



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

9TH APRIL 2024

1. WELCOME BACK

Welcome back to all staff and learners to Term 2 of the school year.

2. 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.

3. GRADE 7 LEARNERS IN 2024

Learners completing Grade 7 this year, have to leave the school at the end of 2024. It is the District's responsibility to find alternative placement for your child. You will have to work through the District and submit all relevant documents to them. The school will assist with the documentation, should you need assistance.

4. ALL LEARNERS TURNING 18 IN 2024

Parents please note that in the year that your child turns 18, he/she needs to leave the school at the end of the year. It is the parents' responsibility to find alternative placement for their child.

5. LEARNERS IN WEP

At the age of 18 they will have to exit the school at the end of that year. The learner will be included in an EXIT programme during the year. It is the parents' responsibility to find alternative placement for their child.

6. 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.. [Link to policy](#)

7. 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.**

8. 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.**

9. 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.

10. 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:

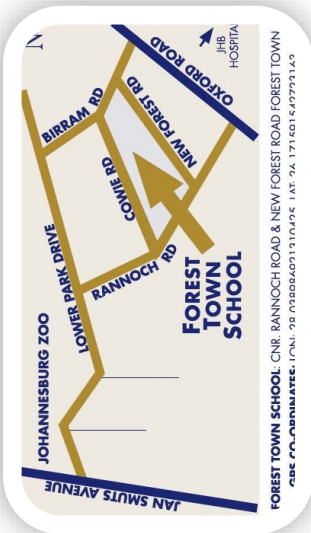
accounts@fts.org.za

11. DEBT COLLECTING ENQUIRIES

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



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



Our high speed Internet Providers

coolideas www.cisp.co.za

vumfa www.vumatel.co.za

12. IMPORTANT DATES FOR TERM 2 - 2024

| | |
|--|-------------------------------|
| School re-opened | Wednesday, 3 April 2024 |
| SGB HANDOVER MEETING | Monday, 15 April 2024 |
| Workers' Day (Public Holiday – school closed) | Wednesday, 1 May 2024 |
| National Voting Day (school closed) | Wednesday, 29 May 2024 |
| Finance, Transport & Maintenance Meeting | Monday, 13 May 2024 |
| Parents Meeting | Saturday, 8 June 2024 |
| Finance, Transport & Maintenance Meeting | Monday, 10 June 2024 |
| SGB Meeting | Monday, 10 June 2024 |

MRS. RONALDA LUCAS
PRINCIPAL

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