



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

18TH MARCH 2025

1. END OF TERM – FRIDAY, 28 MARCH 2025

- On **Friday, 28 March 2025**, 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 on 26 March 2025.
- On Friday, 28 March 2025, 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.

2. FUNDRAISING EVENT – FOUNDATION PHASE B

Please see attached flyer and support the Foundation Phase B department.

— [link](#)

3. ALL LEARNERS TURNING 18 IN 2025

Parents please note that in the year that your child turns 18, he/she needs to leave the school at the end of the year. It is the parents' responsibility to find alternative placement for their child.

4. GRADE 7 LEARNERS IN 2025

Learners completing Grade 7 this year, have to leave the school at the end of 2025. It is the Districts' responsibility to find alternative placement for your child. You will have to work with Forest Town School to submit relevant documentation to the District.

5. LEARNERS IN WEP

At the age of 18 they will have to exit the school at the end of that year. The learner will be included in an EXIT programme during the year. It is the parents' responsibility to communicate with their child's class teacher and the Occupational Therapy Department regarding their child's exit strategy.

6. 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 held liable for the safe-keeping of the learner till then.

7. 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.

8. SCHOOL POLICIES

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

9. 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.**

10. 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.

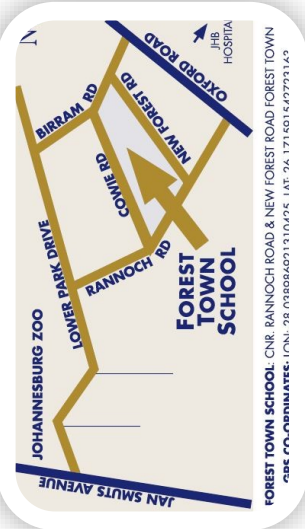
School ties available from school at R40,00 each. Compulsory from Grade 4 upwards.

Tracksuits available from school:

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



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



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12. 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.**

13. 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.

14. 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

15. DEBT COLLECTING ENQUIRIES

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

16. 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

17. IMPORTANT DATES FOR TERM 1 - 2025

- ⇒ Human Rights Day (Public Holiday) Friday, 21 March 2025
- ⇒ School closing @ 12:00 for learners Friday, 28 March 2025

**MRS. RONALDA LUCAS
PRINCIPAL**

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