



# Laerskool Summerwood Primary School

DO YE EVEN SO

✉ info@summerwoodpe.co.za

🌐 www.summerwoodpe.com

📍 c/o Skegness and 2<sup>nd</sup> Avenue, Summerstrand, Gqeberha 📞 (041) 583-3155

**EXPRESSION OF INTEREST: Admission to school - submit by: 2pm on TUESDAY, 19 March 2024.**

*Please read this whole page and visit the website [www.summerwoodpe.com](http://www.summerwoodpe.com)*

**Print your own form** (6 pages) and complete.

Collect documents 1 – 10 listed below and scan all.

Hard copies to be **handed in** at the school. Information: [info@summerwoodpe.co.za](mailto:info@summerwoodpe.co.za)

- **Preference is given to learners whose biological parents' permanent place of residence is in Summerstrand.**
- **Preference is not given to learners whose parents' workplace is in Summerstrand, nor learners who attend any specific pre-primary in the Summerstrand area.**
- Please **PRINT in CAPITALS** and complete **ALL** sections (even if there is a repetition).
- Summerwood is a **fee-paying school**, and the **languages of instruction are English and Afrikaans.**
- **The supply of false information will invalidate this application.**

This application form will **ONLY** be processed if **ALL** the documents, (as requested below), are valid, (certified where applicable) and have been attached. Hard copies to be handed in at school (**office hours: 7:30am to 2:30pm**).

1. **Identity Documents** – Certified copies of **BOTH BIOLOGICAL PARENTS** – only children who reside with their parent/legal guardian will be considered. (if deceased, a death certificate must be supplied, the **SGB does not accept** applications which state “Father’s identity/address unknown”) (Copy of Identity Document of the **ACCOUNT PAYER**) – **Only if other than parent.**
2. **Legal Custody** – please provide proof (court papers) if you are the **legal** guardian.
3. **Proof of permanent residence** – a **validly signed** lease agreement or the most recent bond statement in the parent’s or guardian’s name **and** the **most recent Municipal bill.**
4. **Birth certificate** – Certified copy of child’s **UNABRIDGED** birth certificate (reflects *both* parents’ details).
5. **Clinic card** – Certified copy of child’s immunization card (or valid proof of immunizations).
6. **School report** – latest **certified** copy from current school.
7. **Photograph of child** - one passport size photograph, attached in the space provided.
8. **Non-South African citizens** – Certified copy of passport with temporary residence permit **and** a valid study permit or an asylum seeker’s permit.
9. **Medical Aid card** – Certified copy of medical aid card.
10. **Debit order form (COMPULSORY)** – on page 6, to be signed and returned.

## IF YOUR APPLICATION IS SUCCESSFUL:

Return the relevant forms by the deadline date below. (note **different dates** for various Grades)

In the Acceptance Letter, there will be a list of **COMPULSORY** school items listed for payment.

- A. **Grade 1**: You will receive an Acceptance Reply Form via e-mail, by/on **Monday, 22 April 2024**. Sign the Acceptance Reply Form and **return it** to the secretary's office **by 2 pm on Monday, 29 April 2024**. **Non return** by this date, will erase your child's name from the waiting list.
- B. **Grade 2-7**: You will receive an Acceptance Reply Form via e-mail, by/on **Monday, 2 September 2024**. Sign the Acceptance Reply Form and **return it** to the secretary's office **by 2 pm on Monday, 9 September**. **Non return** by this date, will erase your child's name from the waiting list.

**Queries ???** email to: [info@summerwoodpe.co.za](mailto:info@summerwoodpe.co.za) or phone Mrs Ronelle Lloyd at school 041- 5833 155 ☺

**SCHOOL FEES:** The *South African Schools' Act* permits *Summerwood* to charge **compulsory school fees** which are agreed upon by parents at the annual budget meeting in November of each year. These fees increase at the end of each financial year.

### SCHOOL FEES FOR **2024** (Current year only)

Please note: **Learner's name, surname AND grade** MUST appear on your payment under **"REFERENCE"**.

<b>DEBIT ORDER</b>	PER <b>MONTH</b> (12 equal) JAN - DEC
<b>PER CHILD</b>	<b>R 2 200</b>

<i>(in first week of each term)</i>	PER <b>TERM</b> IN <i>ADVANCE</i>
<b>PER CHILD</b>	<b>R 6 600</b>

LUMP-SUM ANNUAL PAYMENT for <b>discount</b>	
<b>BEFORE 29 FEBRUARY 2024</b>	PER CHILD R 25 080
DISCOUNT (5%)	R 26 400 – R 1 320 = <b>R 25 080</b> per child

**Banking details:**

**NEDBANK - Greenacres**

**Savings account**

**Account number: 226 808 4280**

**Branch code: 12 68 17**



# SUMMERWOOD Primary School

## APPLICATION for ADMISSION

PHOTO  
of  
CHILD

**Completion of this application does not guarantee your child a place at the school. Parents are advised to apply at two other Port Elizabeth schools.**

Office **admin** section:

1	2	3	4	5	6	7
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**Grade** applied for: \_\_\_\_\_  
**Language** of Teaching: English Afrikaans

Circle your choice where applicable.

**Year** and month applied for: .....

### CHILD'S DETAILS:

Surname : \_\_\_\_\_ First name: \_\_\_\_\_

Nick name: \_\_\_\_\_

Date of birth:    **Admin:**

Gender:  Home language:

South African citizen:  ID NUMBER / Passport number

Ethnic group:  Religion:  (for Department of Education statistics)

Present GRADE ..... at (school name and address) \_\_\_\_\_

State any previous Grade repeated and year: \_\_\_\_\_

Has any supportive intervention been recommended for your child in a previous grade?   
*(intervention means - full scholastic assessment, occupational therapy, speech therapy, etc.)*

Name of therapist/professional and date: \_\_\_\_\_

The child **lives with:**

Physical residential address of child: \_\_\_\_\_

List **siblings** (at a school or still to attend school) from **same biological parents**:

Name/age/grade/school \_\_\_\_\_

**All** Summerwood children must be supervised by an adult after school. ( at sport, home or aftercare )

Who will be responsible for collecting your child PUNCTUALLY after the academic day and/or sport ?

Name and contact details: \_\_\_\_\_

If the biological mother or father is deceased, we respectfully require a copy of the death certificate.  
The School Governing Body (SGB) will not process an application if either biological parent's details state "unknown"  
The provision of both identity numbers is compulsory, regardless of marital status i.e. divorced.

**DETAILS of:**

**PARENT 1** / *Legal custody*

**PARENT 2** / *Legal custody*

Surname

First names

**Identity number**

Legal Relationship to child: e.g. father/mother

**Physical residential address**

**Postal address + CODE**

CELL phone

E-mail

HOME number

Occupation

Employer

Business name and address + phone number

How will you show that you are committed to supporting the school?

It is *compulsory* for all children to be involved in the full school day each year– which includes **sport** and / or **extra-curricular** activities. Name the areas where your child will be involved.

Summerwood is a **fee-paying school**.

(see fee structure for **current year** + South African Schools' Act: section 39-41)

Do you wish to apply for financial assistance while attending the school?

yes / no

Page 2:  
initials of BOTH parents

## **MEDICAL AID DETAILS**

Name of Fund: \_\_\_\_\_ Number: \_\_\_\_\_

Principal (main) member's name : \_\_\_\_\_

Doctor's name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Allergies of child: \_\_\_\_\_

Record ALL medical information the school should be aware of: \_\_\_\_\_

Do you **consent** to the school providing emergency first aid to your child?

**Note:** The terms I/we and parent/s /legal guardians at all times, imply both parties as do my/our child.

For ease of reading, the school shall refer to the parents as "we" even if singular.

### **We as parents / legal guardians herewith declare as follows:**

We shall ensure that our child;

- .1 obeys the school's Code of Conduct and school rules (see [www.summerwoodpe.com](http://www.summerwoodpe.com) ),
- .2 participates in school activities (as part of the "team") and loyally attends sports practices and matches noting that school activities take preference. (e.g. netball match before ballet exam)
- .3 arrives punctually each morning and is collected straight after school and/or sport in the afternoon.

**CONSENT:** We give our consent for our child to participate in extra-curricular activities run by the school or its business partners for the purposes of supplementing the school's resources. We consent to our child playing sport in winter (term 2 & 3) and summer (term 1 & 4) and taking part in school tours and excursions organised by the school, grade or class/ subject teacher.

### **POPI ACT CONSENT:**

The school will, from time to time, capture and use photographic/video images of learners during school activities for publicity, promotional and/or educational purposes. Furthermore, the school may publish these images on its official social media platforms and website(s) and/or in official school publications, presentations or broadcasts via newspaper, television or other media. Names are not divulged with any photographs that are placed. **If you object to the use of images of a learner under your guardianship, please provide us with his/her/their name(s) and clear written notification that your consent is withheld. PLEASE REPEAT THIS PROCEDURE FOR EACH ACADEMIC YEAR.**

**SEARCH:** We acknowledge the right of the Principal (or delegate -Section 8A of the South African Schools Act 84) to search at random, any learner (or property of such learner) on the school premises, for any dangerous object, illegal drug, *or suspected stolen property*, where a reasonable suspicion of the possession of such items has been established. We accept that such a search would be in the best interest and welfare of all learners at the school and give our consent for such a search to be conducted.

## **Compulsory payment of school fees.**

The full annual school fee (as agreed upon at the AGM) is payable in advance for every year that your child attends Summerwood Primary School.

**Methods** of payment are Debit Order or by arrangement in writing, with the school bursar – Ms Zelda Bosch **in writing** at [collections@summerwoodpe.co.za](mailto:collections@summerwoodpe.co.za) 041 – 5833 155

**Terms** of payment:

- .1 for a 5% **discount**, payment in full before the 29<sup>th</sup> February – *full* means total annual fee.
- .2 **quarterly** payments (each term) – payable **in the first week** of each new term.
- .3 **monthly** payments (including January and December) – Twelve equal payments before the last working day of each month.

The above-mentioned school fee does **not** include, music tuition fees or additional money for tours, etc.

**Failure to comply** with the above payment terms constitutes a default on your part resulting in the **full outstanding amount (*balance*) of the annual fee becoming due and payable.**

Any indulgence granted by the School to the parent(s) / legal guardian(s) in the payment of school fees, shall not be construed as a waiver of any rights of the school which it may have or as an estoppel against the enforcement of any such. Any deviations / exemptions from the above shall be in writing.

If accounts are not settled within 7 days of the due date, the school reserves the right to proceed with legal action for the recovery of the full outstanding amount as per the South African Schools' Act and common Law.

It is agreed by the parent(s) / legal guardian(s) that a certificate issued specifying the amount owed by the parent(s) / legal guardian(s) to the school shall be prima facie proof of the amount and that the same is due, owing and payable for purposes of obtaining default judgement, provisional sentence or summary judgement against the parent(s) / legal guardian(s).

The parent(s) / legal guardian(s) shall make all payment at the attorneys' offices in settlement of the default school fees handed over.

All payment made by parent(s) / legal guardian(s) in terms of the default amount handed over for collection shall be appropriated **firstly** in satisfaction of all **legal costs and interest** and secondly in reduction of the capital amount *due to the school* as arrears school fees.

In circumstances of genuine hardship from either changed employment circumstance and the like or in the case of new applications for admissions where Summerwood Primary School is the closest school to the parents' place of abode, the parents must complete the school's official school fee subsidies / exemptions application form and motivate why alternative arrangement for the payment of school fees need to be considered. **The application must be made prior to any default** and parents must be prepared for an exhaustive investigation, supported by documentary proof, into their financial circumstances and lifestyle. **Failure to provide the information / or documentation will result in the application being rejected.**

## **Account payers (Commitment & Declaration).**

**Consent** is hereby given to the school to **verify** any information supplied.

We are aware that the "current" school fees will increase by a *variable percent* for the following year.

We furthermore accept that as parent(s) / legal guardian(s), we are **liable (jointly and severally)** for the total amount of annual school fees. (In the event of parents being **divorced** or no longer residing together then, and in such event, the parent(s) / legal guardian(s) accepts herewith that they will remain

**jointly and severally liable** for the outstanding school fees, notwithstanding any divorce settlement agreement or related document entered into.

**Domicilium Citandi Et Executandi.** (Physical address – NOT P.O Box, address for all legal communications)

**School:** *Summerwood Primary School, Skegness Road, Summerstrand, Port Elizabeth.*

(parent fill in here)

**Applicant** \_\_\_\_\_

The choice of *domicilium* should not be taken lightly as, once it has been selected, letters and notices will be served on this address and you will be deemed to have received them, even if you did not in fact do so. The *domicilium* must be a **physical address**, not a P.O Box number. Any notice required to be given by the school to the parent(s) / legal guardian(s) in terms of this Application, shall be given in writing and delivered to the parent(s) / legal guardian(s) address set out above. The applicant will be entitled to nominate an alternative address as *domicilium citandi et executandi* by giving Thirty (30) days written notice to the school delivered by your hand.

DECLARATION:

I / We declare that the information supplied herein is true & correct and I / we accept the conditions and requirements set out herein and acknowledge by signing below that we are liable for the full annual school fees for the full period that our child attends Summerwood Primary School.

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20 \_\_\_\_\_  
(Port Elizabeth) (Date)

**Signature:**

Name and surname (Parent / Legal Guardian) **1**: \_\_\_\_\_

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20 \_\_\_\_\_  
(Port Elizabeth) (Date)

**Signature:**

Name and surname (Parent / Legal Guardian) **2**: \_\_\_\_\_

**Note:**

- Preference is given to learners whose biological parents' permanent place of residence is in Summerstrand.
- Preference is NOT given to learners whose parents' workplace is in Summerstrand, nor learners who attend Beachwood, Little Eagles, Kids on the Way, Stoute Kabouter, Seemeeu, Oki Doki and Dolfyntjie pre-primaries.
- Completion of this application does not guarantee your child a place at the school.
- Parents are advised to apply at two other Port Elizabeth schools.

# SUMMERWOOD Primary School

**DEBIT ORDER FORM**

**SCHOOL FEES:** The *South African Schools' Act* permits *Summerwood* to charge **compulsory school fees** which are agreed upon by parents at the annual budget meeting in November. These fees increase at the end of each financial year.

**Every parent must complete this document and return with application form.**

Name and Surname of Parent: \_\_\_\_\_

- Please complete the form, by ticking the appropriate block. Please return this form to school. Tick ONE of the following

I want to make **ONE PAYMENT** for the year of **R26 400 less 5% = R25 080** to be given if paid by the end of February 2024.

I want to make termly payments of **R6 600** (payable in the 1<sup>st</sup> week of every term).

12 equal monthly payments via Debit order of **R2 200**.

Please note that the school will in future adjust your monthly amount from the beginning of each year, as the fee structure is adjusted. The Debit Order System will operate for each year that your child remains at Summerwood Primary School.

1. Name of Account Holder:

2. Name of Financial Institution:

3. Branch where account is held:

4. Branch Code:  Account No:

5. Please indicate type of account: Current  Savings

6. **Circle** one of the preferred debit order dates: 1<sup>st</sup>  15<sup>th</sup>  25<sup>th</sup>  30<sup>th</sup>

7. \*Name of child/all children at Summerwood, list the eldest child first 1.:

Name & Surname	Grade	12 Months at R2 200
1.		R
2.		R
3.		R
	TOTAL	R

8. Email address for correspondence:

Tel: (W)

Tel: (H)

**Conditions – I agree that the school may debit my account as follows.**

1. The Debit order will operate from January to December – a total of 12 equal Payments.
2. Debits will be collected on the last working day of the month (or as otherwise advised). See point no 6.
3. If for any reason my debit does not go through, the school may automatically pass a double debit for the next month.
4. The Debit Order will operate only off a Current or Savings account.
5. **If a Debit Order is returned 3 times in any academic year, the full outstanding annual school fees, will be handed over to the school's legal team for collection. Whereafter the parent(s) will be liable for all legal costs and interest together with the full outstanding amount.**

*Signature of account holder.*