NEWSLETTER - NO.16

FOREST TOWN SCHOOL

FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

22ND SEPTEMBER 2026

1. **END OF TERM**

   On Wednesday, 23 September 2026, 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 22 September 2026.
- On Wednesday, 23 September 2026, 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. **AGM & PARENTS DAY – SATURDAY, 7 NOVEMBER 2026**
   Attached please find Notice and Agenda for our Annual General Meeting taking place on Saturday, 7 November 2026. We would appreciate it if all parents make every effort to attend this important meeting, where we have to have a quorum to approve the 2027 budget and various other school matters. Click here

3. **FOREST TOWN SCHOOL FUNDRAISING – RAFFLE 2026**
   Kindly see attached flyer and please support the school by buying a raffle ticket. Click here

4. FOREST TOWN SCHOOL GOLF DAY – TUESDAY, 27 OCTOBER 2026

Please ask your golf playing family and friends to support this event. See all details on the attached poster. Click here

5. 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.

6. 2026 FUNDRAISING

* 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. Click here

8. SCHOOL POLICIES

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

9. 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.**

10. SCHOOL FEES

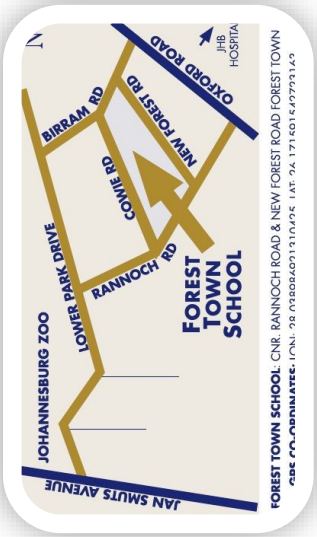
Please see that all School Fee payments are kept up to date, to avoid being handed over. Please contact the Finance Office (Lorraine) at accounts@fts.org.za should you have any queries with regard to your School Fee Statement.

11. 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.

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



When making EFT payment, please send proof of payment IMMEDIATELY to: accounts@fts.org.za

12. DEBT COLLECTING ENQUIRIES

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

13. IMPORTANT DATES FOR TERM 3 – 2026

School closing @ 12:00 for learners Wednesday, 23 September 2026

14. SCHOOL TERMS FOR 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