



## HOËRSKOOI F.H. ODENDAAL

200 Baviaanspoort Road/Weg  
DERDEPOORT, PRETORIA  
P.O. Box/Posbus 15141  
EAST LYNNE, 0039

Tel: 012 8001141/2  
Fax/Faks: 012 8001148  
e-mail/e-pos: [admin@fhodendaal.co.za](mailto:admin@fhodendaal.co.za)

### APPLICATION FORM / AANSOEKVORM (2018)

**NB. COPIES OF THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE ADMISSION FORM:  
THIS FORM MUST BE COMPLETED IN FULL!!**

**NB. AFSKRIFTE VAN DIE VOLGENDE DOKUMENTE MOET BY DIE AANSOEKVORM AANGEHEG WORD:  
HIERDIE VORM MOET VOLLEDIG VOLTOOI WORD!!**

1	ID or Birth certificate of learner / Leerder se ID of Geboortesertifikaat
2	Most recent school report / Nuutste skool rapport
3	<b>BOTH</b> Parent's/Guardian's ID / <b>BEIDE</b> Ouers/Voogde se ID
4	Proof of residence (Water & Electricity account/Rental Agreement) / Bewys van <b>adres</b> (Water & elektrisiteitsrekening / Huurkontrak)
5	<b>Salary slip/Bank statement</b> (If unemployed: Affidavit & Bank statement) / <b>Salarisstrokie/Bankstaat</b> (Indien <b>werkloos</b> : Affidavit & Bankstaat)
6	Proof of <b>Medical aid</b> / Bewys van <b>Mediese fonds</b>
7	GR 9 – 11: (If the application is successful and the learner is accepted, a <b>transfer letter</b> must be submitted on the first day of school) / (Indien die aansoek suksesvol is en die leerder aanvaar is, moet u 'n <b>oorplaasbrief</b> op die eerste skooldag inhandig)

#### A. ADMISSION REQUIREMENTS / TOELATINGSVEREISTES

- Application for **2018** commences from **2 MAY 2017**. Closing date is **12 JUNE 2017**. Application form must be submitted at the admin office **PER HAND**. **NO** faxed or e-mail applications will be accepted.  
*Aansoek vir 2018 begin vanaf 2 MEI 2017. Sluitingsdatum is 12 JUNIE 2017. Aansoekvorm moet by die admin kantoor PER HAND ingehandig word. GEEN faks of e-pos sal aanvaar word nie.*
- When a learner applies to be admitted to the school, the parents of said learner must complete the Application Form. **Grade 8 Applications: Online waiting list number must accompany the application form.** ([www.gdeadmissions.gov.za](http://www.gdeadmissions.gov.za))  
*Wanneer 'n leerder aansoek doen om toelating by die skool, moet die ouers van genoemde leerder die aansoekvorm voltooi. Graad 8 Aansoek: Online waglysnommer moet by aansoekvorm aangeheg word.* ([www.gdeadmissions.gov.za](http://www.gdeadmissions.gov.za))
- Parents/Guardians and learners must understand and **accept** the **School Policy & Financial Obligation**, the **Code of Conduct** as well as the **School Rules**. Learners must submit to the authority and disciplinary measures of the **School Governing Body**. (\*See attached Addendum A, B & C for your perusal)  
*Ouers/Voogde en leerders moet die Skoolbeleid & Finansiële Verpligting, die Gedragkode asook die Skoolreëls verstaan en aanvaar. Leerders moet aan die outoriteit en dissipline van die Skool Beheerliggaam voldoen. (\*Sien Bylaag A, B & C vir u insae aangeheg)*
- Learners must meet the **age** requirements for each grade as determined by the Gauteng Department of Education.  
*Leerders moet aan die korrekte ouderdom vereistes soos deur die Gauteng Onderwys Departement bepaal, voldoen.*
- The compulsory **school fees**, which are determined by the School Governing Body, must be paid timeously. The **first payment of R1200** is payable on **acceptance** of the learner, **NOT REFUNDABLE**.  
*Die verpligte skoolgeld soos deur die Skool Beheerliggaam bepaal, moet stiptelik betaal word. Die eerste bedrag van R1200 is betaalbaar by aanvaarding van leerder, NIE TERUGBETAALBAAR,*
- Documentary evidence of person responsible for the learner's school fees must adhere to **FICA** requirements.  
*Dokumentêre bewyse van persoon verantwoordelik vir die leerder se skoolfonds moet aan FICA vereistes voldoen.*

(I TAKE NOTE OF THE ABOVE STIPULATIONS) / (EK NEEM KENNIS VAN BOGENOEMDE VOORSKRIFTE)

SIGNATURE / HANDTEKENING: \_\_\_\_\_ DATE / DATUM: \_\_\_\_\_

LEARNER/LEERDER:

SURNAME/VAN: \_\_\_\_\_ NAME/NAAM: \_\_\_\_\_

GRADE/GRAAD: \_\_\_\_\_ WAITING LIST NO/WAGLYS NR: \_\_\_\_\_

## B. LEARNER INFORMATION / LEERDER INLIGTING

SURNAME/VAN: \_\_\_\_\_

FULL NAMES/VOLLE NAME: \_\_\_\_\_

NAME YOU WISH TO BE CALLED/NOEMNAAM: \_\_\_\_\_

DATE OF BIRTH/GEBOORTEDATUM: \_\_\_\_\_ ID NO: \_\_\_\_\_

GENDER/GESLAG: \_\_\_\_\_ RACE/RAS: \_\_\_\_\_

PREVIOUS SCHOOL/VORIGE SKOOL: \_\_\_\_\_

Preferred Language of Tuition/Opvoedkundige Taal Voorkeur: (AFR/ENG) \_\_\_\_\_

Home language/Huistaal: \_\_\_\_\_

Name of brother and/or sister currently in FHO/Naam van broer en/of suster op die oomblik in FHO:

Name/Naam: \_\_\_\_\_

GR: \_\_\_\_\_

### LIST OF PARTICIPATIONS & ACHIEVEMENTS / LYS VAN DEELNAME & PRESTASIES:

	DESCRIPTION BESKRYWING	ACHIEVEMENT(S) PRESTASIE(S)	YEAR / JAAR
ACADEMIC/ AKADEMIE			
SPORT/ SPORT			
CULTURE/ KULTUUR			
LEADERSHIP/ LEIERSKAP			
OTHER/ ANDER			

### LANGUAGE PROFICIENCY (good/fair/poor) / TAALVAARDIGHEID (goed/redelik/swak)

	ENGLISH/ENGELS	AFRIKAANS
SPEAK/PRAAT		
WRITE/SKRYF		
READ/LEES		

## C. PARENT/GUARDIAN INFORMATION / OUER/VOOG INLIGTING

### FATHER/GUARDIAN / VADER/VOOG:

SURNAME/VAN: \_\_\_\_\_

NAME/NAAM: \_\_\_\_\_

ID NO./ID NR.: \_\_\_\_\_ TITLE/TITEL: \_\_\_\_\_

### TELEPHONE NUMBERS/TELEFOON NOMMERS:

HOME/HUIS: \_\_\_\_\_ WORK/WERK: \_\_\_\_\_

CELL/SEL: \_\_\_\_\_

**FATHER/GUARDIAN / VADER/VOOG:**

**ADDRESS/ADRES:**

RESIDENTIAL ADDRESS/WOONADRES: \_\_\_\_\_

OCCUPATION/BEROEP: \_\_\_\_\_

EMPLOYER/WERKGEWER: \_\_\_\_\_

EMPLOYER'S ADDRESS/WERKGEWER ADRES: \_\_\_\_\_

GROSS INCOME PER MONTH/BRUTO INKOMSTE PER MAAND: \_\_\_\_\_

E-MAIL ADDRESS/E-POS ADRES: \_\_\_\_\_

**MOTHER/GUARDIAN / MOEDER/VOOG:**

SURNAME/VAN: \_\_\_\_\_

NAME/NAAM: \_\_\_\_\_

ID NO./ID NR.: \_\_\_\_\_ TITLE/TITEL: \_\_\_\_\_

**TELEPHONE NUMBERS/TELEFOON NOMMERS:**

HOME/HUIS: \_\_\_\_\_ WORK/WERK: \_\_\_\_\_

CELL/SEL: \_\_\_\_\_

**MOTHER/GUARDIAN / MOEDER/VOOG:**

**ADDRESS/ADRES:**

RESIDENTIAL ADDRESS/WOONADRES: \_\_\_\_\_

OCCUPATION/BEROEP: \_\_\_\_\_

EMPLOYER/WERKGEWER: \_\_\_\_\_

EMPLOYER'S ADDRESS/WERKGEWER ADRES: \_\_\_\_\_

GROSS INCOME PER MONTH/BRUTO INKOMSTE PER MAAND: \_\_\_\_\_

E-MAIL ADDRESS/E-POS ADRES: \_\_\_\_\_

**STATUS OF FAMILY – LEARNER STAYS WITH / STATUS VAN GESIN – LEERDER WOON BY:**

Both parents <i>Albei ouers</i>		Divorced (lives with father) <i>Geskei (woon by vader)</i>		Stepfather <i>Stiefvader</i>		Widower <i>Wewenaar</i>	
Guardian <i>Voog</i>		Divorced (lives with mother) <i>Geskei (woon by moeder)</i>		Stepmother <i>Stiefmoeder</i>		Widow <i>Weduwe</i>	

**CONTACT PERSON IN CASE OF EMERGENCY / KONTAKPERSOON IN NOODGEVAL:**

Name and Surname/*Naam en Van*: \_\_\_\_\_

Relationship to learner/*Verwantskap tot leerder*: \_\_\_\_\_

Cell no/*Selnr*: \_\_\_\_\_ Work no/*Werk nr*: \_\_\_\_\_

## D. FINANCIAL SECTION / FINANSIËLE AFDELING

**PAYMENT OF SCHOOL FEES / BETALING VAN SKOOLFONDS:**

I undertake to pay school fees as follows / Ek onderneem om skoolfonds soos volg te betaal:  
(Please indicate / Dui asb aan: X)

Settlement of school fees before end of February 2018. Discount is granted (details at school) / Volledige vereffening van skoolfonds voor einde Februarie 2018. Korting word toegestaan (besonderhede by skool)	A
10 Equal payments from January until October 2018 by cash/electronic/card machine (at school) / 10 Maandelikse paaiemente vanaf Januarie tot Oktober 2018 per kontant/elektroniese betaling/ kaart masjien (by skool)	B
10 Payments per debit order from January until October 2018. (You will need to make arrangements at your bank) / 10 Betalings per aftrekorder vanaf Januarie tot Oktober 2018. (U moet self reëlings by u bank tref)	C

**PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES / PERSOON VERANTWOORDELIK VIR BETALING VAN SKOOLGELD:**

Indicate with an X where applicable / Merk met 'n X in die blokkie van u keuse:

- |                  |                          |  |
|------------------|--------------------------|--|
| a) FATHER/VADER  | <input type="checkbox"/> | <b><u>BANK DETAILS / BANKBESONDERHEDE:</u></b> |
| b) MOTHER/MOEDER | <input type="checkbox"/> | ABSA BANK (Hoërskool FH Odendaal)              |
| c) GUARDIAN/VOOG | <input type="checkbox"/> | ACC NO/REK NR: 14303 90062                     |
| d) OTHER/ANDER   | <input type="checkbox"/> | BRANCH CODE/TAKKODE: 335 245                   |

Fax proof of payment to 012 8001148 or hand in at finance office / Faks bewys van betaling na 012 8001148 of handig by finansiële kantoor in.

REFERENCE = Learner's admission number & Initials, Surname & Grade /  
VERWYSING = Leerder se toelatingsnommer & Voorletters, Van & Graad

**DETAILS OF PERSON RESPONSIBLE FOR PAYMENT / BESONDERHEDE VAN REKENINGPLIGTIGE:**

Surname/Van: \_\_\_\_\_

Full Names/Volle name: \_\_\_\_\_

Physical address/Woonadres: \_\_\_\_\_

Work no/Werk nr: \_\_\_\_\_ Cell no/Sel nr: \_\_\_\_\_

Home no/Huis nr: \_\_\_\_\_

**SIGNATURE OF PERSON RESPONSIBLE FOR PAYMENT:**

**HANDTEKENING VAN REKENINGPLIGTIGE:** \_\_\_\_\_

**DATE/DATUM:** \_\_\_\_\_

**INDEMNITY - PERMISSION / VRYWARING – TOESTEMMING:**

1. I give **permission** that my child may participate in the following extra-mural activities after school /

*Ek gee **toestemming** dat my kind aan die volgende buitemuurse aktiwiteite na skool mag deelneem:*

- |                           |                          |                        |                          |                  |                          |
|---------------------------|--------------------------|------------------------|--------------------------|------------------|--------------------------|
| Athletics/Atletiek        | <input type="checkbox"/> | Rugby                  | <input type="checkbox"/> | Soccer /Sokker   | <input type="checkbox"/> |
| Hockey/Hokkie             | <input type="checkbox"/> | Netball/Netbal         | <input type="checkbox"/> | Cricket /Krieket | <input type="checkbox"/> |
| Softball/Sagtebal         | <input type="checkbox"/> | Chess/Skaak            | <input type="checkbox"/> | Jukskei          | <input type="checkbox"/> |
| Acting/Toneel             | <input type="checkbox"/> | Choir/Koor             | <input type="checkbox"/> | Tennis           | <input type="checkbox"/> |
| Public speaking/Redenaars | <input type="checkbox"/> | Cross-country/Landloop | <input type="checkbox"/> | Debate/Debat     | <input type="checkbox"/> |

And that he/she may go on tours and day trips when organised by the school, except for / En dat hy/sy op toere en dag uitstappies wat deur die skool gereël is, mag gaan, behalwe vir:

\_\_\_\_\_  
Motivation/Motivering: \_\_\_\_\_

2. I accept that all possible precautions will be taken to ensure his/her safety. I will be responsible for medical and hospital accounts (if applicable) in cases of injuries which cannot be ascribed to negligence on the side of the person in charge. / *Ek aanvaar dat alle redelike voorsorg getref sal word vir sy/haar veiligheid en dat ek self verantwoordelik sal wees vir die betaling van mediese en hospitaalrekeninge (indien van toepassing) in die geval van beserings wat nie aan nalatigheid van die verantwoordelike persoon toegeskryf kan word nie.*
3. To my knowledge he/she is healthy and physically able to participate in the activities mentioned. / *Sover ek bewus is, is hy/sy fisies in staat om aan gemelde aktiwiteite deel te neem en verkeer hy/sy in goeie gesondheid.*
4. I grant power of attorney to the principal or his/her representative in case of medical treatment or surgery. / *Ek gee volmag as ouer aan die skoolhoof of 'n verteenwoordiger wanneer enige mediese behandeling of chirurgiese ingryp vir my kind benodig mag word.*
5. I request the person to take note of the following: (e.g. abnormal bleeding, allergies, epileptic seizures, diabetes, etc.) / *Ek versoek die verantwoordelike persone egter om op die volgende te let: (bv. abnormale bloeding, allergieë, epileptiese aanvalle, diabetes, ens.):*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN (signature)  
OUER/VOOG (handtekening)

\_\_\_\_\_  
DATE / DATUM

## **E. ADDENDUM A, B & C / BYLAAG A, B & C**

I, \_\_\_\_\_ (Name & Surname: Parent/Guardian) undertake to study the attached documents (Addendum A, B & C) and by signing herewith I acknowledge and accordingly accept the school policy and my financial responsibility.

**(Please sign P5 and Initial P6, P7, P8 & P9)**

EK, \_\_\_\_\_ (Naam & Van: Ouer/Voog) onderneem om aangehegte dokumente (Bylaag A, B & C) te bestudeer en dienooreenkomstig die skoolbeleid te aanvaar en my finansiële verpligting te onderteken en na te kom.

**(Tekens asb. BL 5 en Parafeer BL 6, BL 7, BL 8 & BL 9)**

\_\_\_\_\_  
PARENT/GUARDIAN (signature)  
OUER/VOOG (handtekening)

\_\_\_\_\_  
DATE / DATUM

## ADDENDUM A / BYLAAG A

### REQUIREMENTS FOR ENROLMENT AT HOËRSKOOL F.H. ODENDAAL / TOELATINGSVEREISTES VAN HOËRSKOOL F.H. ODENDAAL

➔ This document must be studied carefully before the agreement is signed (p5 Addendum A,B,C). The complete school policy as accepted by the School Governing Body will be available in the office for your perusal. Before a learner will be enrolled at Hoërskool F.H. Odendaal, the parent(s)/guardian(s) of such a learner must first endorse and accept the following principles: /

➔ *Hierdie dokument moet deeglik bestudeer word alvorens die ooreenkoms onderteken word (b15 Bylaag A,B,C). Die volledige skoolbeleid soos goedgekeur deur die Beheerliggaam, is in die adminkantoor beskikbaar vir insae. Alvorens 'n leerder toegelaat sal word tot Hoërskool F.H. Odendaal, moet die ouer(s) of voog(de) van sodanige leerder die onderstaande beginsels en vereistes onderskrif en aanvaar:*

#### 1. PRINCIPLES:

Hoërskool F.H. Odendaal has, over the years, developed a unique character. The community and the educators at school strive to maintain, protect and further develop this unique character. With this goal in mind, parents/guardians, learners and educators must acknowledge, accept and adhere to the following basic principles:

##### 1.1 **Christian element:**

The Christian character of the school is realised in the academic, educational and extra-curricular field and learners are encouraged thereto.

##### 1.2 **Culture and character:**

The school has a unique culture and character in accordance to its natural environment and will thus in all activities strive to enhance and portray this culture.

##### 1.3 **Language of tuition:**

ENGLISH or AFRIKAANS.

##### 1.4 **Maintaining of authority and discipline:**

Basic good order and an authoritative and disciplinary structure are imperative to a successful educational environment. School rules are set and applied accordingly. **Learners and their parents are expected to respect the authority, rules, regulations and constitution of the school as portrayed in the learner's diary, and comply with them.**

##### 1.5 **Healthy balance:**

Balance in all facets of the education situation, e.g. between spiritual -, curricular - and extra-curricular matters, is endeavoured. It is expected of every learner to support the extra-curricular program to its fullest.

##### 1.6 **Maintaining high standards:**

We are striving to improve and maintain the highest possible standards in all spheres of education to achieve the highest possible level in all relevant areas.

#### 1. BEGINSELS:

*Hoërskool F.H. Odendaal het oor die jare 'n eie karakter ontwikkel. Die strewe van die onderwysgemeenskap van die skool is om hierdie besondere karakter te behou, te bewaar en verder uit te bou. Met dié doel voor oë moet ouers/voogde, leerders en leerkrigte die volgende basiese beginsels van die skool erken, aanvaar en hulle daaraan onderwerp.*

##### 1.1 **Christelike inslag:**

*Die Christelike aard van die skool word op akademiese, opvoedkundige en buite-kurrikulêre terrein uitgeleef en leerders word daadwerklik daartoe aangemoedig.*

##### 1.2 **Kultuur en karakter:**

*Die skool het 'n eie kultuur en karakter volgens sy natuurlike omgewing en sal dus op alle moontlike terreine met sy aktiwiteite dié kultuur bevorder, uitbou en uitbeeld.*

##### 1.3 **Onderrigtaal:**

*AFRIKAANS of ENGELS.*

##### 1.4 **Handhawing van gesag en dissipline:**

*Basiese goeie orde en 'n gesag- en dissiplinestruktuur is onontbeerlik vir 'n suksesvolle opvoedingsmilieu. Skoolreëls word hiervolgens neergelê en toegepas. **Daar word van leerders en ouers verwag om die gesag, reëls, regulasies, waardes en beginsels soos weerspieël word in die leerderdagboek te eerbiedig en hulle daaraan te onderwerp.***

##### 1.5 **Gesonde balans:**

*Daar word na balans in alle fasette van die onderrigsituasie gestreef, bv. tussen geestelike -, kurrikulêre - en buite-kurrikulêre aangeleenthede. Dit word van elke leerder verwag om die buite-kurrikulêre program maksimaal te ondersteun.*

##### 1.6 **Behoud van hoë standaard:**

*In die voorsiening van opvoeding en onderwys word gestreef na die behoud en verbetering van die bestaande standaarde en die bereiking van die hoogs moontlike vlak op alle gebiede.*

#### 2. APPLICATION FOR ENROLMENT OF A LEARNER TO THE SCHOOL:

Application for enrolment of a learner to the school must be done by the parent/guardian according to the prescribed procedure, to the Governing Body if:

- 2.1 Learners and parents/guardians accept and endorse the principles as set out in point 1;
- 2.2 The learner capacity of the school allows accommodation of the learner;

- 2.3 The Governing Body is convinced that:
- 2.3.1 The age of the learner correlates with the average age of the relevant grade;
  - 2.3.2 The learner is skilled in both languages of tuition, namely **English** and **Afrikaans**.
  - 2.3.3 The learner meets the required standard of performance for enrolment to the school. (A **transfer letter** from previous school and a copy of the **latest report** must accompany the application).
- 2.4 The parents/guardians of the learner must apply for admission on the prescribed form by supplying all the relevant information and by signing the agreement of education with the school, before the learner(s) of such parents/guardians will be admitted to the school. If a parent/guardian, for reasons acceptable to the Governing Body, does not apply for admission on the prescribed form and the learner(s) is/are admitted by the Governing Body, it will be considered that the terms as included in the application form, are accepted by implication and the parent/guardian will be committed to them, also with regard to the payment of school fees.
- 2.4.1 Any false or misleading information on the application form will have the effect of cancelling the admission regardless of whether the learner has started attending the school or not.
- 2.5 The parents/guardians and learner undertake to comply with the Christian religious policy of the school that includes the following:
- 2.5.1 A religious ceremony comprising of Bible reading and prayer will take place on a daily basis.
- 2.6 Learners with a record of misbehaviour, suspension or expulsion from another school, or political activism, can be denied access to the school.
- 2.7 The learner undertakes to, at all times, respect the character, rules and authority structure of the school through socially acceptable behaviour.

## 2. **AANSOEK OM TOELATING VAN 'N LEERDER TOT DIE SKOOL:**

*Aansoek om toelating van 'n leerder tot die skool, moet volgens die voorgeskrewe prosedure deur die ouer/voog by die Beheerliggaam gedoen word indien:*

- 2.1 *Leerders en ouers/voogde die **beginsels** onder punt 1 uiteengesit, aanvaar en onderskryf;*
- 2.2 *Die skoolkapasiteit ruimte laat vir akkommodasie van die leerder;*
- 2.3 *Die Beheerliggaam daarvan oortuig is dat:*
  - 2.3.1 *die ouderdom van die leerder in verhouding tot die gemiddelde ouderdom van die betrokke graad is;*
  - 2.3.2 *die leerder in **beide** voertale, nl. **Afrikaans** en **Engels**, **vaardig** is;*
  - 2.3.3 *die leerder oor die vereiste prestasiepeil vir toelating tot die skool beskik ('n **Oorplaaskaart** van vorige skool asook 'n afskrif van die **jongste skoolrapport** moet die aansoek om toelating vergesel).*
- 2.4 *Die ouers of voogde van die leerder moet op die voorgeskrewe vorm aansoek doen om toelating deur volledige besonderhede te verskaf en die aansoekvorm om toelating met die skool te onderteken, alvorens die leerder/s van sodanige ouers/voogde toegelaat word om die skool by te woon. Indien 'n ouer of voog om redes wat vir die Beheerliggaam aanvaarbaar is, nie op die voorgeskrewe vorm aansoek doen nie en die Beheerliggaam die leerder wel toelaat, sal dit geag word dat die voorwaardes soos hierin vervat, stilswyend aanvaar word en sal die ouer/voog daaraan gebonde wees, ook met betrekking tot die betaling van onder-riggelde.*
  - 2.4.1 *Enige vals en/of misleidende inligting op die aansoekvorm sal daartoe lei dat die leerder se registrasie by die skool onmiddellik gekanselleer word, selfs al het die leerder reeds in die skool begin skoolgaan.*
- 2.5 *Die ouers/voogde en die leerder onderneem om hulle te onderwerp aan die Christelike godsdiensbeleid van die skool, wat o.a. die volgende behels:*
  - 2.5.1 *Daar sal daagliks 'n godsdiensplegtigheid wees wat bestaan uit die lees van 'n gedeelte uit die Bybel en die doen van 'n gebed.*
- 2.6 *Leerders met 'n rekord van wangedrag, skorsing of uitsetting by 'n ander skool, of politieke aktivisme kan toelating geweier word.*
- 2.7 *Die leerder onderneem om te alle tye deur sosiaal aanvaarbare gedrag die karakter, reëls en gesag-struktuur van die skool te eerbiedig.*

## **ADDENDUM B / BYLAAG B**

### **GENERAL CONDITIONS AND ADMISSION POLICY – ACCOUNTABLE PERSON / ALGEMENE VOORWAARDES EN TOELATING – REKENINGPLIGTIGE**

I, (parent/guardian), **LIABLE FOR PAYING THE ACCOUNT** for school fees, hereby unqualified and unconditionally accept the conditions and ADMISSION POLICY of the school as included in the learner's school diary. / **EK, die REKENINGPLIGTIGE** (ouer/voog), **aanvaar hiermee ongekwalifiseerd en onvoorwaardelik die TOELATINGSBELEID en -voorwaardes van die skool, soos dit in die leerderdagboekie verskyn.**

- 1. The liable person for the school fees account (parent/guardian) is responsible for the payment of the school fees and undertakes to pay the school fees punctually according to the principles agreed upon. If the liable parent/guardian who accepted responsibility for the payment of the school fees in terms of this agreement, should refuse and/or fail to pay such school fees, the other parent/guardian of the learner will be held responsible for the payment of such school fees and all

terms with regard to this agreement will likewise become applicable to such a parent/guardian. If a learner attends the school for longer than ONE WEEK, the parent/guardian liable for the school fees, will *ipso facto* be accountable for the school fees. / *Die rekeningpligtige (ouer/voog) is verantwoordelik vir die betaling van die skoolgelde en onderneem om die skoolgelde stiptelik en op die grondslag soos ooreengekom, te betaal. Indien die rekeningpligtige (ouer/voog) wat verantwoordelikheid vir die betaling van skoolgelde aanvaar het in terme van hierdie ooreenkoms, sou weier en/of versuim om sodanige skoolgelde te betaal, sal die ander ouer/voog van die leerder aanspreeklik word vir betaling van sodanige fondse en sal alle bepalings met betrekking tot hierdie ooreenkoms insgelyks op sodanige ouer van toepassing raak. Indien 'n leerder vir langer as EEN WEEK skool bywoon, sal die rekeningpligtige (ouer/voog) ipso facto aanspreeklik wees vir skoolgeld.*

2. If the parent/guardian liable for the account should fail to pay the school fees as agreed, the school fees for that year will immediately fall due, be claimable and the school will retain the right to initiate legal proceedings and/or any other steps against such non-paying parents/guardians, as well as hand over the details of non-payment to the credit bureau. Such a non-paying parent/guardian liable for the school fees account, will be held liable for all legal costs on and attorney/own client scale interest involved, such as collecting fees and charges. / *Indien 'n rekeningpligtige (ouer/voog) sou versuim om die skoolgelde te betaal soos ooreengekom, is die betrokke jaar se volle skoolgeld onmiddellik opeisbaar en betaalbaar, en behou die skool die reg voor om regstappe en/of enige ander stappe teen sodanige nie-presterende ouer/voog in te stel, en om die gegewens van wanbetaling aan kredietburo's te verskaf. Sodanige nie-presterende rekeningpligtige (ouer/voog) sal aanspreeklik wees om alle kostes op 'n skaal soos tussen prokureur en eie kliënte, rente en invorderingsfooie en – kostes te vereffen.*
3. The parent/guardian liable for the school fees account hereby chooses the address as indicated in the accompanying "Particulars of accountable person" form, as their *domicillium citandi et executandi* for all purposes of possible notices addressed to such a parent/guardian. Any change in the above-mentioned address will be handed over to the school by the parent/guardian in writing. / *Die rekeningpligtige (ouer/voog) van leerder/s kies hiermee die adres soos in die bygaande "Besonderhede van rekenpligtige" vorm vermeld, as hul domicillium citandi et executandi vir alle doeleindes van moontlike kennisgewing wat aan sodanige rekeningpligtige (ouer/voog) gerig moet word. Enige verandering daarvan sal deur die ouer/voog skriftelik aan die skool oorhandig word.*
4. Refunding of pro-rata school fees, payable annually in advance, will only be considered in the case of relocating or other reasons acceptable to the principal. / *Terugbetaling van pro-rata skoolgelde wat jaarliks vooruitbetaalbaar is, sal slegs weens verhuising of ander redes wat deur die hoof aanvaar word, oorweeg word.*
5. The parent/guardian liable for the account hereby accepts that school rules that are applicable to the various learners are announced by the principal, staff and Governing Body from time to time. The parent/guardian and the learner hereby accept that such school rules, without exception of any rule, are applicable to the learner and that the learner will submit to such school rules. / *Die rekeningpligtige (ouer/voog) aanvaar hiermee dat daar skoolreëls wat van toepassing is op die onderskeie leerders, van tyd tot tyd deur die skoolhoof, personeel en Beheerliggaam afgekondig word. Die rekeningpligtige (ouer/voog) aanvaar hiermee namens hulself en die leerder dat sodanige skoolreëls, sonder uitsondering van enige reël, op die leerder van toepassing sal wees en onderneem om die leerder aan sodanige skoolreëls te onderwerp.*
6. If any damage to the school buildings, equipment or otherwise, is caused by the learner, whether negligent or intentional, the parent/guardian liable for the school fees account hereby accepts unconditional accountability for such damages and undertakes to compensate the school with regard to the reparation and/or replacement costs of such damages. / *Indien enige skade deur 'n leerder aan die skoolgeboue, toerusting of andersins aangerig word, hetsy nalatig of opsetlik, aanvaar die rekeningpligtige (ouer/voog) hiermee onvoorwaardelik aanspreeklikheid van sodanige skade en onderneem om die skool skadeloos te stel ten aansien van die herstel en/of vervangingskoste van sodanige skade.*
7. If the parent/guardian liable for the account or the person responsible for the account, fails to, in writing, furnish the school with a change of address, such a parent/guardian will be obliged to settle the costs with regard to tracking agencies. / *Indien die rekeningpligtige (ouer/voog) of verantwoordelike persoon vir betaling van die rekening sou versuim om 'n adresverandering skriftelik aan die skool te verskaf, sal sodanige ouer/voog verplig wees om die koste ten aansien van enige opsporingsagente te vereffen.*



8. **I, parent/guardian, liable for the school fees account of the learner(s)**, hereby transfer the disciplinary powers as parent/guardian to the principal of the school with the power of delegation, with the understanding that such disciplinary powers will at all times be exercised fairly. / **Ek, rekeningpligtige (ouer/voog) van die leerder**, dra hiermee die tugbevoegdheid as ouer/voog oor aan die hoof van die skool met die mag van delegasie met dien verstande dat sodanige tugbevoegdheid te alle tye redelik uitgeoefen sal word.
9. The compulsory school fees payable to the school will annually be fixed by the Governing Body in accordance with the school's existing practices and the parent/guardian liable for the school fees account hereby accepts unconditionally that such amount will be due. / *Die verpligte jaarlikse skoolgelde betaalbaar aan die skool, sal jaarliks deur die Beheerliggaam in ooreenstemming met die skool se bestaande praktyke vasgestel word, en die rekeningpligtige (ouer/voog) aanvaar hiermee onvoorwaardelik dat sodanige bedrag betaalbaar sal wees.*
10. If the school fees are not paid punctually on the date as agreed upon, a levy of 2% compound interest per month will be charged, from that date, on the full outstanding amount, with the understanding that such interest does not exceed the regulations of the usury act. / *Indien die skoolgelde nie stiptelik betaal word op die betaaldatum soos ooreengekom nie, kan rente gehef word vanaf daardie datum teen 'n saamgestelde rentekoers van 2% per maand op die totale rekening uitstaande, met dien verstande dat sodanige koers nie die bepaling van die woekerkwet sal oorskry nie.*
11. All persons and learners who enter the school premises, whether authorised or not, do so at their own peril and such persons undertake to adhere to the school rules and regulations. / *Alle persone en leerders wat die skoolterrein betree, hetsy gemagtig of nie, doen dit geheel en al op eie risiko en sodanige persone onderneem om die reëls en regulasies van die skool stiptelik na te kom.*
12. The right of admission to the school premises and buildings is at all times reserved. / *Die reg van toegang tot die skoolterrein en die geboue word te alle tye voorbehou.*

## ADDENDUM C / BYLAAG C

### CODE OF CONDUCT / GEDRAGSKODE:

I, PARENT/GUARDIAN, will see to it that my child will honour and submit to the code of conduct of Hoërskool F.H. Odendaal and that the rules of the school, as included in the learner diary, will be obeyed and carried out.

**Ek, OUER/VOOG, sal toesien dat my kind die gedragskode van Hoërskool F.H. Odendaal gehoorsaam, en dat die skoolreëls soos vervat in die leerderdagboek, gehoorsaam en nagekom sal word.**

I accept and support Hoërskool F.H. Odendaal's disciplinary system of credits and debits, as well as detention. / **Ek ondersteun die dissiplinestelsel van Hoërskool F.H. Odendaal van krediet- en debietpunte, asook detensie.**

**I am aware of the following possible punishments and correctional steps:**

- verbal and written warnings by an educator, the principal or the disciplinary committee;
- appearing in front of a disciplinary committee, internally and/or the School Governing Body;
- additional and meaningful academic work;
- community service in the school, for example cleaning, gardening and administrative tasks;
- detention;
- executing tasks that will benefit the aggrieved;
- affordable penalties;
- suspension of participation/attendance of school activities such as sports and culture;
- temporary or permanent suspension or expulsion;
- settling of losses/damages.

**Ek is bewus van die volgende moontlike strawwe en regstellende stappe, naamlik:**

- verbale en geskrewe aanmanings deur 'n leerkrag, die hoof of die tugkomitee;
- verskyning voor 'n dissiplinêre komitee, intern en/of deur die Beheerliggaam;
- addisionele en sinvolle akademiese werk;
- gemeenskapsdiens in die skool soos skoonmaak, tuinmaak en administratiewe take;
- detensieklasse;
- om take uit te voer wat die verontregte persoon sal help;
- bekostigbare boetes;
- opskorting van deelname aan/bywoning van skoolaktiwiteite soos sport en kultuur;
- tydelike en permanente skorsing of uitsetting;
- betaling van verliese/skade.