



KURUMAN TUITION CENTRE

EMIS nr: 300057202

NPC Reg: 2018/199707/08

Tel: (053) 492-3008

EMAIL: info@ktcschool.com

Website: www.ktcschool.com

ADDRESS: SUMMERDOWN COMPLEX, BUILDING NR 9,

DANIELSKUIL RD, KURUMAN 8460

Private Bag X1534 SN24, Kuruman 8460

2025



Annexure A

MISSION & VISION

Our mission at Kuruman Tuition Centre is to see a child's potential and to improve it. To focus and enhance their strong points and equip them for life. We love to see a child achieve success in whatever his or her talent may be.

It is our privilege to instil the values of Christ in our learners, so that they can one day be responsible adults. These values include Love and respect to all humans and animals, no matter what the background, race or circumstances may be.

We incorporate both aforementioned goals into our educational style, and combined with a high standard of academic excellence, we strive to lift the level of awareness of each child that is enrolled in our school.

1. School Times:

School begins promptly at 07:30 – 13:15 (Grade R-3) and 07:30 – 14:00 (Grade 4-7) Monday to Friday; Aftercare ends at 15:30 daily. School to be vacant at 17:00.

All children arriving after 08:00 will be marked absent due to being late.

2. Hair

- Hair should be neat, groomed and the natural colour.
- Hair must not hang in the child's eyes.
- Hair should be fastened back if long.
- NO markings should be shaved into eyebrows or hair.

3. Jewellery

- NO jewellery like rings, chains or bracelets. Medical Alert bracelet is acceptable.
- Studs or plain Sleepers. No big bulky earrings.

4. Nails

- Short, neat and clean at all times.
- NO nail polishes.

5. Appearance

- No make-up will be allowed.
- The students will be expected to be neat, clean and well-mannered at ALL times.
- PLEASE mark all clothing.

6. Behaviour

- No fighting, bullying or misbehaviour is acceptable.
- Your appearance must portray the Christian character of the school.
- Be honest
- Have respect for your classroom, teacher and other children.
- Show proper care and regard for school property and of others.
- A learner is not permitted to communicate or be out of his/her seat without permission.
- Gum is not allowed on school property.
- Marked or defaced or broken property will be replaced at the learner's expense.
- Children of this school are expected to refrain from cheating and swearing, and keep hands off of other children and their property
- Respect authority.
- Not be in possession of any weapon.
- May not use any object to threaten somebody or cause any harm or injury to someone.
- Come to school prepared, on time and ready to learn. Do your homework and bring the books to school.
- Have all the necessary stationary, so that you do not borrow.
- No Walkman's, iPod, CD player, radio or cell phones allowed. **None**
- Seek staff assistance if necessary.
- No drugs allowed at school, this includes but are not limited to: Narcotics, vapes, cigarettes, "dagga".

7. Consequences may include:

- Caution by educator
- Temporary removal from class
- Problem solving service:
- Loss of privileges
- Community/school service
- Detention
- Restitution
- Suspension
- Expulsion

8. OFF LIMITS

- Other student's bags, property
- Teacher's desk
- Computer and other related equipment
- Classroom when staff is not attended

9. Uniform (Grade R – 7)

Our school uniform consists of the following:

Summer & Spring

- Black school shoes
- Black school socks
- Black KTC shorts
- KTC Shirt (embroidered with your child's name)

Winter & Autumn

- KTC Tracksuit (Available from @ 180/ Wianie 0760706735)
- Black Jersey
- Black Dri-mac
- Long black pants Order @ 180/ Wianie 0760706735
- KTC Shirt available Order @ 180/ Wianie 0760706735

PLEASE WEAR YOUR SCHOOL UNIFORM EVERYDAY, NO JEANS- TRACKSUIT PANTS – OR COLORED SHIRTS. SCHOOL SHOES AND NOT TEKKIES

10. Safety

- ALL learners are to be dropped off and picked up in the designated parking area in front of the entrance gate.
- ALL parents, guardians and taxi drivers are subject to the instructions given by the appointed taxi marshals who are present in the parking area during drop off times.
- Learners are not allowed to be dropped off across the street from the school.
- Security cameras are in place at the drop off point.

11. Discipline

- Discipline is of utmost importance to Kuruman Tuition Centre and our mission statement.
- You will receive an incident report if your child has made himself/herself guilty of misconduct.
- If your child has received more than three incident report per term, we will arrange a meeting with you, the parents, to solve the problem.
- If the problem does persist, more radical steps will be taken.
- Each learner will receive a code of conduct to sign and return to school

12. Re-enrolment admissions policy (scoring system)

- 01 January every parent starts with enrolment points of 100.
- For every incident form received it is minus 5 points.
- For every warning form issued minus 20 points.
- For poor academic performance, with no intervention from the parents minus 10 points.
- For every late payment minus 10 points.
- For prompt payment every month plus 10 points.
- Full payment for whole year, plus 30 points.
- Payment for 3 or more months in advance plus 15 points.
- For parents' involvement (attending meetings etc.) plus 10 points.
- Missing an annual parent meeting minus 10 points, attending the meeting plus 10 points.
- Once the child's status has reached below 50 points, then the managing directors of Kuruman Tuition Centre can re-evaluate your child's enrolment in our school. (Expulsion)

13. Admissions policy

- All enrolments (Grade R – Grade 7) are subject to a diagnostic test to determine the child's abilities and placement.
- Enrolment point system is in strict enforcement from the day the child starts at Kuruman Tuition Centre.

14. School policies'

- Admissions Policy – Available at Kuruman Tuition Centre Facebook Page (Policies)
- Disciplinary Policy - Available at Kuruman Tuition Centre Facebook Page (Policies)
- General and Practices Policy - Available at Kuruman Tuition Centre Facebook Page (Policies)
- Safety, Security and Health Policy - Available at Kuruman Tuition Centre Facebook Page (Policies)
- Complaints and suggestions Policy - Available at Kuruman Tuition Centre Facebook Page (Policies)
- Covid-19 Policy – Available at Kuruman Tuition Centre Facebook Page (Policies)
- Protection of personal Information Act - Available upon request

15. Financial

- All fees are payable before the arranged date of payment each month.
- Late penalty fees of R150 will be invoiced for payments received after the arranged date of payment.
- Debit orders are mandated by Kuruman Tuition Centre.
- After 30 days from an unpaid invoice date, you child will be put on financial suspension until account is settled in full including the advance payment of that current month. After 60 days non-payment, the contract will be forwarded to the lawyers and will be terminated.

GRADE R

Payment options	Debit Order		Cash		Remarks
	Yearly	Monthly	Yearly	Monthly	
Half Day (07:30- 13:15):	R 24,000.00	R 2,000.00	R 26,520.00	R 2,210.00	Supply own lunch
Full Day (07:30 -17:00):	R 27,420.00	R 2,285.00	R 30,300.00	R2,525.00	Supply own lunch
Registration Fees:	R2,000.00 per child once off NON-REFUNDABLE				

FOUNDATION PHASE (GR 1-3)

Payment options	Debit Order		Cash		Remarks
	Yearly	Monthly	Yearly	Monthly	
Half Day (07:30- 13:15):	R 27,420.00	R 2,285.00	R30,300.00	R2,525.00	Supply own lunch
Full Day (07:30 -17:00):	R 31,620.00	R 2,635.00	R35,040.00	R2,920.00	Supply own lunch
Registration Fees:	R2,000.00 per child once off NON-REFUNDABLE				

INTERMEDIATE PHASE (GR 4-6)

Payment options	Debit Order		Cash		Remarks
	Yearly	Monthly	Yearly	Monthly	
Half Day (07:30- 14:00):	R 31,680.00	R 2,640.00	R35,040.00	R2,920.00	Supply own lunch
Full Day (07:30 -17:00):	R 35,880.00	R 2,990.00	R39,660.00	R3,305.00	Supply own lunch
Registration Fees:	R2,000.00 per child once off NON-REFUNDABLE				

SENIOR PHASE (GR7)

Payment options	Debit Order		Cash		Remarks
	Yearly	Monthly	Yearly	Monthly	
Half Day (07:30- 14:00):	R34,800.00	R2,900.00	R 38,700.00	R3,225.00	Supply own lunch
Full Day (07:30 -17:00):	R38,400.00	R3,200.00	R 42,660.00	R 3,555.00	Supply own lunch
Registration Fees:	R2,000.00 per child once off NON-REFUNDABLE				

PLEASE TAKE NOTE THE FOLLOWING DISCOUNTS APPLY:

- 10% IF 12 MONTHS PAID IN ADVANCE ON CASH PRICE
- 5% IF 6 MONTHS PAID IN ADVANCE ON CASH PRICE
- 2.5% IF 3 MONTHS PAID IN ADVANCE
- 5% ADDITIONAL DISCOUNT IF 3 OR MORE CHILDREN OF THE SAME PARENTS ARE ENROLLED
- Late collection fee of R 50.00 per half hour to be added to account for late collections.
- Debit Orders returned unpaid will lead to a R150 .00 penalty fee for each transaction, and after two months you will be moved to cash prices.
- PLEASE CHECK NEXT PAGE FOR TEXTBOOK FEES. (REQUIRED FOR ALL GRADES)

TEXTBOOK FEES (GR.R – 3): COMPULSORY!

<u>GRADE</u>	<u>AMOUNT</u>
GRADE R	R 780.00
GRADE 1	R 2040.00
GRADE 2	R 2080.00
GRADE 3	R 2115.00

TEXTBOOK RENTAL FEES (GR.4 – 7): COMPULSORY!

<u>GRADE</u>	<u>AMOUNT</u>
GRADE 4	R 1055.00 (RENTAL FEE)
GRADE 5	R 1115.00 (RENTAL FEE)
GRADE 6	R 1180.00 (RENTAL FEE)
GRADE 7	R 1740.00 (RENTAL FEE)

TEXTBOOK RENTAL FEES FOR 2025

FROM 2025 THE SCHOOL WILL PURCHASE ALL TEXTBOOKS FOR GRADE 4-7. THESE TEXTBOOKS WILL BE RENTED TO THE LEARNERS ON A YEARLY BASIS AND RETURNED TO SCHOOL BY DECEMBER 2025. IF A LEARNER DAMAGES A BOOK OR THE BOOKS ARE NOT RETURNED TO THE SCHOOL, THEN THE SCHOOL WILL HOLD THE PARENT LIABLE FOR THE REPLACEMENT COSTS. ALL TEXTBOOK RENTAL FEES ARE PAYABLE IN ADVANCE FOR THE NEXT YEAR, THE DUE DATE FOR THESE RENTAL FEES IS 25 NOVEMBER 2024.

SPECIAL NOTE: Textbooks fees are once off payments and will not be added to any debit orders. Please make sure that when making an EFT payment, that you use the name and surname of the learner so that we know who to allocate the transaction to and to prevent any confusion.

If there are enquiries regarding finances, please email us at finances@ktcschool.com.

Banking Details

Kuruman Tuition Centre

FNB

Account Number: 62777641484

Branch: 230302

Current Account

Reference: Your Child's Name and Surname

16. QUERIES & COMPLAINTS:

- Parents if you feel unhappy with anything regarding the school or your child, even if it is minor, PLEASE contact the school to resolve the issue. If you are still not satisfied, we will arrange a meeting in order to discuss everything in detail.

17. TRANSPORT:

- Transport of children is an extra service offered by Groenewald Shuttle Services (our sister company) and is therefore not included in the school fees. See Transport Contract attached should you wish to make use of the service.
- **TRANSPORT INDEMNITY: During school trips/outings, we will make use of school transport/school vehicles(busses) to transport learners. As the parent, upon signing of this contract, you agree to this and confirm that you understand that you have no claim for compensation of any kind against our company in any case where an accident may occur. We herewith confirm that our staff/drivers will not act with negligence and will adhere to Road Laws.**

18. ILLNESS OR ABSENCE:

- If children are sick or are going to be absent – please notify us.
- Meals and activities are planned in advance, and it creates problems if we are not notified.
- Children with contagious illnesses are to be kept at home please.
- If any medicine is sent to school, please make sure that the following is clearly marked on the container: name of your child, dosage that needs to be given and how many times the medicine must be given to your child.
- Teachers and Kuruman Tuiton Centre staff are not allowed to give any ‘over the counter’ medication, so please don’t send it to school.
- Only if the parent filled in the medication information register (prescription only) will the child receive the medication.

19. NOTICE:

- **ONE month’s written notice** must be given in any circumstances if you want to remove your child from Kuruman Tuiton Centre (excluding December. If your child is here for the full year, you are liable to pay fees in December)
- Parents will be responsible for 1 month’s fees if no arrangements were made.

20. NOTEBOOK:

- Please pack in an A4 notebook (72 pages) where we can paste important letters and notes to parents. Parents must sign each note for us to see that you have received it and that you do have knowledge of the written matter.

21. POLITICAL:

- Kuruman Tuiton Centre is A-Political. This means that no political views are enforced or followed. The school is not affiliated to any political party, and as such we do not allow any of our learners or staff to wear clothing items that represent any political party while being on the school premises. No political propaganda is allowed at our school.

22. POPIA ACT 4 OF 2013:

- Kuruman Tuiton Centre acts in accordance with the Protection of Personal Information Act (POPIA) and reserves the right to withhold any form of information regarding staff, learners and parents.

PLEASE NOTE: THESE QUANTITIES ARE JUST AN ESTIMATE AND A GUIDELINE FROM THE TEACHERS. YOUR CHILD MAY NEED MORE AS THE YEAR PROGRESSES.

Grade R

- 5 x Packets Turn out crayons
- 2 x Eraser
- 9 x HB Pencils Steadler
- 1 x Colouring book
- 5 x Big Pritt
- 2 x Craft glue (Wood Glue)
- 1 x Scissor
- 4 x Hard cover 192 pages (Covered)
- 2 x Zipper bag
- 4 x Box Tissues
- 2 x Ream A4 Printing paper
- 24-piece puzzle
- 1 x Pack white board markers
- 4 x Quotation files
- 2 x Sharpener
- 2 x Flip File
- 1 x Pack of Play Dough
- 1 x Story Book (Own Choice)
- 1 x Colour water paint (staedler)
- 2 x Packs of colour paper
- 4 x Wipes
- 2 x Empty 2L ice cream containers
- 1 x Small Vaseline
- 10 x Plastic files
- 5 x Laminating plastic

Grade 1

- 1 x 4 Colours Clay
- 1 x Pack of colour paper (mixed A4)
- 2 x 12 Pack colouring pencils (Staedler)
- 4 x white board markers
- 1 x 6 colour water paint (Staedler)
- 2 x Boxes of tissues
- 4 x 80 pack Baby wipes
- 20 x File pockets (for in the quotation files)
- 4 x Quotation files
- 1 x Plastic envelope
- 10 x erasers (large)
- 10 x HB pencils (Staedler)
- 2 x A4 reams of printing paper
- 1 x pair of small scissors
- 9 x Large Pritt
- 4 x Turn out crayons (Staedler)
- 2 x Sharpener (steel)
- 1 x 20 File flip folder
- 2 x A4 72-page Feint margin books (soft cover)
- 1 x white board (A4 size)
- 1 x Clear ruler 30 cm
- 1 x Zipper bag
- 2 x Giant colouring book
- 1 x Abacus 120 plastic beads
- 1 x Chalkboard set
- **Books and all stationary must be labelled with their NAMES.**
- 2 x Homework books (192-page hard cover)
- 1 x Bible book (288-page hard cover)
- 2 x Mathematics book (192-page hard cover)
- 2 x English book (192-page hard cover)
- 1 x Afrikaans book (192-page Feint margin book)
- 1 x Life Skills book (192-page Feint margin book)
- 1 x Chair Bag

Books must please be neatly covered with paper & plastic/covers.

Grade 2

- 1 x Clay
- 4x 12 packet turn out crayons (Steadler)
- 4 x 12 packet colouring pencils
- 5 x Big pritt
- 1 x small scissor
- 2 x Reams A4 Printing paper
- 12 Pack x 3 HB Pencils (Steadler)
- 5 x Erasers
- 5 x Quotation Files
- 50 x File pocket sleeves (Not the files)
- 4 x Boxes of Tissues
- 1 x 12 Colour water paint
- 4 x sharpeners
- 3 x 20 Pocket flip files
- 2 x Packs of colour paper
- 1 x Exam pads
- 4 x White Board Markers
- 4 x Wet Wipes
- 13 x 192-page Hard cover books

The above 13 books must be labelled and covers as follows:

- **Name**
- **Grade**
- **Subject**

- 4 x Homework books (192-page Hard cover books)
- 1 x Bible book (192-page Hard cover books)
- 2 x English Home Language books (192-page Hard cover books)
- 2 x Mathematic book (192-page Hard cover books)
- 1 x Afrikaans Second Additional Language book (192-page Hard cover books)
- 1 x Life Skills book (192-page Hard cover books)
- 1 x A5 Spelling book (192-page Hard cover books)
- 1 x Test book (192-page Hard cover books)

Please mark all stationary. All stationary is kept in class. Everyday stationary is kept in a tin at their tables which does not go home. Extra stationary is kept in a container and will be given to learners as needed.

Grade 3

- 1 x Modelling clay
- 8 x A4, 192 pg. Hard cover books.
- 1 x Exam pad.
- 1 x English – Afrikaans dictionary.
- 3 x A5 Hardcover books.
- 1 x Small scissor.
- 4 x Ream A4 Printing Paper.
- 24 x HB pencils (Steadler).
- 8 x Large Pritt.
- 8 x Erasers.
- 4 x Quotation files / portfolio files.
- 4 x boxes of tissues.
- 1 x 12 color water paint (Steadler).
- 24 Coloring pencils [x4].
- 1 x ruler (NO flexi-rulers).
- 2 x sharpener.
- 4 x 12 Retractable crayons.
- 1 x plastic A4 envelope.
- 1 x A4 30 pocket flip file.
- 4 x wipes 80 pack.
- 10 x A4 clear slip-on covers.
- 5 x A5 plastic slip-on covers
- White board markers (6 colours)
- 50 file- pockets/ sleeves
- 1 x abacus counter

The above 8 hardcover books must be labelled and covers as follows:

- **Name**
- **Grade**
- **Subject**

- Life Skills x1
- English x2
- Afrikaans x1
- Maths x1
- Homework x3

The above 3 A5 books must be labelled and covers as follows:

- **Name**
- **Grade**
- **Subject**

- Afrikaans toets
- English test
- Math test

Books must please be neatly covered with paper & plastic/covers.

Books must be labelled and covered as follows:

- **Name**
- **Grade**
- **Subject**

ALL stationaries must be labelled with the learner's name.

Grade 4

1. Afrikaans:

- 5 x Blue pens
- 10 x Pencils
- 1 x Ruler
- 2 x A4, 384 pg. Hard cover book (**will give front page**)
- 4 x Exam pads (**will give front cover**)
- 1 x 72 pg. Soft cover (spelling tests)
- Afrikaanse Woordeboek / Afrikaans Dictionary
- 2 Reading books. Must have term books for those terms.
- 1 x Small phone directory blank book for a personal dictionary (**ABC book**)

1. English:

- 1 x A4, 384 pg. Hard cover book (**will provide front cover**)
- 2 x Exam pads
- 1 x 30 pocket flip file
- 1 x A5 hardcover book (Spelling Tests)
- 1 x English Oxford Mini School (Dictionary)
- 1 x Small phone directory blank book for a personal dictionary
- Reading books: James and the Giant Peach, George's Marvellous Medicine.

2. Mathematics:

- 2 x A4, 192 pg. Hard cover books (**will give front page**)
- 1 x A5 Hard Cover Book (Speed Test book)
- 2 x 50 pocket flip file
- 2 x Exam pads
- 1 x plastic envelope

3. NST:

- 1 x A4, 192 pg. Hard cover books (**covered and plastic**)

4. Social Studies:

- 2 x A4, 192pg. Hard Cover book
- 2 x Exam pads
- 2 x 30 pocket flip file
- 1 x Atlas Oxford (**Grade 4-7**)

5. Life Skills:

- 1 x A4, 192 pg. Hard cover books (**covered and plastic**)
- 1 x 30 Pocket flip file
- 1 x A4, 192 pg. Hardcover (**will provide front cover**)
- 1 x 30 pocket flip file
- 2 x Exam pads

Grade 4 (continue)

7. Basics:

- 7 x Coloured plastic envelopes (1 colour for each subject)
- 1 x scissor
- 1 x Sharpener
- 6 x Eraser
- 4 x Big Pritt
- **12 x HB pencils (Steadler)**
- 1 x Ruler
- 24 Colouring pencils
- **12 x Colour Pens(Ink) – Optional**
- 4 x boxes of tissues
- 4 x Ream A4 Printing Paper
- 4 x Highlighters
- Pencil Case/Bag
- **7 x Bic fine 0.8mm pens (BLUE)**
- 6 x Portfolio Files
- 1 x Diary (2025)

Grade 5

1. Afrikaans:

- 5 x Blue pens
- 10 x Pencils
- 1 x Ruler
- 2 x A4, 384 pg. Hard cover book (**covered and plastic – will give front cover**)
- 1 x 96 pg. Soft cover book (**Spelling Tests**)
- Afrikaanse Woordeboek / Afrikaans Dictionary
- 1 x small phone directory blank book for a personal dictionary (**ABC book**)
- 4 x Exam pads
- Afrikaans reading book – must have book for every term

2. English:

- 1 x A4, 384 pg. Hard cover books (**will provide front cover**)
- 1 x 30 pocket flip file
- 1 x A5 hardcover book (Spelling Tests)
- 1 x English Oxford Mini School (Dictionary)
- 1 x small phone directory blank book for a personal dictionary – ABC book
- 2 x Exam pad
- Reading books: The Famous Five on a Treasure Island, Wish.
- Chapter reading books. Please look on Takealot the possibilities are endless.

Grade 5 (continue)**3. Mathematics:**

- 4 x A4, 192 pg. Hard cover books (covered and plastic)
- 1 x Calculator
- 1 x A5 Hard Cover Book (Speed tests)
- 2 x 30 Pocket Flip File

3. NST:

- 1 x A4, 192 pg. Hard cover books (covered and plastic)

4. Social Studies:

- 2 x A4, 192pg. Hard Cover book (covered and plastic)
- 1 x Exam pad
- 1 x Colour paper
- 1 x 50 pocket flip file

5. Life Skills:

- 1 x A4, 192 pg. Hard cover books (will provide front cover)
- 1 x 30 Pocket flip file
- 2 x Exam pad

6. Basics:

- 7 x Coloured plastic envelopes (1 colour for each subject)
- 1 x scissor
- 1 x Sharpener
- 6 x Eraser
- 4 x Big Pritt
- 12 x HB pencils (Staedtler)
- 1 x Ruler
- **24 Colouring pencils**
- 12 x Colour Pens (Ink)
- 4 x boxes of tissues
- 4 x Ream A4 Printing Paper
- 4 x Highlighters
- Pencil Case/Bag
- **7 x Bic fine 0.8mm pens (BLUE)**
- 6 x Portfolio Files
- 1 x Diary (2023)

Grade 6**6. Afrikaans:**

- 5 x Blue pens
- 10 x Pencils
- 1 x Ruler
- 2 x A4, 384 pg. Hard cover book (will provide front cover)
- 1 x Small phone directory ABC book
- 1 x 96 pg. soft cover book – spelling tests
- 4 x Exam pad
- Afrikaanse Woordeboek / Afrikaans Dictionary
- 1 x Small phone directory blank book for a personal dictionary

Grade 6 (continue)**1. English:**

- 2 x A4, 384 pg. Hard cover books (will provide front cover)
- 1 x 50 pocket flip file
- 1 x A5 hardcover book (Spelling Tests)
- 1 x English Oxford School (Dictionary)
- Reading books: Which Way to Anywhere, The Orphans of St. Halibut, Swallows Fight.
- 1 x Small phone directory blank book for a personal dictionary – ABC book
- 2 x Exam pad

2. Mathematics:

- 4 x A4, 192 pg. Hard cover books (covered and plastic)
- 1 x A5 Hard Cover Book (Speed Tests)
- 2 x 50 Pocket Flip File
- 1 x Protractor
- 1 x Calculator (normal)

3. NST:

- 1 x A4, 192 pg. Hard cover books (will provide front cover)

4. Social Studies:

- 2 x A4, 192pg. Hard Cover book (covered and plastic)
- 1 x 50 pocket flip file

5. Life Skills:

- 1 x A4 192 pg. Hardcover book (will provide front cover)
- 1 x 30 Pocket flip file
- 2 x Exam pad

7. Basics:

- 7 x Coloured plastic envelopes (1 colour for each subject)
- 1 x scissor
- 1 x Sharpener
- 6 x Eraser
- 4 x Big Pritt
- 12 x HB pencils (Steadler)
- 1 x Ruler
- 24 Colouring pencils
- 12 x Colour Pens (Ink) – **Optional**
- 4 x boxes of tissues
- 4 x Ream A4 Printing Paper
- 4 x Highlighters
- Pencil Case/Bag
- **7 x Bic fine 0.8mm pens (BLUE)**
- 6 x Portfolio Files
- 1 x Diary (2023)

Grade 7

1. **Afrikaans:**
 - 5 x Blue pens
 - 10 x Pencils
 - 1 x Ruler
 - 2 x A4, 384 pg. Hard cover book **(will provide front cover)**
 - 1 x Small phone directory ABC book
 - 1 x 96 pg. soft cover book – spelling tests
 - 4 x Exam pad
 - Afrikaanse Woordeboek / Afrikaans Dictionary
 - 1 x Small phone directory blank book for a personal dictionary
2. **English:**
 - 2 x A4, 384 pg. Hard cover books **(will provide front cover)**
 - 1 x 50 pocket flip file
 - 1 x A5 hardcover book (Spelling Tests)
 - 1 x English Oxford School (Dictionary)
 - Reading books: The Stolen Horse, Down the Brain Drain. **Look on Takalot.**
 - 2 x Exam pad
3. **Mathematics:**
 - 2 x 192 pg. hard cover books
 - Math set
 - 2 x 50 pg. flip file
 - 1 x portfolio file
 - 1 x Protractor
 - 1 x Compass
 - 1 x Calculator
4. **Natural Sciences:**
 - 1 x Exam pad
 - 1 x Portfolio file
 - 1 x 192 pg. hard cover book
5. **Technology:**
 - 1 x Exam pad
 - 1 x Portfolio file
 - 1 x 192 pg. hard cover book

Grade 7 (continue)

6. **Social Studies:**
 - 2 x A4 192 pg. hard cover books
 - 1 x Atlas Oxford
 - 1 x 30 pg. flip file
 - 1 x portfolio file
7. **Life Skills:**
 - 1 x A4, 192 pg. Hard cover books **(will provide front cover)**
 - 1 x 30 Pocket flip file
 - 2 x Exam pad
8. **Economic and Management Sciences:**
 - 1 x Exam pad
 - 1 x Portfolio file
 - 1 x 192 pg. hard cover book
9. **Basics:**
 - 7 x Coloured plastic envelopes (1 colour for each subject)
 - 1 x scissor
 - 1 x Sharpener
 - 6 x Eraser
 - 4 x Big Pritt
 - 12 x HB pencils (Steadler)
 - 1 x Ruler
 - 24 Colouring pencils
 - 12 x Colour Pens (Ink) – **Optional**
 - 4 x boxes of tissues
 - 4 x Ream A4 Printing Paper
 - 4 x Highlighters
 - Pencil Case/Bag
 - **7 x Bic fine 0.8mm pens (BLUE)**
 - 6 x Portfolio Files
 - 1 x Diary (2025)

Uniform

Uniforms



SUMMER / SPRING:

Boys - Short Sleeve Golfer & Shorts

Girls - Short Sleeve Golfer & Skorts

AUTUMN / WINTER:

Long Sleeve Golfer

Black Pants

Jersey

Jacket

Tracksuit

Winter Set

PREFECTS:

Blazers



Line 80 Contact
Wianie Markram
 **076 070 6735**

Annexure B

Please complete and send back to school.

CHILD'S INFORMATION

Surname						
First name						
Nickname						
ID number						
Date of birth						
Gender						
Residential address						
Postal code						
Home language		ENGLISH		AFRIKAANS		SETSWANA
Previous school name and address						
Dexterity of learner (left or right)						
Immunization up to date?						
Medical history						
Allergies						
Medication						
Medication must be given to the teacher in the morning for safe keeping in the refrigerator						

Documents to be submitted with admission

- Copy of both parent's identity documents (Certified).
- Copy of the child's birth certificate (Certified).
- Copy of the child's clinic (immunization) chart
- Proof of residence
- Latest school report
- Bank confirmation letter

Mother	Title		Initials		Surname	
	Full name					
	ID number					
	Cell number					
	Email					
	Residential address					
	Postal address					
	City					
	Postal code					
	Occupation					
	Employer					
	Work Address					
	Work number					
Father	Title		Initials		Surname	
	First name					
	ID number					
	Cell number					
	Email					
	Residential address					
	Postal address					
	City					
	Postal code					
	Occupation					
	Employer					
	Work Address					
	Work number					

Please mark the service required: Full day Half Day

I hereby acknowledge that all the information above is filled in correctly and to my best ability.

Signature: _____

Date: _____

PERSON RESPONSIBLE FOR PAYMENTS

Name:			
Address:			
Email:			
Cell number:			
Work Number:			
Payment options:	Cash <input type="checkbox"/>	Debit Order <input type="checkbox"/>	Please fill in attached debit order form if debit order option was selected.

The party signing supra, herewith choose as their domicilia et executandi the addresses mentioned hereinabove, but such domicilium of either party may be changed by written notice from such party to the other party with effect from the date of receipt or deemed receipt by the latter of such notice.

Sign: _____

Date: _____

IN CASE OF EMERGENCY

Name:	
Address:	
Email:	
Cell number:	
Work Number:	

Indemnity

Hereby we as the undersigned parents/guardian of the child, declare that we will not hold the owner/s of the school/Tuition centre responsible for happenings, accidents or hurting of any kind that he/she may get while at the Tuition centre.

Sign: _____

Date: _____

Disciplinary steps

The following offences:

- disrespect toward teachers,
- late for school,
- undone homework or books left at home,
- disturbance in class will reserve the steps shown below.

Step one	Step two	Step three
Verbal warning FORM 1 Parents will be contacted	First formal written warning Meeting will be arranged with parents Form 2	Final formal written warning Suspension for a week Form 3

Any serious offence e.g.: stealing, damage of school property, violent behaviour in class and on the playground, drugs, use of alcohol or sexual harassment may lead to immediately suspension or expulsion.

Any damage to school property will be added to his/her school bill.

I,

(Full name of learner,)

I hereby declare that I will abide to all rules and regulations. I also understand that in failing to submit to these rules, can lead to disciplinary action or suspension. I undertake to carry out all tasks expected from me promptly. I also understand that my parents will be held responsible if I am found guilty of misbehaviour or damage to any school property or equipment.

(Parent Signature)

FINANCIAL POLICY

Fees for the Tuition Centre are calculated on a yearly basis and payable over a 12-month period.

All fees are payable in **Advance**.

This contract is valid for **1 ONE YEAR** until **December 2025**.

Fees are payable before the arranged date of payment.

I choose the following date as my arranged date of payment:

25th 31st 3rd 15th

School fees not paid within 7 days of due date are liable of a late payment penalty fee of R 150.00.

Debit orders returned unpaid will lead to an R150.00 penalty fee for each transaction.

The following payment measures will be implemented:

First step – SMS as a reminder

Second step – Phone Call

Third step – A warning letter/Whatsapp message will be sent to you which will indicate that no payment has been made and your child will be put on financial suspension after **30 days of invoice date** of failing to pay the school fees. This applies to accounts that are in arrears with a R 1 000.00 or more. If a payment was made, then a proof of payment needs to be submitted as the financial system takes 2 days to reflect a payment that was made.

Fourth Step - Complete failure to pay after **60 days of invoice date** will result in your account being handed over to our attorneys for collection. In the instance of default, the parent / guardian shall be liable to pay the outstanding balance plus interest payable to KTC. Should KTC incur costs in the collection of the outstanding balance, the parent / guardian shall pay such costs and disbursements on Attorney and client scale as well as collection commission calculated at 10 % plus VAT on each payment made in reduction of the outstanding balance to a maximum of R1 000-00 per payment.

Please take notice all parents making use of our Debit Order system, that after your debit order has returned unpaid twice you will automatically be cancelled and changed to the cash payment option and forfeit the benefit of the Debit Order price.

Please also note that if a parent makes a payment arrangement, which is both agreed upon by the school and the parent via Whatsapp/SMS or contract, and that if the agreement is not honoured then the school reserves the right to place the learner on financial suspension sooner than the above clauses stated in the financial policy. Also, if the school picks up that a parent is forming a consistent pattern of skipping payments or is trying to exploit the school’s system of not paying as per contract, then the school reserves the right to terminate the contract and hand it over to our attorneys.

I, (parent/guardian)

.....

Of Undertake and bind me to pay the monthly school fees to Kuruman Tuition Centre. Failure to pay the school fees will result in a legal action and the child will be put on financial suspension. You as parent/guardian will be liable for all fees for the month and legal fees. I also declare that I am familiar with all Kuruman Tuition Centre’s school policies and that I have read them. (Available on Facebook Page)

A month’s written notice prior to the child leaving the Tuition centre must be given **AND** you as parent/guardian will be liable for a notice fee which is a full month’s school fee.

_____ (Signature)

_____ (Date)