

Documents needed for assessment/admission:

Please bring all originals and copies of the following:

Proof of payment for Assessment fee of R600.00
2 x copies of learner's ID or birth certificate
1 x copy ID of each parent
Proof of residence
Payslip of parent responsible for account
Previous referral letters and reports learner
Referral letter from school if possible
Most recent school report
Clinic card
If we need to make the copies then we charge R 20.00

PLEASE NOTE: Assessment fee is non-refundable. If you cannot make your assessment booking, please reschedule 24hrs in advance. If you do not reschedule, you will have to make payment again and rebook.

****Unfortunately we do not have speed point banking card access and we are not allowed to receive cash on the premises****

Bank: Nedbank (Campus Square)
Account Name: Foundation School Fees
Branch Code: 158 105
Account Number: 2581 086 696
Type of Account: Savings
Reference Number: Always the Learner Name and Surname

- Please note that it will not be possible to make the assessment without the necessary documents.
- Registration fee is R600, 00 and school fees for 2017 will be R16 750, 00 for the year running over 10 months = R 1 675.00 per month.
- First payment will be R 2 275.00 upon enrolment.

Thank you.

Sparrow Schools Educational Trust Non Profit Organisation Number: 000401NPO Trust Number: I TRUST 1255/93

Trustees: JW Gallagher; B Keschnor; GN Hamilton; LB Mlotshwa; SR Grant; PT Gallagher; TA Maseatile; A Mbokazi; HG Shelton; E Abrahams

All donations made towards Sparrow Schools Educational Trust is tax deductible in terms of the section 18A Tax Exemption Act 9 Ref no: 18/11/13 /1399



SPARROW
SCHOOLS

The Foundation School

EMIS No: 133 124

Non Profit Organisation Number: 000-401 NPO

Trust Number: I TRUST 1255/93

32 – 60 First Avenue

Melville

Johannesburg

Gauteng

2092

Foundation School: Fee Agreement and Consent Pack

Part 1: Parent / Guardian Agreement of Tuition for 2017

1. I agree that all the information above is correct and that the school will be informed of any changes that may occur.
2. One calendar month's notice will be given of any increases in education cost. Parents/guardians will be informed at any scheduled parents meetings and through newsletters.
3. One calendar months' notice will be given to the school prior to a learner leaving the school. If notice is not given, the person responsible for payment of the education costs will be liable for the outstanding amount from the time of notice having been given.
4. In signing the agreement, I agree to pay the cost in advance by the first day of the month. I understand that if the costs are not paid by the 1st day of the month, the learner will be removed from school until such time as the costs are paid. I agree to deposit the cost directly into the bank account of the school. The school, in turn, agrees to give the learner a letter informing the parent/guardian of such action prior to it occurring. The annual tuition fee for 2017 is R 16 750, 00 payable monthly over ten months – 1st January to the 1st October at R 1675 per month.
5. If the contract is breach by any party, I agree to continue making regular payments until such time as the dispute is settle. I also agree that should I institute legal action; matters/disputes will be handled through mediation, then arbitration before legal steps be taken. Should the school institute legal action, I agree to pay the legal cost.
6. After the disciplinary matters regarding the education and training of the learner, including suspension and expulsion from the school, the decision rests with the principal of the school or person authorized by the principal in consultation with the trust and the parents committee.
7. I hereby waive all claims that I may have against the school arising from injury, accident or any other cause involving the learner or myself, and hereby indemnity the school against such claims.
8. I hereby authorize the school to take all the steps at the principal's discretion which may be deemed necessary to have the learner admitted to a hospital and treated by a hospital or a doctor, or other medical attention, at my expense.
9. I further authorize the school to take a learner to events, venues outside the school grounds, and I indemnity the school against any claims arising from injury, accident or other cause involving the learner whilst the learner is attending such event.
10. This agreement shall begin on the date of signing this document and will remain in force for the duration of the learners stay at any Sparrow School.
11. The parent(s)/ guardian(s) must:

- 11.1. Abide by the rules and regulations of the school and any changes to them by the school.
- 11.2. Have the learner immunized and submit proof of such immunization.
- 11.3. Mark all the clothes and possessions of the learner clearly and permanently with the learners' name.
- 11.4. Ensure that the learner is supplied with the proper and complete uniform of the school. I acknowledge that if the learner is found not wearing proper uniform, whatever he/she is wearing will be confiscated and the learner will have to pay **R10** to get it back, regardless of the colour of the item.
- 11.5. Attend all interview/s and the meetings called by the principal or educator to discuss the progress or behavior of the learner.
- 11.6. Notify the principal through the school secretary by letter, telephone, and fax or personally of any absence of the learner, and to provide reasons for such absences.
- 11.7. Undertake to ensure that the learner attends school regularly and arrives on time.

	Full name & Surname	Date (dd/mm/yyyy)	Signature
Parent / Guardian			
Witness			

Part 2: Parent / Guardian Consent

In order to ensure the continued safety and security of learners as well as ensuring a healthy learning environment, Sparrow Schools provide for participation in the following:

2.1. Parent Communication

I give consent for the school to contact me via SMS on my cellphone number provided when my child is absent from school, when there is information that is important and/ or reminders when school fees are due. I also agree to contact the school for any changes in my contact details.

2.2. Random Drug Testing (until further notice is done at SANCA only)

Sparrow is a drug free zone and has an anti – drug zone tolerance policy in place, I agree to my child being tested when requested from the school if any suspicion occurs. I also accept that if the test is positive, the school has the right to insist that the learner attends a rehabilitation programme at the parent's/ guardian's expense. I agree to pay the testing fee and rehabilitation fee should my child/ward be randomly selected for a drug test and found positive.

2.3. Counseling / Therapy

The Learner Support Unit provides support for learners through therapy and counseling. This may be from one of the qualified staff members or one of the students from the University of Johannesburg, WITS, MGI or UNISA. These students are closely supervised by the Learner Support Unit Manager as well as their lecturer from the relevant institution. Below are the services provided:

- Assessment
- Therapy (Individual & Family)
- Counseling
- Learning Support
- Eye Test
- Hearing Test
- Speech Therapy
- Occupational Therapy
- Group work

Please note:

In signing this it **does not** guarantee that your child/ward will receive the counseling/therapy. Rather it allows us to conduct counseling/therapy if needed. You are assured that your child's identity and all identifying information revealed will be treated with respect and confidentiality by all parties concerned.

2.4. Consent for Use of Photographic Images

I give consent for the use and publication of photographic images of Sparrow Schools and Sparrow FET School learners in authorized Sparrow Schools Educational Trust publications and material such as donors proposals, donors reports, 2016/7 Annual Report as well as Sparrow Schools marketing material. These images may only be used in official Sparrow Schools Educational Trust publications and printed media. Images may also be used online on the official Sparrow Schools website and on official Sparrow Schools social media which includes the Sparrow Schools Facebook and Twitter pages.

Distribution of the said images remains the exclusive right of Sparrow Schools Educational Trust and it's authorized representatives and will not be distributed for any commercial purposes.

Statement of Consent	
By signing below , I, the undersigned, acknowledge having read all the information in this consent form and agree to all the conditions above. The above has also been explained to me , and I agree to the above terms and stipulations.	
Name and surname of parent/guardian	
Name and surname of learner	
Consent (please tick the applicable box)	I hereby GIVE consent I DO NOT GIVE consent
Date	
Signature of parent/guardian	

Part 3: Release

Dear Parents,

In order to keep the school fees subsidized, the fundraising team needs to continually raise funds for the outstanding amount that is needed to keep the school running. To do this, information about the school needs to be sent out to donors and sponsors on a regular basis. Much of this correspondence uses photographs of school activities.

The images of learners cannot be published without the release of the photographs by the individual or his/her parent/guardian (in cases of minors). For this reason, we request that all parents/guardians agree to and sign the Photo Release below. Please take time to read it and sign where required. Please note that as parent/guardian you are under no obligation to sign the Photo Release.

Statement of Release of Photographic Images

This Release concerns photographs, pictures and/or portraits (whether in analog, digital, video, film or any other form) and any associated sound recordings that (1) depict my likeness, whether alone or with third parties, and/or 2) were personally created by me and that depict third parties or other subject matter (collectively, the "Materials").

I hereby grant to Sparrow Schools Educational Trust ("SSET") the absolute, irrevocable and exclusive right to register copyright in the Materials, in SSET's name or otherwise, and to reproduce, distribute, display, make derivative works of and/or make performances of the Materials, in whole or in part, in any and all media known or hereafter known for any purpose of SETT whatsoever (including, without limitation illustration, advertising, promotion, art, editorial, trade, and display on SETT's intranet or the World Wide Web), without restriction as to alteration of the Materials. I further grant to SETT the right to use my name in connection with the foregoing, if SETT so chooses. I waive any right to inspect or approve any intermediate or finished version including written copy that may be created in connection with the Materials. I further waive any right to royalties or other compensation arising from or related to SSET's use of the Materials.

I represent that any Materials provided by me to SETT were personally created by me and that I own all rights, title and interest in and to such Materials such that I have the authority to grant the rights herein. I hereby expressly consent to the collection and/or use by SETT of any personal information about me that may be revealed by the Materials. I understand and agree that use of the Materials on the World Wide Web may result in the use and availability of such Materials in countries which may not provide the same level of data protection as my country of domicile.

I hereby release and discharge SETT from any and all claims and demands that I may have arising out of or in connection with the use of the Materials and my name as specified above, including without limitation, any and all claims that I may have for libel, invasion of privacy, violation of my right of publicity, or infringement of my intellectual property or any other proprietary rights.

This Release is binding on me and my heirs, legal representatives, and assigns and inures to the benefit of the heirs, legal representatives, licensees, and assigns of SETT. This Release is governed by the law of the Republic of South Africa. It is the full agreement between us with respect to the Materials and supersedes any oral and prior written agreements or understandings between us about the Materials.

I am at least eighteen years old and have the right to contract in my own name (or if I am under eighteen years old, this Release is signed by my parent or legal guardian). I enter into this Release of my own accord and not because I have been required to do so by SETT or any other party. I have read all of the above and fully understand the contents, meaning and impact of this Release.

Agreement of Release

Agreement of Release	
Name and surname	
Name & surname of minor (if releasing on behalf of a minor)	
Specify Relationship to minor (if applicable)	
Date	
Signature	

Part 4: General Indemnity Form

I, the parent/guardian hereby grant permission for my child to participate in extra – curricular activities and to attend excursions and tours organized and conducted by the School.

I accept that all reasonable precautions will be taken to ensure the safety and welfare of my child.

I therefore undertake, on behalf of myself, my spouse and my child aforesaid, to indemnify and absolve the Sparrow School Educational Trust, the principal and staff of Sparrow Schools FET school, from any claims whatsoever that may arise in connection with any loss or damage to the property or injury to the person of my child aforesaid in the course of any such activities.

I cede my powers, as parent(s) / guardian(s) to the principal of the School and School or their representative, should medical treatment/ surgery be deemed necessary for my child. To the best of my knowledge, my child has a clean bill of health and can thus participate in all school activities.

The person/s responsible should note the following: (please state aspects that the teaching staff should be aware of e.g. Allergies, epilepsy, abnormal bleeding and medications etc.)

This general indemnity shall remain in force for the full duration, of my child/ward's enrolment at Sparrow FET School. I further undertake to furnish the school with relevant information should any alter.

Provision of Indemnity	
Name and surname of parent/guardian	
Name and surname of learner	
Signed at (Place)	
Date	
Signature of parent/guardian	
Witness Name and Surname	
Witness Signature	
Date Witnessed	