



APPLICATION PACK – GRADE 1 2025

Congratulations on selecting an excellent school for your child.

Vision of Tambotie Primary

Provide, Serve and Promote. In our holistic approach to the development of learners we strive to instill values, knowledge and skills to equip them for their life's journey. We encourage children to honor and respect our neighbours as we would ourselves. We strive for excellence in pursuit of achieving our Devine potential.

The Management and Staff of the school have it as their mission to:

- Provide their learners with exemplar conduct and work ethics that learners can follow. Be good role models.
- Provide quality-learning opportunities to reach the learner's optimal potential.
- Create a safe environment in which learners can develop an assertive self-image.

Tambotie Preparatory School wishes to build into the learners of our school an:

- Understanding that each person, created by God, has various talents that need to be recognised and developed.
- Understanding that success is reachable through perseverance and hard work.

THE ADMISSION CRITERIA POLICY OF THE SCHOOL:

1. Medium of education will be English.
2. Tambotie is a Christian based school.
3. The Ethos of the school community, e.g. culture, traditions and customs must be accepted by the pupil and the parents.
4. School rules and code of conduct must be obeyed.
5. Legal I.D. document or birth certificate and immunization card must be produced on application.
6. No pupil, parent or guardian may take part in any political activity, which will affect the orderly running / functioning of the school.
7. School funds as determined by the Board of Directors are compulsory.
8. Positive proof of identification of legal guardian or parents must be produced.
9. Final decisions regarding school policy lies with the Board of Directors.
10. Grade 1 applicants must be turning seven in the year of admission

The following information will help your child to adjust to our school with ease:

An association incorporated in terms of section 21 Reg: 2006/010851/08

UMALUSI ACCREDITATION: 15SCH0100088

Directors: Mr. M.D. Mtongana (Chairperson), Ms. D.van Staden
CEO.: Mr. M. Koekemoer (Principal).

Homework:

As education is a combined effort between, parent, educator and learner, it is very important for our parents to be involved in this process. Homework is given on a daily basis. Even if your child attends aftercare, please be involved in your child's work.

School hours:

School hours are as follows:

Days	Grade 1 to 3	Grade 4 to 7
Monday to Thursday	7h45 to 14h00	7h45 to 14h00
Friday	7h45 to 13h00	7h45 to 13h00

If extra mural activities are organized, these will only commence after the above times.

School fees:

An annual registration fee of R1830 will be collected on acceptance. This fee is broken down as follows:

Book and Stationery fee	R950-00
Computer Levy	R880-00
Total Registration fee	R1 830-00

This amount is not refundable on withdrawing of the application. Your application will only be secured on receipt of this fee.

The first child's full school fees will be R 3 420.00 / month for 11 months.

- After Care: - R 950.00

School fees are payable before the 7th day of each month **prior** to the service rendered.

Our Banking Details are as follows:

Tambotie Preparatory School
Nedbank Booyens
Account No: 1980 309 299
Branch Code: 198 005

Please ensure that you always use your child's name and surname as a reference.

School uniform: (Uniform items are available at Economic Stores, Nondys Uniforms, Value Schoolwear)

Summer Uniform:

Girls: Tambotie dress for girls, royal blue short socks and black school shoes.

Boys: Tambotie logo, printed on a white shirt, grey pants, grey long socks and black school shoes.

PE: Girls and boys wear blue shorts, Tambotie golf shirts, royal blue short socks and white/black takkies.

Winter Uniform:

Girls: Long grey school pants, long sleeve white shirt and red bow tie. Long grey socks and black shoes.

Boys: Long grey school pants, long sleeve white shirt and long red tie. Long grey socks and black shoes.

PE: Both girls and boys wear tracksuits, Tambotie golf shirts, royal blue short socks and white/black takkies.

Accessories:

- Girls may only wear red or royal blue hair accessories.
- No jewellery other than ear studs and watches may be worn.
- Hair should always be neatly tied up when it reaches the collar.
- No fancy haircuts are permitted for boys.

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Stationery:

A stationery list will be given upon acceptance, each learner will be required to supply their own stationery. This will ensure that all learners are equipped with the required stationery. All other stationery refills and additional books will be for the parents account. (Please see the list)

Transport:

Transport for school outings is not included in the school fees in order to keep school fees affordable. Should transport be required for sport and other outings, the parents will be required to contribute to the transport costs.

Refreshments:

Please pack a nutritional lunch box for your child. During playtime your child will have the opportunity to eat his/her lunch. Ensure that your child eats breakfast at home. The food intake is important for your child's progress at school. Certain stimulants aggravate ADD/ADHD in children. Give your child the best to ensure his/ her best development.

Referrals:

If at any stage, the teacher or principal informs you of a possible learning disability or physical problem, please follow it up by making an appointment for evaluation at a professional therapist suggested. Small problems become huge if they are not addressed early.

Curriculum:

Tamboitie Preparatory School follows the CAPS Policy. Therefore, if for any reason you relocate to any province in South Africa, your child will be equipped with all the skills needed.

As part of our programme, a computer course is presented through Scope IT.

Code of Conduct:

All learners and parents enrolled at the school will be subjected to the Code of Conduct set by the management of the school. The Code of Conduct for Learners is available on our website and will be provided after registration.

Communication:

We make use of the class dojo app (free version) for communication between teachers and parents.

Other urgent information is communicated on D6 (Black Icon) as well as email and sms.

Please download the APP onto any computer, smart phone or tablet. Select "Tambotie Preparatory School" and customise your APP to only receive your learner's grade communication. This is compulsory for all parents to receive the relevant information. Please ensure that all cell phone numbers are updated at the office should they change.

We trust that you will experience only the best at our school.

Management.

CHECKLIST

Form completed correctly	
Signed in relevant spaces	
Copy of parent's payslip	
Copy of birth certificate	
Copy of Immunization card	
Copy of parent/s Identity document/s	
Copy of latest report & transfer card	
ID size photograph of learner	



PLEASE COMPLETE WITH A BLACK PEN
DO YOU HAVE ANY LEARNERS CURRENTLY/PREVIOUSLY IN THIS SCHOOL?

Yes No

Name of other learner(s) : _____

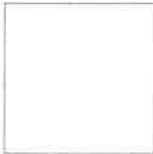
DATE: 21 MAY 2024

LEARNER INFORMATION

LEARNER

Full names: _____
Surname: _____
Preferred name: _____
Date of birth: _____
ID number: _____
Nationality: _____
Religious denomination: _____
Gender: Male Female
Ethnic group: _____
Home language: _____
Preferred tuition language: _____
Dexterity: Left Right Both
Learner mobile number: _____
Learner e-mail address: _____
Admission date: _____
Grade in 2025 : _____
Years in grade for 2025 : _____
Years in phase for 2025 : _____
Pre-primary education attended: Formal Informal
 Other: _____

Attach learner photo:



Method of transport: _____
Taxi/Bus registration number: _____
Name of driver: _____
Contact number: _____

NEXT OF KIN INFORMATION

Name: _____
Contact number: _____
Alternative contact number: _____
Relation: _____

OFFICE USE ONLY

Family code: _____ Waiting list: A B
Register class: _____ Number on waiting list: _____
Admission number: _____ ID copy:
Application fee:
Proof of residence:
Birth certificate:
Clinic card

FAMILY INFORMATION

Family status: Both parents Single parent - Unmarried
 Foster care Childrens home Single parent - Divorced
 Other Re-composed Widow/Widower
Parents deceased: Mother Father None

LEARNER HEALTH INFORMATION

Chronic diseases: _____
Allergies: _____
Medication: _____

MEDICAL AID INFORMATION

Name: _____
Telephone number: _____
Member number: _____
Primary member: _____

FAMILY DOCTOR INFORMATION

Name: _____
Telephone number: _____
Business address: _____

INFORMATION OF PREVIOUS SCHOOL/PLAY GROUP/NURSERY

First registration of learner in Gauteng: Yes No
Learner attended school last year Yes No
If yes, in which Province/Country: _____
Previous school _____
Telephone Number _____
Address _____
Province _____
Highest grade in previous school _____
Reason for leaving the school _____

BIOLOGICAL PARENT / LEGAL GUARDIAN 1 INFORMATION

Title: _____

Full names: _____

Surname: _____

Initials: _____

Preferred name: _____

ID number: _____

Nationality: _____

Home language: _____

Marital status: Common law marriage Divorced
 Married Separated Single
 Widowed

Communication: SMS E-mail Mail By hand

Comm language: _____

Mobile number: _____

Home tel: _____

E-mail: _____

Is the learner living with this parent? Yes No

Residential address: _____

Postal address: _____

Occupation status: Own Employer Professional
 Own Employer Non-Professional
 House wife Part time
 Contract worker Pensioner
 Student Temporary
 Full time Unemployed

Occupation: _____

Employer: _____

Work telephone number: _____

Employer physical address: _____

BIOLOGICAL PARENT / LEGAL GUARDIAN 2 INFORMATION

Title: _____

Full names: _____

Surname: _____

Initials: _____

Preferred name: _____

ID number: _____

Nationality: _____

Home language: _____

Marital status: Common law marriage Divorced
 Married Separated Single
 Widowed

Communication: SMS E-mail Mail By hand

Comm language: _____

Mobile number: _____

Home tel: _____

E-mail: _____

Is the learner living with this parent? Yes No

Residential address: _____

Postal address: _____

Occupation status: Own Employer Professional
 Own Employer Non-Professional
 House wife Part time
 Contract worker Pensioner
 Student Temporary
 Full time Unemployed

Occupation: _____

Employer: _____

Work telephone number: _____

Employer physical address: _____

ACCOUNTABLE PERSON'S INFORMATION

 Biological Parent 1 Biological Parent 2 Other

Only if 'Other', please complete section A or B below:

A) INDIVIDUAL

Title: _____

Full names: _____

Surname: _____

Initials: _____

Preferred name: _____

ID number: _____

Home language: _____

Communication: SMS E-mail Mail By hand

Comm language: _____

Mobile number: _____

Telephone number: _____

Fax number: _____

E-mail: _____

Residential address: _____

Postal address: _____

B) COMPANY / CLOSED CORPORATION / TRUST

Title: _____

Name: _____

Registration number: _____

Comm language: _____

Contact number: _____

Fax number: _____

Business address: _____

Postal address: _____

BANKING DETAILS

Bank: _____

Branch: _____

Branch code: _____

Account type: Cheque Transmission Savings

Bank account number: _____

Account holder: _____

Agreement between Tambotie Preparatory School and _____ (Name of parent / guardian) with regards to the payment of school fees.

a. Accept responsibility for the payment of fees for above child before or on the seventh (7th) day of each month:

- A Monthly
- B Cash
- C Internet transfer
- D Stop order

- b. I agree to inform the Principal in writing if I am unable to pay the fees. My child's admission will be secured for one (1) month.
- c. I understand that the school will take the necessary legal steps to recover any outstanding fees.
- d. I agree to give one (1) calendar month's notice should my child no longer attend school. In the last term, I undertake to give notice in October as November doesn't serve as a notice month.
- e. I declare that the forms have been completed correctly. I have read and understand the acceptance requirements and school rules.
- f. If you prefer to receive statements by e-mail, please indicate e-mail address _____
- g. I / We the parents / guardian of _____ undertake to honour the agreement as set out above.

Signature of Parent / Guardian: _____ Date: _____

PERMISSION / CONSENT TO TAKE PART IN ALL ORGANISED ACADEMIC, SPORT AND CULTURE ACTIVITIES

- I, parent / guardian of _____ hereby give permission that he/she may participate in all academic, sport and culture activities presented by the school in an organised manner. To participate in tests conducted by the school support team with the object of improvement in school work and to identify other problems.
- I grant permission that my child may be transported by a public bus company approved by the school management. If there is only a small group of learners that needs to be transported, parents / teachers with valid drivers licences may be asked to transport them.
- I accept that all reasonable precautions will be taken for the safety and wellbeing of my child and that I will be held responsible for the payment of the medical and / or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the responsible personnel's coarse negligence.
- I hereby delegate my powers as parent / guardian to the Principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I know, he/she is physically able to participate in any organised activities and resides in good health.
- I confirm that all medical information supplied in the Learner Information section of this form is accurate and complete. This information may be used in case of an emergency.

- b. I undertake to inform the school if any of the above information may change.
- 7. I undertake to support my child to obey the Code of Conduct and the disciplinary system of Tambotie Preparatory School as included in the Policy of the school.
- 8. I hereby confirm that the school is allowed to use imagery of my child in any publication, in any format.

Signature of Parent / Guardian: _____ Date: _____

INDEMNITY

I/We the parents of/I the guardian of _____ (name of learner) indemnify unconditionally and without restriction Tambotie Preparatory School and/or the shareholders of Tambotie Preparatory School or any person employed by Tambotie Preparatory School or any person acting on behalf of Tambotie Preparatory School against any losses, claims, injury or death that may be caused to the above learner by virtue of his or her use of any of the facilities provided by Tambotie Preparatory School.

Signed at _____ on _____ day of _____ 2021.

Signature of Parent / Guardian : _____



3 Alfred Str Chrisville 2091 • Tel/fax 011 680 2004

www.tambotieprep.co.za

**CONTRACT BETWEEN PARENTS AND BOARD OF DIRECTORS ON ADMISSION OF PUPILS –
TAMBOTIE PREPARATORY SCHOOL 2025. (PRIMARY)**

I / we, _____, parent/s or guardian/s of
_____, accept and bind myself / ourselves to the following:

1. THE CRITERIA AND ADMISSION POLICY OF THE SCHOOL:

1. Medium of education will be English. *[INITIAL:]*
2. Tambotie is a Christian based school. *[INITIAL:]*
3. The Ethos of the school community, e.g. culture, traditions and customs must be accepted by the pupil and the parents. *[INITIAL:]*
4. School rules must be obeyed. *[INITIAL:]*
5. Legal I.D. document or birth certificate and immunization card must be produced on application. *[INITIAL:]*
6. No pupil, parent or guardian may take part in any political activity, which will affect the orderly running / functioning of the school. *[INITIAL:]*
7. School funds as determined by the Board of Directors are compulsory. *[INITIAL:]*
8. Positive proof of identification of legal guardian or parents must be produced. *[INITIAL:]*
9. Final decisions regarding school policy lies with the Board of Directors. *[INITIAL:]*
10. Tambotie only enrolls children for Grade 1 in the year that they turn 7. *[INITIAL:]*

[Please initial next to each point and sign below to acknowledge that you have read and understand the admission criteria of the school.]

2. SCHOOL FEES:

2.1 NON PAYMENT OF SCHOOL FEES:

Tambotie Preparatory is an independent school as such, all activities and operations at the school are funded through the school fees collected.

As an independent school, Tambotie reserves the right to withhold services if fees are not paid in full and on time. Continuous non-payment of fees will result in the withdrawel of the child from Tambotie Preparatory School in order to allow the parent to find a more affordable school.

School fees are payable before the 7th of each month before service is rendered and must be paid via EFT into the school's bank account. (Nedbank: Booyens Branch Code 198005 Acc # 1980 309 299).

Please use your child's name and surname as reference.

Cash payments and cash deposits carry additional service fees charged by the bank, which will be levied onto the school fee account should payments be made using this method.

We offer a 10% discount allowed for early payment before 31 March of the year and 5% discount if settled before the end of the third term.

The contract can only be terminated by a full month paid notice. Please note that no notice of termination will be accepted after the 1st October.

SIGNATURES

PARENT 1: _____ PARENT 2: _____

An association incorporated in terms of section 21 Reg: 2006/010851/08

UMALUSI ACCREDITATION: 15SCH0100088

Directors: Mr. D. Mtongana (Chairperson), Ms. D.van Staden

CEO: Mr. M. Koekemoer

2.2 SCHOOL FEES PAYABLE FOR 2025:

Registration / Book fee

An annual registration / book fee is payable on the day of registration (Not refundable), the annual registration fee is made up as follows:

Book and Stationery fee	R 950-00
Computer Levy	R 880-00
Total registration fee	R 1 830-00

Half day fees (07H00 – 13H30):

One child R 37 620.00 p.a. payable over 11 months @ R 3 420.00 p.m.

Second Child: R 32 230.00 p.a. payable over 11 months @ R 2 930.00 p.m.

After Care (13H30 – 17H30):

R 950.00 pm per child.

Please indicate if your child will be attending after care:

Y	N
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By signing this contract, I undertake to pay my school fees as set out above. The school must receive my payments promptly and I understand that payment must be made via electronic bank transfer into the bank account of Tambotie Preparatory School. I understand and acknowledge that if I am in arrears with my school fees, the management may hand over my details for ITC -listing as well as to the Southern Area Early Childhood Development forum. The information will be made available to participating member schools.

SIGNATURES:

PARENT 1: _____ PARENT 2: _____

3. DOMICILIUM (RESIDENTIAL AND POSTAL ADDRESSES)

3.1 The parties choose as their respective domicilium citandi et executandi for all purposes of this agreement with respect to all process notices or other documents or communication of whatsoever nature, the following address:

Parents/Guardian name: _____

ID no: _____

Physical Address: _____ Postal Address: _____

Email: _____

School: 3 Alfred Street
Chrisville
JHB
2091

Email: principal@tambotieprep.co.za

accounts2@tambotieprep.co.za

3.2 Any notice or communication required or permitted to be given in terms of this agreement shall be valid and effective only if in writing. It shall be competent to give notice by e-mail.

3.3 Either party may by notice to the other party, change the physical address of its domicilium citandi et executandi to another physical address in South Africa, or its e-mail address provided that the change shall become effective on the 7th day from the deemed receipt of the notice by the other party.

3.4 Any notice to a party sent:

3.4.1 by pre-paid registered post in a correctly addressed envelope to the party at its domicilium citandi et executandi, shall be deemed to have been received on the 7th business day after posting, unless the contrary is proved;

3.4.2 by hand delivery to a responsible person during ordinary hours at its domicilium citandi et executandi shall be deemed to have been received on the day of delivery; or

3.4.3 by e-mail to its chosen e-mail address stipulated as its domicilium citandi et executandi shall be deemed to have been received on the date of dispatch, unless the contrary is proved.

3.5 Notwithstanding anything to the contrary herein contained, a written notice or communication actually received by a party shall be adequate written notice of communication to it, notwithstanding that it was sent or delivered at its chosen domicilium citandi et executandi, and will include correspondence handed to the learner for delivery to the parent/guardian.

SIGNATURES:

PARENT 1: _____ PARENT 2: _____

4. CCTV and photography:

Tambotie Preparatory has CCTV cameras installed in the classes and around the school. The footage is used for security and disciplinary matters, and is not shared with anyone outside of the Tambotie Preparatory.

There will be occasions where we the school, or our outside service providers may take photos of our learners participating in various activities. We will undertake to protect the privacy of our learners, and will not publish photos that show our learners' faces on platforms accessible to persons outside of Tambotie. Photos we share on the parents' WhatsApp groups may show our learners' faces.

Please initial below to show your acceptance of our policies regarding CCTV and photography.

Initials:

5. School hours:

Half-day 07:45 to 14:00(Grd 1-3) 07:45 to 14:00 (Grd 4-7); Full day 07:45 to 17:30. Penalty charges will be levied for late collections. Should your child not attend school for any reason, please notify the office a.s.a.p.

Initials:

6. School uniform:

All uniform items are available at Economic Stores in Booyens Road and Nondy's Uniform Shop in Ridgeway. All uniform to be clearly marked.

Initials:

7. Change of address:

It is imperative that the school should be able to reach the parents in the case of an emergency. Should there be any change of details (home or work), please advise us immediately so that we can update our records.

Initials:

8. Bringing/Collecting of children:

Parents or transport facilitators are expected to accompany children to the gate in the mornings. If you are unable to collect your child personally in the afternoon, please make special arrangements with the school so that the staff is informed as to who will collect your child. No person under the age of 18 years will be permitted to collect your child from school. Late collection penalties will be levied on to your account for repeated late pickups with prior arrangements.

Initials:

9. Legal Custody/ Access Disputes

In the event of a custody / access dispute between legal guardians or custodians of a child who attends this school, the school and staff employed cannot under any circumstances intervene. The school is a neutral environment, caring for the best interest of the child and cannot and will not become party to these disputes. The school cannot violate any form of court order or oversee visitation. Any instance where one of the listed parents may not collect or see a child at the school, this must be clearly brought to our attention along with the legal documentation which enforces this order.

Initials:

10. Medical Arrangements:

The Board of Directors of Tambotie Preparatory School pledges itself to take all the necessary precautions to ensure the safety of the pupils and their belongings. Nevertheless, the Board of Directors cannot be held liable for any unforeseen accidents that may occur. Any and all medical expenses that may occur will be for the parent's account. Please ensure that all medical information is updated on the school system.

In the event of a medical emergency, the staff trained in First Aid will aim to stabilize and treat the child to the best of our abilities. Parents will always be informed of serious injuries. Should the child require a doctor or further medical treatment, we will first attempt to contact the parent to take the child to the doctor. Should we not be able to reach you, we will undertake to ensure the child receives the appropriate medical treatment to the best of our judgement. In such an event, you the parent/guardian cede your parental powers to the principal / representative of the school.

Should your child be injured at school or on an outing and need anaesthetic, we need your written permission, in cases where we cannot reach the parent in an emergency.

**I / WE, _____ PARENT/S OF: _____
GIVE MY PERMISSION FOR ANAESTHETIC AND/OR MEDICAL ASSISTANCE IF MY CHILD SHOULD NEED IT. I / WE AGREE
TO THE ABOVEMENTIONED MEDICAL ARRANGEMENTS.**

SIGNATURES:

PARENT 1: _____ PARENT 2: _____

CONTRACT BETWEEN THE SCHOOL AND PARENT

I / we agree to all the terms and conditions set out in this contract and by signing it I legally bind myself to the terms set out in this document. I understand that Tambotie Preparatory is an independent school, and I have freely chosen to enrol my child at this institution.

FATHER: _____ I.D. NUMBER _____

MOTHER: _____ I.D. NUMBER _____

SIGNED AT JOHANNESBURG, THIS _____ DAY OF _____ 20 _____

SIGNATURE OF PARENT/GUARDIAN 1

SIGNATURE OF PARENT/GUARDIAN 2

WITNESS ON BEHALF OF THE PARENT – NAME: _____

WITNESS ON BEHALF OF THE PARENT – SIGNATURE: _____

SIGNATURE OF REPRESENTATIVE OF THE SCHOOL



Our Official School Uniform stockists:

- **Economic Outfitters**

Address: 21 Booyens Road, Booyens

Contact Number: 011 493 2820

Email: economicschoolwear@gmail.com

- **Nondy School Uniform**

Address: Shop no: 11 Ridgeway Mall

Contact Number: 082 507 3818

Email: Nondycreativesupply@gmail.com

- **Value Schoolwear**

Address: 146 Hay Street Turffontein

Contact Number: 011 683 2104