Please use area code first followed by the number**

☎ Home		☎ Home	
☎ Fax		☎ Fax	
☎ Cellular		☎ Cellular	
Private		Private	
E-mail		E-mail	

**PARENTS WORK DETAILS**

BIOLOGICAL FATHER/GUARDIAN EMPLOYER		BIOLOGICAL MOTHER/GUARDIAN EMPLOYER	
Employer		Employer	
Nature of Business		Nature of Business	
Position/Title		Position/Title	
Business Address		Business Address	

**WORK CONTACT NUMBER - Please use area code first followed by the number**

☎ Work																					☎ Work																					
☎ Fax																						☎ Fax																				
Email @ Work	.....																			Email @ Work	.....																					

**SCHOOL FEES COMMITMENT FORM AND PAYMENT DETAILS**

*FINANCIAL DETAILS OF PERSON RESPONSIBLE FOR ACCOUNT*

Title		Surname																		
Initials		First Name																		
ID Number																				

*Please use area code first followed by the number*

☎ Home																					☎ Work																				
☎ Cell																					☎ Fax																				
E-mail	.....																																								
Bank																				Branch code																					
Branch																				Account number																					
<b>Method of payment</b> ✓ one option ONLY		<b>Cash</b>		<b>Cheque</b>		<b>Debit order</b>		<b>Credit Card</b>		<b>EFT</b>																															
<b>Please indicate if you will require a debit authorisation form</b>																			<b>YES/NO</b>																						



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**LEARNER INFORMATION**

Surname					Initial						
First Name/s			Sex: ("X" one)			Male			Female		
Home Language		Date of Birth		d	d	m	m	y	y	y	y
ID (SA)		Residents Permit No.									
Immigrant country of origin		Immigrant date of entry in SA		d	d	m	m	y	y	y	y
Study Permit No:											
Race (GDE requirement)		African		Asian		Coloured		White		Other	
LEARNERS ADDRESS:			Learner living with:		BIOLOGICAL MOTHER		BIOLOGICAL FATHER		GUARDIAN		
			Position in Family		Out Of						

**Brother/sister CURRENTLY attending Bryanston Primary School**

First Name	Surname	Grade

**Brother/sister CURRENTLY attending another School**

First Name	Surname	Name of School	Grade

**LEARNERS HEALTH & MEDICAL CONDITIONS**

Please note that legal documentation of all medical conditions, allergies, and medication outlined below needs to be made available to the school as part of the application package.

**HAS THE LEARNER EVER HAD ANY OF THE FOLLOWING CONDITIONS? (✓ all that apply)**

<input type="checkbox"/>	HEART MURMUR	<input type="checkbox"/>	ASTHMA	<input type="checkbox"/>	ULCERS	<input type="checkbox"/>	TUBERCULOSIS
<input type="checkbox"/>	EPILEPSY	<input type="checkbox"/>	BLACKOUTS	<input type="checkbox"/>	ANXIETY ATTACKS	<input type="checkbox"/>	DEPRESSION
<input type="checkbox"/>	HEARING PROBLEMS	<input type="checkbox"/>	ADD/ADDHD	<input type="checkbox"/>	DIABETES	<input type="checkbox"/>	GLASSES
<input type="checkbox"/>	BLOOD PRESSURE HI/LO	<input type="checkbox"/>	ADDITIONAL:				

**Please list all allergies the learner might have:**

Has the learner had any illness, disability, accident, or psychological disorder which required special hospitalisation in the past five years?	Yes	No
Has the learner ever been a victim of, or personally witnessed a serious trauma, such as a murder or violent crime?	Yes	No
<b>CHRONIC MEDICATION:</b> please list the medication you learner takes regularly, the time and the dosage		



**EMERGENCY CONTACT DETAILS - NOT THE MOTHER & FATHER'S TELEPHONE NUMBERS**

Title	Surname	Relation:
Initials	First Name	

*Please use area code first followed by the number*

☎ Home	☎ Work
☎ Cell	☎ Fax

**MEDICAL AID DETAILS**

Medical Aid	Number												
Medical Aid Plan	Main Member												
Membership Start Date	d	d	m	m	y	y	Membership Expiry Date	d	d	m	m	y	y
☎ Medical Aid													
Preferred Hospital Name	Please <input checked="" type="checkbox"/> Private or State:		Private		State								

**FAMILY DOCTOR DETAILS**

Surname	First Name
Tel No:	Fax No:

**EXTRAMURAL ACTIVITIES, EXCURSIONS AND TOURS**

The following extramural activities are offered by the school: (✓ those that your learner would like to participate in)

Athletics	Gymnastics	Tennis
Chess	Netball	Art (Beginner to advanced)
Cricket	Rugby	Computer Club
Cross Country	Soccer	Drama
Hockey	Swimming	School Choir

**INDEMNITY FORM FOR EXTRAMURAL ACTIVITIES**

I, the undersigned, \_\_\_\_\_ (full names and surname of parent/guardian), being \*the parent/guardian of, or person responsible for, \_\_\_\_\_ (full names and surname of learner), hereby consent to the participation of my \*son/daughter in all games, matches, sporting, cultural and educational tours, trips and educational excursions arranged by the school and/or conducted under its aegis. Whilst it is recognised that the school will take every precaution to ensure the safety and wellbeing of my \*son/daughter, I hereby indemnify and hold blameless the Governing Body of the school, staff and other agents, against all claims which may arise in consequence of the death of or any injury sustained by my \*son/daughter during the course of such games, matches, sporting, cultural and educational tours, trips and educational excursions, from whatsoever cause arising, including any fault of whatsoever nature attributable to the school, its Governing Body, staff and other agents, save that liability shall not be excluded under this indemnity for loss occasioned by a deliberate act of wilful misconduct attributable to the school, its Governing Body, staff and other agents. In the event of my \*son/daughter being injured I hereby authorise the school, staff and other agents to procure such medical treatment/surgery as may in its/their absolute discretion be deemed necessary. I undertake to indemnify the school, Governing Body, staff and other agents from all medical and hospital costs occasioned thereby. I, by my signature hereto, acknowledge that I am \*parent/guardian of, or person responsible for: \_\_\_\_\_ (full names and surname of learner) and that I have read and fully understand the terms of this Indemnity.

Signed by Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



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## **ADMISSION AGREEMENT**

### **AGREEMENT** Made and entered into between **BRYANSTON PRIMARY SCHOOL**

(Hereinafter represented by THE GOVERNING BODY and hereinafter referred to as "The School")

And

\_\_\_\_\_  
(Hereinafter referred to as "The Parent/The Guardian")

Whereas "The Guardian" has read the School Code of Conduct and declares himself/herself to be fully conversant therewith, and whereas "The School" has undertaken to provide the learner with a good and sound education.

#### **THE PARTIES AGREE AS FOLLOWS:**

##### **1) LOCUS STANDI**

The Guardian warrants and undertakes that he/she is the parent/ legal guardian of the learner in respect of whom the enrolment form applies and hereby warrants that the particulars therein contained are true and correct.

Signed by Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

##### **2) COMPULSORY SCHOOL FEES / ENROLMENT / LEAVING**

- a) Bryanston Primary School is a Fee-Paying Section 21 School, and as such, The School will set an annual compulsory school fee which it will collect from ALL parents/Guardian during the course of the year. By choosing to send his/her child to Bryanston Primary School, as opposed to a "Fee Free" school, the parent undertakes a commitment to pay ALL school fees owing to The School during the learner's tenure at Bryanston Primary School.
- b) The Parent/Guardian undertakes to pay compulsory school fees as may be determined by The School from time to time in terms of the South African Schools Act.
- c) The PARENT/Guardian undertakes to purchase such books and materials as may be reasonably required by the learner as determined by The School, or by its duly authorised representative, in which the learner participates from time to time.
- d) The Parent/Guardian undertakes, where requested by The School, to pay for all school excursions and activities, which may be organised by the School or its duly authorised representative, in which the learner participates from time to time.
- e) The Parent/Guardian undertakes and agrees to pay all fees as provided for in paragraph 2 (a), in accordance with the method of payment schedule completed and agreed to by The Parent/ Guardian, which schedule forms part of this agreement.
- f) In the unfortunate and unlikely event of the learner wilfully causing damage or loss to the property of the School, The Parent/Guardian agrees, and undertakes to compensate The School for such losses or damage.
- g) **ALL NEW LEARNERS WILL NEED TO PAY AN AMOUNT OF R6000.00 IN ORDER TO SECURE PLACEMENT. ONCE THE NOTIFICATION LETTER OF ACCEPTANCE HAS BEEN RECEIVED. (fee only payable after approved acceptance letter has been received.** This fee will be credited towards your school fee account.
- h) Bryanston Primary School is a full fee-paying school. School fees are payable in advance on the first day of each month, preferably by means of debit order.
- i) School fees are the current fees and only serve as a guideline as the next year's fees will be confirmed by way of voting by the current parents at the Annual General Meeting in October 2019.
- j) Please note that learners go on tour and day outings during the year, this is a privilege, not a right, and they are only entitled to go on these trips if their school fee account is up-to-date and their behaviour record is satisfactory. These outings/trips are voluntary. If there is a query that needs to be addressed, please be considerate and do not leave it to the week before the tour / day outing to solve it.
- k) **A full term's notice, in writing**, or the equivalent fee in lieu thereof is required prior to the withdrawal of a learner.
- l) **FEES TO BE PAID AUTOMATICALLY WITHOUT REMINDERS**

Signed by Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



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**3) INDEMNITY**

- a) The School undertakes to take all reasonable precautions to ensure the safety and well-being of the learner.
- b) Without the Guardian waiving any rights which he/she may have against the School in terms of clause 3 (a) above, The Guardian acknowledges and agrees to exempt the School, its employees, agents and representatives from any claims which The Guardian or learner other than those caused through negligence on behalf of the School or its employees.
- c) The Guardian furthermore indemnifies The School against any claim which may be brought against it arising out of any act of omission perpetrated by the learner against any third party, or property of any third person.

**COMPLIANCE WITH LAWS**

- a) In addition to acknowledging that the parties are, by law, bound at all times by the provisions of the South African Schools Act and regulations thereto, the Guardian undertakes to comply with all rules and regulations as contained in the Code of Conduct as amended from time to time as well as any other rule determined by the School from time to time.
- b) The Guardian shall have the right to inspect the Code of Conduct by prior arrangement with the School, during normal school hours.

**4) NON-VARIATION**

- a) This agreement shall constitute the entire contract between the parties, who by their signature hereto, acknowledge that no representations have been made or warranties given or conditions stipulated, save out in this agreement.
- b) Save for the parties retaining the right to vary or alter the Code of Conduct from time to time as they may be permitted to in terms thereof, no variation, alteration, amendment or addition to this agreement shall be of any force or effect unless reduced to writing and signed by the parties hereto.

**5) DOMICILIUM CITANDI ET EXECUTANDI CLAUSE (POSTAL ADDRESS INCURRNT USE)**

The Guardian chooses his/her domicilium citandi et executandi, the address appearing on the enrolment form as: (Address you wish to use as postal address)

\_\_\_\_\_  
\_\_\_\_\_

In the event of a change of address and telephone numbers, parents are to notify the school in writing.

**6) PRINCIPAL'S REGULATIONS**

- a) Absence at beginning and end of term. Permission to be absent for a period at the beginning or the end of term, will not be given merely to facilitate holiday arrangements. Where overseas travel is concerned, the principal should be consulted three (3) months prior to the confirmation of such arrangements. Absence without permission will be treated as a serious offence.
- b) School matches are compulsory. Although care will be taken by the various authorities to adhere to the published programme, this will not always be possible. The fact that the normal programme has been changed is no excuse for non-attendance.
- c) Parents are asked to understand that participation in extramural activities takes precedence over any external club. It is expected that learners will be available for selection if required.

**7) CODE OF CONDUCT**

**As per attached. To be signed and returned with application.**

**8) Protocol for children not collected on time from school.**

**As per attached.**



**UNDERTAKING BY PARENT/ GUARDIAN OR PERSON RESPONSIBLE**

Consequent upon the acceptance by me of the offer of enrolment of the above learner applicant in Grade \_\_\_\_ with effect from \_\_\_\_\_, and having read and understood the rules and regulations set out above, I \_\_\_\_\_ (full name, please print) hereby undertake to abide by such rules and regulations.

I, the undersigned parent/guardian or person responsible:

- Subscribe to the Bryanston Primary School Code of Conduct.
- Declare that the particulars contained in this entire application are true and correct.
- Understand that any false or incomplete information may constitute grounds for immediate rejection.
- Understand that a member of the School Governing Body will investigate all information in this application for the purpose of ensuring that all details, as stated, are true and correct, and that the parents and the learner may be visited at the stated home address appearing on the enrolment form.
- The parent / guardian declares that he / she is the legal guardian of the child and is entitled to sign this document, and shall be bound hereto both as parent / guardian, and in his / her personal capacity.
- Agree unconditionally with ALL conditions concerning fees and governance concerning this application.

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**PARENT 1/GUARDIAN 1**

FULL NAME \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
CONTACT NUMBER: \_\_\_\_\_  
DATE: \_\_\_\_\_

**PARENT 2/GUARDIAN 2**

FULL NAME \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
CONTACT NUMBER: \_\_\_\_\_  
DATE: \_\_\_\_\_

**Acceptance-Outcomes**

Letters will only be emailed to "A1; A2; A3; A4; A5" parents informing them of the application been **SUCCESSFULL** by no later than 28<sup>TH</sup> October 2019.

**This application must be hand delivered in person to the admissions officer from 13<sup>th</sup> May 2019 – 15<sup>th</sup> July 2019**  
**ONLY Monday – Thursday : 8H00 – 13H00**





SOUTH AFRICAN SCHOOLS ACT, NO. 84 OF 1996

REGULATIONS FOR THE EXEMPTION OF PARENTS FROM PAYMENT OF SCHOOL FEES

**CHECKLIST FORM \***

(Mark with a cross in the applicable box.)

1.	Has the principal informed you about the amount of the Annual school fees to be paid?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the principal informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the principal informed you of your right to apply for exemption from paying school fees?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you wish to apply for such an exemption?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do you wish to be assisted in making such application?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has the principal provided you with an application form (Annexure B), for exemption?	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
**Signature of Acting Principal**  
**Mr. M Marx**  
(To be signed 2020)

\_\_\_\_\_  
**Name of Parent**

\_\_\_\_\_  
**Signature of Parent**

Date: \_\_\_\_\_

Date: \_\_\_\_\_



31 January 2019

## CODE OF CONDUCT FOR PARENTS

As a parent of a Learner at Bryanston Primary School I/we understand and acknowledge that our conduct could impact negatively on the good name and reputation of the School and hereby undertake to abide to the following Parents Code of Conduct:

1. To conduct ourselves in a way that does not harm the school's reputation or embarrass staff members or learners.
2. **To not exhibit** disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches or events.
3. That the use of loud and/or offensive language, swearing, cursing, using profane language, racist or derogatory terminology or any displays of temper is prohibited.
4. To not threaten to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or learner regardless of whether or not the behaviour constitutes a criminal offence.
5. To not make use of abusive or threatening e-mails and/or text/voicemail/phone messages or other written communication.
6. To not make use of defamatory, offensive or derogatory comments regarding the school or any of the learners/parents/staff, at the school on Facebook or other social media websites. Any concerns that I have must be made through the appropriate channels by first speaking to the grade teacher and thereafter escalating the matter to the School Principal, so that any matter can be dealt with in accordance with School Policies.
7. That the use of physical aggression towards another adult or child is prohibited. This includes physical punishment against my own child on school premises.
8. That I may not approach someone else's child in order to discuss or chastise them because of the actions of this child towards my own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
9. To apply self-constraint and show respect, courtesy and tolerance towards each other, educators, learners, fellow spectators, coaches, referees, judges and opponents.
10. To not intimidate Educators, participants, coaches, referees or judges.
11. To conduct ourselves in accordance with the code of ethics required by a particular cultural activity or sporting code.
12. That physical violence, defamatory and offensive language or indecent signs during sport matches or other activities is strictly prohibited.
13. To refrain from making negative remarks or using improper language when interacting with referees, other officials, judges, players or their opponents' supporters.



14. When attending any activity of the school we shall comply with the requests and arrangements of the educators at the school concerned and/or the organisers of the event.
15. That the use of alcohol and illegal drugs during any school activity is strictly prohibited. In addition, the supply or procurement of alcohol or any drugs to any school learners will result in a criminal complaint.
16. That no firearms or dangerous weapons may be brought onto the school grounds, unless intended for official work purposes, such as in the case of SAPS officers.
17. That parents note and acknowledge that a School is a declared smoke free environment and all parents are thus requested not to smoke on the School premises.
18. That Parents, supporters and spectators are requested to maintain the indicated distance from the side lines of any particular sports field or court, and not to go into the play area or any other demarcated areas on the school grounds or during an activity.
19. That parents are requested to keep school grounds neat and tidy, and that littering is prohibited.
20. In the event that a parent transgresses any portion of this code of conduct the School shall be entitled in terms of the South African Schools Act 1984 of 1996, as amended, to request the parent to immediately vacate the School premises. The School reserves the right to ban access to the school premises to the parent in the event of a serious or persistent transgression of the terms of this Parent Code of Conduct.
21. This Code is of applicable to all parents whether the terms of which have been signed by the Parent or not.

PARENT 1:

I \_\_\_\_\_ hereby acknowledge that I have read and understood the above code of conduct and that the school reserves the right to take legal action against parents who transgress.

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

\_\_\_\_\_  
**SIGNATURE**



## **PROTOCOL FOR CHILDREN NOT COLLECTED ON TIME FROM SCHOOL**

### **1. Definition**

A learner will be considered being picked up late; if the learner has not been picked up from the gate 40 minutes after the school bell has rung (14h20) or 10 minutes after an extra-mural has been completed.

### **2. Responsibilities**

It is the responsibility of the school to safe guard all children between school hours (07h00 – 14h20), as well as ensure the safety of learners at extra-murals and tours to the best of the schools ability.

### **3. Reason for protocol**

This protocol has been instituted to ensure the safety of all learners. To safe guard the learners from bullying, abduction, propositioning and to ensure the general safety of learners when educators are not on duty. Learners who cannot be picked up from school on time are encouraged to enrol at aftercare or for a transport service to be arranged to pick the learner up before 14h20. Parents cannot rely on the outside security company to ensure the safety of their children. The security company cannot be held responsible for a learner's safety and the parent / guardian takes sole responsibility of a learner's safety after 14h20.

In the instance that a learner is participating in a match or an extra-mural, the educator / coach will be responsible for that learner for the entire time the extra-mural takes place as well as 10 minutes after the event. Parents must ensure to pick up the learners promptly after the extramural has finished.

### **4. When will protocol come into play**

This protocol should be followed on those occasions where a child has not been collected from school at the end of the day and the parent has not phoned to say they will be arriving late.

### **5. Protocol**

5.1 Learners will be taken down to the outside assembly quad (fishing pond) at 14h20 if they have not been collected.

5.2 Learners will be seated in rows and a register of all the learners will be taken.



5.3 Learners will do their homework while waiting for their parents; they will not be allowed to go to the tuck shop or to the cage area to check if their parents have arrived yet.

5.4 Parents will have to collect their children from the quad.

5.5 If learners have not been collected from the school by 14h45, parents / guardians / emergency contact person will be phoned to collect the learner.

5.6 If no contact has been made and no one has arrived to collect the child when **one hour** after school closing time has elapsed or after an extra-mural has elapsed, then the school retains the right to;

- a) Arrange alternative care for which the parents will be financially responsible for
- b) Call the police or
- c) Call child protective services

5.7 On the third occasion that a learner is picked up late from school in a term, a letter will be sent home to the parents / guardians. On the fourth occasion that a learner is not picked up, parents will be asked to come to school to discuss possible solutions to the problem as well as expectation for future pick up times. If the late pick up times continue after the due process has been followed then the school retains the right to;

- a) Call the police or
- b) Call child protective services

## 6. Notification of being late

There are many circumstances which are unpredictable and out of a person's control such as traffic, car accidents, weather etc. These situations are understandable but we do request that if you are running more than 20 minutes late for picking up your child to please phone the front office that is on duty till 15h00. The front office will then inform the educator who is on duty which will record the reason for being late and also inform the learner, as not being picked up on time, is also very stressful on the learner.

Please can we ask for your co-operation and support in regard to pick up times so that your child's safety is always protected!