



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

5TH NOVEMBER 2024

1. ANNUAL GENERAL MEETING – THANK YOU

Thank you to all parents for their participation in our AGM on Saturday, 2 November 2024. It was a great success and we are grateful to have such a dedicated and loyal parents.

2. RESOLUTIONS APPROVED AT THE AGM

The following resolutions were proposed and approved:

- Approval of 2025 budget
- Decision to determine and charge school fees
- Approval of the 2025 proposed school fees
- Approval of the 2025 proposed transport fees
- Exemption criteria for school fees
- Approval for the school to hold funds in an investment account
- School hours
- Section 38A of the South African Schools Act
- Appointment of school auditors
- Appointment of school accountant
- Approval of business plans for 2025/2026
- Proposal to employ additional staff
- Proposal to take learners on tours and camps
- Proposal to take learners on 1-day excursions
- Process for the payment of school and transport fees
- School closing at 12:00
- Closing of school for learners only
- Approval of school policies

3. SCHOOL & TRANSPORT FEES POLICIES, EXEMPTION POLICY, SCHOOL & TRANSPORT FEE CONTRACT AND FORM A FOR 2025

The above documents will be sent out on 12 November 2024.

4. TRANSPORT OF LEARNERS

Please read the attached letter. ([link here](#))

5. SCHOOL CAMPS

- 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

6. EXEMPTION FROM PAYING SCHOOL FEES IN 2025

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. It is the parents' responsibility to complete the form and return it to the school before the end of November 2024. Parents has to apply for exemption from paying school fees every year.

7. 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](#))

8. 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.**

9. 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.

10. 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.

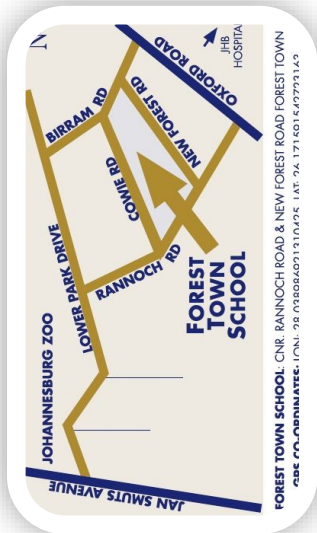
Banking details for Forest Town School:

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



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



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12. IMPORTANT DATES FOR TERM 4 - 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

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

**MRS. RONALDA LUCAS
PRINCIPAL**



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