



FOREST TOWN SCHOOL
ESTABLISHED 1948

For Learners with Special Needs

19TH NOVEMBER 2024

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

The above documents were sent to parents on 12 November 2024. This is very important documents and need to be completed and returned to school not later than 30 November 2024.

2. SCHOOL & TRANSPORT FEES 2025

School Fees for the year 2025 amounts to R9 020.00 per annum. Below are the payment plan options available to suit the financial status of the parents.

TERMS	DATE	AMOUNT	DISCOUNT
Once off payment Full Amount	31 January 2025	R 8 118.00	10%
Once off Payment Full Amount	28 February 2025	R 8 569.00	5%
Monthly payment (10 months)	1 st payment to be done not later than 3 February 2025 to reflect in the school account on 7 February 2025 and all payments thereafter to reflect in school account by the 7 th of each month.	R 902.00	Not Applicable
Monthly STOPORDER (for 10 months) <i>(make sure to inform the admin office should you choose this option)</i>	1 st payment to be done not later than 3 February 2025 to reflect in the school account on 7 February 2025 and all payments thereafter to reflect in school account by the 7 th of each month. If the stop order is cancelled by the parent during the year, the 5% discount will not be applicable anymore and the parent will be responsible to pay the full amount of R9 020, for school fees.	R 856.90	5%

Transport Fees for the year 2025 amounts to R7 000.00 per annum. Below are the payment plan options available to suit the financial status of the parents.

TERMS	DATE	AMOUNT	DISCOUNT
Once off payment – Full Amount	31 January 2025	R 6 300.00	10%
Once off Payment – Full Amount	28 February 2025	R 6 650.00	5%
Monthly payment (10 months)	1st payment to be done not later than 3 February 2025 to reflect in the school account on 7 February 2025 and all payments thereafter to reflect in school account by the 7th of each month.	R 700.00	Not Applicable

3. PRIZE-GIVING CEREMONIES

Parents are invited to the prize-giving ceremonies to be held in the school hall at 08:00 for 08:30. Parents to please park in Cowie Road. Please do not park in New Forest Road, as this is reserved for staff parking.

⇒	Grade R	Thursday, 21 November 2024
⇒	WEP Junior	Friday, 22 November 2024
⇒	Foundation B	Monday, 25 November 2024
⇒	Foundation A	Tuesday, 26 November 2024
⇒	Foundation Phase	Wednesday, 27 November 2024
⇒	Intersen	Thursday, 28 November 2024
⇒	WEP Senior	Friday, 29 November 2024

4. LEARNERS LEAVING AFTER PRIZE-GIVING CEREMONIES

Parents who requested to take their child home with them straight after the prize-giving, need to collect their child from the classroom and has the child signed out by their teacher. Parents must also inform the bus driver or taxi driver that they will not be using the bus or taxi on that day.

5. EARLY SCHOOL CLOSURE FOR LEARNERS FROM MONDAY, 25 NOVEMBER 2024 UNTIL WEDNESDAY, 11 DECEMBER 2024

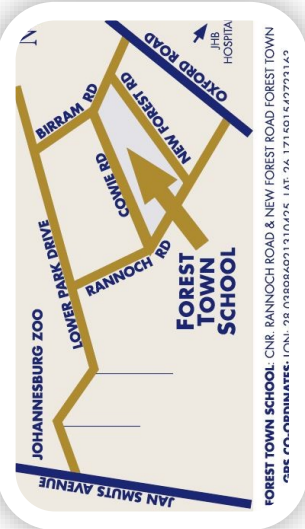
- **Parents please take note that from Monday, 25 November 2024 until Wednesday, 11 December 2024, school will be closing for learners at 12:00.**
- The buses will be leaving one and a half hours earlier, so please make arrangements to be at the stop one and a half hours earlier than your normal time.
- 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 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 before 25 November 2024.
- From Monday, 25 November until Wednesday, 11 December 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.

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.



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



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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.

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

11. DEBT COLLECTING ENQUIRIES

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

12. IMPORTANT DATES FOR TERM 4 - 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**