



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

19TH MARCH 2024

1. END OF TERM – WEDNESDAY, 20 MARCH 2024

- On Wednesday, 20 March 2024, school will be closing for learners at 12:00.
- The buses will be leaving one and a half hours earlier, so please make arrangements to be at the stop one and a half hours earlier than your normal time.
- Please make arrangements for your child to be fetched at 12:00.
- Please notify your child's driver about this closing time, as in the past children have been left at the school for long periods of time, and this, as you will agree, is unacceptable.
- Do not switch your cell-phones off on these days, as we need to contact both you and the taxi driver should there be problems.
- Please also write in your child's message book the cell number of the taxi driver.
- Update all contact numbers and please send the information to the school on 20 March 2024.
- On Wednesday, 20 March 2024, your child should come to school with his/her school bag containing all contact details and ensure that your child's taxi drivers' cell-phone is switched on.
- Medication will be handed out at 08:00 and not at the end of the day.

2. SGB ELECTIONS & PARENTS' DAY

Many thanks to all the parents who sacrificed their valuable time to attend the SGB elections and Parents Day on Saturday, 16 March 2024. We appreciate your continuous support to the school. Thank you to all staff and especially our School Electoral Team for their contribution to the smooth running of our SGB elections.

The following persons were elected for the different components within the SGB:

Parent Component

- Cebile Dube
- Bonolo Moalosi
- Bekir Genc
- David Warburton
- Haffiza Sayed Hassan

CS Component

- Sandra Khan
- Josephine Satuku

PS Component

- John Cutshwa

Co-opted Members

- Natasha Kausch
- Elizabeth Steward

We extend our congratulations to the newly elected members and thank them for their commitment to the improvement of our school and we look forward to a constructive relationship.

3. SGB HANDOVER MEETING – MONDAY, 15 APRIL 2024

Please take note that the first SGB meeting, **which is a handover meeting**, will take place on **MONDAY, 15 APRIL 2024 at 17:30 at Forest on Cowie**. At this meeting, previous Governing Body members will inform the newly elected ones of the systems in place in order to ensure continuity of purpose and procedures. At this meeting, the office bearers of the new SGB, i.e. chairperson, vice-chairperson, treasurer, secretary, co-opted members as well as sub-committee members will be elected.

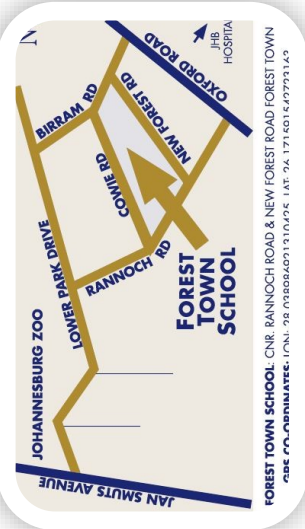
4. THANK YOU TO THE OUTGOING SGB

We would like to thank the outgoing SGB for their dedicated service over the last three years. Thank you for the leadership and numerous hours you have spent at the school. Without you we could not have functioned as a center of excellence.

- Bekir Genc
- David Warburton
- Haffiza Sayed Hassan
- Valenese Isaacs
- Tumelo Mathiba
- Amelia Du Preez
- Lynndal Ewan
- Valencia Mabalane
- Valenese Isaacs



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



Our high speed Internet Providers

COOL IDEAS www.cisp.co.za

VUMFA www.vumatel.co.za

5. CODE OF CONDUCT FOR LEARNERS

Our Code of Conduct for Learners can be read on the schools' website. Please make sure to familiarize yourself with the content of this code of conduct.

6. 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.

7. 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.**

8. 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.

9. 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: accounts@fts.org.za

10. DEBT COLLECTING ENQUIRIES

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

11. IMPORTANT DATES FOR TERM 1 - 2024

- School closing Wednesday, 20 March 2024 @ 12:00
- SGB HANDOVER MEETING Monday, 15 April 2024

**MRS. RONALDA LUCAS
PRINCIPAL**