



018 200 8550

info@ashtonjohnsschool.co.za

www.ashtonjohnsschool.co.za

Primary: Ian street 38B, Klerksdorp.
Highschool: Dr Yusuf Dadoo street 27 Klerksdorp

ASHTON JOHN'S PRIVATE SCHOOL

Enrolment Agreement - Parent Contract

Admission: Children will be considered for entry to the school once the registration form has been fully completed and returned to us.

Admin and Curriculum fee must be paid to secure your child's spot for the Enrollment with Ashton John's Private School – Enrollment Fee: R2400 payable per student enrolled. Enrollment fee is non-refundable. *Refer to the school fee Structure in our information pack.*

Welfare of the Student: We will do all that is reasonable to safeguard and promote your child's welfare. Our school will work with children, parents, external therapists and the community to ensure the welfare and safety of children and to give them the very best start in life.

Health and Medical Matters: When your child becomes ill during a school session, the teacher in charge will contact the Parents /Guardian or the emergency contact indicated on the registration form. Parents must inform the school immediately of any changes to these contact details.

If your child is suffering from a communicable illness, they should not be brought to school until such time as the infection has cleared. Parents /Guardian are required to notify the school if your child is absent from the school due to an illness.

The school cannot administer any medicine to a child unless prescribed by a doctor and presented in its original packaging. Should the child be on prescribed medication it is the responsibility of the Parents /Guardian to notify the school or key person and to sign the necessary form of consent prior to any medication being given.

School staff will act in loco parentis whilst your child is in our care and as such, we reserve the right to call an ambulance in an emergency and escort your child to the Emergency Department of the nearest hospital. In that event, the school will contact Parents /Guardian immediately to meet them at the hospital.

Parent / Guardian Signature: _____





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Concerns /complaints:

Any question, concern or complaint about the care or safety of a child must be made in the first instance to the school room Leader (your class teacher) or manager, which is head of school Mrs. Tanya Griessel at Little Leaders or Mr. Danie van Rensburg at Ashton John's Private School. If the matter cannot be resolved at this level, the matter should be referred to the owner, Mrs. Bonita van der Westhuizen.

Fees: All fees are paid in advance on a monthly basis. All cash/card payments can be paid at the financial department at the school or via EFT into bank account. Fees will be invoiced to the person(s) named on the registration form.

Fees are payable during periods of absence from the school, including an illness and any holidays taken when the school is open. Any parent having financial difficulties or change of circumstances should discuss this in confidence with the Financial Department at the school.

Fees are reviewed annually and increases will only occur once during the year. Any such increases will be notified by the school at least a half-term in advance of the increase being applied.

This contract is valid from January- December, a total of 12 months.

Two months written notice is required: When you the parent / guardian decided to end your contract with Ashton John's Private school, or you wish to withdraw your child before the notice period ends you will still be held accountable for two months' notice period's school fees.

All outstanding fees must be settled by the 7th of each month to prevent 2.5% surge or legal action unless an arrangement with the finance department (Zee Dyson - 071 171 1111) is made before the 7th of each month.

If the School Fees remain unpaid or in arrears, the school have the right to deny the child access to the classroom and the student will be suspended until account is fully settled.

Parent / Guardian Signature: _____



Ashton John's Private School
Terms and Conditions apply



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Belongings: The school does not accept responsibility for accidental, damage or loss of property.

Parents are required to keep their child's personal items to a minimum and **label all belongings** clearly. Parents are requested to buy the school uniform from: Ultimate School and sport Buffeldoring street Klerksdorp - 018 464 2008

Security: Parents /Guardians are welcome to visit the school; however, we will not admit anyone without prior notification or appointment.

The school is also monitored by CCTV, monitoring up to 12 hours of surveillance.

Operating hours: The school operates between the following hours: 7h20-13h15 and Aftercare (optional extra 13h15 -17h00)

Parents are required to fetch children no later than specified above.

Notice: The Ashton John's staff, owner or premises owner cannot be held responsible for any accident or death or loss at the school.

In a critical medical situation, please bear in mind that there may not be time to refer to the child's records. The school, therefore, reserves the right to utilize the **quickest** medical service.

I hereby agree that a medical practitioner may provide emergency treatment as may be necessary.

Parent / Guardian Signature: _____



Ashton John's Private School
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Protection of Personal Information

The parents and the Learner acknowledge that they have read the contents of the POPI Act Agreement and Consent Declaration and consent to abide with the terms and conditions contained therein. The school specifically draws the Parents' attention to the consent form contained within the policy which confirms that the Parents' consent to the school processing the Learner's personal information as contained in section 35 of the Protection of Personal information, Act 4 of 2013.

1. The Parents and Learners acknowledge that informal photographs may be taken of the Learners and/or the Parents at various school events or whilst on the School Premises and that insofar as these photographs are placed in the possession or control of the school, these photographs might be used by the school or its subsidiaries or associates, in the electronic or printed media such as websites, newspapers, advertisements, magazines and various other sources. The Parents and the Learners consent to the use of the photographs as mentioned in this clause.
2. Neither the School nor any of their managers, representatives, staff members, other employees, and/or any executive committee member, prescribed officer or director, will be liable for any loss or damage that either the Parents or any Learner suffer as a result of the school furnishing any opinion or making any statement or disclosure of information if carried out in accordance with the provisions of the POPI Act Agreement and Consent Declaration.
3. The school undertakes to exercise reasonable care with a view to ensuring that the provision of any information concerning a Learner is accurate and any opinion given regarding a Learner's ability, aptitude and character is fair.
4. The Parent hereby provides its consent to the school to distribute the Parents' names and contact details to other Parents, staff of School or any other responsible persons authorized or delegated by the School for any School related purpose.

Parent / Guardian Signature: _____





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POPI Act and Consent Declaration

YOU HEREBY DECLARE AND CONFIRM THAT YOU, AS THE PERSON / ENTITY / BODY/COMPANY WHO IS PROVIDING INFORMATION AND HEREINAFTER COLLECTIVELY REFERRED TO AS THE "CLIENT", DO HEREBY IRREVOCABLY AGREE AND UNDERSTAND THAT ANY/ALL INFORMATION SUPPLIED OR GIVEN TO LITTLE LEADERS PRESCHOOUASHTON JOHN'S PRIVATE SCHOOL, IS DONE SO IN TERMS OF THE BELOW TERMS AND CONDITIONS AND IN TERMS OF THIS AGREEMENT AND CONSENT DECLARATION.

For and on behalf of Little Leaders / Little Leaders Exclusive / Ashton John's Private School ("THE SERVICE PROVIDER / COMPANY")

In this Agreement, unless inconsistent with or otherwise indicated by the context - 1.1.1

"This Agreement" means the Agreement contained in this document.

"The Company/Service provider" means Little Leaders Preschool/Ashton John's Private School and includes its affiliated, holding and subsidiary companies.

"Confidential information" includes, but is not limited to:

any information in respect of know-how, formulae, processes systems, business methods, marketing methods, promotional plans, financial models, inventions, long-term plans and any other information of the client and the company in whatever form it may be all internal control systems of the client and the company. Details of the financial structure and any other financial, operational information of the client and the company; and any arrangements between the client and the company and others with whom they have business arrangements of whatsoever nature, all of which the client and the company regards as secret and confidential.

"Personal information" means personal information as defined in the Protection of Personal Information Act adopted by the Republic of South Africa on 26 November 2013 and includes but is not limited to: information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, color, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person.

information relating to the education or the medical, financial, criminal or employment history of the person. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other assignment to the person.

the biometric information of the person. The personal opinions, views, or preferences of the person.

correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence. The views or opinions of another individual about the person; and

the name of the person if it appears with other personal information relating to the disclosure of name itself would reveal information about the person.

The effective date" means the date of signature of this agreement'.

Parent / Guardian Signature: _____





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POPI Act and Consent Declaration

By signature hereunder, all parties irrevocably agree to abide by the terms and conditions as set out in this agreement as well as you irrevocably agree and acknowledge that all information provided, whether personal or otherwise, may be used and processed by the service provider and such use may include placing such information in the public domain. Further it is specifically agreed that the service provider will use its best endeavors and take all reasonable precautions to ensure that any information provided, is only used for the purposes it has been provided. It is agreed that such information may be placed in the public domain and by signature here under, all parties acknowledge that they have read all the terms in this policy and that they understand and agree to be bound by the terms and conditions as set out in this agreement. It is confirmed that by submitting information to the service provider, irrespective as to how such information is submitted, you consent to the collection, collation, processing, and storing of such information and the use and disclosure of such information in accordance with this policy.

SHOULD YOU NOT AGREE TO THE TERMS AND CONDITIONS AS SET OUT IN THIS AGREEMENT AND CONSENT DECLARATION YOU MUST NOTIFY THE SERVICE PROVIDER IMMEDIATELY IN WRITING FAILING WHICH IT WILL BE DEEMED THAT YOU ACCEPT AND AGREE TO THE TERMS AND CONDITIONS SET OUT ABOVE.

For and on behalf of Ashton John's Private School

Parent / Guardian

Witness

Witness

Date

Parent / Guardian Signature: _____





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We the Parents hereby certify that the information provided in this application for admission is complete and accurate. We acknowledge that enrolment is subject to, interrail, signing a learner admission contract that contains the detailed terms, conditions and requirements for admission.

We hereby authorize the school and/or any of its associates to conduct any credit enquiries on us as may be necessary from time to time.

We acknowledge that we have read the school-specific policies and school rules and will accept an offer of placement for our child at the school in accordance with the terms and conditions as set out therein. These documents, as amended from time to time, are available on the official school website.

NB: The signatures of the account holder and both parents and/or legal guardians are required where applicable.

certify that the information provided in this application for admission is complete and accurate. We acknowledge that enrolment is subject to, interrail, signing a learner admission contract that contains the detailed terms, conditions and requirements for admission. I have read and agree to the Terms and Conditions of Ashton John's Private School Parent Contract.

Witness

Witness

For and on behalf of Ashton John's Private School

Parent / Guardian

Parent / Guardian Signature: _____





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Parent Name in block capitals _____

Child's Name in block capitals _____

(I accept / I do NOT accept)

The use of photographs or electronic media of my child/ children for promotional material for Ashton John's Private School.

Parent Signature _____

The School and Best Independent board of Directors undertake to implement reasonable and generally acceptable measures with regard to the safety and well-being of all learners, educators and visitors to the school.

Due to the nature of the matter, the School and the Ashton John's Board of Directors do not accept any responsibility for accidents that may take place in the class, on the school grounds or on the sports fields.

Each parent is therefore requested to complete the section below as proof that you accept the position of the School and the Ashton John's Board of Directors as set out above as well as the risks involved therewith.

I the undersigned

FULL NAME: _____

ADDRESS: _____

CONTACT DETAILS: _____

The parent / legal guardian of the under mentioned learner who is enrolled as such and accepted by the school, subject to the terms set out herein.

Parent / Guardian Signature: _____



INDEMNITY FORM

Name of Student _____

This Form Indemnify the School and the Ashton John's Board of Directors for any losses or damages in general, however they may occur, that I as parent / legal guardian of the above learner may suffer as a result of any occurrence whereby the learner may be involved, whether as the causing or suffering party, whilst participating in any school activity.

In particular, authorize that the aforesaid learner may be involved in all excursions undertaken by his /her group or class during school days as part of his /her learning experience and, where applicable, I agree that he /she may utilize the transport arranged by the school for such excursions.

I also indemnify the School and the Ashton John's Board of Directors for any damages or losses that I as parent /legal guardian of the above learner may suffer under such circumstances and voluntarily accepts the risks associated therewith.

SIGNED AT _____ ON THIS

_____ DAY OF _____ 20_____

Parent / Guardian Contact detail: _____

Parent / Guardian Signature: _____



Documentation to be Submitted

- Copy of Parents / Guardian's ID
- Proof of Residence **not older** than 3 months
- Copy of Students Birth certificate
- Confirmation of Employment **not older** than 3 months
- Leainers Evaluation and financial report - please **Initial** each page (AJ)
- Parent Contract - signed - please **Initial** each page (AJ)
- Leainers Financial Clearance
- Student Previous Report for the current year.
- Copy of medical ID card if applicable
- Admin & Curriculum fee's (Attach Proof)
- **Please note:** *There are additional Fee's towards stationary and learning material.*

Electronic Applications:

Grade R To 10: enrol@ashtonjohnsschool.co.za

Banking Detail:

ASHTON JOHN'S PRIVATE SCHOOL TRADING AS// LL LEADERS

First National Bank

Acc: 62840081343

Ref: Student Name and Enrollment Code

Proof of Payment: finance@ashtonjohnsschool.co.za / enrol@ashtonjohnsschool.co.za

Where is our School Located?

Grade R To 3 – 38 B Ian Street, La Hoff, Klerksdorp – 018 200 8811

Grade 3 to 9 – 27 A Yusuf Dadoo Ave, Wilkoppies, Klerksdorp – 018 200 8550

Uniform – Ultimate School and Sport. 20 Buffeldoorn Rd, 2571 Klerksdorp

Parent / Guardian Signature: _____



Ashton John's Uniform Schedule

Grade R to 7:

Boys	Girls
Monday to Thursday: Formal Short White Golf Shirt Fridays: Sport Short White Golf Shirt Shoes with Both Outfits: White Sport Tekkies White Socks	Monday to Thursday: Formal Skirt White Golf Shirt Fridays: Sport Short White Golf Shirt Shoes with Both Outfits: White Sport Tekkies White Socks

Grade 8 to 12:

Boys	Girls
Monday to Thursday: Formal Short / Long Trousers White Collar Shirt & Tie Jersey & School Blazer (Optional) Black Formal Shoes (school) Long Blue Socks Fridays: Sport Short White Golf Shirt White Sport Tekkies White Socks	Monday to Thursday: Formal School Dress Jersey and School Blazer Black Formal Shoes (school) White Socks Fridays: Sport Short White Golf Shirt White Sport Tekkies White Socks

School Uniform: can be purchased from **Ultimate School and sport** 20 Buffeldoring road Klerksdorp - 018 464 2008.

Athletics Vest: can be purchase from **Vision Sport** N12 Joe Slovo Rd 4WAYS mart – 018 100 8142.

Parent / Guardian Signature: _____





FINANCIAL CLEARANCE CERTIFICATE

TO BE COMPLETED BY CURRENT SCHOOL

Name of Pupil: _____

Person responsible for payment: _____

ID No of person responsible for payment: _____

Name of current school: _____

Any payment problems to date: _____

Annual Fees for current year: R _____

Fees paid to date: R _____

Fees outstanding: R _____

Comments: _____

This is to certify that the above person has paid the school fees as indicated.

Signature Principal

Date



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