



# FOREST TOWN SCHOOL

ESTABLISHED 1948

## For Learners with Special Needs

30TH JULY 2024

### 1. STAFF NEWS

On 25 July 2024 we said goodbye to Mrs. Lynndall Ewan, Occupational Therapist, after 17 years at Forest Town School. We would like to commend her for her dedication and passion for our children and wish her all the best for her future career.

### 2. 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.

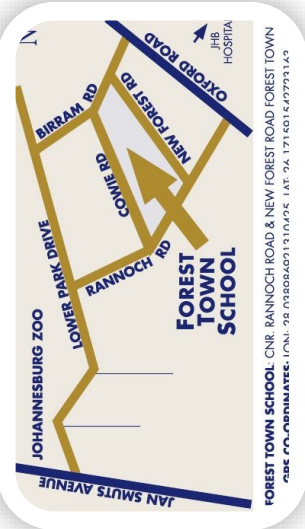
### 3. FOREST TOWN SCHOOL BECOMING A CASHLESS ENVIRONMENT

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.



T: 011 646 0131  
E: [info@fts.org.za](mailto:info@fts.org.za)



Our high speed Internet Providers

**coolideas** [www.cisp.co.za](http://www.cisp.co.za)

**vumfa** [www.vumatel.co.za](http://www.vumatel.co.za)

**4. 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.**

**5. 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](mailto:accounts@fts.org.za) should you have any queries with regard to your School Fee Statement.

**6. 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](mailto:accounts@fts.org.za)**

- 7. DEBT COLLECTING ENQUIRIES**  
Kindly direct any debt enquiries to Lerato at [leratom@fts.org.za](mailto:leratom@fts.org.za)
- 8. IMPORTANT DATES FOR TERM 3 - 2024**
- National Women's Day (Public Holiday)    Friday, 9 August 2024
  - Finance, Maintenance, Transport Meeting    Monday, 12 August 2024
  - Finance, Maintenance, Transport Meeting    Monday, 9 September 2024
  - SGB Meeting    Monday, 16 September 2024
  - School closing at 12:00    Friday, 20 September 2024

**MRS. RONALDA LUCAS  
PRINCIPAL**