



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

17TH SEPTEMBER 2024

1. 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. Please see Notice and Agenda attached. 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.

[Click here to view a copy](#)

2. RE-REGISTRATION OF LEARNERS FOR 2025

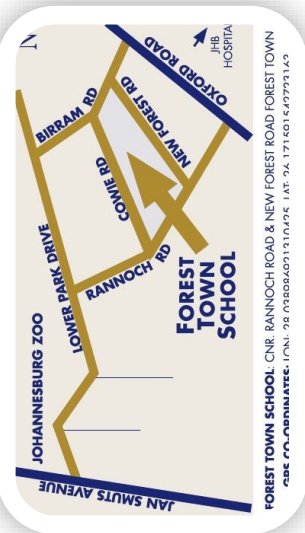
Forms for re-registration for 2025 must be completed and returned to school before 20 September 2024.

3. END OF TERM – FRIDAY, 20 SEPTEMBER 2024

- On Friday, 20 September 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, 19 September 2024.
- On Friday, 20 September 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.



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



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4. 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.

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.

6. 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.**

7. 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.

8. 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

9. DEBT COLLECTING ENQUIRIES

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

10. IMPORTANT DATES FOR TERM 3 - 2024

- School closing at 12:00 Fri, 20 Sept 2024

11. SCHOOL RE-OPENS FOR TERM 4: **TUESDAY, 1 OCTOBER 2024**

**MRS. RONALDA LUCAS
PRINCIPAL**