



08TH APRIL 2025

# FOREST TOWN SCHOOL

ESTABLISHED 1948

## For Learners with Special Needs

### 1. WELCOME BACK

Welcome back to all staff and learners to Term 2 of the school year.

### 2. PARENTS TO PLEASE TAKE NOTE THAT THE PARENTS' DAY SCHEDULED FOR 21 JUNE 2025 HAS BEEN CANCELLED.

### SGB BY-ELECTIONS AND PARENTS' DAY – SATURDAY, 10 MAY 2025

A School Governing Body By-election will be held on **SATURDAY, 10 MAY 2025** to elect two parents to serve on the governing body. Registration for the by-election starts at 08:00. Please be seated in the hall at 08:30 as the quorum must be determined at 08:45. Nominations can be done before the above date. Attached please find a [nomination form](#) (click to download). Forms can also be obtained from the Admin office on request. The nominated person must be a parent of a child at the school. The proposer and seconder must also be a parent of a child at Forest Town School. We request that all parents take part in the by-election, as the SGB plays a very important role in the school. Please make a special effort to attend.

### 4. PARENTS' DAY: SATURDAY, 10 MAY 2025

The Parents' Day will take place on the same day immediately after the by-election has taken place. You will be able to discuss your child's progress with the teachers and therapists.

### 5. Grade 3 Stories

The Grade 3's (Tr Zama's class) have worked with the speech therapist, Martha Lydall, on writing a story, independently. They have all worked so hard in Term 1 to understand the structure of a story, paying close attention to punctuation, grammar, spelling and parts of speech. They were given creative license to write on whatever they wanted. Here are some stories that were fun to read! The authors are: (view story by clicking on name)

[#Wanga Mavunga](#); [#Liamondre Ellie](#); [#Angela Masilela](#); [#Enzokuhle Ngcobo](#) and [#Bandile Makakula](#).

Well done, Grade 3's. We are so proud of you!

Enjoy the read :)

**6. 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.

**7. 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.

**8. 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.

**9. 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.**

**10. 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.

**11. SCHOOL POLICIES**

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

**12. 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.**

**13. SCHOOL TIES & TRACKSUITS**

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

**14. EXEMPTION FROM PAYING SCHOOL FEES IN 2025**

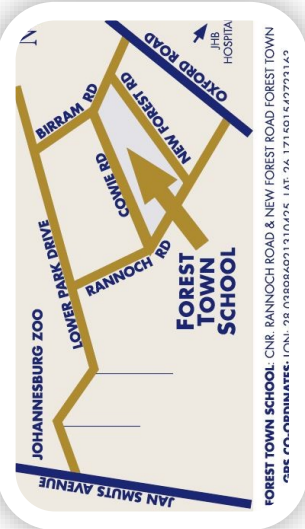
It is the parents' responsibility to approach the school for financial assistance if school fees cannot be paid. Forms are available at the school and the parents must collect it themselves. **Parents have to apply for exemption from paying school fees every year.**

**15. 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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## 16. 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)**

## 17. DEBT COLLECTING ENQUIRIES

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

## 18. IMPORTANT DATES FOR TERM 2 - 2025

- ⇒ Thursday, 17 April 2025 School closing at 12:00
- \* Friday, 18 April 2025 Good Friday (Public Holiday)
- \* Monday, 21 April 2025 Family Day (Public Holiday)
- ⇒ Friday, 25 April 2025 School closing at 12:00
- \* Monday, 28 April until Friday, 2 May 2025 Public & Special School Holidays
- ◇ Saturday, 10 May 2025 Parents' Day & SGB By-elections
- ◆ Monday, 12 May 2025 Finance, Transport, Maintenance Meeting
- ◆ Monday, 9 June 2025 Finance, Transport, Maintenance Meeting
- ◆ Monday, 9 June 2025 SGB Meeting
- \* Monday, 16 June 2025 Youth Day (Public Holiday)
- ⇒ Friday, 27 June 2025 School closing @ 12:00

**MRS. RONALDA LUCAS**  
PRINCIPAL

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