



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

30TH JANUARY 2023

1. THANK YOU

We would like to say thank you to all the parents who attended the Parents' Meeting on Saturday, 27 January 2024.

2. SGB ELECTIONS & PARENTS' DAY – SATURDAY, 16 MARCH 2024

School Governing Body elections are held every three years. Our schools' governing body election will take place on **SATURDAY, 16 MARCH 2024 AT 08:00 AT FOREST TOWN SCHOOL**. More information to follow in the next few newsletters. We will also have a Parents' Day on the same date immediately after the elections have taken place. You will be able to discuss your child's progress with the teachers and therapists.

3. FOREST TOWN SCHOOL BECOMING A CASHLESS ENVIRONMENT

Forest Town School will not accept cash payments anymore. Please do not send cash with a learner or driver anymore. Please use one of the following methods:

- **FNB ATM deposit – make sure to send proof of payment to the school immediately.**
- **EFT – make sure to send proof of payment to the school immediately.**
- **Speed point facility is available at the school for card payments.**
- **Pay Fast is also available on the schools' website.**

4. SCHOOL UNIFORM

4.1 GENERAL DRESS CODE

- The school uniform (below) must be adhered to. This is determined by the School Governing Body.
- **No** blazer, only navy blue anoraks.
- **No** jewellery except Medic alert bracelets, wristwatch and “sleeper” earrings (silver or gold) for girls only. **One per ear, no needs.**
- **No** fancy headgear.
- **No** coloured tights.
- **No** sports or running shoes. (Any special footwear to be discussed with the therapists.)
- **No** colouring of hair is allowed.
- Boys – hair must be neat and short – no touching of the shirt collar. Fringes may not touch the eyes.
- Girls – long hair is to be tied up with white or navy blue ribbons/bands or baubles. Fringes may not touch the eyes.
- All clothing, as well as shoes, must be clearly marked with the child’s name.
- No necklaces or thin neck chains will be allowed except for religious reasons. Please supply a letter to prove.
- No nail polish on finger nails or toe nails.
- Boys and girls – during a normal school day, at an official school event and/or when wearing the school uniform, no visible tattoos are allowed. Learners will be expected to cover any such tattoos.

4.2 SUMMER SCHOOL UNIFORM FOR BOYS

- Grey shorts or long trousers, white short-sleeved shirts, plain grey jersey, black lace-up school shoes, long grey socks.

4.3 SUMMER SCHOOL UNIFORM FOR GIRLS

- Grey skirt, not higher than 5cm above the knee, white short-sleeved blouse, plain grey jersey, black bar and buckle shoes/lace-up shoes, short white socks.

4.4 HATS

- Parents please make sure that your child has a hat to wear at school when they are outside on the playground. Sun hats are available from school at R35,00 each.

5. SCHOOL AND TRANSPORT FEES FOR 2024

School Fees for the year **2024** amounts to **R9 020.00** per annum. Below are the payment plan options available to suit the financial status of the parents.

TERMS	DATE	AMOUNT	DISCOUNT
Once off payment – Full Amount	31 January 2024	R 8 118.00	10%
Once off Payment – Full Amount	28 February 2024	R 8 569.00	5%
Monthly payment (10 months)	1 st payment to be done not later than 3 February 2024 to reflect in the school account on 7 February 2024 and all payments thereafter to reflect in school account by the 7 th of each month.	R 902.00	Not Applicable
Monthly STOPORDER (for 10 months) (make sure to inform the admin office should you choose this option)	1 st payment to be done not later than 3 February 2024 to reflect in the school account on 7 February 2024 and all payments thereafter to reflect in school account by the 7 th of each month. If the stop order is cancelled by the parent during the year, the 5% discount will not be applicable anymore and the parent will be responsible to pay the full amount of R9 020, for school fees.	R 856.90	5%

Transport Fees for the year **2024** amounts to **R7 000.00** per annum. Below are the payment plan options available to suit the financial status of the parents.

TERMS	DATE	AMOUNT	DISCOUNT
Once off payment – Full Amount	31 January 2024	R 6 300.00	10%
Once off Payment – Full Amount	28 February 2024	R 6 650.00	5%
Monthly payment (10 months)	1 st payment to be done not later than 3 February 2024 to reflect in the school account on 7 February 2024 and all payments thereafter to reflect in school account by the 7 th of each month.	R 700.00	Not Applicable

6. EXEMPTION FROM PAYING SCHOOL FEES IN 2024

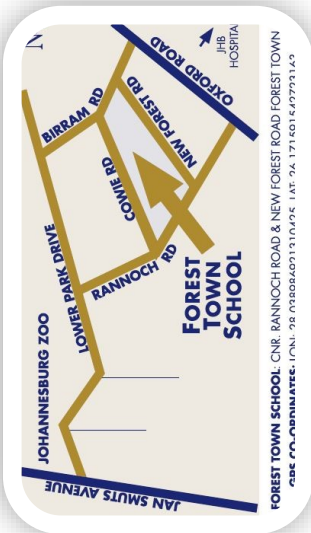
It is the parents' responsibility to approach the school for financial assistance if school fees cannot be paid. Forms are available at the school and the parents must collect it themselves. **Parents have to apply for exemption from paying school fees every year.**

7. SCHOOL FEES

Please see that all School Fee payments are kept up to date, to avoid being handed over. If the school fee account is in arrears, a Letter of Demand will be issued. Please contact the Finance Office (Lorraine) at accounts@fts.org.za should you have any queries with regard to your School Fee Statement.



T: 011 646 0131
E: info@fts.org.za



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8. PAYMENTS FOR SCHOOL AND TRANSPORT FEES & PROOF OF PAYMENTS

When Parents are making payments towards School Fees or Transport Fees, kindly use the name and surname of the learner and state School Fees/ Transport Fees as reference. It becomes very difficult if we have no clear reference. Once the Fees are identified, it makes it easier to generate the correct invoice. Banking details for Forest Town School:

Bank: First National Bank
Branch Number: 253305
Account Name: Forest Town School
Account Number: 50371715200
Reference: Name and Surname of child and state if school or Transport fees.

When making EFT payment, please send proof of payment IMMEDIATELY to:

⇒ School Fees accounts@fts.org.za
⇒ Transport Fees **060 828 2738 WhatsApp**

Claim your Virtual Bus ticket

9. DEBT COLLECTING ENQUIRIES

Kindly direct any debt enquiries to Lerato at leratom@fts.org.za

10. 2024 SCHOOL TERMS

Term 1: 15 (17) January – 20 March
Term 2: 3 April – 14 June
Term 3: 9 July – 20 September
Term 4: 1 October – 11 (13) December

11. IMPORTANT DATES FOR TERM 1 - 2024

- Finance, Transport, Maintenance Meeting Monday, 12 February 2024
- SGB Meeting Monday, 26 February 2024
- Finance, Transport, Maintenance Meeting Monday, 11 March 2024
- School closing Wednesday, 20 March 2024 @ 12:00

**MRS. RONALDA LUCAS
PRINCIPAL**

This newsletter is available from our website www.foresttownschool.co.za