



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

27TH AUGUST 2024

1. FUNDRAISING – THERAPY DEPARTMENTS

On **Tuesday, 17 September 2024**, it is **MOVIE DAY** at Forest Town School. R15 only for popcorn, movie and civvies. Sweets and cold drinks will also be on sale. Please support our fundraising event. ([click](#))

2. FOUNDATION PHASE CONCERT

The event of the year will be taking place on Tuesday, 10th September and Thursday, 12th September when our Foundation Phase children will present their sensational concert. Please tell family, friends, and neighbours about it, as it is not to be missed!

Order form for purchasing of tickets attached. ([to order click here](#))

3. ANNUAL GENERAL MEETING – SATURDAY, 2 NOVEMBER 2024

Please take note that our AGM is taking place on Saturday, 2 November 2024 in our school hall. We would appreciate it if all parents make every effort to attend this important meeting, where we have to have a quorum to approve the 2025 budget and various other school matters.

4. RE-REGISTRATION OF LEARNERS FOR 2025

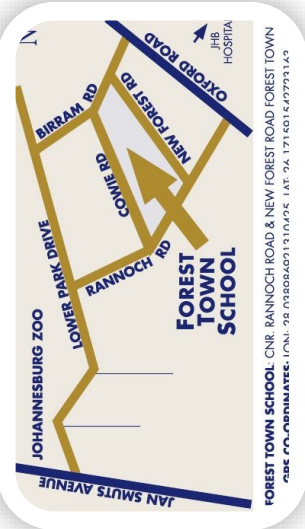
Forms for re-registration for 2025 must be completed and return to school by Thursday, 29 August 2024.

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. ([to view click here](#))



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



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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 3 - 2024

- * Finance, Maintenance, Transport Meeting Mon, 9 Sept 2024
- * School Concert Tue, 10 Sept 2024
- * School Concert Thu, 12 Sept 2024
- * School closing at 12:00 Fri, 20 Sept 2024

**MRS. RONALDA LUCAS
PRINCIPAL**