



# FOREST TOWN SCHOOL

ESTABLISHED 1948

## For Learners with Special Needs

04TH FEBRUARY 2025

### 1. STAFF NEWS

On Friday, 31 January 2025, we said goodbye to our Grade 6 teacher, Mr. Aylmer Bothman. We wish him all the best for his future career.

### 2. THANK YOU

We would like to say thank you to all the parents who attended the Parents' Meeting on Saturday, 25 January 2025.

### 3. EARLY ARRIVAL OF LEARNERS

**Please be reminded that learners will only be supervised at the drop off point in Cowie Road from 7am. Staff begin their duty punctually and parents and drivers are to remain with the learner/ward till 7am. The parent or person dropping off the learner before 7am, will be held liable for the safe-keeping of the learner till then.**

### 4. CODE OF CONDUCT FOR LEARNERS

Our Code of Conduct for Learners can be read on the schools' website. Please familiarize yourself with the content of this code of conduct. Should you need a hard copy, you may request it from the Admin Office.

### 5. SCHOOL POLICIES

School policies available in the Admin Office for parents' perusal.

## 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 UNIFORM

### 7.1 GENERAL DRESS CODE

- ◆ The school uniform (below) must be adhered to. This is determined by the School Governing Body.
- ◆ **No** blazer, only navy blue anoraks.
- ◆ **No** jewellery except Medic alert bracelets, wristwatch and “sleeper” earrings (silver or gold) for girls only. **One per ear, no reeds.**
- ◆ **No** fancy headgear.
- ◆ **No** coloured tights.
- ◆ **No** sports or running shoes. (Any special footwear to be discussed with the therapists.)
- ◆ **No** colouring of hair is allowed.
- ◆ Boys – hair must be neat and short – no touching of the shirt collar. Fringes may not touch the eyes.
- ◆ Girls – long hair is to be tied up with white or navy blue ribbons/bands or baubles. Fringes may not touch the eyes.
- ◆ All clothing, as well as shoes, must be clearly marked with the child's name.
- ◆ No necklaces or thin neck chains will be allowed except for religious reasons. Please supply a letter to prove.
- ◆ No nail polish on finger nails or toe nails.
- ◆ Boys and girls – during a normal school day, at an official school event and/or when wearing the school uniform, no visible tattoos are allowed. Learners will be expected to cover any such tattoos.

### 7.2 SUMMER SCHOOL UNIFORM FOR BOYS

- ◆ Grey shorts or long trousers, white short-sleeved shirts, plain grey jersey, black lace-up school shoes, long grey socks.

### 7.3 SUMMER SCHOOL UNIFORM FOR GIRLS

- ◆ Grey skirt, not higher than 5cm above the knee, white short-sleeved blouse, plain grey jersey, black bar and buckle shoes/lace-up shoes, short white socks.

### 7.4 HATS, TIES & TRACKSUITS

- ◆ Sun hats available from school at R35,00 each. Parents please make sure that your child has a hat to wear at school when they are outside on the playground.
- ◆ School ties available from school at R40,00 each. Compulsory from Grade 4 upwards.
- ◆ Tracksuits available from school:

Sizes 22 to 32	R350,00
Sizes 34 to 44	R380,00

## 8. SCHOOL AND TRANSPORT FEES FOR 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 <sup>st</sup> 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 <sup>th</sup> of each month.	R 902.00	Not Applicable
Monthly STOPORDER (for 10 months) (make sure to inform the admin office should you choose this option)	1 <sup>st</sup> 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 <sup>th</sup> 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)	<b>1<sup>st</sup> 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<sup>th</sup> of each month.</b>	R 700.00	Not Applicable

## 9. EXEMPTION FROM PAYING SCHOOL FEES IN 2025

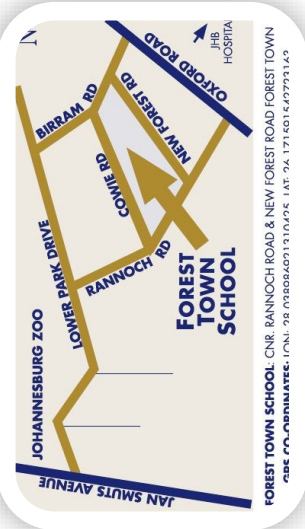
It is the parents' responsibility to approach the school for financial assistance if school fees cannot be paid. Forms are available at the school and the parents must collect it themselves. **Parents have to apply for exemption from paying school fees every year.**

## 10. 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](mailto:accounts@fts.org.za) should you have any queries with regard to your School Fee Statement.



T: 011 646 0131  
E: [info@fts.org.za](mailto:info@fts.org.za)



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## 11. 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](mailto:accounts@fts.org.za)**

## 12. DEBT COLLECTING ENQUIRIES

Kindly direct any debt enquiries to Lerato at [leratom@fts.org.za](mailto:leratom@fts.org.za)

## 13. 2025 SCHOOL TERMS

Term 1: (13) 15 January – 28 March  
Term 2: 8 April – 27 June  
Term 3: 22 July – 3 October  
Term 4: 13 October – 10 (12) December

## 14. IMPORTANT DATES FOR TERM 1 - 2025

Finance, Transport, Maintenance Meeting	Monday, 17 February 2025
SGB Meeting	Monday, 3 March 2025
Finance, Transport, Maintenance Meeting	Monday, 17 March 2025
Human Rights Day	Friday, 21 March 2025
School closing	Friday, 28 March 2025

**MRS. RONALDA LUCAS**  
**PRINCIPAL**

This newsletter is available from our website [www.foresttownschool.co.za](http://www.foresttownschool.co.za)