



# FOREST TOWN SCHOOL

ESTABLISHED 1948

## For Learners with Special Needs

13TH MAY 2025

### 1. SGB BY-ELECTION AND PARENTS' DAY

Many thanks to all the parents who sacrificed their valuable time to attend the SGB by-election and Parents' Day on Saturday. We appreciate your continuous support to the school. Thank you to all staff and especially our School Electoral Team for their contribution to the smooth running of our SGB by-election. Congratulations to the following two parents who was elected to serve on the SGB as part of the parent component:

- Mr Leroyd Bergsteedt
- Ms Zola Doch

### 2. DRY MACS, TRACKSUITS & SCHOOL TIES

Dry Macs available:	Sizes 22 to 32	R250,00
	Sizes 34 to 38	R300,00

Tracksuits available:	Sizes 22 to 32	R350,00
	Sizes 34 to 44	R380,00

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

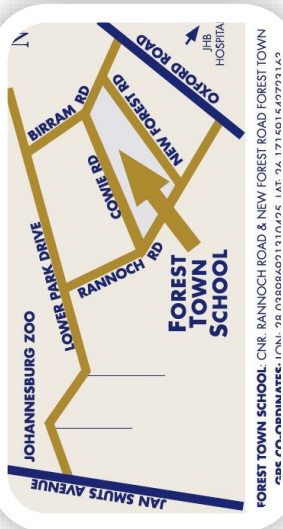
### 3. EARLY ARRIVAL OF LEARNERS

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



T: 011 646 0131

E: [info@fts.org.za](mailto:info@fts.org.za)



Our high speed Internet Providers



[www.cisp.co.za](http://www.cisp.co.za)



[www.vumatel.co.za](http://www.vumatel.co.za)

#### 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. 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.

#### 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. Parents have to apply for exemption from paying school fees every year.

#### 7. 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.

#### 8. 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: School Fees [accounts@fts.org.za](mailto:accounts@fts.org.za)

#### 9. DEBT COLLECTING ENQUIRIES

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

#### 10. IMPORTANT DATES FOR TERM 2 – 2025

- |                        |   |
|------------------------|---|
| • Monday, 9 June 2025  | Finance, Transport, Maintenance Meeting |
| • Monday, 16 June 2025 | SGB Meeting                             |
| • Friday, 27 June 2025 | Youth Day (Public Holiday)              |
|                        | School closing @ 12:00                  |

MRS. RONALDA LUCAS  
PRINCIPAL

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