

LOMPEC INDEPENDENT PRIMARY AND SECONDARY SCHOOL(LOMPEC INDEPENDENT PRIMARY AND SECONDARY SCHOOL)
(ASSOCIATION INCORPORATED UNDER SECTION 21)10935 Ledwaba Street
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ADMISSION POLICY

WHEREAS:

- a) The parent is desirous of having the learner admitted to the School.
- b) The learner has provisionally been admitted to the school with effect from **20.....**
- c) The parties hereby record the terms and conditions on which the Learner will be educated and trained by the School.

NOW, THEREFORE, THE PARENT AGREE AS FOLLOWS :**1. SCHOOL FEES**

- 1.1 The yearly school fees as determined from time to time by the School Management Team (SMT) and which are compulsory, shall be payable by the parent to the school in accordance with 1.2. Parents will be duly notified about planned fee increases not later than one month before the commencement of the following school year.
- 1.2 The school fees shall be payable yearly in advance or at the option of the parent in 11 equal installments, and shall be payable in the 1st week of each month during which the learner attends the school. In the event of the parent failing to pay the school fees on the due date thereof interest at the maximum rate in terms of the Usury Act shall be payable on arrears from the due date until date of payment. In addition in the event of failure to pay as aforesaid the full outstanding school fees for the year shall immediately become due and payable with interest as set out above .
- 1.3 In the event of a child or children being entered into school in the course of a school term, the full school fee in respect of the entire term in question (irrespective the date of entry of the child or children in the term) will be payable.
- 1.4 In addition to the school fees mentioned in 1.1, the parent undertakes to pay a non-refundable registration fee per child at date hereof, failing which this agreement shall automatically lapse without further notice. Registration fee is paid by new learners only at Grade 1 and Grade 8.

- 1.5 It is recorded that the School Management Team (SMT) has the right to levy additional school fees from time to time. The parent undertakes to pay such additional fees within the time prescribed after notification of such levy.
- 1.6 The parent undertakes to sign as “Acceptance of Payment of Compulsory School Fees” form, for each academic year during the duration of this agreement.

2. DURATION

This agreement shall commence on the date of signature thereof by the parties hereto and shall, subject to any statutory age requirements and subject to clauses 1.4, 3 and 5, remain in force for the entire period of the learner’s enrolment in the School.

3. REMOVAL OF PUPIL FROM THE SCHOOL

- 3.1 The parent shall give one term’s written notice to the school terminating the enrolment of the child at the school and this obligation shall be applicable irrespective of the reasons for such termination. This is not applicable for Grade 7 or 12 learners leaving at the end of their final year at the school.
- 3.2 In the event of the parent terminating the enrolment of the pupil from the school in the month of November the parent shall also be liable for all outstanding fees.

4. TUITION OF PUPIL

The school shall provide tuition to the learner in accordance with the core curriculum, core syllabuses, time allocation and evaluation applicable to the learner’s educational phase. The curriculum shall be determined in the sole discretion of the School Management Team (SMT) and shall meet the criteria which apply to public schools as provided in the relevant laws and regulations issued in respect thereto.

5. DISCIPLINARY MATTERS

- 5.1 All disciplinary matters pertaining to the education and training of the learner in all its facets shall vest in the Headmaster of the school or in a person authorised thereto in writing by the Headmaster. Control, expulsion, suspension and discipline of the learner shall be in accordance with the provisions on set out in our code of conduct supplied to all learners and parents upon full registration and enrolment.
- 5.2 Suspension and/ or expulsion will come into effect in cases of extreme misconduct. The parent/ guardian of the learner will be duly notified and requested to be present at all disciplinary hearings.
- 5.3 Habitual late comers will be refused entry at the school gate after a stipulated number of warnings.

6. UNDERTAKINGS BY PARENT

The Parent undertakes :

- 6.1 to indemnify the school, its employees and officials against any injury, harm or other loss caused to any person other than the School on account of the conduct of the learner in so far the said injury, harm or other loss is not covered by an Insurance Policy taken out by the school;
- 6.2
 - a) to comply with any applicable regulations pertaining to medical inspections;
 - b) and agrees and consents that the school or any of its teachers may consent to any operation or medical treatment prescribed by a doctor on an urgent basis and should it not be possible to contact the parent(s) of the pupil immediately;
- 6.3 to accept the present Constitution, Rules and Regulations of the School and any amendment thereto from time to time;
- 6.4 in the event of the parent failing to pay any fees or monies mentioned in 1.1, 1.2, 1.3, 1.5 on the due date thereof, to pay legal costs of collecting such fees and monies in terms of clause 8.2 on an attorney and own client scale;
- 6.5 to have the learner immunized against all normal infections and/or contagious diseases and to submit proof of such immunization;
- 6.6 to mark all clothing of the learner clearly;
- 6.7 to provide the necessary transport for the learner's attendance at the school;
- 6.8 to notify the Headmaster immediately of any absence of the learner from the school.
- 6.9 attend all parents meetings and scheduled Parent/ Learner/ Educator programmes.

7. BREACH

- 7.1 The parent shall be deemed to be in breach of this agreement in the event of failure by the parent to comply with the terms stated in this agreement and after the parent has failed to remedy such breach within seven days after a written notice of breach has been dispatched by the School to the parent's chosen domicillium mentioned in clause 9.6.
- 7.2 A certificate signed by the School Bursar or Headmaster as to any amount owed by the parent to the school in terms of this agreement, or as to any other fact arising of this agreement, shall be prima facie proof of all the facts stated in the certificate and it will not be necessary to prove the appointment or authority of the School Bursar or Headmaster who signed the certificate.

8. REMEDIES

In the event of the parent being deemed to be in breach of this agreement provided in clause 7, the School shall have the right, but shall not be obliged :

- 8.1 to appropriate the cautionary deposit mentioned in 1.4 to any indebtedness of the Parent in respect of outstanding fees or other monies owing to the School; and/or
- 8.2 to enforce its rights in terms of this agreement by way of appropriate legal action or otherwise.
The School's remedies under this clause shall not be exhaustive and shall be in addition and without prejudice to any other remedies the School may have in law.

9. FINANCIAL POLICY

9.1 AIMS

To provide the school with the appropriate financial structure and funds to achieve its overall objectives to provide the best quality education at the lowest cost possible.

9.2 FINANCIAL POLICY

School fees are determined annually by the Board of Directors and are binding on all learners and parents enrolled at **Lompec Education Centre**.

The Board of Directors reserves the right to change fees any time during a specific year if circumstances beyond its control requires them to do so. (Example: Subsidy cuts by the Department of Education) School fees are used to finance the operational and maintenance costs of the school. Smaller capital projects funded by School Fees (computer centre, sport facilities, etc.) are budgeted for annually.

9.3 BANK DETAILS

PRIMARY & SECONDARY SCHOOL

Bank: Standard Bank
Branch: Silverton
Acc. No.: 012 407 836
Branch Code: 010545

DAY CARE GRADE 00 & 0

Bank: Standard Bank
Branch: Silverton
Acc. No.: 411 127 713
Branch Code: 010545

9.4 MONTHLY STATEMENTS

Statements are usually sent out on the 25th of every month and must be checked for any discrepancies. Queries must be lodged within 30 days, otherwise information on statements will be deemed correct. Payments made after the 25th will reflect in the following month statement.

When payment is made at the bank, please insert the **NAME OF LEARNER** and not of the parent for easy reference.

9.5 MONTHLY PAYMENTS

School fees are payable one month in advance even if no statement is issued.

- Payment for a specific month is due on or before the 4th of every month. Payments made on the 15th of each month must be communicated to the school's Administration in writing at the beginning of the year.
- The minimum amount must be paid every month.
- A 10% discount is applicable to all school fees if the amount is paid in full by the end of January.
- If THREE (3) learners are enrolled from the same family the 2nd and 3rd learners will receive discounts (see details on page 3 of the Indemnity Form).

NB: Registration, Stationery and Trips are not included in the above arrangement.

9.6 DEFAULT PAYMENTS

- 9.6.1 A letter of demand will be sent to all account holders on a thirty days overdue basis.
- 9.6.2 Interest at prime rate will be charged on all accounts 60 days overdue and the legal process will be continued.
- 9.6.3 All accounts 60 days overdue will be handed over for debt collection.
- 9.6.4 In all cases of unpaid fees 60 days overdue the management reserves the right to refuse a child entrance to classes and other school activities.
- 9.6.5 Referred cheques: In cases where the college receives referred cheques (refer to drawer, account closed, etc.) the cash amount must be paid within 4 days and interest will be charged at prime rate on all overdue amounts. Bank charges will be levied where cheques were referred to drawer.

9.7 ADDITIONAL FEES

9.7.1 Compulsory Activities

The school may organize camps, excursions, sport events and other activities which need to be paid up front. Parents agree to these costs via letters or sms, communication the reason for these activities. The school reserves the right to debit the learners' accounts in cases where these fees are not paid.

9.7.2 Damage to School Property

Learners account will be debited by the amount befitting the value of the damaged item, e.g. windows, door, furniture, etc.

9.8 PROGRESS REPORTS

Examination progress reports shall be issued to parents either on the schools closing date or within 7 days after the reopening date of the previous term. Please note that all learners with school fees arrears will not receive progress reports until accounts are settled.

10. GRADE 12 FINAL EXAMINATION POLICY

The grade 12 examination policy is a control measure which ensures that all matriculants are fully prepared for the final examination. The policy assesses individual performance and readiness to write the matric examination.

CONDITIONS FOR WRITING GRADE 12 FINAL EXAMINATIONS

10.1 *Subject change*

Subject with 40% and below at grade 11 final examination must be replaced with appropriate options. Parents will be called during the first week of term 1 and be informed of this development.

10.2 *Pre-registration examination*

All matriculants will write a mid-term 1 examination end of February. Learners who fail the examination will not be registered for final examination and the school reserves the right to extend their matric course with one year.

10.3 *Registered learners*

Registered matriculants will be closely monitored on termly basis. If a learner continuously fails March, June and preparatory examination, the school will extend the learner's matric course over two years.

10.4 *The school*

The school will organise the following intervention programmes:

- 10.4.1 Saturday classes
- 10.4.2 Holiday lessons
- 10.4.3 Afternoon lessons
- 10.4.4 Morning lessons

These programmes are compulsory for all grades 12 learners. Failure to attend will be regarded as a breach of contract, unless if a valid reason is given together with supporting evidence. Continuous absenteeism and bunking of lesson will result in immediate breach of contract to write the final examination.

10.5 *Educators*

Grade 12 Lompec educators will strive to:

- ◆ Be available, punctual and well prepared for all lessons.
- ◆ Perform their duties professionally and effectively so as to achieve realistic and meaningful goals.
- ◆ Achieve 100% in every subject and subject average of 50% and above.

10.6 *Parents of grade 12 learners must:*

- ◆ Actively support the school effort by creating a conducive learning environment at home.
- ◆ Regularly control and monitor the writing of assessment tasks and the learner's readiness for examination.
- ◆ Attend all meetings organised by the school.
- ◆ Ensure that learners attend all extra lessons put in place by the school.

10.7 *Learners: Lompec learners must strive to:*

- ◆ Write and submit their assessment tasks on time.
- ◆ Attend extra lessons in the afternoon, on Saturday and during school holidays.
- ◆ Attend school regularly
- ◆ Attend school on time on a daily basis.
- ◆ Do all their homework and classroom dutifully.
- ◆ Desist from engaging in indecorous behaviour that might affect his/ her performance at school.
- ◆ Achieve high marks of 50% or more in all subject areas every term.
- ◆ Develop a study routine that will enhance their examination readiness.

10.8 *Conclusion*

The school, the parent and the learner will sign a commitment pledge. The commitment pledge stipulates the collaborative support and responsibility to ensure regular school attendance, completion of assessment task, implementation of intervention strategies and readiness for examination. In this partnership the school will endeavor to develop the full potential of each learner, but ultimately cannot be held accountable for learner's lack of performance.

11. GENERAL

11.1 No alteration, cancellation, variation of, or addition hereto shall be of no force or effect unless reduced to writing and signed by the parties to this agreement or their duly authorised representatives subject to clause 9.2.

11.2 This document, together with the constitution of the school, the rules and

Regulations as these may be amended from time to time and the form of admission to the school, contain the entire agreement between the parties and neither party shall be bound by any undertakings, representations or warranties not recorded therein.

11.3 No indulgence, leniency or extension of time which either party ("the grantor") may grant to the other, shall in any way constitute a waiver or preclude the grantor from exercising any of his/her rights in the future.

11.4 Neither party may delegate their obligations in terms of this agreement without the prior written approval of the other party which shall not be unreasonably withheld.

- 11.5 The headings appearing in this agreement have been used for reference purposes only and shall only affect its interpretation.
- 11.6 The parent hereby chooses domicilium citandi et executandi for all purposes under this agreement at the address set forth below, and the parent shall be entitled by notice to the school to change his/her domicilium provided that the change shall only become effective 14 days after service of the notice in question:

11.6.1 Residential Address :

.....

Postal Address :

.....

Any notice to be given to the Parent in terms of this agreement shall be delivered by hand to a responsible person at or sent by prepaid registered post to the domicilium citandi et executandi chosen by the Parent in terms of this agreement.

12. The Parent declares that he has read this contract and has acquainted him/herself with the Constitution of the School, the Rules and Regulations thereto and the form of admission before signing this contract.

THUS DONE and SIGNED by the Parent at on the

day of **20**..... in the presence of the undersigned witnesses :

AS WITNESS :

1.

.....
THE PARENT / LEGAL
GUARDIAN

2.

THUS DONE and SIGNED by the School at on the

day of **20** in the presence of the undersigned witnesses :

AS WITNESS :

1.

.....
OFFICIAL

2.