



# Loreto School Queenswood

## LORETO SCHOOL QUEENSWOOD ADMISSION AGREEMENT

ENTERED INTO BETWEEN:

### **LORETO SCHOOL**

(Hereinafter referred to as “The School”)

**AND**

**NAME:**

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**ID:**

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**THE PARENT/GUARDIAN OF:**

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**DATE OF BIRTH:**

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(Hereinafter referred to as “The Parent and the Child” respectively)

THE PARTIES AGREE AS FOLLOWS:

### **1. INTRODUCTION:**

This agreement regulates the admission of the Child/Children of the Parent at the School. The Parent agrees to and understands the terms and conditions contained in this agreement and agrees to abide by the School Code of Conduct which is provided with this agreement and is available on request at the school office and also to abide by decisions made by the Principal and the Governing Body with regard to the school’s management. The Parent signs and enters into this agreement on behalf of him/herself, their spouse and or any other guardian of the child.

### **2. EDUCATION & DISCIPLINE:**

- 2.1 That the prime responsibility for the children’s education and discipline rests with the Parent and that the School will assist the Parent to carry out that responsibility;
- 2.2 The Parent’s responsibility includes but is not limited to:
  - 2.2.1 Ensuring that their child/children come to school regularly, on time, refreshed, fed, alert, correctly dressed and ready for learning;

- 2.2.2 Attending meetings of the parent body (PA) whenever possible, meeting with Teachers at Parent's evenings, Grade Information evenings and on request by Teachers, Heads of Department or the Principal;
- 2.2.3 Providing suitable conditions and support for their children's homework, reading and studying, and to support and guide such activities by assisting with research, revising, checking and signing homework diaries;
- 2.2.4 Supporting the authority and discipline of the school and to read the School Rules with their child/children and to help him/her to abide by these;
- 2.2.5 Generally to show by their own example that they support the school in setting the highest standard in all it tries to do and to provide such information as the school shall require for educational purposes.

### **3. CATHOLIC AND RELIGIOUS EDUCATION AND ETHOS:**

- 3.1 The Parent acknowledges that the school is a Catholic Christian school and that this Christian ethos forms the basis for all its activities and education.
- 3.2 That all children attending the school are required to take part in the School's religious education program which includes, but is not limited to, taking Religious Education (RE) as a subject, attending Mass, and partaking in daily prayers.

### **4. FINANCIAL OBLIGATIONS:**

- 4.1 That the school is an independent School and receives no state funding and that the existence of the school depends entirely on School Fees, donations, fund raising activities and the Grace of God;
- 4.2 That failure by parents to pay school fees, levies and other required amounts in respect of stationery, after-care, extra murals, outings, camps, text books, music or otherwise may result in financial hardship to the school and possible closure;
- 4.3 That the parent will pay the agreed school fees and other amounts as described above one month in advance or annually in advance as selected and all other amounts on receipt of statement from the school;
- 4.4 That if fees are not paid that the contract between parent and Loreto School Queenswood will be cancelled and the Parent will be required to remove their child from the school;
- 4.5 That in the event the School has to employ an Attorney to collect in arrear school fees, the Parent will be liable for the legal costs on an Attorney and client basis and agrees to the jurisdiction of the Pretoria Magistrate's Court.
- 4.6 Interest will be charged on arrear school fees at the prevailing prime lending rate.
- 4.7 That a term's notice will be given by the Parent should they wish to remove their child from the school and failing such notice, the Parent will be required to pay one month's fees in lieu of such notice.

## 5. INDEMNITY

- 5.1 The Parent accepts that their child runs the risk of injury while on the school premises or on a school outing and accepts the risks associated with travel, the use of the swimming pool of the school and other places, contact sports such as hockey, netball and rugby, the use of the school building such as stairs, balconies and apparatus such as jungle gyms, slides and swings and also the risk of injury in playful interaction with other children.
- 5.2 In respect of the acceptance mentioned in paragraph 5.1 above, the Parent agrees to hold harmless the School, its teachers, Heads of Department, Principal, Governing Body, Support Staff, agents and other employees against any injuries suffered by their child or themselves or loss or damage to any property while on the school premises, on any school outing and during any sporting or other activity.

## 6. SCHOOL HOURS

- 6.1 The School morning begins at 07h35 and ends at 15h10 with the exception of some extra-mural activities that carry on at 16h10.
- 6.2 The Parent undertakes to collect their child when the school day ends.
- 6.3 There is an after school facility available at an additional cost.
- 6.4 In the event of the child not being collected when the school day ends, the Parent agrees that their child will be taken to the aftercare facility by the teacher on duty and that the Parent will be liable to pay for their child's stay in the aftercare for that afternoon.
- 6.5 The aftercare closes at 17h30. Any children not collected will be taken to the guardhouse at the school gate.

**Signature of Parent/Guardian responsible for paying the school fees:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Names:** \_\_\_\_\_

**Signature of 2<sup>nd</sup> Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Names:** \_\_\_\_\_

**Signature of Principal or School representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Names:** \_\_\_\_\_