



MPS

MELKBOSSTRAND

PRIVATE SCHOOL • PRIVAATSKOOL

t: 021 553 1530 | e: info@melkbosprivate.co.za

w: www.melkbosprivate.co.za

Application Date / Aansoekdatum:		Toelatings Nr:		Pastel Nr:	
Approved / Goedgekeur:	Yes/Ja	No/Nee	Enrolment Fee paid:		
SUPPORTING DOCUMENTS, COMPLETED SECTIONS & FORMS / AANVULLENDE DOKUMENTE, VOLTOOIDE AFDELINGS & VORMS					
CEMIS transfer document/CEMIS oorplasingdokument			Section A to I completed/Afdelings A tot I voltooi		
Copy of birth certificate or ID/Afskrif van geboortesertifikaat of ID			MPS parent contract/MPS ouerkontrak		
Copy of latest school report/Afskrif van laaste skoolrapport			Copy of vaccination record/Afskrif van immuniseringsrekord		
Copy of parents/guardian ID document/Afskrif van ouer/voog se ID dokument			Proof of income and bank statements/ Bewys van inkomste en bankstate		
Interview with Faculty Head/ Onderhoud met Fakulteitshoof			Completed & signed Debit Order form/Voltooide en getekende Debitordervorm		
MPS Benchmark test/MPS Standaardbepalingstoets			Copy of study permit (if applicable)/Afskrif van studiepermit (waar van toepassing)		

A	APPLICATION FORM / AANSOEKVORM (1/2025)					
Date of desired enrolment Datum waarop toelating verlang word				Grade Graad		
Surname Van						
Full names Volle voorname						
Nickname Noemnaam						
Identity number (as on birth certificate) Identiteitsnommer (soos op geboortesertifikaat)						
Date of birth Geboortedatum		Gender Geslag				
Home language Huistaal		Race Ras	Religion Geloof			
Living with By wie woon kind						
Other siblings Ander kinders		At MPS By MPS	Y / N J / N	Grade Graad		
IMMIGRANT ONLY/IMMIGRANTE ALLEENLIK						
Country of origin / Land van oorsprong						
Arrival date in RSA Datum gearriveer in RSA		Study permit ref. no. Studiepermit verwys nr.				
SCHOLASTIC INFORMATION/SKOLASTIESE INLIGTING						
Name of previous school Naam van vorige skool		Tel. no. / Tel. nr.				
Date left Datum verlaat		Last Grade Laaste Graad				
Years in grade Jare in graad		Starting date at MPS Begin datum by MPS				

B	PARENT INFORMATION / OUERINLIGTING				
FATHER / VADER					
Surname Van					
First names Voorname					
Title Titel		Identity number Identiteitsnommer			
Telephone no. (H) Telefoon nr. (H)			Telephone no. (W) Telefoon nr. (W)		
Cellphone number Selfoonnommer			Email address E-posadres		
Postal address Posadres					
			Postal code Poskode		
Physical address Fisiese adres					
			Postal code Poskode		
Occupation Beroep			Company Maatskappy		
MOTHER / MOEDER					
Surname Van					
First names Voorname					
Title Titel		Identity number Identiteitsnommer			
Telephone no. (H) Telefoon nr. (H)			Telephone no. (W) Telefoon nr. (W)		
Cellphone number Selfoonnommer			Email address E-posadres		
Postal address Posadres					
			Postal code Poskode		
Physical address Fisiese adres					
			Postal code Poskode		
Occupation Beroep			Company Maatskappy		

C	ADDITIONAL INFORMATION / ADDISIONELE INLIGTING		
FAMILY MEMBER (closest relationship in SA not living with you) FAMILIELID (naaste verwantskap in SA wat nie by u bly nie)			
Surname / Van			
First names / Voornamen			
Title / Titel		ID no. / ID nr.	
Telephone no. (H) Telefoonnommer (H)		Telephone no. (W) Telefoon nr. (W)	
Cellphone number Selfoonnommer		Email address E-posadres	
Postal address / Posadres			
		Postal code / Poskode	
Physical address Fisiese adres			
		Postal code / Poskode	
EMPLOYER – Main income earner / WERKGEWER – Primêre broodwinner			
Name of company Naam van maatskappy			
Physical address Fisiese adres			
		Postal code / Poskode	
Telephone number Telefoonnommer		Fax number Faksnommer	
Period in service (years & months) Tydperk in diens (jare & maande)		Personnel / staff no. Personeelnommer	
Position / Beroep			
EMPLOYER – Second income earner / WERKGEWER – Sekondêre broodwinner			
Name of company Naam van maatskappy			
Physical address Fisiese adres			
		Postal code / Poskode	
Telephone number Telefoonnommer		Fax number Faksnommer	
Period in service (years & months) Tydperk in diens (jare & maande)		Personnel / staff no. Personeelnommer	
Position / Beroep			

D	FINANCIAL INFORMATION / FINANSIËLE INLIGTING		
Monthly Income Maandelikse Inkomste		Monthly Expenses Maandelikse Uitgawes	
Nett income Netto inkomste		Mortgage / Rent Verband / Huur	
Commision Kommissie		Vehicle leaser Voertuigbruikhuurpaaielemente	
Allowances Toelaes		Personal loans repayments Persoonlike leningterugbetalings	
Other income Ander inkomste		Credit card payments Kredietkaartbetalings	
		Property rates, taxes, W&E Eiendomsbelasting, W&L	
		Policies – D/O, premiums Polisse – D/O, premies	
		Furniture, clothing accounts Meubels-, klererekeninge	
		Telephone / Mobile Telefoon / Selfoon	
		Groceries Kruideniersware	
		Education Opvoeding	
		Medical Aid Mediesefonds	
		Transport, fuel etc. Vervoer, brandstof ens.	
		Overdraft repayments Oortrokkerekening terugbetalings	
Total / Totaal	R	Total / Totaal	R

* Please attach a copy of your salary advice and 3 months bank statements. If you are a business owner, please provide us with a letter from your accountant stating your income.

* Heg asseblief 'n afskrif van u salarisstrokie en 3 maande se bankstate aan. Indien u u eie besigheid besit, word u versoek om asseblief 'n brief van u boekhouer aan te heg wat u inkomste bevestig.

FINANCIAL AGREEMENT - Fee Structure 2025

FINANSIËLE OOREENKOMS - Betalingstruktuur 2025

Enrolment Fee Inskrywingsgeld (non-refundable / nie terugbetaalbaar nie)	Gr. 0000 - 12	1. R 7 800.00 per phase/fase or/of 2. R15000.00 once off/eenmalig for/vir Gr. 0000 - 12	Gr 0000-R	R 7 800.00
			Gr 1-7	R 7 800.00
			Gr 8-12	R 7 800.00
School fees Skoolgeld	Gr. 0000-R	Annual / Jaarliks	R 56 400.00	
	Gr. 1 - 7		R 77 400.00	
	Gr. 8 - 12		R100 800.00	
Aftercare fees Nasorggeld	Gr. 0000-R	Monthly/Maandeliks	R 1 750.00 (till/tot 15:00) R 2 100.00 (till/tot 18:00)	
	Gr. 1 - 7	Monthly/Maandeliks	R 1 970.00 (till/tot 15:00) R 2 250.00 (till/tot 18:00)	
	Gr. 8 - 12	Ad hoc/Per geleentheid	R140.00 per hour or portion thereof / per uur of gedeelte daarvan	
Annual Payment Option for 2025	Annual school fees paid in advance	If paid by 30 Nov. 2024 - 5% discount	Gr 0000 - R	R 53 580.00
Jaarlikse betalingsopsies vir 2025	Jaarlikse skoolgeld vooruitbetaal	Betaal teen 30 Nov. 2024 - 5% afslag	Gr 1 - 7	R 73 560.00
			Gr 8 - 12	R 95 760.00
Montly/ Maandeliks	Debit order (12 months)	Before 3rd of every month	Gr 0000 - R	R 4 700.00
	Debietorder (12 maande)	Voor 3de van elke maand	Gr 1 - 7	R 6 450.00
			Gr 8 - 12	R 8 400.00
	Fee for all late/non-payments debit order return	Late payments i.e after 3rd of the month/ any Debit order rejections for whatever reason Laat betalings bv. na 3de van die maand/enige Debietorder terugsendings vir welke rede ookal	R 1 150.00	
	Adminbedrag vir laat nie nie betalings of vir debietorder terugsendings			
Other school related fees/ Ander skoolverwante gelde	Annual in advance by 31 Jan 2024	Consumables/Verbruikersgoedere	Gr 0000 - R	R 1 000.00
	Jaarliks vooruit betaalbaar teen 31 Jan 2024	Events/Fundraising/Geleenthede/Insamelings	Gr 0000 - 000 Gr 00 Gr R	R 1 350.00 R 1 425.00 R 2 255.00
		Paper and Printing/Papier en Drukwerk	Gr. 1 - 7 Gr 8 - 12	R 1 650.00 R 1 270.00
		Outings/Fundraising/Uitsappie/Insamelings	Gr 1 - 12	R 1 000.00
MPS Bus service one-way/eenrigting				R 850.00
MPS Bus service both-ways/beide rigtings				R 1 700.00

E2	FOR OFFICIAL USE			
PASTEL NUMBER		ADMISSION TO GRADE		YEAR
DEBIT ORDER				
Melkbosstrand Private School				
P.O. BOX 441, Melkbosstrand, 7437, Tel: 021 553 1530, Fax: 021 553 0610				
I/We hereby authorise Melkbosstrand Private School (The School) to draw against my/our account with the below-mentioned bank or any bank or branch to which I/we may transfer my/our account. This instruction shall remain in force and effect while my child remains a learner of Melkbosstrand Private School. All such withdrawals from my/our bank account by you shall be treated as though they had been signed by me/us personally. I/We understand that the withdrawals hereby authorised will be processed by Electronic Funds Transfer Service (EFTS) provided by Multi Data (Pty) Ltd and that details of each withdrawal will appear on my bank statement. I/we agree to pay any bank charges incurred by this debit order instruction. I/We further authorise "The School" that in the event that a debit order is returned by the bank for insufficient funds or for whatever any other reason and where no alternative payment arrangements for the advance payment of monthly school fees has been made within 7 days that the debit order amount may be increased in the month following to recover any outstanding school fees. This authorisation may be cancelled by me/us by giving you thirty days' notice in writing, but I/we understand that I/we shall not be entitled to any refunds of amounts which you have withdrawn while this authority was in force if such payments were legally owing to you. Receipt of this instruction shall be regarded as receipt thereof by our bank.				
Debit order details:				
Name of Learner(s)				
Phone number:		Address		
Cell number				
E-mail address				
DEDUCTIONS				
Fees	1 st Child	2 nd Child	3 rd Child	TOTAL
School fees				
After care				
Music				
Other				
Total Deduction				
Amount in words				
Date of first deduction (and monthly thereafter in advance on the same day)	1 st			
Please debit my	Cheque/Current account	Transmission account	Savings account	
Name of bank				
Branch				
Account number				
Branch code				
Name of account holder				
SIGNATURE			DATE	

E2	VIR AMPTELIKE GEBRUIK			
PASTELNOMMER		TOELATING TOT GRAAD		JAAR
DEBIETORDER				
Melkbosstrand Privaatskool Posbus 441, Melkbosstrand, 7437, Tel: 021 553 1530, Faks: 021 553 0610				
Ek, die ondertekende, magtig hiermee Melkbosstrand Privaatskool (Die Skool) om met my/ons bank te reël om die bedrae, ingevolge my ooreenkoms met die skool uit my rekening te onttrek. Die instruksie sal geldig bly so lank my kind 'n leerder van Melkbosstrand Privaatskool is. Alle onttrekkings vanaf my/ons rekening sal hanteer word asof dit onderteken is deur my/ons persoonlik.				
Ek/Ons verstaan dat alle onttrekkings gemagtig is om deur Elektroniese Fondsoorplasing verwerk te word soos, gereël deur Multi-Data (Edms) Bpk. Die besonderhede van die onttrekking sal op my bankstate verskyn. Ek/Ons verstaan dat ek/ons verantwoordelik sal bly vir enige bankkoste wat mag ontstaan as gevolg van die debietorder instruksie				
Ek/Ons magtig hiermee verder “Die Skool” dat indien die debietorder geweier word weens onvoldoende fondse of welke enige ander rede ookal en daar nie binne 7 dae alternatiewe reëlins vir die betaling van die vooruit betaalbare maandelikse skoolgelde gemaak is nie dat die bedrag van my/ons debiet order in die volgende maand verhoog mag word om enige uitstaande skoolgelde te verhaal.				
Die magtiging mag gekanselleer word deur my/ons deur skriftelik, dertig dae kennis te gee, maar ek/ons verstaan dat ons nie geregtig is vir enige terugbetaling vir bedrae wat deur julle onttrek is nie, terwyl die magtiging van krag is, indien die betalings wettig aan u uitstaande is.				
Ontvangs van die instruksie sal hanteer word as ontvangs vanaf ons bank.				
Debietorderbesonderhede:				
Naam van leerder(s)				
Telefoonnommer		Adres		
Selfoonnommer				
E-posadres				
AFTREKKINGS				
Fooie	1 ^{ste} Kind	2 ^{de} Kind	3 ^{de} Kind	TOTAAL
Skoolfonds				
Nasorg				
Musiek				
Ander				
Totale Aftrekking				
Bedrag in woorde				
Datum van eerste aftrekking (en maandeliks daarna vooruitbetaalbaar op dieselfde dag)		1 ^{ste}		
Debiteur asseblief my		Tjekrekening	Transmissierekening	Spaarrekening
Naam van bank				
Tak				
Rekeningnommer				
Takkode				
Naam van rekeninghouer				
HANDTEKENING		DATUM		

1. CHRISTIAN DENOMINATION AND BIBLICAL PRINCIPLES

- 1.1. Melkbosstrand Private School is a Christian denomination school and abides by Christian and Biblical principles as stated in Genesis verse 1-“In the beginning God created the heaven and the earth” and Genesis 1:27 –“ God created human beings; he created them godlike, Reflecting God's nature. He created them male and female.”
- 1.2. The right of Religion and Association is entrenched in the constitution of South Africa and therefore if the school's Christian faith-based education and Biblical principles are not acceptable for you then we respect your right of freedom of Choice, Religion and Association to enrol your child in a school of your choice.

2. ACCEPTANCE OF LIABILITY

- 2.1. The person(s) responsible for the account (hereafter “the responsible person”) as set out in the Application Form above (“the Application Form”) herewith assumes liability for the account, alternatively binds himself as co-debtor and surety for payment of all school fees to Melkbosstrand Private School (“the school”).
- 2.2. The guardian, as described in the Application Form, binds himself as surety and co-debtor for the payment of all school fees by the responsible person or any other payments that may arise from this agreement.

3. TERMS OF PAYMENT

- 3.1. It is recorded that school fees are determined at the beginning of the year and responsible persons are informed of the result in writing. After the yearly determination of fees all responsible persons are invoiced for the school fees.
- 3.2. The responsible person shall immediately inform the school if he has not received an invoice at the start of the academic year.
- 3.3. School fees are payable yearly in advance or monthly for 12 months by means of a debit order, by the responsible person in the Application Form.
- 3.4. Payments are to be made in advance or before the third day of every month in the event where the entire fee is not paid up front.

4. BREACH OF CONTRACT

- 4.1. In the event where the undersigned surety, responsible person or guardian commits a breach of contract of any of the terms of this agreement, the school may in its sole discretion:
 - 4.1.1. Refuse the student entry to the school's premises and withhold all assessment reports until the breach has been remedied; or
 - 4.1.2. Claim damages from the responsible person and / or the sureties and guardian
 - 4.1.3. Take whatever legal steps that may be necessary.

5. DISCLAIMER

Melkbosstrand Private School (the school/MPS), the directors, employees, contractors or agents jointly or separately, accepts no responsibility for any injury, loss or damage from whatever nature occurring on the terrain of MPS or the participation in any activity of and/or at MPS, irrespective whether on the terrain of MPS or elsewhere, or the transport to and from any such activity. The indemnity is in addition to any specific indemnity that may be requested and is applicable irrespective where such indemnity has been granted or not. The indemnity does not limit the responsibility for damages resulting from gross negligence.

6. GENERAL

This Agreement constitutes the whole Agreement between the parties relating to the subject matter hereof. 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 this 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 of any Agreement, bill of 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

7. JURISDICTION

This agreement is subject to South African law.

8. CREDIT INFORMATION

The undersigned, responsible person, surety and/or guardian hereby consents that the school may perform all necessary credit vetting procedures including the disclosure and exchange of personal and financial information with and to a credit bureau or financial institution in accordance with the National Credit Act 34 of 2005.

9. DOMICILIUM

The parties choose as their domicilia citandi et executandi the addresses set out in the Application Form.

10. LEGAL FEES

In the event where the school takes legal action against the responsible person he will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

11. CANCELLATION

- 11.1. The responsible person undertakes to give 3 months written notice of termination of the enrolment of a student.
- 11.2 The School shall be entitled to terminate the enrolment of any parent and/or student under the following circumstances:
 - 11.2.1. Summarily, and with immediate effect, if the student is guilty of an offence which, in the sole opinion of the School renders his continued enrolment at the School impossible, in which event the responsible person, after deduction of all amounts otherwise owing to the School, will be refunded a pro-rata proportion of any fees already paid in advance in respect of such student, but not be entitled to the refund of the enrolment fee.
 - 11.2.2. If the responsible person fails to meet his/her financial obligations towards the school.

.....
SIGNED – PARENT/GUARDIAN

.....
DATE

.....
SIGNED – MELKBOSSTRAND PRIVATE SCHOOL

.....
DATE

F	TERME EN VOORWAARDES
1.	CHRISTELIKE DENOMINASIE EN BYBELSE BEGINSELS. 1.1. Melkbosstrand Privaatskool is 'n skool met 'n Christelike grondslag en glo in die Christelike en Bybelse beginsels vervat in Genesis 1:1 van "In die begin het God die hemel en die aarde geskep." en Genesis 1:27 van "God het die mens geskep as sy verteenwoordiger, as beeld van GOD het Hy die mens geskep, man en vrou het Hy hulle geskep". 1.2. Die reg op Vryheid van Geloof en Assosiasie is verskans in die Grondwet van Suid-Afrika. Indien die skool se Christelike geloofsgebaseerde onderrig en Bybelse beginsels nie vir u as ouer aanvaarbaar is nie, respekteer ons u reg op Vryheid van Keuse, Geloof en Assosiasie om u kind by 'n skool van u keuse in te skryf.
2.	AANVAARDING 2.1. Die rekeninghouers (hierna "die rekenpligtige") soos beskryf in die aansoekvorm hierbo, aanvaar hiermee aanspreeklikheid as hoofskuldenaar, alternatiewelik as medeskuldenaar en borg vir die betaling van alle skoolgelde aan Melkbosstrand Privaatskool ("die Skool"). 2.2. Die Voog, soos beskryf in die Aansoek om Toelating, verbind homself / haarself as borg en medeskuldenaar teenoor die Skool vir die betaling van die skoolgelde deur die rekenpligtige asook alle ander verpligtinge wat uit hierdie ooreenkoms mag spruit.
3.	BETALINGSVOORWAARDES 3.1. Dit word geboekstaaf dat Skoolgelde jaarliks vasgestel en daarna skriftelik aan alle rekenpligtiges vir kennisname deurgegee word. By afloop van die jaarlikse vasstelling van Skoolgelde word rekenpligtiges voor die begin van die skooljaar gefaktureer. 3.2. Die rekenpligtige sal die Skool onmiddellik verwittig indien hy nie 'n faktuur aan die begin van die skooljaar gekry het nie. 3.3. Skoolgelde is jaarliks vooruitbetaalbaar of maandeliks vir 12 maande deur middel van 'n debietorde deur die aanspreeklike soos per aansoekvorm. 3.4. Betalings moet vooruit of teen die derde dag van elke maand gemaak word, waar die rekenpligtige nie 'n volle vooruitbetaling doen nie.
4.	KONTRAKBREUK 4.1. Indien die ondergetekende borg, rekenpligtige of voog enige terme of voorwaardes van hierdie ooreenkoms verbreek, mag die Skool in sy eie diskresie: 4.2. Die leerder toegang tot die Skool weier en alle assesseringsverslae terughou tot die kontrakbreuk aangesuiwer is; of 4.2.1. 'n Skadevergoedingseis aanhangig maak vir alle skade wat die Skool mag gely het weens die kontrakbreuk; of 4.2.2. Enige ander gepaste regstappe na sy eie goeddenke in werking stel.
5.	VRYWARING Melkbosstrand Privaatskool (die skool/MPS), die direksie, werknemers, kontrakteurs en agente gesamentlik of afsonderlik, aanvaar geen aanspreeklikheid met betrekking tot enige verlies, skade of besering van watter aard ookal wat veroorsaak word op die terrein van MPS of in deelname aan enige aktiwiteit van MPS of waarin MPS deelneem, hetsy op die terrein van MPS of elders of vervoer na of van sodanige aktiwiteit. Die vrywaring is addisioneel tot enige spesifieke vrywaring wat versoek mag word en geld ongeag 'n spesifieke vrywaring verleen word al dan nie. Die vrywaring beperk ook nie aanspreeklikheid vir skade wat toegeskryf kan word aan growwe nalatigheid nie.
6.	ALGEMEEN Hierdie ooreenkoms stel die algehele ooreenkoms tussen die partye daar en daar is geen ooreenkomste, voorstellings of waarborge wat tussen die partye bestaan, anders as wat spesifiek hierin uiteengesit word nie. Geen wysiging of kansellering van hierdie ooreenkoms sal enige regsdrag dra tensy dit op skrif geplaas word en deur iedere party onderteken word nie.
7.	JURISDIKSIE Dit word hiermee ooreengekom dat hierdie ooreenkoms onderworpe is aan, en geïnterpreteer sal word ooreenkomstig die reg en die wetgewing van die RSA en dat dit verder onderworpe is aan die jurisdiksie van 'n bevoegde hof in die RSA.
8.	KREDIETINLIGTING Die ondergetekende, voog, verantwoordelike persoon en/of borg gee hiermee toestemming aan die Skool om as deel van hierdie aansoek enige nodige persoonlike en kredietinligting te bekom, te verifieer, te deel en uit te ruil met enige kredietburo of ander instelling met wie hulle finansiële transaksies gehad het of kon gehad het, ook sodanige inligting wat versoek word kragtens enige omstandighede soos beoog word in die Nasionale Kredietwet 34 van 2005.
9.	DOMICILIUM Die partye kies as hulle domicilium citandi et executandi vir alle doeleindes van hierdie ooreenkoms die adresse soos uiteengesit in die Aansoek om Toelating.
10.	REGSKOSTE Indien die rekenpligtige nie die skoolgelde betaal nie, en die Skool besluit om regstappe teen die rekenpligtige te neem, onderneem die rekenpligtige om die regskoste te betaal vir die invordering van die uitstaande skuld ten opsigte van skoolgelde, insluitende prokureursfooie op 'n prokureur-eie-kliënte-skaal, invorderingsfooie en -kommissie, rente en opsporingskoste.
11.	KANSELLASIE VAN AANSOEK 11.1 Die rekenpligtige onderneem om 3 maande kennis van kansellering van die aansoek te gee. 11.2. Die skool behou die reg voor om die leerder se skoolbywoning op te kort onder die volgende omstandighede: 11.2.1. Met onmiddellike inwerkingtreding as die leerder in die uitsluitlike diskresie van die skool skuldig is aan 'n misdryf wat voortgesette Onderrig aan die skool onmoontlik sou maak. In sodanige geval, na aftrekking van alle bedrae aan die skool verskuldig, sal 'n proporsionele bedrag van die fooie wat vooruit betaal is, terugbetaal word, maar nie die inskrywingsfooie nie. 11.2.2. Indien die rekenpligtige nie sy/haar finansiële verpligtinge teenoor die skool nakom nie.
..... GETEKEN – OUER/VOOG DATUM GETEKEN – MELKBOSSTRAND PRIVAATSKOOL DATUM	

In the school context, administrators, educators, parents and students all have responsibilities. To sustain a positive, orderly and disciplined learning environment, it is important that these parties to the education relationship acknowledge their responsibilities.

Acceptance of your application is subject to that you, and your child, have acquainted yourselves with, and signed, the Procedure and Code: Learner Discipline document.

1. Parents

While parents must expect the school and its educators to provide the best education possible with the resources available to the school, parents must also accept responsibility to help the school achieve this goal.

Parents enrol their children in the school, subject to their acceptance of all the school's Christian and Biblical principles, rules and other conditions of admission. Parents also have the responsibility to:

- Support the Vision, Mission and Values of the school.
- Actively support the efforts of the school and its educators to teach their children.
- Involve themselves to the fullest possible extent in school activities.
- Make positive suggestions and contributions to improve the school's education process and the learning environment.
- Support the disciplinary structures and procedures of the school, and the reasonable efforts by the school to apply discipline effectively and fairly.
- Encourage their children to participate fully in school and extra-mural activities.
- Participate in the learning process and assist their children with homework, provide encouragement, check results and communicate freely with the school.
- Not expect the school to meet each child's individual and specific needs.
- Ensure that the learner is in attendance of all compulsory school functions and activities, and that the school's daily timekeeping requirements and school activities are adhered to.

2. Learners

The Constitution states that each child has the right to an education however this is not without responsibility. The school strives to provide the educational opportunities that its students and the community deserve. Students themselves, however, must also recognize that they have responsibilities towards their parents, the school, their educators, their fellow learners and themselves.

Students therefore must accept and comply with the school's Christian and Biblical principles, rules, Code of Conduct and its conditions of enrolment. In more general terms, students must:

- Honour the school's Vision, Mission and Values.
- Comply with instructions from school officials and with the general rules of the school.
- Behave responsibly and not endanger the safety, welfare and rights of others.
- Respect and care for the property of the school, other schools and fellow students.
- Maintain sound relations with others at school, be courteous towards each other and elders and respect the dignity and self-worth of fellow students.
- Be punctual and observe the timekeeping practices of the school and all school activities.
- Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn.
- Behave honestly and conduct themselves with integrity.
- Not harass, threaten, violence or use force to intimidate, abuse, coerce or interfere with fellow students (emotionally or physically) via any communication media.
- Accept legitimate disciplinary measures as per school policy taken against them as necessary where applicable.

The school has a number of rules that define the kinds of behaviour expected of its learners. Learners are to also keep their parents advised of these rules (please see 'school rules') and learners are expected to conduct themselves in accordance with the rules provided.

Declaration of Acceptance: School's Code of Conduct and Procedure & Code: Learner Discipline

By our signature we hereby declare that we have acquainted ourselves with the content and accept the summarised Procedure & Code: Learner Discipline and Code of Conduct.

Name of Parent / Guardian: _____ Telephone: _____

Signature of Parent / Guardian: _____ Date: _____

Name of Learner: _____ Grade: _____

Signature of Learner: _____ Date: _____

In die skoolkonteks het administrateurs, opvoeders, ouers en studente almal verantwoordelikhede. Om 'n positiewe, ordelike en gedissiplineerde leeromgewing te bewerkstellig is dit belangrik dat hierdie rolspelers in die onderwysverhouding hulle verantwoordelikhede erken.

Goedkeuring van u toelatingsaansoek is onderhewig daaraan dat u en u kind u vergewis van die Prosedure en Kode: Leerder Dissiplinedokument en ondertekening daarvan.

1. Ouers

Terwyl ouers van die skool en opvoeders verwag om die beste opvoeding met die beskikbare hulpbronne te verskaf, moet hulle self verantwoordelikheid neem om die skool te help om hierdie doelwitte te bereik. Ouers skryf hulle kinders by die skool in onderhewig aan die aanvaarding van die Christelike en Bybelse waardes, alle skoolreëls en ander voorwaardes van toelating.

Ouers het ook die verantwoordelikheid om:

- Die skool se Visie, Misie en Waardes na te streef.
- Die skool en onderwysers se pogings om hulle kinders te onderrig, aktief te ondersteun.
- Ten volle by die skoolaktiwiteite betrokke te raak.
- Positiewe voorstelle en bydraes te maak ter verbetering van die skool se opvoedingsproses en leeromgewing.
- Die dissiplinêre strukture en prosedure van die skool, asook die redelike pogings van die skool om dissipline doeltreffend en regverdig toe te pas, te ondersteun.
- Hulle kinders aan te moedig om aan die skool- en buitemuurse aktiwiteite deel te neem.
- Aan die leerproses deel te neem deur hulle kinders met huiswerk te help en aan te moedig, hulle werk te kontroleer en om vrylik met die skool te kommunikeer.
- Nie te verwag dat die skool in staat is om aan elke individuele kind se spesifieke behoeftes te voldoen nie.
- Te verseker dat die studente verpligte skoolaktiwiteite en funksies bywoon en dat die studente elke dag betyds is vir skool en alle ander aktiwiteite.

2. Studente

In terme van die Grondwet het elke kind die reg tot opvoeding maar dit kom nie sonder verantwoordelikhede nie. Die skool poog om die opvoedkundige geleentheid wat sy studente en die skoolgemeenskap verdien, te lewer. Studente moet hulle verantwoordelikhede teenoor hulle ouers, volwassenes, die skool, hulle onderwysers, hulle medestudente en hulself besef.

Studente moet dus die Christelike waardes en Bybelse beginsels, skoolreëls, gedragskode en die toelatingsvereistes van die skool aanvaar en gehoorsaam. In meer algemene terme moet studente:

- Die skool se Visie, Misie en Waardes eerbiedig.
- Gehoor gee aan instruksies van skoolbeamptes en aan die algemene reëls van die skool.
- Hulle verantwoordelik gedra en nie die veiligheid, welstand of regte van ander bedreig nie.
- Die eiendom van die skool, ander skole en hulle mede studente respekteer.
- Gesonde verhoudinge handhaaf met ander studente by die skool, hoflik wees teenoor mekaar en volwassenes en die menswaardigheid en selfwaarde van ander respekteer.
- Stiptelik wees en die tye van die skool en skool aktiwiteite gehoorsaam.
- 'n Positiewe houding jeens die geleentheid om te leer demonstreer en toegewyd wees in hulle pogings om te leer.
- Hulle eerlik en met integriteit gedra.
- Nie ander studente te hinder, met geweld dreig of fisiese krag gebruik om ander studente te intimideer, misbruik (emosioneel of fisies) deur enige vorm van media of kommunikasie nie.
- Voorgeskrewe tugstappe teen hulle, wanneer van toepassing en soos per skool beleid te aanvaar.

Die skool het 'n aantal reëls wat die verwagte gedrag van die studente omskryf. Die studente moet ook hulle ouers van hierdie reëls verwittig (verwys asseblief na Skoolreëls). Daar word van studente verwag om gehoor aan hierdie reëls te gee en hulle daarvolgens te gedra.

Verklaring van Aanvaarding: Skool se Gedragskode en dissiplinêre prosedures.

Met ondertekening verklaar ons hiermee dat ons onself vergewis het van die inhoud en aanvaar ons die opsommende Gedragskode.

Naam van Ouer / Voog: _____

Telefoon: _____

Handtekening van Ouer / Voog: _____

Datum: _____

Naam van Leerder: _____

Graad: _____

Handtekening van Leerder: _____

Datum: _____

H	PERMISSION BY PARENT/GUARDIAN / TOESTEMMING DEUR OUERS/VOOG									
LEARNER MEDICAL INFORMATION / LEEDER SE MEDIESE BESONDERHEDE										
Blood type / Bloedgroep	A+	AB+	B+	O-	A-	AB-	B-	O+	Onbekend/Unknown	
Family Doctor Name / Familiedokter Naam						Tel nr.				
Medical Aid Name / Mediesefonds Naam						Nr.				
Medical Aid option / Mediesefonds opsie										
Allergies / Allergieë										
Chronic medication / Kroniese medikasie										
Any operations / Enige operasies										
PERMISSION FOR MEDICAL TREATMENT / TOESTEMMING VIR MEDIESEBEHANDELING										
I, _____ Parent of _____ give permission for treatment by a qualified medical practitioner on my child in the case of an emergency. / Ek, _____ ouer van _____ gee toestemming dat my kind behandeling mag ontvang deur 'n gekwalifiseerde mediese praktisyn in die geval van nood. _____ Signature of Parent / Handtekening van ouer										
Yes/Ja No/Nee										
PERMISSION TO USE PHOTOS / TOESTEMMING OM FOTO'S TE GEBRUIK										
I, _____ Parent of _____ give permission for Melkbosstrand Private School to publish photos of my child for marketing purposes. Ek, _____ ouer van _____ gee toestemming dat Melkbosstrand Privaatskool foto's van my kind kan publiseer vir bemakingsdoeleindes. *It is the responsibility of the parent to inform the child should your answer be no. *Dit is die ouer se verantwoordelikheid om die kind in te lig indien u antwoord nee is. _____ Signature of Parent / Handtekening van ouer										
Yes/Ja *No/Nee										
I	ADMISSION OF LEARNERS / TOELATING VAN LEERDER									
The admission of learners is at the sole discretion of MPS and is subject to: 1. Receipt of an acceptance letter. 2. Signing of code of conduct by parent/s or guardian and all students. 3. Signing of terms and conditions, and financial agreement. 4. MPS Benchmark test and evaluation of learner by educator for school readiness (where applicable) 5. Interview with parents and student. 6. Copies of I.D. documents and previous school CEMIS transfer certificate/school report. 7. Verification of financial information provided. 8. Payment of the enrolment fee. 9. Registration on Staffroom Parent Portal, for school communication purposes: https://melkbosprivate.intouch.zone 10. Please note: a Pastel account number needs to be allocated prior to purchase of school uniform.					Die toelating van leerders sal volgens die diskresie van MPS alleenlik geskied, en is onderhewig aan die volgende: 1. Ontvangs van 'n aanvaardingsbrief. 2. Ondertekening van die gedragskode deur ouer/s of voog en alle studente. 3. Ondertekening van die terme, voorwaardes en finansiële ooreenkoms. 4. MPS Standaardbepalingstoets en evalueringssessie met leerkrag vir skoolgereedheid (waar van toepassing) 5. Onderhoud met ouers en student. 6. Afskrif van identiteitsdokumente en vorige skool se CEMIS oordragertifikaat/skoolrapport. 7. Bevestiging van finansiële inligting wat voorsien word. 8. Betaling van die inskrywingsgeld. 9. Registrasie op Staffroom "Parent Portal" vir skoolkommunikasie doeleindes: https://melkbosprivate.intouch.zone 10. Let wel: 'n Pastel rekeningnommer moet ge-allokeer word voordat skooluniform aangekoop word.					



BANKING DETAILS / BANKBESONDERHEDE

Account name/Rekeningnaam: Melkbosstrand Private School

Bank: Standard Bank Branch/Tak: 022209 (Bayside)

Current account no./Lopende rekeningnr.: 271210346

Reference/Verwysing: Account no or Learner's Surname and Name

Rekening no. of leerder se van en naam