



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

8TH OCTOBER 2024

1. WELCOME BACK

A warm welcome back to all staff and learners to the fourth and last term of 2024!

2. 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. The Notice and Agenda was sent out with Newsletter No. 18. 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. A hard copy of the AGM Report for the period September 2023 until August 2024 will be issued to parents on 8 October 2024.

3. RE-REGISTRATION OF LEARNERS FOR 2025

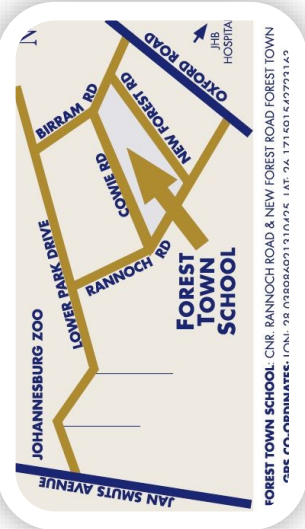
Forms for re-registration for 2025 must be completed and returned to school, please.

4. SCHOOL CAMPS

- ◆ WEP Seniors – Year 3:
Wednesday, 23 October until Friday, 25 October 2024
- ◆ WEP Juniors:
Monday, 4 November until Wednesday, 6 November 2024
- ◆ Foundation Phase A:
Wednesday, 6 November until Friday, 8 November 2024
- ◆ Foundation Phase:
Monday, 11 November until Wednesday, 13 November 2024
- ◆ Foundation Phase B:
Wednesday, 13 November until Friday, 15 November 2024



T: 011 646 0131
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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.

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. 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 4 - 2024

SGB Meeting	Monday, 14 October 2024
AGM & Parents Day	Saturday, 2 November 2024
Finance, Maintenance & Transport Meeting	Monday, 11 November 2024
SGB Meeting	Monday, 11 November 2024
School closing @ 12:00 for learners	Monday, 25 November until Wednesday, 11 December 2024

11. SCHOOL OPENING FOR LEARNERS IN 2025:
Wednesday, 15 January 2025

MRS. RONALDA LUCAS
PRINCIPAL