



DAY AND BOARDING SCHOOL

Grade 8-12 , Re Write  
Stand no. 1208 Kabokweni 1245  
**013 796 0273 / 072 233 8026**

EMIS NO. 800035644 , Doe Exam Centre 6241995  
Approved Cambridge Associate School Centre Number ZA277  
MPUMALANGA PROVINCE



Grade 00 - 9, Pre -sch: from 2yrs,  
**Cambridge IGCSE, ICE, AS/A Level, AICE**  
Plaston Crossing ,  
**013 750 2239, 076 893 0470**  
EMIS 800035666

### PLASTON ACADEMY ENROLMENT FORM

#### SECTION A: PARTICULARS OF A STUDENT

Year of admission:		Date of application	
Surname :			
Full names:			
ID/ Passport number:			
Gender:	Male:	Female:	
South African Citizen/Permit No			
Name of previous school:			
Highest grade passed:		Year:	
Grade to be placed:		Year:	
Residential Address:			
Postal Address:			
Contact Tel number:		Cell:	
Medical Aid Number		Medical Aid Name:	
Doctor's address		Doctor's Name and Address:	

#### SECTION B: PARTICULARS OF A PARENT/ GUARDIAN

	PARENT/ GAURDIAN	PARENT/GAURDIAN'S NEXT OF KIN
Surname		
Full Names		
ID/ Passport number		
Relationship		
Residential Address		
Postal address		
Home Tel Number		
Work Tel Number		
Cell		

E-Mail Address		
Occupation		
Employer's name and address		

### SECTION C: CONTRACT

I, \_\_\_\_\_ ID Number \_\_\_\_\_ (of person responsible for the payments of fees)

- I agree to pay the monthly fees for 12 months of the year, from January to December, **ON OR BEFORE THE SEVENTH OF EACH.**
- I am aware that fees **are subject to reasonable change** as decided by management.
- I accept that my child **will not receive any test/exam marks** should I neglect to pay the necessary fees by the due date.
- I accept that **no fees will be refunded** should my child be removed from school during a month, and that fees are payable during my child's absence from school due to illness, holidays etc.
- I acknowledge that **2 month's written notice** is required when my child is removed from the school or hostel, otherwise 2 month's fee will be charged in lieu of notice.
- I also accept that if my child is in the hostel, I **may not withdraw my child from the hostel to become a day scholar**, if the situation forces I will have to **re-apply as a day scholar.**
- I accept that the school reserves the right to transfer a learner to a previous grade if she /he fails first term.
- I accept that that the school reserves the right to transfer a student who is too young to the previous grade at the discretion of a teacher and principal.
- I accept that the school reserves the right of admission and re-admission based on academic and disciplinary guidelines. **The learner forfeits all payments if expelled during the year.**
- Should it be necessary to take legal action against me, I undertake to pay legal fees on an attorney and client scale as well as interest on any arrear amounts due to the school.
- My child will attend all classes organized by the school including Saturday classes.
- **THE CONTRACT IN 12 MONTHS CONTRACT WHICH IS BINDING ON EVERY REGISTERED LEARNER TILL THE END OF THE YEAR.**

### SECTION D: INDEMNITY

- Although every possible precaution will be taken, under no circumstances will the school be held liable for any possible accidents or injuries that may happen to your child or loss that he/she may suffer whilst in the school care, whether in transit, on the school premises or elsewhere.
- I hereby indemnify the school and its employees and agents against all losses and claims for injuries or damages to any person or property whatsoever that may be caused by my child while she/he is under the care of the school.
- I hereby declare that I have read and understood all of the above and accept all the terms and conditions therein.

Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

#### SECTION D: DEPARTMENT REQUIREMENTS

Preferred language of instruction	English		If not English, specify:	
Religion	Christianity		Non-religious	
	Buddhism		Judaism	
	Other, specify			
Citizenship	South-Africa		Zimbabwe	
	Botswana		Other, specify	
Country of residence	South-Africa		Zimbabwe	
	Botswana		Other, specify	
Province of residence	Limpopo		Gauteng	
	Mpumalanga		Other, specify	
Previous province where student was in school (if applicable)	Limpopo		Gauteng	
	Mpumalanga		Other, specify	
Race	African		Coloured	
	White		Indian	
	Other, specify			
Parents deceased	Mother		Father	

#### SECTION E: SCHOOL RULES AND REGULATIONS

1. As a student at Plaston Academy/Kids I will attend 90% of my classes. Should I not have 90% attendance record, I will not be permitted to write my examination. The school reserves the right to demote a student who does not perform in Term 1 and Mid-Year examinations. No absenteeism.
2. The use of cellphones during school hours is prohibited. Should it be necessary for a learner to have a cellphone it remains switched off at all times on the school premises. The school does not take responsibility of a stolen cellphone. **DO NOT BOTHER REPORTING IT TO STAFF AS NO ACTION WILL BE TAKEN TO ASSIST YOU.**

3. All homework tasks and assignments shall be completed. I understand that if I fail to adhere to the above stipulation and I am issued with a three warnings I may face a disciplinary hearing which may lead to expulsion from school.
4. No bunking of school or leaving school premises without the principal's approval. When absent bring the following to school the following day. Letter from parent or Doctor stating your reason for being absent.
5. Students must be at school from 07:30am to 15:00pm for classes.
6. No coloured hairstyles for girls and only purple, black and white hairclips are permitted. No weaves.
7. No moustaches and beards for boys. Always have a clean shave. Always have a clean shave.
8. All students should be in full uniform from Monday to Friday.
9. No learner is allowed to bring dangerous weapons such as fire arms, knives, explosives to the school premises.
10. No fighting under any circumstance is allowed.
11. Drunkenness, smoking and stealing are prohibited in the premises or outside the school premises in school uniform. The school reserves the right to choose prefects.
12. Learner causing damage to any property owned, possessed or occupied by the school shall repair such damage.
13. Extra activities are compulsory except proven medically unfit.
14. School work (homework, class work, notes, projects, assignments) must be regularly up to date and standard in all learning areas.
15. Learners can be questioned or searched by any member of staff or official at the school anytime if necessary.
16. Learners found in possession of abusive substance will face expulsion.
17. Absenteeism for more than 3 days without valid reason will lead to suspension.
18. School fees is payable from January to November irrespective of the date of admission.
19. School fees must be paid in full whether there is withdrawal, abandonment, of studies and/ or expulsion from school.
20. If a female student fall pregnant, she will be expelled from school. If the father happens to be a student in the school, he will be expelled.
21. Any learner involved in a fight with a teacher will be automatically expelled.
22. The hostel rules are applied in conjunction with the school rules.

I \_\_\_\_\_ **declare that I have read and understood the rules and regulations of the school and I accept them.**

Learner's signature

Parent's signature

Principal's signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

## SECTION F: HOSTEL RULES

1. All boarders must be at the hostel during the required time.
2. All boarders should take responsibility for their property.
3. Permissions to go to town, home or anywhere should be obtained from the boarding master or matron during school hours after hours and weekends.
4. No learner is allowed to bring dangerous weapons such as fire arms, knives or explosives in the hostel.
5. Drunkenness and smoking will not be allowed in the hostel.
6. No cellphones are allowed in the hostel.
7. Learner causing damage to any property owned, possessed or occupied by the school shall repair such damage.
8. No fighting in the hostel.
9. Disputes in the hostel must be reported to the boarding masters or matrons.
10. Every boarder is in charge of his/ her own cleanliness etc.
11. Learners found in possession of abusive substances will be expelled.
12. No visitors are allowed in the hostels without the approval of boarding masters / matron.
13. External visitors will not be allowed except parents or guardians officially known to the school.
14. All boarders should attend church every Sunday in the school hall.
15. Allocation/ reshuffling of rooms to boarders will be strictly done by matrons or boarding masters.
16. The hostel rules are applied in conjunction with the school rules.

I \_\_\_\_\_ declare that I have read and understood the rules and regulations of the school and I accept them.

Lerner's signature

Parent's signature

Principal's signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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



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MPUMALANGA PROVINCE

**SCHOOL FEES STRUCTURE FOR 2019 [PRIMARY SCHOOL]**

Grade	Once off Registration None-Refundable	Annual deposit None-Refundable	Option 1 11 installment None-refundable	Option 2 Termly None-refundable	Option 3 None-refundable
1 year -2 years	R500	R1 000	R1 100 With food	Term 1-3 R3 300 <u>Term 4</u> R2 200 With food	R12 100 With food Cash Discount R300
Grade 00 - R	R500	R1 200	R1 000 With food	Term 1-3 R3 000 <u>Term 4</u> R2 000 With food	R11 000 With food Cash Discount R300
Grade 1 - 6	R500	R2 000	R1 450 Food for grade 1&2 only	Term 1-3 R4 350 <u>Term 4</u> R2 900 Food for grade 1&2 only	R15 950 Food for grade 1&2 only Cash Discount R300
Grade 7 – 9	R500	R2 000	R1 550	Term 1-3 R4 650 <u>Term 4</u> R3 100	R17 050 Cash Discount R300

**NB: Annual deposit designed for December installment, study guides, textbooks and all prize giving functions for 2019.**



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**Banking Details: [Plaston Academy, F.N.B 622 1011 9021]**

**Branch code 270352, Reference: Child's full name and grade  
[always]**

**We** encourage parents to do Internet banking or cellphone banking to cut down the bank charges.

We welcome you to Plaston academy, A school meant to build a firm foundation for your child. These are some of the items your child should bring to school.

- 1. Student's birth certificate.**
- 2. Pre-School: Copy of clinic card.**
- 3. Primary: Report, Transfer letter if she/ he transferred from other school.**
- 4. I.D. Copies of both parents/ person responsible for the account of the student.**

**NB:** The school organizes transport for learners from Ngodini, Khumbula, Clau-Clau, Pienaar, Msogwaba, Lekazi, Thekwane north, Karino, Nelspruit and White river. Hazyview learners can use public buses.

## Stationery and Sanitary Requirements

### Pre-School

#### Grade R

1. My work book Grade R
2. 2 Plain + 1 writing
3. Jumbo crayons
4. 2 × big pritt
5. 2 pocket file 30 pages
6. 1 ball
7. Pencil crayons [thick ones]
8. A pair of scissors
9. 10 rolls toilet paper
10. 2 bottles air fresheners
11. A 5 two quire book

#### Grade 0

1. Colouring book Barney 250 pages
2. 2 plain exercise books
3. Jumbo crayons
4. 2 × big pritt
5. 1 pocket file 30 pages
6. 1 ball
7. A pair of scissors
8. 1 rim bond paper
9. 10 rolls toilet paper
10. 2 bottles air freshener
11. A 5 two quire book

#### Primary School: 1 – 3

1. 1 mathematics two quire book
2. 3 workbooks for Numeracy, literacy and Life skills
3. 10 HB striped black and red pencils per term
4. 3 pocket files with 30 pages each
5. 2 × big pritt and thick pencil crayons
6. Pencil sharpener and ruler
7. 10 × 72 pages writing and 2 × 72 pages maths books
8. A pair of scissors and a chair bag
9. 1 rim bond paper
10. 10 rolls toilet paper
11. 2 bottles air fresheners
12. Small primary English dictionary for grade 3 ONLY
13. 2 X 50 Pocket files for homework
14. Grade 3 ball point pen for term 3

#### Grade 7-9

Tablets (Check with school for specification)

1. Exam pad punched x 9
2. 9 files x 30 pages
3. Geometry set
4. A4 288pages hard cover ruled maths
5. Calculator –Casio fx/82E5
6. A4 two quire writing exercise bk x9
7. A4 Journal book x 1
8. A4 ledger book x 1
9. A4 Cash-book x 1
10. 2H pencil x 2
11. English Dictionary
12. Afrikaans Dictionary
13. Pencil colors
14. Thick pencil crayons

#### Grade 4 – 6

Tablets (Check with school for specification)

1. 1 mathematics 2 quire book
2. 7 two quire writing exercise books
3. 7 files × 30 pages
4. 1 plain book
5. 2 × big pritt

#### 15. 10 writing exercise books

16. 10 Rolls toilet paper
17. 2 bottles air freshener
18. 2x big pritt
19. Sharpener and ruler
20. A pair of scissors



- |   |                               |
|---|-------------------------------|
| 6. Sharpener and a ruler  | 21. A4 X plain book           |
| 7. 10 writing exercise  | 22. 10 writing exercise books |
| 8. A pair of scissor  |                               |
| 9. 2 rim bond paper   |                               |
| 10. 10 rolls toilet paper   |                               |
| 11. 2 bottles air fresheners  |                               |
| 12. Small primary school English dictionary and Afrikaans dictionary. |                               |
| 13. A mathematical set  |                               |
| 14. Thick pencil crayons  |                               |

**Note that: All books to be khakhi covered when bringing to school for teachers to Label them.**

**Primary and high school Uniform**

<b>Girls</b>	<b>Boys</b>
1. Purple tunic	1. Grey trousers
2. White blouse	2. White shirt
3. Black shoes	3. Black shoes
4. White socks with purple and gold stripes	4. Grey socks
5. Navy blue jersey	5. Green socks long
6. Navy blue pull over	6. Purple tie with school logo
7. Purple tie with school logo	7. Plaston tracksuit
8. Plaston Tracksuit	8. Plaston T-shirt
9. Plaston T-shirt	9. <b>White</b> sports shoes
10. Navy blue mac jack	10. Green short
11. Navy blue blazer with school logo from grade 5	11. Navy blue jersey
12. Green shorts	12. Navy blue pull over
	13. Navy blue blazer with school logo from grade 5
	14. Navy blue mac jacket

**NB: Uniforms may be purchased at Lowveld wholesalers (Nelspruit).**