

SUNNINGDALE PRIVATE SCHOOL

APPLICATION FORM FOR 2023 ACADEMIC YEAR



In partnership with our students, their families and the community, we will provide a safe, secure environment so that all students can learn.

Sunningdale Private School
245-276 NPO (Non-profit Organization)
EMIS 1183

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bursar@sunningdaleschool.co.za

111 Wingate Crescent
Sunningdale
Table View
7441
(021) 557 5096

Application and admission process

What follows is guidance on the application and admission process.

- Parents complete forms providing background information
 - Learners may be required to complete an English and/or Mathematics assessment as part of the application process. This will be communicated to you if applicable.
 - Interview with the principal to discuss the learner's challenges and strengths
 - Supply all previous assessments, school reports, remedial assessment and other documentation provided by professionals.
 - Should no recent assessment be available or should the applicant not be able to provide documentation of previous assessment(s), the school might advise further intervention. The cost to be borne by the parents.
 - The learner must have a complete academic, disciplinary and financial report from the previous school.
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SECTION A: Personal detail forms

Learner's Information

Grade applied for: _____ Year applied for: _____

Surname: _____ Initials: _____

First Name: _____

Other Names: _____

Home Language: _____

Date of Birth: _____ Gender: _____

Y	Y	Y	Y	M	M	D	D
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ID Number:
(If South African)

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Learner Contact Details:

Address (Street/Flat/Plot Name and number): _____

City / Suburb: _____

Postal code: _____

Home Telephone: _____ Learner Cell: _____

Emergency Contact Name: _____ Emergency Number: _____

Learner's Medical Information

Does the learner have any disabilities or medical conditions (yes/no): _____

If yes, please provide details below:

Medical Condition(s): _____

Doctor's Name: _____ Doctor's Number: _____

Name of Medical Aid: _____

Medical Aid Number: _____

Learner's Previous School Information

Name of Previous School: _____

Previous School Address: _____

Postal Code: _____

Listed School's Telephone: _____

Email: _____

Learner's Sibling Information

Number of children in the family: _____

Number of siblings at **this** school: _____

Please supply the names and grades of the siblings in **this** school:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name of school siblings are attending (if not this school): _____

Mother's Information

Title: _____ Surname: _____ Initials: _____

First Name: _____

Home Language: _____

Your current spouse's relationship to learner: _____

Mother's Identification and Contact details

Date of Birth:

Y	Y	Y	Y	M	M	D	D
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Citizenship: _____

ID Number:
(If South African)

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Mother's Contact Details:

Address Same as Learner (tick box if applicable):

Address (Street/Flat/Plot Name and number): _____

City / Suburb: _____ Postal Code: _____

Home Telephone: _____ Cell: _____

Email Address: _____

Employer: _____

Occupation: _____

Work Contact no: _____ Work Email: _____

Work Address: _____ Postal Code: _____

Father / Guardian Information

NOTE: In the event of guardian, please provide proof of appointment by attaching relevant documentation. In the case of the Father; should there be no contact at all with the father - strike through this page and initial.

Title: _____ Surname: _____ Initials: _____

First Name: _____

Home Language: _____

Your current spouse's relationship to learner: _____

Father / Guardian Identification and Contact details

Date of Birth:

Y	Y	Y	Y	M	M	D	D
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Citizenship: _____

ID Number:
(If South African)

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Father/Guardian's Contact Details:

Address Same as Learner (tick box if applicable):

Address (Street/Flat/Plot Name and number): _____

City / Suburb: _____ Postal Code: _____

Home Telephone: _____ Cell: _____

Email Address: _____

Employer: _____

Occupation: _____

Work Contact no: _____ Work Email: _____

Work Address: _____ Postal Code: _____

Required Documentation

Note: All accompanying documentation MUST be certified copies and NOT originals. Sunningdale Private School does not accept any responsibility for original documents attached to this application.

Certified Copies of Documents that **MUST** be attached. Please tick off supplied documents on the checklist:

- Birth Certificate of Learner
- ID of Learner if available
- IDs of both parents
- Immunisation card of learner (if applying for placement in Grades 1 - 3)
- Learner's last school report or progress report in the case of Pre-School
- 3 Months Payslips of parent/s employed
- 3 months Bank Statements, If self-employed
- Should the learner have any medical conditions, a Diagnostic Report from a Medical Practitioner is required
- Proof of Address (this also applies should the address change)

SECTION B: Information Requiring Acknowledgment Via Signature

Undertaking by Parent(s)/Guardian(s)/Sponsor(s)

Please read carefully through the following commitments and sign at the bottom:

1. We hereby apply to have the learner whose name appears on the form enrolled as a learner at Sunningdale Private School and confirm that he/she complies with the basic criteria.
2. I/We hereby certify that I/we have legal custody and/or guardianship in respect of the above learner. Copy of guardianship confirmation document to be attached
3. I/We undertake to adhere to the code of conduct of the school. **(Addendum A)**
4. I/We understand and confirm that the Principal or any person duly authorized will act in *loco parentis* in any matter and at any time during which I/we have entrusted our child to the care of the school.
5. I/we understand that while every reasonable effort will be made to prevent losses or damage to learner's clothing and equipment, the school cannot be held liable for such loss.
6. I/We undertake to reimburse the school for any damage to school property that may be caused by the learner.
7. I/We jointly and severally undertake to pay school fees and I/we understand the following: The annual school fees will be a compulsory sum per annum.
8. In terms of Section 39 of the South African Schools Act, the parties to this form are liable to pay the compulsory school fees.
9. In terms of Section 40 of the South African School Act, the school may enforce the payment of these compulsory fees.
10. 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.
11. **I/We undertake, in writing, to advise the school of any changes in employment, physical address, email or contact numbers**
12. If payment is not received by the 7th of each month, the school reserves the right to charge a late payment fee of R100 per week until such time that the fees for the relevant month/s are paid.
13. I/We undertake to give 3 (three) months' notice in writing of any intention to remove the learner from the school. Should the 3-month notice period not be adhered to, the parent/s/guardian/s will be responsible for 3 months' fees in lieu of. **The same applies to those learners enrolled in our Aftercare programme.**
14. I/We undertake to return any books and/or equipment belonging to the school which our child may have at the time of leaving.
15. I/we agree to disclose psychometric testing of the learner as requested by the school.

Continued

16. 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.
17. I/We accept responsibility for immunizing my/our child against infections and shall produce proof thereof if required to do so.
18. I/We undertake to inform the principal of our child's absence from school. I/We agree to produce a doctor's certificate if and when required.
19. I/ We understand that access to pornography, smoking and the abuse of any drug or alcoholic beverage, in school uniform, is an infringement of the school rules and will not be tolerated under any circumstances.
20. The signatory hereto hereby chooses *domicillium citandi et executandi* as indicated in the application. In the event of a change of address or contact number, I/we undertake to notify the school in writing. We agree to provide proof of address accordingly.
21. 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 learner officially leaves the school.

Signed at (location): _____ Date: _____

Parent/Guardian signature: _____

Witness 1 (Name in Print and signature: _____

Mother Signature: _____ ID NO: _____
(CERTIFIED COPY ATTACHED)

Father Signature: _____ ID NO: _____
(CERTIFIED COPY ATTACHED)

Medication Information Sheet and Consent Form

Should there be no medical issues please strike through and sign

Name of learner: _____

Grade of learner: _____

Please complete the table below with ALL relevant medications:

Name of Medication	Dosage	Start date	Comments

I hereby give consent that Sunningdale Private School may give my child,
 _____ (name and surname of child)
 in grade _____ their medication on school premises.

Parent Initial and Surname: _____

Parent Signature: _____

Parent/Guardian G-Suite Consent Form (Signature Required)

Dear Parents

As you may be aware, we have migrated our current email, calendar system and other data to G-Suite for Education.

G-Suite is an integrated communication and collaboration solution, hosted by Google and managed by our school.

Anytime, anywhere access to G-Suite lets users be productive at work, at home or anywhere on pretty much any device. The entire suite of tools available within Google Apps will facilitate a high level of collaboration amongst staff and learners.

We've partnered with **CloudEDU** to assist with this process. They are the only **Google for Education Partner** in South Africa that focuses on *schools*, and the company consists of former educators who are working closely with school management to ensure this transition is a success. In addition to the technical work, they

will provide the teachers with training and professional development that will enable them to adopt the tools more quickly.

One of the tools offered by G Suite is Google Classroom.

For teachers working remotely or students unable to get to class, etc. this online tool is a wealth of resources for studying from home. We see this tool as necessary to continue with teaching and learning and ask that you partner with us to achieve this.

In order to register in a Google Classroom, a Gmail account using the school's domain is set up by the school for each student. For more information on *how to access Classroom, what Classroom looks like* and *what Classroom offers*, please click on the link below for a preview: **(Do not try to log in yet, because we have not given your child their username or password.)**

<http://bit.ly/cloudEDUclassroom4parents>

We are seeking your permission to provide and manage a G Suite for Education account for your child. As mentioned, G Suite for Education is a set of education productivity tools from Google (including Gmail, Calendar, Docs, Classroom, etc.) used by tens of millions of students and teachers around the world. At Sunningdale Private School, students will use their G Suite accounts to complete assignments, communicate with their teachers, receive teaching and learning resources and learn 21st century digital skills.

Let us know if you have any questions and then sign below to indicate that you've read the information above and give your consent.

I give permission for Sunningdale Private School to create and maintain a G Suite for Education account for my child and for Google to collect information about my child only for the purposes of teaching and learning*.

Full Name of Learner: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Thank you,

Kim Chetty (Principal)

* For more information regarding how G Suite Education account collects, uses and discloses information from students, please email us and we will provide more detail.



This marks the end of the documentation that parents/guardians must provide to the school.

Please ensure that you have completed all forms that requires signatures and dates.

This part of the document must be returned to school along with all requested documents such as mentioned throughout, but summarised on page 6.

Addendum A, the next section of this document, is information that you need to keep for your own record. You may detach it from the main document and keep it for future reference. It is important that you read through it and familiarize yourself with the **Code of Conduct** specifically, as you will sign to acknowledge this on page 8.



ADDENDUM A

NOTE: Please detach this Addendum and its following pages and keep them for your personal record. It is important that you familiarize yourself with the content of this document, as your signature on page 8 requires your understanding and compliance to items listed herein.

SECTION C: Information About Our School

This school is an inclusive and supportive environment that provides individual attention to both students with untreated learning barriers and those who find it easier to learn in a smaller environment.

We aspire to provide a safe environment in partnership with our learners, their families and the community. We aim to empower learners with the necessary skills and confidence to become successful, holistic, lifelong learners who contribute to society.

Who we are in summary

- Sunningdale is a co-educational, non-denominational independent school.
- We cater for students from Grade 1 to Grade 12.
- We give extra attention to learners in small classes.
- We provide a caring, encouraging and safe learning environment.
- We believe in a strong school ethos, shared by our learners, their parents and staff.
- We have clear boundaries and reward positive behavior.
- We encourage respect and consideration for ourselves and others.

Our objectives

- To build learners' self-confidence and self-esteem
- To teach learners to take responsibility for their actions and to treat others with respect, thereby earning respect
- To be accountable in word and deed
- To give of their best in all situations
- To enjoy school

Our program

- We follow the Western Cape Education Department (WCED) curriculum.
- After school care and supervised homework.
- Extra lessons if needed, in addition to curriculum delivery.

SECTION D: Code of Conduct

DISCIPLINE – an explanation

The Code of Conduct presents the expectations and consequences of learners' actions in a consistent format. Appropriate behaviour is rewarded in each classroom with incentives such as positive notes, free time, special activities and awards. Inappropriate has negative consequences.

Electronic Devices Policy

The school acknowledges the right of learners to bring electronic devices to school. These devices are, however, not to be used on our premises, unless otherwise instructed by a teacher for a specific purpose.

This policy applies, but is currently being revised due to circumstantial/technological advancements.

- The school discourages the bringing of electronic devices onto the property.
- The school accepts no responsibility for the loss / damage to electronic devices / memory or SIM cards.
- Children accept that they take personal responsibility for their electronic devices / memory cards / SIM cards.
- Learners must turn off electronic devices on entering the school premises at the beginning of the school day.
- Children may not lend electronic devices / memory cards to other children while on the property.
- The onus is on learners to adhere to arrangements for the safe keeping of electronic devices at extra murals.
- Learners found to be in possession of electronic devices during tests/ exams will face disciplinary action.
- Any learner found in possession of stolen property will face severe disciplinary action. It is important to note that the SAPS and electronic device companies can trace stolen electronic devices.
- Should an electronic device be found to be on, ring or emit a received message tone, the device will be confiscated and returned at the end of the term.
- If learners are caught with any undesirable/illegal material on their electronic devices, the electronic device will be confiscated, and the matter will be referred to the relevant authorities.

General School Rules

- Learner must be polite, considerate and respectful at all times.
- Learners must not endanger themselves or others (no running between classes, rough games or fighting).
- Learners must play on demarcated areas only.
- Learners must not chew gum on school premises.

Personal Appearance

- The uniform code must be adhered to at all times.
- Piercing: Girls may wear one pair of small gold or silver stud or sleeper earrings. One earring in each ear.
- Learners' hair must be always tied or clipped back from the face, hair below the collar must be tied-up.
- No inappropriate haircuts (e.g., Mohawk, steps, mullets etc.).
- Hair that is shaved must not have a difference of more than two sizes between layers.
- Learners must be clean shaven.
- No dyed or gelled hair.
- No nail polish or make up.
- No tattoos or piercings other than earrings.
- No jewellery is allowed.
- No smartwatches are allowed.

Classroom Rules

- Stand quietly outside the classroom in neat rows while waiting for permission to enter the classroom.
- Ensure you have the necessary books and stationery with you.
- Take out the relevant books and stationery promptly.
- No eating or drinking is allowed in class.
- No walking around in the classroom without permission.
- Wait for instructions to leave the classroom.
- Learners must have a teacher's permission tag to leave the classroom.

Encouragement of Positive Behaviour

Teachers endeavour to:

- win the *respect* and *trust* of learners
- set clear boundaries
- award merits
- mark positively
- encourage learners

LEVEL 1 MERIT

- Excellent classwork
- Positive attitude
- Helpfulness
- Improvement in behaviour
- Improvement in academics
- Neat presentation of work

LEVEL 2 MERIT

- Achievement in Formal Assessment
- Full attendance
- Handing-in completed task before the due-date

LEVEL 3 MERIT

- Full Marks for Formal Assessment
- Helpfulness after school hours
- Achievement in extra-mural activities
- Prompt completion of school fund-raising goals
- Achievement in school fund-raising endeavours

Discouragement of Negative Behaviour

The principle of natural justice in all situations must be upheld:

- Tell the learner what the offence is.
- Give the learner an opportunity to state his/her side of the matter.
- Investigate the offence free of prejudice.
- Take care to establish the motive of the offence.
- The learner has the right to review and appeal.

LEVEL 1 OFFENCE	
Minor, non-wilful, dealt with at the teacher's discretion	Consequences
<ul style="list-style-type: none"> • Talking in class • In the classroom without permission • Late for class • Jostling (pushing, shoving) in the lines • Homework not done • Books/work left at home • Disruptive behaviour • Uniform infraction 	<ul style="list-style-type: none"> • Verbal reprimand given • Demerit given • After three (3) transgressions a detention¹ is assigned

¹ A notice will be sent to parents/guardians via email on a Thursday to inform them of detention for the **next day**. Detention is served for one hour on Fridays 13h30 to 14h30. **NB: A learner will not be released early or excused from detention without prior arrangement made with the secretary in advance of the commencement of detention by the parent/guardian.**

LEVEL 2 OFFENCE	
Wilful, defiant or dishonest in nature; serious action taken	Consequences
<ul style="list-style-type: none"> • Insolence • Poor sportsmanship • Copying homework from another learner • Verbal assault on peers or false accusations • Inappropriate language 	<ul style="list-style-type: none"> • Detention – parents notified • Learner placed on Daily Discipline Report • Community service at school

LEVEL 3 OFFENCE	
Very serious offence; serious action taken	Consequences
<ul style="list-style-type: none"> • Dishonesty in test/examination • Absent from school without permission • Theft • Graffiti/ Destruction of property, Vulgar language • Inappropriate behaviour whilst in school uniform • Inappropriate behaviour on field trip • Racism, sexism or intolerance • Drug/ Alcohol usage at school • Drug paraphernalia at school • Smoking or vaping • Weapon(s) at school • Neglect to report the sighting of any dangerous weapons or drug paraphernalia to school authorities • Sexual harassment – physical, emotional, verbal • Violence • Threats of violence 	<ul style="list-style-type: none"> • Principal, parents notified • Suspension • Disciplinary Committee meets to discuss the incident • Expulsion

Search and Seizure

The Principal or delegate may without a warrant:

- a) Search any school premises if he or she has a reasonable suspicion that a dangerous object or illegal drugs may be present on the school premises or outside playing field(s).
- b) Search any person or their property on the school premises.
- c) Seize any dangerous object present in school premises.

According to legislation Government Gazette No 22754 GN 1040 dated 12 October 2001, Reg. 4(1): The Principal (in the absence of a police official) is authorized to do a search of the relevant school premises/persons if he/she has reasonable suspicion that there are illegal drugs / dangerous objects in the vicinity or on a person.

School Uniform

We are a gender-neutral school so our uniform applies to all genders equally.

Standard School Uniform

Learners may wear any combination from the list below.

- White short sleeved school shirt
- White long-sleeved school shirt worn with navy tie
- School navy golf shirt with school badge - **purchase from school**
- Navy blue blazer with tie (optional)
- Navy blue V-neck pullover or jersey (plain)
- Navy blue rain jacket (plain)
- Navy blue scarf (plain)
- Standard grey long school pants
- Standard grey short school pants
- Standard grey school skort or skirt (must be long enough to touch the floor when kneeling)
- Standard black or navy stockings
- Grey school socks (long or short)
- Standard black school shoes (baby doll shoes or with laces)
- Full school tracksuit (**purchase from school**) with plain black takkies or school shoes
- Standard black school shoes
- Grey socks

All accessories (e.g. hair ties, gloves, beanies) must be plain navy blue - no branded accessories

Physical Education and sports:

- School navy golf shirt with school badge - **purchase from school**
- Navy skorts or shorts
- School tracksuit - **purchase from school**
- Plain black or white takkies
- Grey socks

WINTER UNIFORM - to be worn as of 01st May of any year

- Tracksuit and golf shirt purchased from school
- the below items to be purchased from the **school section of any retail store offering a school section**
- Navy Blue plain V-neck jersey store
- Navy Blue Scarf
- Navy Blue Beanie
- Navy Blue gloves

School Fees 2023

Grade	2023 Annual	2023 Monthly OVER 12 MONTHS
1 - 3	R42 000.00	R3 500.00
4 - 5	R44 400.00	R3 700.00
6	R48 000.00	R4 000.00
7	R52 200.00	R4 350.00
8 –11	R57 000.00	R4 750.00
12	R62 400.00	R5 200.00
After-care	R14400.00	R 1 200.00 (or R80 per day – also for late collection)
Homework assistance Gr1-3	R3 500.00	R350.00 – Feb to Nov

DISCOUNTS:

We offer: A **10%** discount for annual once-off payment of school fees before the end of January.

More than one child in Sunningdale Private School:

- **2 children:** less **5%** on total school fees due per family
- **3 or more children:** less **10%** on total school fees due per family

A non-refundable registration fee of R2 000.00 is payable before the learner is allowed to Sunningdale Private School. Proof of payment is required to our email address for all payments made. **This is an annual registration fee and is due every year for each year the child is at our school. Payable before the 01st of January.**

Overdue accounts will result in the parent/guardian responsible for the fees, signing an AOD and the **learner(s)** will not be allowed back at school until all arrears have been paid in **FULL** and the parent/guardian responsible for the payment of fees being listed on ITC.

The school fees are payable monthly in ADVANCE. Starting end of December for January and ending NOVEMBER for DECEMBER.

THREE months' notice in writing is required if the child is to be removed from the school. Alternatively, THREE months' fees to be paid in lieu of notice.

School fees are to be paid NO LATER THAN 7th day of each month preceding the month for which they are due. If payment is not received by the 7th of each month, the school reserves the right to charge a late payment fee of **R100.00 PER WEEK** until such time as the fees are paid