



# Hand of Hope Special School

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Reg – No- 192-555-NPO / PBO-No- 930061793/ Tax- 9055526256

EMIS: 500 505 272



**Admission Fee: R1000-pa (N/R – valid for 2 Months) =**

**Re-Admission Fee: R500-pa(N/R– valid for 2 Months)**

**School Fee: R24 000 (Boarders per year) – R12 000 (Non Boarders per year)**

FOR OFFICE USE ONLY

ADMISSION NUMBER: FL2020/1/HHSS....

## **APPLICATION PROCEDURE FOR ADMISSION TO HAND OF HOPE SPECIAL SCHOOL 2023**

An application for admission will be considered after taking into account the following:

1. The parent(s) must fully complete and sign the School's Application Form for the Admission of a Learner and attach the required supporting documentation.
2. Applications will be accepted throughout the year (on the accommodation availability)
3. The application form together with the supporting documents, must be submitted to the school
4. **IMPORTANT INFORMATION - Application Forms will not be accepted unless all the following documentation is attached:**
  - 4.1 An official Birth Certificate of the learner or ID Copy.
  - 4.2 **Progress report** from the school at which the learner is or was enrolled.
  - 4.4 Identity documents of parents.
  - 4.5 Legal guardians who are not the biological parents of the learner will need to provide a court order as proof of guardianship.
  - 4.6 Parents who are temporary residents in South Africa must provide the school with a copy of their passport and work visa. A copy of the learner's passport and study visa must also be provided. Asylum seekers must provide.
5. Late applications will only be considered once all applications received by the closing date have been dealt with and then only if there are still places available.
6. Once the applications have been processed, applicants will receive written notification of the outcome.
7. Should application for admission be made after the closing date due to one or both of the child's parents being transferred by their employer, proof of transfer must accompany the application.
8. **Applicants** will be required to pay a deposit of R1000.00 to secure the learner's place.(Not Refundable, should child not make it to school on the academic year ' **it valid for 2 Months**)
9. Proof of payment of the deposit is to be accompanied by the following forms, duly completed and signed:
  - Learner Information Form
  - Confidential Information Form
  - Financial Undertaking Form
  - Consent and Indemnity Form
  - Undertaking to pay school fees where the payer is not a parent (where applicable)
10. Payments Fees to be paid on the 3<sup>rd</sup> of each month by bank and by hand
11. This contract is binding- if you decide to stop your child from attending school; you will still have to pay the full amount.

## APPLICATION FOR ADMISSION IN 2022

Is the child receiving disability grant:.....?

### DETAILS OF LEARNER:

Learner's full names and surname: \_\_\_\_\_

Learner's date of birth: \_\_\_\_\_ Learner ID No.: \_\_\_\_\_

Learner's home language:.....

Name of school at which learner is currently Or been enrolled: -----

Please indicate any special needs the learner may have:.....

### DETAILS OF FATHER:

Full names and surname: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name of Employer (company name): \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### DETAILS OF MOTHER:

Full names and surname: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name of Employer (company name): \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### NAME OF PERSON RESPONSIBLE FOR PAYMENT OF FEES: \_\_\_\_\_

Relationship to learner: \_\_\_\_\_ (If this is not the biological parent of the child an "Undertaking to Pay Full School Fees where the Payer is not a Parent" must be signed)

### DETAILS OF GUARDIAN/S (or family member/s in place of or in addition to mother or father who is/are responsible for the learner's care):

(1) Relationship to learner (eg. step-father, grandmother, etc.): \_\_\_\_\_

Full names and surname: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name of Employer (company name): \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

.....  
SIGNATURE OF PARENT/LEGAL GUARDIAN

.....  
Date

## UNDERTAKING BY PARENTS/GUARDIANS

1. I/We hereby apply to have my/our child, (full name of child) ..... admitted as a learner at HAND OF HOPE SPECIAL SCHOOL and confirm that he/she complies with the basic criteria as stated in the School's Admissions Policy.
2. I/We hereby certify that I/we are the biological/adoptive parents of the above-named child and/or have **legal custody and/or guardianship** of the above-named child.
3. I/We undertake to adhere to the terms and conditions stipulated.
4. I/We understand and confirm that the Principal or any duly authorized person, will act in *loco parentis* in any matter and at any time during which I/we have entrusted my/our child to the care of the school.
5. I/We confirm that all information provided to the school was given voluntarily and I/we understand that, unless I/we have instructed the school expressly and in writing to the contrary, the school may:
  - 5.1 include photographs, with or without name, of my/our child in school publications or in press releases to celebrate the school's or my/our child's activities or achievements;
  - 5.2 supply information and a reference in respect of my/our child to any educational institution which I/we propose our child may attend. The school will take care to ensure that all information supplied is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the school cannot be liable for any loss I/we or my/our child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained in any report or report given by us;
  - 5.3 store the data in its files and electronic systems;
  - 5.4 generate academic, attendance, behavioral and other school-related records;
  - 5.5 use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of my/our child at the school (including, but not limited to contacting us; placing my/our child in a class; entering him/her in exams, competitions, leagues and the like; updating the school roll and alumni register; and researching and reporting on school demographics or performances);
  - 5.6 pass it on where required to do so as part of school reports, testimonials and confidential reports, and for statistical or research purposes, or when legally required to do so.
6. I/We understand that Hand of Hope Special School is a **Fee-paying school**.
7. I/We jointly and severally undertake to pay school fees and I/we understand the following:
  - 7.1 The compulsory annual school fees for 2022 was adopted by the board of directors that the **School fee will be R24 000-PA for Boarders and Non Boarders R12 000 -PA**
  - 7.2 School fees are payable in advance and are due on the first day of school.
  - 7.3 School fees may be paid in monthly installments, at the beginning of each month, from **January to December**.
  - 7.4 ***A deposit of R1000 is payable upon acceptance of my/our child. Should your child not attend the school, this fee is non refundable and Valid for 2 Months***
  - 7.5 In terms of Section 39 of the South African Schools Act, parents are liable for the payment of compulsory school fees.
  - 7.6 In terms of Sections 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
  - 7.7 In terms of family law, both parents are **jointly and severally liable** for the payment of the school fees **irrespective of their marital status**.
  - 7.8 In the event of the non-payment of school fees, the school will institute legal action against **both parents irrespective of maintenance and court orders which may exist between the parties**.

- 7.9 The parties to this application undertake to pay all legal costs, including attorney/client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees.
- 7.10 The school may hold and process by computer or otherwise any information obtained about the parents as a result of their liability for school fees.
- 7.11 The school may conduct an enquiry and/or information search about the parents with a credit information bureau, persons acting as their agents and/or credit grantors.
- 7.12 **If parents(s) fail to meet their school fee obligations the school may record their non-performance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.**
8. I/We undertake to give notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have and we will pay the full amount we owe to school.
9. I/We understand that the school reserves the right to verify all information supplied to them via this application. In the event of fraudulent documents submitted, the school reserves the right to lay a criminal charge of fraud against any of the parties to this application.
10. This commitment in its entirety will be valid from the day on which it is signed by the parent/guardian to the day on which the pupil officially leaves the school.
11. The parent/guardian declares that he/she is the legal guardian of the child and is entitled to sign this document, and shall be bound hereto both as parent/guardian, and in his/her personal capacity.
12. The signatories hereto hereby choose physical address as:

Address of father/ mother or guardian : .....

.....

In the event of a change of address, parents are to notify the school in writing.

### DECLARATION

I, .....hereby declare that the information recorded in this form is true and correct and by my signature below, I give the owner of the School permission to check and confirm any of the details listed. I understand that should any of the information supplied by me be found to be false, action may be taken against me as in point 9 above.

Signed on this ..... day of ..... 20.....

**FATHER/ MOTHER or LEGAL GUARDIAN**

### SUBJECTS:

SUBJECT:		SKILLS:	
ENGLISH	ISIZULU	SEWING	AGRICULTURE
MATHS	NATURAL SCIENCE	HAIR & BEAUTY TECH	BLOCKS MAKING
TECHNOLOGY			
We also have Autism Unit			

# HAND OF HOPE SPECIAL SCHOOL

## RULES & GUIDELINES FOR LEARNERS, PARENTS AND EDUCATORS

### 1. Hand of Hope Special School

**Parents are to provide bedding, toiletries and cosmetics for the child every month.  
The School only provides sleeping facilities and meals 3 times a day:**

Children are to arrive at the School a day before .

**The School gates are open from 6.50am. Learners may not be left standing unaccompanied outside the school before the gates open.**

Learners are to be fetched promptly when school or sport ends. Teachers are not responsible for learners left at the school after hours. Parents whose children are consistently collected late will be charged a late collection fee. There is an excellent after-care facility at the school which learners may attend **by prior arrangement**.

**CELL PHONES AND TOYS OF ANY KIND MAY NOT BE BROUGHT TO SCHOOL.**

#### **Road safety**

Parents should take care to observe the traffic signs near the school. The Beaulieu Street entrance (at the front of the Centre) is to be used to **both bring and fetch pupils**. Plenty of parking inside the school. Learners may not leave the field or the school grounds unaccompanied by a responsible person.

The Beaulieu Street gate will be locked during school hours. Anyone wanting to enter the school during these times should ring the bell at the front entrance.

#### **Absences**

When children are absent from school, **a telephone call explaining their absence is required**. Please notify the office immediately if your child has **a contagious infection** and keep your child at home until he/she has recovered. Medication will be administered by the school caregiver.

#### **Indemnity**

Parents are required to sign an Indemnity document to allow their children to attend outings, **medical checkups**, visits or walks. Please be assured that every precaution is made to ensure your child's safety at all times. **The cost of outings is not included in the school fees.**

#### **School equipment and property**

If school equipment is damaged, broken or destroyed by a child, parents or guardians are required to replace or pay for the item concerned. This Includes: TV, windows, toilet seats, chairs, fence, books, computers, sports equipment and any other school property

#### **Drugs and Alcohol**

**Drugs and alcohol not permitted inside the school and hostel- learner found in position of the mentioned will be expelled with Immediate effect**

#### **Pregnancy**

Hand of Hope Special School strictly not entertain pregnancy inside the school If the learner fall pregnant, that learner will be remove from school with immediate effect for the duration of pregnancy, learner can re-apply after giving birth.

**Religion: Hand of Hope Special School respect all religion but as the school we have one religion policy –**

**Christianity is our armor of hope. It is compulsory for all learners to attend Sunday services, Tuesday bible classes and daily afternoon prayers**

#### **Uniform: No learner will be allowed to enter or leave Hand of Hope Special School grounds without**

**uniform**. As a parent you mustn't allow your child to leave home returning to school on ordinal clothes.

**The child will be sent home and the school will never let the learner out without uniform **even they going to town for shopping, uniform is a must.****

## Clothing

**ALL CLOTHING MUST BE CLEARLY MARKED WITH CHILD'S NAME.**

Birch's stock the Bermudas, rugby shorts, tracksuits and jerseys whilst Xtreme Embroidery stocks the HHSS golf shirts, tracksuits and fleece lined tracksuit tops. Bags must be marked with child's name.

## Earrings

Small gold or silver stud earrings may be worn, by the girls only. Loop earrings may not be worn.  
**Boys not allowed to wear earrings.** No necklaces, bracelets or rings may be worn.

## Hair

**Dreadlocks are not allowed.**(Boys & Girls)

Hair may not be dyed, bleached or tinted. Hair must be neatly cut, tied back and secured out of the eyes with navy, white or black clips or hairbands. Fringes must be cut above the eyebrows. Hair for boys must be kept short and neat.**(Brush)**  
**Girls from Grades No hair extensions.** Hair must be kept in a neat small bun or French plait and needs to be clean and washed regularly. If the wrong hair braids/styles are applied, your child will be requested to have them removed immediately.

## Parent involvement

Parents are encouraged to become involved in their child's schooling.

There gate will be open afternoons or evenings when parents are invited to view their child's work..

**Should individual, in-depth discussions be required, appointments should be arranged at a time convenient to parents, teacher and principal. Should a child have any concern, no matter how small, parents are encouraged to contact the child's teacher or the Principal.**

## School fees

In accordance with the regulations contained in the South African Schools Act, **Act No. 84 of 1996**, the Governing Body of the School presents the annual budget, which includes the school fees for the following year, to the parent body for approval at its Annual General meeting. HHSS is a fee paying school and the Act makes provision for the legal enforcement of the payment of fees by parents. School fee will be (**R24 000.00** PA for Boarders) & (**R12 000** non-boarders)

## Discipline

It is a fact that children who come from a secure, happy home with well-established boundaries need very little discipline. It is also irrefutable that for effective teaching to take place, children need discipline. All games and sport need to have rules strictly adhered to for a successful outcome. At Hand of Hope a firm but caring attitude to discipline is exercised.

Aggression between learners or any form of bad language is not tolerated. Honesty and truthfulness are strongly encouraged and respect for others and their belongings, is stressed. The school strives to instill self-confidence and self-discipline in its pupils.

A strong culture of learning has always existed at Hand of Hope and children must develop a diligent and conscientious attitude towards their schoolwork. Teachers will insist that work be neatly completed each day.

## DECLARATION

I, .....hereby declare that I have read through the Rules & Guidelines for learners, as a parents agree to abide by them.

Signed on this ..... day of ..... 20.....

**FATHER / MOTHER OR GUARDIAN**

Board of Directors: Chairperson: Mr. Sandile Gabela / Director & Deputy chair: Mr. Michael Luthaka /Secretary: Mrs. Brigid Letty Deputy secretary: Rev Sipho Phungula / Treasurer: Mrs. Beverly Clemo  
Fundraising & marketing: Mrs. Adele Stanley / Mr. Momelezi Zuma / Mrs. Shaheeda Essop / Rev Sbusiso Mkhize