



**Independent School**

## PARENT CONTRACT

**Parents' Name:** \_\_\_\_\_

**Parents' Name:** \_\_\_\_\_

**Guardian's Name:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

Introduction: A constructive relationship between the school and families is key to ensuring that the students' well-being is at the core of an effective educational experience. To ensure that all parties in this relationship are aware of their duties and responsibilities, families are encouraged to read this document carefully and to address any queries to the school.

When you sign this contract, you confirm that you are familiar with the Code of Conduct of the school and that you have read, understood and agree to them and adhere to the policies of the school.

This contract ends when your child completes the school's curriculum and any exit examination, we offer at the end of your child's schooling.

Parent Initial: \_\_\_\_\_ Parent Initial: \_\_\_\_\_ Guardian Initial: \_\_\_\_\_



## Parental Responsibilities:

To fulfil our duties to you, we need your co-operation. In addition to the specific duties set out in this contract, you must:

- Encourage your child in their studies, and give appropriate support at home;
- Keep us informed of matters that affect your child;
- Attend school and parent meetings;
- Make sure your child complies with the Code of conduct. These are the rules that we require pupils to obey for proper management, safety and good discipline.
- Commit to providing proper uniform apparel as required by the school.
- To be responsible for your child outside school hours. We will tell you the finishing times of all school activities. You accept that you are responsible for your child after the finishing times of any school activity whether or not they are on school premises.
- You and your child are responsible for taking care of their property. You accept that we are not responsible for the loss, theft, damage or destruction of any property your child brings onto the school premises. This includes school clothing, sport equipment, books, bags, cell phones, head phones, iPads, games, or any personal possessions.

You have a duty to tell us in writing, before your child is enrolled at the school, if your child has any special needs. These needs may be due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioral or emotional barriers or any other medically assessed special need.

A referral will be made after an initial period appropriate to the nature of the special needs, we decide that: a) We cannot address the needs of your child adequately; and b) In our opinion, another school would be better suited for the remedial education of your child.

Parent Initial: \_\_\_\_\_ Parent Initial: \_\_\_\_\_ Guardian Initial: \_\_\_\_\_



# Academics Curriculum and Educational Programs

The school will undertake to watch your child's progress and report to you.

We will let you

know if we have any concerns about your child's progress.

However, we do not have a duty to diagnose any learning disability or other condition your child may have. We can arrange a formal assessment of your child by an appropriate expert. You will be responsible to pay for the formal assessment. You may also choose to arrange the formal assessment yourself.

Parents are expected to:

- Provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.
- Notify the principal in writing if they are aware or suspect that their child has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information.

Parent Initial: \_\_\_\_\_ Parent Initial: \_\_\_\_\_ Guardian Initial: \_\_\_\_\_



## Punctuality and attendance

Students' absenteeism and tardiness affect the school's ability to provide effective educational services, it limits the achievements of consistently absent or late students and disrupts the learning experiences of other students in the school.

Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.

Absent days is noted in students' progress report.

Tardiness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day. Tardiness will be noted in the students' progress report.

Parents, the students and the school must work together to improve and maintain high attendance rates.

Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school. The school will secure and improve teachers' attendance at all times and ensure that students are not left without a qualified teacher for long durations of time exceeding a week.

- I understand that participation, in my child's education is essential to his/her achievement and attitude.
- I agree to be accessible and readily available to the school to discuss issues regarding my child's progress by informing the school of changes to my phone number, email, or physical address.
- I will ensure that my child maintains regular attendance and adheres to EduPlanet's attendance policies while enrolled at EduPlanet.
- I will ensure that my child/ children are punctual for class and other school related appointments and events scheduled on the school calendar.
- I will attend scheduled face-to-face teacher conferences and meetings as needed.
- I understand that it may be mandatory for my child to attend before and/or after school tutoring/remediation as needed or as instructed by EduPlanet Staff, and I will do my part in providing transportation to and from the school.

Parent Initial: \_\_\_\_\_ Parent Initial: \_\_\_\_\_ Guardian Initial: \_\_\_\_\_



## Communication:

Effective communication is essential to building a school-parent partnership which will strengthen the student's learning experience. Communication can and should happen through different means, such as the school's electronic media, pamphlets and/or newsletters, to target all parents.

The responsibilities of the school include:

- Using all contact details provided by parents to communicate key messages.
- Updating the information about school policies, expectations, programs, staff and any other information deemed necessary by the school.
- Informing parents of their child's progress through regular assessment reports (Parent/Teacher Conferences every Term) and meetings. Providing parents, the opportunity to see and review all of their child's work and assessments.

The responsibilities of the parents include:

- Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations. Updating the school about any changes in the contact information.
- Referring regularly to established means of communications for any updates about the school. Returning 'Reply slips' on time.
- Attending meetings, conferences and reviews related to their child's progress and performance.

Parent Initial: \_\_\_\_\_ Parent Initial: \_\_\_\_\_ Guardian Initial: \_\_\_\_\_



## Code of conduct

A copy of the Code of conduct is given to each child when he or she enters the school.

The school's Code of conduct gives examples of the type of offences that may lead to a pupil being suspended or expelled. The examples are not a closed list. A pupil may be suspended or expelled for offences that are not given in the examples, or for lesser offences where previous misbehavior or the circumstances of the case otherwise justify the action. Before expelling a child, the school will always follow proper disciplinary processes.

This contract can be terminated if you or your Child's behavior negatively affects other children's progress at the school, the well-being of School Staff, or brings the school into disrepute.

Your child will be removed from the learning environment if he or she disrupts the teaching and learning process. In such incidences, the student will remain in a work room to work independently with supervision. Parents will be notified after three offences.

### Attitudes and behavior:

EduPlanet has core values as guidelines to build strong characters. Schools strive to offer all their students a hazard free and emotionally safe environment in which they can achieve their full academic and personal potential. In order for schools to achieve this objective, the responsibilities of students and parents include:

Abiding by the school's behavior policy which covers expected code of behavior during the school timings, during extra-curricular activities, during school trips and students' participation in social-media forums.

The school has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological and/or cyber means. Instances of proven and intentional bullying may result in immediate suspension of the aggressor from the school.

Students, parents and staff must not breach confidentiality, defame or make threats to any person in the school community;

Instances of proven and intentional breach of the above will result in sanctions that may include Suspension from the school.

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# Health and Safety

It is the responsibility of the school and the parents to secure a safe and healthy environment for the students. In this regard, the school shall issue and implement various health and safety guidelines that parents are expected to abide by and ensure their children do so as well.

The responsibilities of the school include:

- Providing students with appropriate first aid as per the regulations set.
- Providing students with medical conditions the care and attention they deserve while treating cases with confidentiality.
- Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food and practice of exercise.
- Ensure that all parents and children are using the main gate to monitor people entering and exiting the school premises.

The responsibilities of the parents include:

- Sharing with the school all information related to their child's medical condition and history, including medications started before or after enrolment.
- Ensuring that meals and snacks provided to students adhere to the school's policies and guidelines in this regard.
- Upholding the school's decision to confiscate food and drink items which do not fit the expectations set by the school.

Parent Initial: \_\_\_\_\_ Parent Initial: \_\_\_\_\_ Guardian Initial: \_\_\_\_\_



## Indemnity

While your child is a pupil at the school, we undertake to exercise reasonable skill and care for his/her education and well-being. Our undertaking applies during school hours and at other times when your child has our permission to be on school premises or is participating in activities we have organized.

Unless you write to us in advance with the specific purpose to withhold your consent,

**you consent to your child:**

a) Taking part in supervised school activities. These activities may include contact sports and or activities with some risk of physical injury;

b) being transported in the school bus or other contracted transport services.

Travelling to supervised school activities that take place outside of school premises.

We (the school) will take reasonable care to avoid loss, damage, injury or death to your child. We are not responsible for the loss, damage, injury or death that results from your child taking part in these activities. You accept the legal responsibility for any claims for loss, damage, injury or death that result from your child taking part in these activities.

**Parents undertaking:**

We (parents/legal guardian) fully understand and accept that all such activities shall be undertaken at my child's /ward's own risk, and I undertake on behalf of myself, my spouse, my executors and my aforesaid child/ward to indemnify, hold harmless and absolve the school, the principal and his/her staff against and from any or all claims whatsoever which may arise in connection with any loss or damage to the person or property of my aforesaid child/ward in the course of such activities.

We also give permission for the supervisor/principal to take the necessary steps in the case of an accident, or illness at school or when on an outing and undertake to cover the costs thereof.

Save as otherwise agreed to the contrary in writing, you consent to your Child participating, under proper supervision, both in and outside the school, in sports, outings and other activities which may entail some risk of physical injury, as well as to your Child travelling to and participating in School activities and programs outside the school. Subject to the School taking reasonable care to avoid harm and save for any gross negligence on the part of the school, its employees or agents, the school is not responsible for loss or damage resulting from such sports, outings, activities or programs.

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## Protection of Personal Information

By entering into this contract, and unless you at any time instruct the school expressly and in writing to the contrary, your consent is given for the school to:

- Collect, store and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees;
- collect, store and process names, contact details and information relating to yourself and your Child in a personal Profile.
- include photographs, with or without name, of your Child in School publications, Facebook or in press release to celebrate the School's or your Child's activities, achievements or successes;
- supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend.

We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.

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# Fees

## FEE DETERMINATION

The following are applicable when fees are determined:

- Fees at EduPlanet are determined annually for a period of 12 months.

## FEE TYPES

EduPlanet (Pty)Ltd reserves the right to charge fees for the provision of educational and other services where applicable. EduPlanet reserves the right to amend its fee structures and types as it sees fit, on condition that all such changes will be communicated to all stakeholders at least 1 month before the amended structure or fees become effective.

EduPlanet reserves the right to charge the following fees, where applicable:

- Enrolment or registration fees
- Annual re-registration fees
- School fees
- Aftercare fees
- Excursion fees
- Educational levies
- Textbooks

Services offered might differ from school to school depending on the availability, need and financial viability of providing them. Where services in addition to the above are offered at a school, EduPlanet reserves the right to charge fees for those services.

## ENROLMENT OR REGISTRATION FEES

The following regulates the charging of Enrolment or Registration fees, referring also to Learner Transfer policy for regulations regarding learners transferring from one school to another:

- Enrolment or registration fees are payable for every new learner.
- Enrolment or registration fees are payable by new learners after the application form is submitted and the learner is accepted.
- The learner's place in the school is only guaranteed once the enrolment or registration fee is paid in full.
- Enrolment or registration fees paid are non-refundable.

## ANNUAL RE-REGISTRATION FEES

The following regulates the charging of annual re-registration fees.

- Re-registration fees are payable by all learners, excluding new learners, at the beginning of a year.
- Re-registration fees paid are non-refundable.

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## SCHOOL FEES

### **The following regulates the charging of school fees.**

- School Fees can be paid via debit order, EFT, cash or card payment in the office.
- Fees are payable annually, six-monthly, quarterly, or through 12 monthly payments.
- School fees are payable in advance on the 1st day of each month for monthly payments, by 31 January and 01 June for six-monthly payments, on the first day of each quarter for quarterly payments and by 31 January for annual fee payments.
- School Fees must be paid in advance, on the 1<sup>st</sup> of every month to prevent interest from being added.
- Payment of school fees is not subject to presentation of a statement.
- School Fees paid in advance are non-refundable.

### **NON-PAYMENT OF SCHOOL FEES**

- If the account is in arrears for 2(two) months the learner will not be allowed to return until the full amount due is settled.
- If the full amount due is not settled the account will be handed over to debt collectors.

### **AFTERCARE FEES**

The following regulates the charging of aftercare fees:

- The minimum registration period for aftercare is 1 term (Jan-Mar/Apr-Jun/Jul-Sep/Oct-Dec)
- Notice for cancellations will only be accepted on a quarterly basis, at least 30 days before the end of the term.
- Cancellation notice is only valid if signed by both the parent and an authorized EduPlanet aftercare employee.
- In the case of a learner not making use of the aftercare facilities for a full quarter, the person responsible for payment will still be liable for the full amount for that quarter. This excludes learners leaving the school.

### **DEREGISTRATION**

- SHOULD ONE LEAVE THIS SCHOOL, ONE NEEDS TO CANCEL BY GIVING ONE MONTH'S NOTICE IN WRITING, OTHERWISE ONE IS OBLIGED TO PAY ONE MONTH'S SCHOOL FEE, IF LEAVING WITHOUT NOTICE.

## General

While your Child remains a pupil of EduPlanet Independent School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your Child is permitted to be on School premises or is participating in activities organized by the school.

The parties take cognizance of the fact that children at the school are expected to participate in all aspects of school life, including religious worship and instruction. In this regard, you acknowledge that EduPlanet is a Christian School and all pupils are required to respect and adhere to this ethos. This includes active participation in Assemblies and prayer.

Parents and students have the right to fair and impartial decisions affecting their educational experience at the school. It is best to solve issues informally through meetings and discussions; however, at times, there are concerns and complaints that need further deliberations. Please address concerns to the director or principal.

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery or education at the school. The school will give you at least a Term's notice of any such modifications.

### Declaration:

I/we, the undersigned, do hereby declare that I/we have read and understood this Contract.

SIGNED by:

The Child's / Children's' Father: \_\_\_\_\_ Date: \_\_\_\_\_

Mother: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: **EduPlanet Independent School** on \_\_\_\_\_ 20\_\_\_\_

by (Principal) Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Witness) Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent Initial: \_\_\_\_\_ Parent Initial: \_\_\_\_\_ Guardian Initial: \_\_\_\_\_