



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

22ND APRIL 2025

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

2. **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. Forms can also be obtained from the Admin office on request. ([link here](#))

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 as we must have a quorum before we can proceed with the by-election.

3. **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.

4. **PARKING ON SATURDAY, 10 MAY 2025**

Parking in New Forest Road (in front of the school) is reserved for staff who will be on duty. Please park in Rannoch, Cowie and Birnam Roads where we will have car-watchmen on duty.

5. SKILLS AND EXPERTISE REQUIRED FROM SGB MEMBERS

- A person who is available at all times, attending all meetings and is willing to get involve whenever the need arises.
- The following skills/expertise (to name but a few) will be an asset in assisting the school to function as a centre of excellence:
 - 1)Legal expertise
 - 2)Financial expertise
 - 3)Marketing and fundraising knowledge
 - 4)Human resource skills
 - 5)Knowledgeable on educational laws/policies
 - 6)Business skills
 - 7)Building and maintenance skills/knowledge.

6. NOMINATIONS

- Only parents/guardians may vote for the parent representatives.
- A nomination form, duly completed by the proposer, seconder and candidate, must be submitted to the Electoral Officer not more than 7 days and not less than 24 hours prior to the commencement of the nomination and election meeting.
- **PLEASE MAKE SURE THAT THERE ARE THREE DIFFERENT SIGNATURES ON THE NOMINATION FORM.**
- **A member can also be proposed during the nomination section of the election meeting,** provided that another person from the category concerned seconds the proposal and a nomination is duly completed by the proposer, the seconder and the candidate, and is submitted to the Electoral Officer. The Electoral Officer will determine the time and duration of the nomination process in the nomination and election meeting.

7. INTRODUCING CANDIDATES

The Electoral Officer must ask every candidate to speak for about 3 minutes, introducing themselves, the names and grades of his/her children in the school, three things which he/she will do for the school, occupation, and any skills and/or experience that may enhance the function of the SGB.

8. PARENTS OR GUARDIANS OF LEARNERS AT THE SCHOOL

A parent means the biological parent or adoptive parent, or legal guardian of a learner, or the person legally entitled to custody of a learner, or the person who undertakes to fulfil the obligations of a parent or guardian towards the learner's education at school.

9. DUTIES AND RESPONSIBILITIES

It is important to know up front what the duties and responsibilities of members of the governing body are and what are expected of members.

All members are expected to be available to serve on one or more sub-committees. Members are invited to training sessions, workshops, cluster meetings and general meetings and are expected to represent the school. The governing body meets at least once a term, finance committee once a month, staffing committee about three times a year and the others as the need arises.

10. EARLY ARRIVAL OF LEARNERS

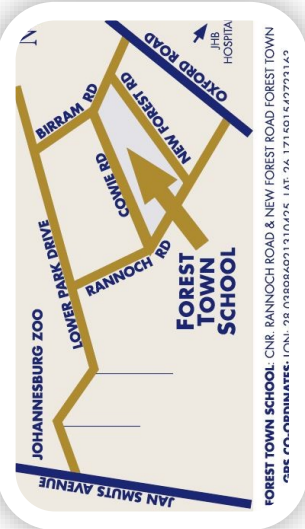
Please be reminded that learners will only be supervised at the drop off point in Cowie Road from 7am. Staff begin their duty punctually and parents and drivers are to remain with the learner/ward till 7am. The parent or person dropping off the learner before 7am, will held liable for the safe-keeping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

11. 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.



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



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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 should you have any queries with regard to your School Fee Statement.

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.

17. DEBT COLLECTING ENQUIRIES

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

18. IMPORTANT DATES FOR TERM 2 - 2025

- 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**