



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

3RD FEBRUARY 2026

1. STAFF NEWS

We would like to welcome the following new staff member: Ms. Celine Anderes (Occupational Therapist).

2. CLASS CAPTAINS – TERM 1

We are proud to announce that the Class Captains for Term 1 are:

| | |
|--------------------|--------------------------|
| Teacher Nomangwane | Lesedi Lebesa |
| Teacher Rachel | Siyanda Maake |
| Teacher Zama | Pretty Malebye |
| Teacher Aabida | Oratile Mahlangu |
| Teacher Rosie | Milan Phiri |
| Teacher Shoni | Michael Narunsky |
| Teacher Portia | Kevin De Klerk |
| Teacher Mavis | Kgaugelo Langa |
| Teacher Tarren | Blessing Ndlovu |
| Teacher Nobuhle | Siyabonga Donga |
| Teacher Camille | Tshepo Tjikana |
| Teacher Phumi | Mncendisi Dlamini |
| Teacher Jesline | Mathapelo Sekwayo |
| Teacher Shirley | Ayakha Gubuza |
| Teacher Lufuno | Wanga Mavunga |
| Teacher Leigh-Ann | Alwande Malinzi |
| Teacher Samantha | Nikiwe Nama |
| Teacher Thirusha | Thandolwethu Mkandla |
| Teacher Amelia | Ofentse Moeketsi |
| Teacher Siyanda | Motheo Chima |
| Teacher Kaylin | Neo Sibusiso Moselakgomo |
| Teacher Mbali | Tshepiso Seboya |
| Teacher Zandile | Fisokuhle Phoswa |
| Teacher Josie | Dylan Hanson |
| Teacher Sarah | Thembinkosi Lamola |
| Teacher Maureen | Mogau Masemola |
| Teacher Mimi | Likhanye Rubushe |
| Teacher Tumi | Mpho Munyai |
| Teacher Bronwyn | Lisher Mhlanga |

3. PAYMENT OF SCHOOL FEES

Forest Town School is a Section 21 school which implies that we are a school fee-paying school. All parents are obligated to pay school fees to enable the smooth running of the school. School fee statements will be sent out monthly and parents will have to sign for receipt of the school fee statement in their child's message book.

4. SCHOLAR TRANSPORT

Please find attached a letter with information regarding learner transport. Parents are kindly encouraged to read through this letter, as it explains how learner transport works and outlines the school's role in this regard. The school manages its official school-run buses, while other transport arrangements are organized privately by parents. ([available here](#))

5. SCHOOL UNIFORM

General

- The school uniform must be adhered to. This is determined by the SGB.
- 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 fingers nails or toes nails.
- Boys and girls – during a normal school day, at an official school event and/or when wearing the official school uniform, no visible tattoos are allowed. Learners will be expected to cover any such tattoos.

Boys – Summer School Uniform

| | |
|----------|------------------------------|
| Trousers | Grey shorts or long trousers |
| Shirt | White short-sleeved shirts |
| Jersey | Plain Grey jersey |
| Shoes | Black lace-up school shoes |
| Socks | Long grey socks. |

Girls – Summer School Uniform

| | |
|--------|----------------------------------------------------------|
| Skirt | Grey skirt (not higher than 5cm above the knee) |
| Shirt | White short-sleeved blouse |
| Jersey | Plain Grey jersey |
| Shoes | Black bar and buckle shoes/lace-up shoes |
| Socks | Short white socks |

6. 2026 FUNDRAISING

- February 2026: Foundation A
- March 2026: Intersen Phase
- April 2026: Senior TOC
- May 2026: Therapy Departments
- June 2026: Junior TOC
- July 2026: Indigent Learners
- August 2026: Foundation B
- September 2026: Grade 7 & TOC Year 4
- October 2026: Foundation Phase

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 Administration Office.

8. SCHOOL POLICIES

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

9. SCHOOL & TRANSPORT FEE CONTRACT AND FORM A FOR 2026

The above contract was sent out to parents in December 2025 and should have been returned to school on 12 December 2025 & 23 January 2026. This is a very important document that must be completed, signed and returned to school immediately.

10. SCHOOL & TRANSPORT FEES 2026

School Fees for the year **2026** amounts to **R10 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 2026 | R 9 000.00 | 10% |
| Once off Payment – Full Amount | 28 February 2026 | R 9 500.00 | 5% |
| Monthly payment (10 months) | 1 st payment to be done not later than 3 February 2026 to reflect in the school account on 7 February 2026 and all payments thereafter to reflect in school account by the 7 th of each month. | R1 000.00 | Not Applicable |
| Monthly STOPORDER (for 10 months) (make sure to inform the admin office should you choose this option) | 1 st payment to be done not later than 3 February 2026 to reflect in the school account on 7 February 2026 and all payments thereafter to reflect in school account by the 7 th 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 R10 000, for school fees. | R950,00 | 5% |

Transport Fees for the year **2026** 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 2026 | R 6 300.00 | 40% |
| Once off Payment – Full Amount | 28 February 2026 | R 6 650.00 | 5% |
| Monthly payment (10 months) | 1 st payment to be done not later than 3 February 2026 to reflect in the school account on 7 February 2026 and all payments thereafter to reflect in school account by the 7 th of each month. | R 700.00 | Not Applicable |

11. FOREST TOWN SCHOOL IS CASHLESS

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.

12. 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.

13. 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

14. DEBT COLLECTING ENQUIRIES

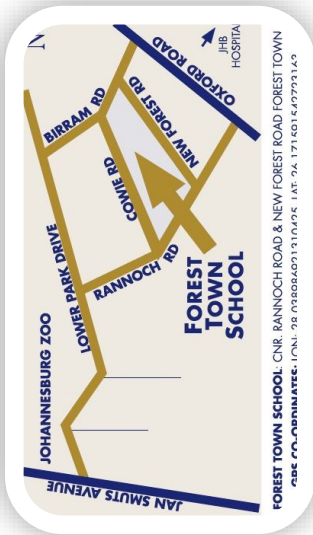
Kindly direct any debt enquiries to Lerato at leratom@fts.org.za

15. IMPORTANT DATES FOR TERM 1 - 2026

- Finance, Maintenance & Transport Meeting Monday, 16 February 2026
- Finance, Maintenance & Transport Meeting Monday, 16 March 2026
- School closing at 12:00 for learners Friday, 27 March 2026



T: 011 646 031
E: info@fts.org.za



Our high speed Internet Providers

 www.cisp.co.za

 www.vumatel.co.za

- 16. SCHOOL TERMS FOR 2026**
- Term 1: (12) 14 January to 27 March 2026
 - Term 2: 8 April to 26 June 2026
 - Term 3: 21 July to 23 September 2026
 - Term 4: 6 October to 9 (11) December 2026

**MRS. RONALDA LUCAS
PRINCIPAL**

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

