



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

12TH JUNE 2024

1. THANK YOU

We would like to say thank you to all parents who attended the Parents' Day on Saturday

2. END OF TERM – FRIDAY, 14 JUNE 2024

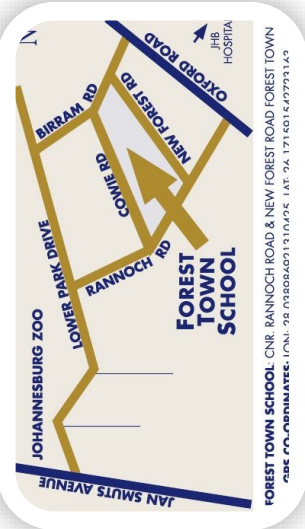
- **On Friday, 14 June 2024, school will be closing for learners at 12:00.**
- The buses will be leaving one and a half hours earlier, so please make arrangements to be at the stop one and a half hours earlier than your normal time.
- Please make arrangements for your child to be fetched at 12:00.
- 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 latest, 13 June 2024.
- On Friday, 14 June 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.

3. 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 here](#))



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



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4. 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.

5. 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.**

6. 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.

7. 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

8. DEBT COLLECTING ENQUIRIES

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

9. IMPORTANT DATES FOR TERM 2 - 2024

School closing at 12:00 (end of term) Friday, 14 June 2024

**MRS. RONALDA LUCAS
PRINCIPAL**

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

PRIVATE TRANSPORT FOR LEARNERS STAYING IN TEMBISA, KAALFONTEIN, IVORY PARK & EBONY PARK