

LA ROCHELLE



(021) 300 3490 | larochepps@imagnet.co.za | 7B Meerlust Street, Oakglen, Bellville, 7530 www.larochepps.co.za

LIST OF DOCUMENTS 2027	
Name of learner: _____	
Application form	
Admission form	
Admission policy and general school rules	
Consent Form (POPI-Act)	
Confidential learner information	
Undertaking by parent(s) / guardian(s)	
Person responsible for paying of school fees	
Release form in respect of learner photos/images/videos	
Certified copy of birth certificate	
Certified copy of at least one parent's/guardian's identity document	
Copy of clinic card / Road to Health Immunization record	
Annual Development Fund Fee 2027 R1000 (proof of payment)	

Please indicate if your child will stay in Aftercare:

☐

YES

If YES, please indicate:
Half day / Full day
(Please circle)

☐

NO

For office use only:

Class / Gr: _____

Start date: _____

LA ROCHELLE PREPARATORY SCHOOL

APPLICATION FOR ADMISSION

YEAR OF ADMISSION: 2027

DETAILS OF LEARNER

Where did you hear about La Rochelle Preparatory?			
Surname		Date of birth	
Full name		Name	
Home language		Gender	
Identity number		Church affiliation	
Name of previous school		Tel no of school	

MEDICAL DETAILS OF LEARNER

Previous illnesses		Allergies	
Family Doctor		Tel no	
Medical Aid		Membership no	

DETAILS OF PARENTS

Marital status	Married	☐	Divorced	☐	Not married	☐	Single Parent	☐	Estranged	☐	Living together	☐
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DETAILS	FATHER	MOTHER
Surname		
Name		
Identity number		
Physical address		
Postal address		
Tel no (w)		
Cell no		
E-mail address		
Name of employer		
Occupation		

Person to contact in case of emergency (other than parents)

Name		Tel no	
Relationship to learner			

DECLARATION - I/WE THE UNDERSIGNED DECLARE THAT:

1. The content of the application form is correct.
2. I / We acknowledge the school rules and admission policy.
3. I / We undertake to adhere to the code of conduct, rules, policies, as well as the ethos and character of this school to reverse.
4. I / We undertake to pay the school fees as announced.

5. Except in cases where the school, its Management Board, or staff have been negligent or have exhibited intentional conduct, the following is applicable:

Every reasonable precaution will be taken to avoid accidents and injuries, however should a child be injured or suffer any losses during school hours or an outing, resulting in injury, death, loss or damages to the child, the school, its Management board or staff will be exemplified from responsibility for all such injury, costs (including legal costs) death or damages, whether such damages are direct, and/or consequential, or otherwise in any other form.

Completion of this form does not guarantee admission to the school.

I accept the conditions of the application and undertake to pay fees as specified by the Management Board of the school.

An R1000 Development fund fee will be required with confirmation of acceptance. This fee is NON-REFUNDABLE should you decide to cancel your child's application.

Signature of Parent		Date	
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LA ROCHELLE



Enter to learn and discover

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ADMISSION FORM 2027

Herewith, we Mr / Ms _____

physical address _____

accept the admission of (name of child) _____

to La Rochelle Preparatory School, from (date) _____

We undertake to comply with the General Guidelines of the school and to pay the **school fees** punctually, as stipulated by the School Governing Body in the guidelines. With the completion of this admission form, we undertake to pay the school fees in advance **before the third of each month**. If we should fail to do so, we accept the 10 % interest on outstanding school fees. Further, we accept that the Governing Body has the right to **prohibit our child** from attending La Rochelle Pre-Primary if we do not comply by paying the school fees.

Except in cases where the school, Governing Body, and/or staff, and WCED have been negligent or have exhibited intentional conduct, the following is applicable:

We understand that all reasonable safety precautions will be taken at school and that supervision be provided at the sole risk of my son/daughter and that I, in my above-mentioned and personal capacity, my executors, my spouse, and child named above, hereby indemnify the principal, the teachers, the School Governing Body and the Western Cape Education Department of all and any losses however so arising or costs (including legal costs) damages, whether direct, indirect, consequential or in any other form, as well as injuries or death to my above-mentioned child which may occur from any of the activities mentioned above.

I acknowledge that the principal and staff will take all reasonable precautions to ensure the safety of my child.

I agree to abide by the rules and guidelines laid down by La Rochelle Pre-Primary.

NAME OF PARENT / GUARDIAN

SIGNATURE

DATE

LA ROCHELLE



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ADMISSION POLICY AND GENERAL SCHOOL RULES 2027

Governing Body

La Rochelle Preparatory School is managed by an elected Governing Body, chosen and consisting of parents and staff of the school. Only parents with a learner in the school can be elected to serve on the SGB. The SGB aims to manage the physical and financial needs of the school.

Admission

Learners in Grade R may not repeat the grade, except in cases recommended by the class teacher, Principal and approved by WCED. All necessary interventions must also be in place.

The final approval of all admissions rests with the school's Governing Body.

Language

Tuition is offered in either English or Afrikaans.

Religious instruction

A value, social and emotional program is offered. Mutual respect for different cultures and religious beliefs is taught to our learners

School fees

School fees are determined annually by the Governing Body, and parents inform the school in writing which payment option will be used. One calendar month (30 days) written notice must be given in all cases where the children are to leave the school and/or aftercare during the year. School fees are payable in advance, on/before the 3rd day of the following month.

School hours

Learners can be dropped off from 07:00 in the morning and the official day program times are as follows:

3-4 years:	08:00 – 12:00
Pre Gr. R:	08:00 – 12:20
Gr. R	07:30 – 12:45 (compulsory school year)
Gr.1	07:30 – 13:15 (compulsory school year)

Parents must ensure that children arrive at school **on time**. The teaching staff is not responsible for arranging transport on behalf of parents. Parents must arrange for the collection of children after school, as teachers cannot accept responsibility for learners after above-mentioned times. All learners are expected **to attend school regularly**.

Illness/Absenteeism

When a child has a bad cough, flu, fever, or any contagious illness, parents are requested to keep them at home until the symptoms have cleared up. Should a child be absent for any reason, please inform the class teacher by 09:00. Parents will be called immediately to collect their child from school should they run a high fever, vomit, have diarrhoea, or have head lice.

Clothing

Children must dress for school in informal clothes. An additional set of clothes must be kept in their bag. Girls should not wear high-heeled shoes as flat shoes are more practical. No jewellery is allowed. Long hair must be tied up. Girls wearing skirts or dresses must wear shorts or tights underneath for ease of movement. All clothing and other items must be marked with your child's name.

Cell phones

No cell phones are permitted at school.

Lunchtime

Children are encouraged to bring a healthy sandwich, fresh fruit and water or fruit juice. We do not allow cake, sweets, chocolates, fizzy- or energy drinks or pies. Tinkies, sweet muffins, and biscuits do not constitute a well-balanced meal. Please send a bottle of drinking water to school every day.

Toys

Children are strictly forbidden to bring toys to school except when requested by the teacher. All toys brought to school will be kept safely by the teacher and sent home.

Change of personal detail

Please notify the school immediately of any change of address or home, office, or contact telephone numbers.

Financial matters

All money sent to school **MUST** be in a sealed envelope with the following details: **Name of child, amount enclosed, and what the payment is for.** No money must be left in the child's bag or plastic sleeve.

Parking

The safety of our children is very important, and we rely on your cooperation in this matter. Learners must not be allowed to pass around the rear of the vehicles and care should also be taken not to scratch the parked vehicles with backpacks. Learners must be accompanied into the premises by their parents. No learners are allowed to walk to the gate on their own.

Front gate

PLEASE KEEP THE GATE CLOSED AT ALL TIMES! LOST TAGS MUST BE REPORTED AND DEACTIVATED IN THE OFFICE.

Accidents or injuries

Everything possible will be done to prevent accidents or injuries at the school, but if a child is injured at the school, the following applies: the School Governing Body, Principal, teachers, aftercare staff, or Western Cape Education Department are indemnified and cannot be held responsible.

Parental involvement

Parents are encouraged to participate actively in school activities. Parents are welcome to discuss any problems with the principal and/or class teachers. All discussions between parents and the principal or teachers will be treated as strictly confidential. Suggestions from parents are always welcome. Parents are not permitted to confront any other children, but their own, personally. Any problems must first be brought to the principal's attention.

Learners with special needs:

Although La Rochelle Preparatory would like to accommodate all children, we unfortunately do not have all the necessary training, facilities, and staff to accommodate learners with special needs. The learner himself sometimes suffers as a result, as well as the teacher and other learners in the class. In cases where a learner is accommodated with special needs, we expect the parents' full cooperation concerning evaluations, therapy, medication, and learner support. Should no progress be made or the development of the learner and other learners be hindered or prevented, the school may recommend or require that education continue at a more appropriate learning institution.

Signature of parent / guardian

Date



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Consent form in terms of the Protection of Personal Information 4 of 2013 (POPI)

Consent to use personal information¹

- By agreeing to the terms of this information form, you,, hereby voluntarily authorise La Rochelle Preparatory School to process your personal information as well as that of the learner, (including the names, physical address, telephone numbers and any other information you have provided to the school).
- Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain effective until one of the conditions stated under paragraph 8 of the Policy on the Protection of Personal Information has been met.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of processing information must relate to a function or activity of the school.
- In addition, you hereby take note that (SCHOOL) collects and processes personal information pertaining to the proper functioning, management and governance of the school, as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- The type of information will depend on the purpose for which it is collected and will be processed for that purpose only.
- In terms of section 11 of POPI, personal information may only be processed in the following

¹ This form must be read with the *Policy on the Protection of Personal Information*.

circumstances:

- o If the data subject, or a competent person where the data subject is a child, consents to the processing.
- o If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
- o If processing complies with an obligation imposed by law on the school.
- o If processing protects a legitimate interest of the data subject.
- o If processing is necessary for the performance of a public law duty.
- o If processing is necessary for pursuing the legitimate interests of the school.

Your rights in terms of this consent

You have the following rights:

- *The right to know what information is being kept, how it is being used, and when the school will disclose it.* All of the information above is contained in our Policy on the Protection of Personal Information and our Privacy Policy, which are available and may be obtained from our offices or our website.
- *The right to correct your details.* The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- *The right to revoke consent.* You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect any past or existing use of your information.

Consent to receive marketing information.

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes, and understand that by consenting, you may receive marketing materials in the form of SMSs, e-mails and the like from the school.

Please tick the appropriate box below: I agree ☐ I do not agree ☐

Signature of parent/guardian: _____ Date: _____

CONFIDENTIAL INFORMATION 2027

GENERAL INFORMATION

Full name & surname of child					
Date of Birth					
Marital Status	Married	Not Married	Divorced	Single parent	Living together
Position of child in the family	1st, 2nd, 3rd child of ____ children				

BIRTH / TODDLER YEARS

Pregnancy	Normal		Complications		
Birth	Normal		Caesarean		Complications
Milestones of child normal (walking, etc.)			If not, specify		
General health as baby					

MEDICAL HISTORY

Illnesses the child has had	Chicken Pox / Diphtheria / Measles / Typhoid / Mumps / German Measles / Scarlet Fever /				
	Whooping Cough/bilharzia / Malaria / Nervous Twitch				
Name all other illnesses previously had or still has					
Name any previous operations and the reason					
Does the child take any chronic medication, Reason?					
Any allergies					
Any bladder problems					
Any problems with	Hearing		Grommets		
	Sight				

SOCIAL DEVELOPMENT

Did your child attend a playgroup?	Name of group/school
Does your child interact easily with other children?	
What kind of role does your child play in a group	Dominating / Pleasing / Compliant / Demanding / Aggressive / Shy
Can your child keep him/herself busy?	

EMOTIONAL DEVELOPMENT

Is your child	Loving / Aloof / Seeking attention / Obedient / Disobedient / Shy / Frank (open) /				
	Friendly / Tolerant / Touchy / Enough self-confidence / Dependent on parents /				
	Independent / Need more self-confidence				
Can your child do the following on their own	Bath		Dress		Eat

Where does your child sleep	In own bed		With parents		Share a room	
Eating habits	Good		Fluctuates		Poor	
Sleeping habits	In good routine		Does not sleep on his/her own		Poor	

LANGUAGE DEVELOPMENT

Fluency	Fluent / Stutters / Full sentences / Only words / Vocabulary					
Is your child able to speak a 2nd language?			If so, which language			
Any speech problems						

PHYSICAL DEVELOPMENT

Is your child	Right-handed		Left-handed			
Does your child enjoy climbing activities?	Yes		No			
Physical contact	Shy away		Does he/she enjoy it			
Movements of your child	Agile		Clumsy		Normal	
Any signs of	Fear of Heights		Car sickness		Other	

THERAPY

Did your child receive any of the following therapy:						
Occupational therapy			Name of therapist			
Speech therapy			Name of therapist			
Physiotherapy			Name of therapist			

GENERAL

Does your child accept discipline?	Yes	Fairly	Finds it difficult	
Does he/she play off one parent against the other	Yes		No	
Parents: do you agree on how to discipline your child (mother & father)	Yes		No	
Do you have a fixed routine in normal circumstances at home	Yes	No	Most of the time	
Are you consistent in general in your daily routine and discipline	Yes	No	Most of the time	
Can your child concentrate	Yes	No	Most of the time	

If you adhere to religious persuasion, do you have any requests regarding this	
Are there any other matters you would like your child's teacher/principal to know	
Information provided by: (name)	
SIGNATURE (parent/guardian)	



UNDERTAKING BY PARENTS / GUARDIANS 2027

I / We _____ (full name of parent)

the parent/s of _____ (full name of child)

1. Hereby apply to have the child whose name appears on this form as a learner at **LA ROCHELLE PREPARATORY 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 abovenamed learner.
3. I/We undertake to adhere to the school rules and disciplinary code and to the various amendments in the rules and disciplinary code that may be made from time to time.
4. I/We understand and confirm that the principal or any person duly authorized will act *loco parentis* (in the place of the parent and accepting all reasonable parental responsibilities) 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 the learner's clothing, belongings, and equipment, the school cannot be held liable for such.
6. I/We undertake to reimburse the school for any damage to school property that may be caused by our child.
7. We understand that all reasonable safety precautions will be taken at school and that supervision be provided at the sole risk of my son/daughter and that I, in my above-mentioned and personal capacity, my executors, my spouse, and abovenamed child, hereby indemnify the principal, the teachers, the School Governing Body and the Western Cape Education Department of all and any losses however so arising or costs (including legal costs) damages, whether direct, indirect, consequential, or in any other form, as well as injuries or death to my abovementioned child which may occur from any of the aforementioned activities. I acknowledge that the principal and staff will take all reasonable precautions to ensure the safety of my child.

I/We indemnify the school _____

1. I/We jointly undertake to pay school fees, and I/we understand the following:

- a) The annual school fees will be compulsory as adopted by the Governing Body.

- b) The fees will be payable over a period of 11 monthly instalments from the end of January to the end of November.
- c) That our school is a **South African Schools Act Section 21 school**, which makes the payment of approved school fees compulsory. The South African Schools Act stipulates that both biological parents are responsible for the payment of school fees and that this may be enforced through a legal process.
- d) 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.
- e) Fees are due and payable at the start of each month.
9. I/We undertake to give a 30-day notice in writing of any intention to remove my/our child from the school and to settle my school fees account.
10. I/We agree that our child will attend school regularly and will only be absent for medical reasons.
11. 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.
12. I/We accept responsibility of the learner's transport to and from the school.
13. I/We undertake to inform the school promptly should the child be unable to attend school. Non-attendance at school for a period of more than 2 (two) days will require a doctor's certificate.
14. I/We undertake to support the school's constitution and policy of admission, as defined and implemented by the Governing Body of the school.
15. The signatory hereto hereby chooses *domicillium et executandi* as indicated below. In the event of a change of address, parents are to notify the school in writing.
16. I/We accept responsibility for immunizing our child against contagious diseases and normal infections and shall produce proof thereof if required to do so.
17. 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.
18. I/We hereby give consent that **photos** of our child may be posted on the school's Web/Facebook page.

YES ☐ ☐ NO

19. It may happen that the school may ask for a professional assessment of a learner. Such a request will be made in order to assist the teacher/parent/school to give better support to a learner.

I/We undertake to comply with any such reasonable request and agree to cover the costs of the assessment/s. I/we understand that should I/we not give my/our cooperation in such a matter, the Governing Body may request me/us to remove my/our child from the school.

SIGNATURE OF PARENT/GUARDIAN

DATE

PERSON RESPONSIBLE FOR PAYING OF SCHOOL FEES

I, FULL NAME AND SURNAME: _____

from HOME ADDRESS: _____

CELL PHONE NUMBER: _____

ID number: _____

Parent / Guardian of: _____ (child's name)

Confirm that my employer is: _____ (name of employer)

Physical address of employer: _____

I hereby confirm and declare the following:

1. The information in this document is true and correct.
2. That I undertake to pay the school fees in full with regard to the above-mentioned learner.
3. That I am aware that all school fees are strictly payable in advance.
4. That I am fully aware that any alternative payment agreement is a courtesy from the Governing Body, which may be revoked or reconsidered at any stage.
5. That, in the event I should fail to adhere to the terms of the payment agreement with the school, the school will have the right to demand the full outstanding balance from me with immediate effect.
6. That for any legal action arising from this agreement, I will be liable for all legal costs involved according to the scale between attorney or collection agent and client, together with any commission, interest, postage fees, finders' fees, and sheriff's costs.

I confirm and guarantee that the information enclosed herein is true and correct and also bindingly applicable to the person responsible for settling this account.

SIGNED AT _____ ON THE _____ DAY OF _____ 20 ____ .

SIGNATURE (PERSON RESPONSIBLE FOR ACCOUNT)

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RELEASE FORM IN RESPECT OF LEARNER PHOTOS/IMAGES/VIDEOS 2027

Hereby I, _____ (name of parent/guardian) of _____, (full name of learner), grant permission to La Rochelle Preparatory to display photos/images/videos of the child(ren) indicated below as part of:

- a demonstration/project/activity in the course of classroom teaching.
- a sample project/activity on CD created by the school for use in educational workshops, classrooms, advertisements, etc.
- the school's web pages and social media platforms (including Facebook and Twitter).
- samples given to program publishers, or contest entries submitted to sponsors.
- video recordings to appear in a school-related program broadcast on a television station; and/or
- any printed publication, including, though not limited to, newspapers, magazines, yearbooks, etc.

In granting this permission, I understand that the school may use photos/images/videos of the child(ren) for purposes such as celebrating achievements and publicizing education events, as deemed appropriate by the school governing body and the principal, and that such use may include a display in the school photo gallery.

I further understand that although the school associated with the photos/images/videos will be identified, and adults appearing in photos/images/videos may be named, the personally identifiable information of the child (ren), except for the name (s) of the child (ren), will not be used with any photo/image/video.

I am signing this release form in the knowledge that any photos/images/videos posted on the school's website can be downloaded and reproduced by various news organizations, including print, electronic, and broadcast media, and I, therefore, release the school from any liability arising from the use of photos/images/videos of the child(ren) in school web postings.

Additionally, I understand that there are potential dangers associated with the posting of photos images and videos on a website since global access to the internet does not allow for control over who accesses information.

I further understand that if I wish to rescind this agreement, I may do so at any time by sending a letter to the principal of the school.

Address: _____

Signature of parent/guardian: * _____

Date: _____

Fees 2027

Development Fund Fee: (upon registration and per year thereafter)

R1,000

School fees per child for the year 2027

R26 180

Aftercare: Half day per child for the year 2027 (school holidays included)

R14 300

Aftercare: Full day per child for the year 2027 (school holidays included)

R20 900

School fee payment options:

Yearly in advance on/before 31st January 2027 (discount applicable for advance payment)

School fees per month (from end Jan - end Nov on/before 3rd of following month)

MONTHLY (11months)	YEARLY IN ADVANCE BY 31ST JAN
R2 380 X 11 months	R24 350 after discount

Aftercare payment options: (lunch included)

Half day (until 15h00) yearly in advance on/before 31st January 2027 (discount applicable)

Half day (until 15h00) X 11 months (from end Jan - end Nov on/before 3rd of following month)

R1300 X 11 months

R13 600 after discount

Full day (until 17h30) yearly in advance on/before 31st January 2027 (discount applicable)

Full day (until 17h30) X 11 months (from end Jan - end Nov on/before 3rd of following month)

R1 900 X 11 months

R19 855 after discount

Ad hoc Aftercare per afternoon (lunch included)

R60

Ad hoc Aftercare per half day during school holidays until 12h30 (lunch included)

R60

Ad hoc Aftercare per full day during school holidays until 17h30 (lunch included)

R100

The annual R1000 contribution towards the Development fund is for:

- * the continuous development and improvement of physical and school facilities
- * the assurance that your child has a place in our school for 2027
- * weekly "make and bake", 3 fun activities during the year such as jumping castle, magician, and puppet show, for which you don't have to send extra money to school during 2027
- * educational equipment, stationery, and an apron to use at school.

