



Usutu Forest School

Application Form

Date _____ / _____ / _____

Please complete the application form and return, along with the following documents:

- Copy of child's birth certificate
- Copy of both parents ID
- Copy of latest School Report
- A recent passport size photograph
- E200.00 assessment fee

OFFICE USE ONLY:

D.O.A.

YES / NO

**Attach
recent
passport
size
photograph**

Admission Policy:

Please note that before your child is admitted to Usutu Forest Primary School, entry is determined from an assessment test. Should there be no place available in the required Grade at the time, your child will be placed on a waiting list. Please also note the Registration Levy is payable prior to your child entering the school.

Pupil Information

Surname _____

First Names _____

Birth date (D/M/Y) _____ Gender (circle) MALE / FEMALE Nationality _____

Home Language _____ Religious Affiliation _____

Number of children in the family _____ Position in the family _____ out of _____ children

Application for: (tick the appropriate block)

Grade 000 <input type="checkbox"/>	Grade 00 <input type="checkbox"/>	Grade 0 <input type="checkbox"/>	Grade 1 <input type="checkbox"/>	Grade 2 <input type="checkbox"/>
Grade 3 <input type="checkbox"/>	Grade 4 <input type="checkbox"/>	Grade 5 <input type="checkbox"/>	Grade 6 <input type="checkbox"/>	Grade 7 <input type="checkbox"/>
Form 1 <input type="checkbox"/>	Form 2 <input type="checkbox"/>	Form 3 <input type="checkbox"/>	Form 4 <input type="checkbox"/>	Form 5 <input type="checkbox"/>

School Information

Entry Year _____ Entry Term _____

Siblings attending Usutu Forest School: YES / NO Names: _____

If yes, which House are they in (circle) Libhubesi Ingwe Indlovu Bhejane

Usutu Forest School

Jabula Crescent • Mhlambanyatsi • Eswatini • P.O. Box 264 • Mhlambanyatsi H115 • Eswatini

Tel: (+268) 2467 4134 • (+268) 2467 4412 • Cell: (+268) 7602 0594

Email: headmaster@usutuschool.ac.sz • www.usutuschool.ac.sz

Executive Head: *David Jennings B.Com (Hons); HDE*



Cambridge International School

TERMS AND CONDITIONS OF ENROLMENT

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

1. FINANCIAL AGREEMENT

With regard to the payment of school fees, I/we, _____ the parent(s) or legal guardian(s) of _____ (name of child being enrolled) at Usutu Forest School, and whose date of birth is _____ take note and agree to the following:

Payment of fees

- I/We hereby assume and accept full responsibility for the payment of all fees and levies as a result of my/our child attending Usutu Forest School.
- I/We acknowledge and accept that the school fees are payable in advance.
- I/We acknowledge and accept that a Registration Levy is payable on acceptance of a place for my/our child at Usutu Forest School and is payable prior to my child entering the school. (See attached Fee structure).
- Should I/we not take up the place offered to my/our child, the Registration Levy will be forfeited. Further to this, the Registration Levy is a once off payment and is not used to offset school fees.

School fees may be paid as follows:

- Full year in advance, 5% discount on school fees only, payable by 28 February.
- Termly fees are payable at the beginning of each term.
- Monthly in eight (8) monthly instalments (January – August).
- I/We acknowledge and accept that a certificate signed by the Usutu Forest School Bursar or its attorney, shall constitute prima facie proof of the balance outstanding, sufficient for purposes of entering judgement against me/us and I/we acknowledge that I/we are aware of the provisions relating to consent to judgement.
- I/We acknowledge and accept that should any one instalment payable in terms hereof not be paid on the due date, then the full balance outstanding shall immediately become due and payable and that no indulgence or grant of time by Usutu Forest School shall be deemed a waiver of its rights hereunder. Furthermore, interest at prime rate could be charged on all outstanding balances.
- The School reserves the right, after reasonable warning and communication, to restrict admission of any pupil in respect of outstanding fees.
- I/We confirm the residential address set out as above, is *my/our domicilium citandi et executandi* for the service on me/us by Usutu Forest School of any notices, processes and other communication:

Notice Period

- Once a pupil has entered Usutu Forest School, one term's written notice of withdrawal must be given to the Head, if the parents wish to terminate this contract for any reason. If such notice is not given, one term's fees, at the rate applicable for the next term, in which the pupil would have been at the School, shall be paid in lieu thereof.
- Likewise, should the School elect, for any reason, to terminate this contract, then it may do so, on giving the parents one school term's notice. Notwithstanding this provision, I/we do understand that the School reserves the right to give a shorter period of notice of termination of the enrolment contract should the Head determine a shorter notice period as being appropriate.
- The school fees will be reviewed annually and may be increased by an amount which the School considers reasonable. We will endeavour to give at least two months notice of any increase in the fees due for a particular term/year. You have the right to cancel this contract without penalty should the fees increase to an amount which you no longer feel is affordable, provided that you give the School written notice of that intention within 7 (seven) days of the School's notification of an increase, failing which the cancellation provision of the above clause (Term's notice) will apply, and you will be required to provide a full term's notice or pay a term's fees in lieu of notice.

Signed at _____ on this _____ day of _____ 20_____

PRIMARY GUARDIAN NAME _____ SIGNATURE _____

SECONDARY GUARDIAN NAME _____ SIGNATURE _____

2. CONSENT AND INDEMNITY

I/We, the undersigned, full name of parent(s)/legal guardian(s) _____

being the parent(s)/legal guardian(s) of _____ (pupil) understand that the School will arrange, in addition to normal school activities and, as part of its broad curriculum, activities such as laboratory work, sport, excursions, outings, camps and general educational, cultural and social activities. I/We give permission for my/our child to be involved in any such activities as may be arranged.

In loco parentis

I agree to the Head of Usutu Forest School (or his/her delegate) acting "***in loco parentis***" for the full period during which my child is enrolled in the School. Whilst acting "***in loco parentis***", the Head (or his/her delegate) is authorized to grant consent for emergency medical treatment, operations or anaesthetics. He/She will consult with parents when reasonably possible to do so.

Indemnity and Waiver

I/We agree that while my/our child/ward is enrolled at Usutu Forest School and is involved in any activities of the School, or is conveyed or transported at any time for such or other purposes, then it shall be at my/our and my/our child's/ward's own risk and undertake to exempt Usutu Forest School, Governing Council, the Head and the staff, on behalf of myself, my executors, my wife/husband and my child as mentioned, of all compensation and free them from any claims whatsoever in connection with any loss or damage of property of the said child or any injury of the said child, which may occur during any School activity, on the understanding that the Head, the School and the staff have taken all reasonable precautions to ensure the safety and welfare of my child.

3. ADDENDUM TO DECLARATION

I/We, _____, parent(s)/legal guardian(s) of

_____ (pupil) hereby accept responsibility for my child's conduct while he is at Usutu Forest School.

- As parents/legal guardians and pupil, we agree to adhere to the Usutu Forest School Discipline Policy, Code of Conduct and any other policies and procedures that may be adopted from time to time by Usutu Forest School.
- I/We undertake to abide by and comply with all the rules and regulations of Usutu Forest School, as set out in the information brochure and Code of Conduct and Disciplinary Policy, and it is incumbent of me/us to make myself/ourselves familiar with all the rules and regulations pertaining to Usutu Forest School.
- Whilst every reasonable precaution/measure will be instituted, Usutu Forest School will not take responsibility for any theft, loss of or damage to any property of whatever nature brought onto the School premises by my/our child.
- I/We undertake to inform the School in writing of any changes to the details included herein.
- I/We will ensure that my/our child abides by all policies, procedures, and rules applicable to him/her.
- The School rules and Disciplinary Code set out examples of offences likely to be punishable by suspension or expulsion. These examples are not a closed list and a child may be expelled or suspended for offences which are not included in these examples.

In particular, the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehavior by the child or the circumstances of the case otherwise justify such action. I/We understand that Usutu Forest School reserves the right to take reasonable action should the conduct of my child impact negatively on the School's good standing in the community. This applies to conduct during school hours as well as outside of school hours that may reflect negatively on the School.

4. PARENT/GUARDIAN'S COMMITMENT

To give effect to the values, mission and vision of Usutu Forest School, all staff and pupils are guided by a Code of Conduct to which they are committed. This is supported by the policies and procedures of Usutu Forest School. Likewise, the parents, as important stakeholders of the School should be guided by a set of principles which align with the School's values, mission and vision.

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the staff and executive of the School through extensive volunteer activities and events.

Hence, parents/guardians are committed to:

- Helping and encouraging their child to develop strong spiritual and moral values
- Taking an active and supportive interest in the School's aspirations
- Taking an active interest in their child's work and progress and in this regard attending parents' meetings
- Supporting the values, authority and discipline of the School
- Ensuring their child abide by all School rules and regulations
- Reading and committing themselves to the relevant policy documents that pertain to them at the School
- Being heard, and taking note of teachers concerns and comments
- Holding discussions with teachers at a time and place that permits full and confidential exploration of issues:
 - Concerns will be directed at teachers initially
 - The issue/problem will be articulated clearly and fully
 - Teachers will be afforded the opportunity to work towards a solution, which will require sufficient time
- Recognizing that
 - Teachers are trained professionals
 - Teachers perspectives may differ from that of parents
 - Teachers have multiple time commitments

PARENTS/LEGAL GUARDIANS *(To be signed by both parents / legal guardians)*

I/We have read and understand the **TERMS AND CONDITIONS OF ENROLMENT** to Usutu Forest School, and hereby declare that all information provided is accurate and correct, and by signing below accept the conditions set out in this Contract of Enrolment.

Signed at _____ on this _____ day of _____ 20_____

PRIMARY GUARDIAN NAME _____ SIGNATURE _____

SECONDARY GUARDIAN NAME _____ SIGNATURE _____

FOR AND BEHALF OF USUTU FOREST SCHOOL

FULL NAME _____ DESIGNATION _____

SIGNATURE _____ DATE _____

Student Medical Emergency Information

This form is required in the case of an emergency where a pupil may have to be taken to the doctor or hospital during school hours. This form should be completed in full by the parent/legal guardian.

First contact person _____ Telephone number _____

Alternative contact person _____ Telephone number _____

Name of family Doctor _____ Telephone number _____

Medical Aid Information

Name of Medical Aid _____ Name of Main Member _____

Main member D.O.B _____ Medical Aid Number _____

Medical Aid Telephone _____ Emergency contact number (*Not Guardian/Parents*) _____

Full name of child as indicated on card _____

Medical history of Student

Allergies Medicines _____

Foods _____

Other _____

Chronic diseases (*circle where applicable*)

Heart YES / NO

Lungs YES / NO

Kidneys YES / NO

Meningitis YES / NO

Diabetes YES / NO

Other (*specify*) _____

If yes to any of the above, please specify _____

Childhood diseases (*circle where applicable*)

Measles YES / NO

Mumps YES / NO

German measles YES / NO

Chicken pox YES / NO

Scarlet Fever YES / NO

Tropical diseases

Malaria YES / NO

Bilharzia YES / NO

If yes to any of the above, please specify _____

Any operations, please specify _____

Medication: Usutu Forest School adopts a “no medicine dispensing” policy. However, should it be necessary for your child to take medication supplied by you, please provide full and specific details.