



APPLICATION PACK – GRADE RRR and RR 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. We do not cater for potty training; we do not enroll children that are still using nappies.

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

Class Allocation:

Classes are allocated as follows:

Grade RRR- Children turning 4

Grade RR - Children turning 5

Grade R - Children turning 6

School Hours:

The school hours are as follows:

Days	Grade RRR TO R	Collection Times
Monday to Friday	7h45 to 12h45	12h45 to 14h00
Aftercare	13h30 to 17h30	No later than 17h30

School fees:

An annual registration fee of R 850-00 will be collected on acceptance. 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 1990.00 per month for 11 months.

After Care: - R 750.00

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: 198 030 9299

Branch Code: 198 005

Please use your child's surname and initials as a reference.

Daily programme

7h45-8h00 Toilet routine

8h00-8h15 Breakfast

8h15-9h00 Register, weather, bible, language, science, music, movement, show & tell (every Friday)

9h00-10h00 Art and perception

10h00-10h10 Tidy-up and toilet routine

10h10-10h30 Snack time

10h30-12h00 Free-play (Outdoors)

12h00-12h15 Tidy-up and toilet routine

12h15-12h45 Story Time

12h45-13h30 Waiting time and Free play

School uniform: (All uniform items are available at Economic Stores in Booyens Road, Nondy's Uniform Shop in Ridgeway and Value School wear in Turffontein) All uniform to be clearly marked.

Stationery/Toiletaries:

Please supply the following items each term:

- 1 x Pritt glue stick
- 1 x Bostik
- 1 x Box of tissues
- 2 x Carleton rolls
- 1 x A4 Ream of paper

Please ensure that a change of clothes is packed into your child's bag on a daily basis

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. After school your child will have the opportunity to eat his/her lunch, while he/she waits to be collected. No sweets, cakes, chips and fizzy drinks are allowed.

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. Children with sight or audio problems cannot achieve their potential.

Curriculum:

Tambotie 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.

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:

All pre-primary teachers will start a whatsapp group to ensure parents are informed of important notices. We employ the **D6 Connect (Black Icon)** to communicate all information to parents. 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. General news will automatically appear on your APP. This is compulsory for all parents to receive the relevant information. Please ensure that all cellphone numbers are updated at the office should they change.

Extra Murals:

Tambotie offers music kids and computers as part of the curriculum, these activities are at no extra charge. We also make use of external service providers which offer Swimming, Ballet, Dancing, Playball and Science Club. These activities are offered at an additional cost paid directly to the service providers.

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

Management.

ENROLMENT FORM - 2025



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.

6. 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. (PRE-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.]*

SIGNATURES

PARENT 1: _____ PARENT 2: _____

2. SCHOOL FEES:

2.1 SCHOOL FEES PAYABLE FOR 2025:

Registration

An annual registration / book fee of R 850-00 is payable on the day of registration (Not refundable)

Half day fees (07H00 – 13H30):

One child R 21 890.00 p.a. payable over 11 months @ R 1 990.00 p.m.

Second Child: R 18 040.00 p.a. payable over 11 months @ R 1 640.00 p.m.

After Care (13H30 – 17H30):

R 750.00 pm per child.

Please indicate if your child will be attending after care:

 Y

 N

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

UMALUSI ACCREDITATION: 15SCH0100088

Directors: Mr. D. Mtongana (Chairperson), Ms. D.van Staden, Mr. R. Joubert and Ms C. Beukes.

CEO: Mr. M. Koekemoer

2.2 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 withdrawal 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.

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.

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:

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 13:30; 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.

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 up to date.

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 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