



Excellence , Creativity and Integrity

APPLICATION PACK 2026

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.

www.janeprimary.co.za

info@janeprimary.co.za



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Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



APPLICATION PACK 2026

Welcome Letter from the CEO of Jane Pre & Primary School

Dear Parents and Guardians

It is with great pleasure that I welcome you to **Jane Pre & Primary School** — a vibrant and nurturing learning environment where every child is valued, supported, and encouraged to thrive.

Located in the heart of **Nelspruit (Mbombela)**, Jane Pre & Primary is more than just a school — it is a home of innovation, care, and excellence. We offer high-quality, affordable education from **Grade RR to Grade 7**, guided by the **CAPS curriculum** and enriched with **robotics, coding, and emotional intelligence** to prepare learners for an ever-changing world.

Our mission is simple yet bold: to provide a safe, stimulating space where children can learn, grow, and become their best selves. With small class sizes, wellness support, and on-site medical care, we prioritise your child's health, happiness, and potential.

What makes Jane unique is our **holistic approach to learning**. We embrace every child's individuality through inclusive education, personal attention, and passionate teachers who make learning meaningful and fun. From literacy to leadership, and robotics to reading, we balance academics with creativity, play, and social responsibility.

We believe in strong **parent-school partnerships**. Your involvement plays a key role in your child's success. Through our Parent Portal, events, open days, and aftercare, we invite you to be an active part of the Jane community.

As we journey through the academic year, we remain rooted in our core values: **Integrity, Excellence, Compassion, Innovation, and Inclusivity**. These values guide every lesson, interaction, and decision — helping us raise confident, respectful, and resilient learners.

Welcome to the **Jane family**. Together, we grow — and remember, we are the future.

Kind regards

Mr Adewuyi Oluwaseun Daniel
CEO : Jane Pre & Primary School



1

STEP 1
Contact us for an application and information form.

admin@janepreprimary.co.za

2

STEP 2
Submit the completed application form together with all required supporting documents to:

admin@janepreprimary.co.za

OR deliver to the school

OR apply online
(An incomplete application will not be considered).

3

STEP 3
Application forms will be assessed and verified

You will be notified accordingly

4

STEP 4

Parents will receive the following via email: a provisional acceptance letter, debit order form and an invoice for a once-off, non-refundable registration fee.

5

STEP 5

Pay your non-refundable registration fee and send the proof of payment to:

6

STEP 6

Receive an acceptance and welcome letter via email.

7

STEP 7

Welcome to the family ! Stay up to date with regular news and arrangements on www.janepreprimary.co.za

Application & Registration Steps

Jane Pre & Primary School | Grade RR – 7

Step 1: Collect the Application Form

- Visit the school reception or
 - Download from: www.janeprimary.co.za
 - Or request it via email: info@janeprimary.co.za
-

Step 2: Prepare Required Supporting Documents

Submit certified copies of the following:

- Unabridged or abridged birth certificate
 - Immunisation card (Road to Health Chart)
 - Most recent school report (if applicable)
 - Parent or guardian's ID document
 - Proof of residence (e.g. utility bill or affidavit)
 - 3 months' bank statements
 - Latest payslip of parent or guardian
 - Guardian court order (if applicable)
 - Medical aid card copy (if applicable)
 - Two ID-sized photos of the child
 - Completed **Registration**, **POPIA**, and **Indemnity** forms
-

Step 3: Submit the Application

- Hand-deliver the full application pack to the school office
 - Or email scanned documents to: admin@janeprimary.co.za
-

Step 4: Application Review & Notification

- Your application will be reviewed by our admissions team
- You will receive one of the following within 3 – 5 working days:
 - **Accepted** – your child has been offered a place
 - **Declined** – your application was unsuccessful
 - **Waitlisted** – pending availability

*Notifications are sent via official **acceptance letter** emailed to you or via **SMS**.*

Step 5: Pay Application Fee before Acceptance

After receiving an acceptance letter, the parent/guardian must pay the once-off **non-refundable registration fee of R1,200**.
A R500 non-refundable admission fee will be paid upon registration process.

Step 6: Use Official Banking Details to Make Payment

Banking Information:

- **Bank Name:** First National Bank
- **Account Name:** Jane Pre and Primary School NPC
- **Account Number:** 63158996985
- **Branch Code:** 250655
- **Reference:** Learner's Name & Grade

Email your **proof of payment** to: admin@janeprimary.co.za or whatsapp number : **060 997 2005**

Step 7: (Optional) Book a School Tour

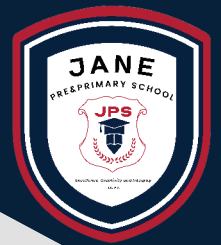
Parents are encouraged to book a visit to:

- View our classrooms and facilities
- Meet our educators
- Understand our school culture and curriculum

Schedule your tour via: marketing@janeprimary.co.za

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



SCHOOL FEES 2026

	2026 Annual Fee (if paid by 7 th Jan)	2026 Quarterly Fee (Must be paid by on 7 th Jan, 1 Apr, 1 Jul and 1 Oct)	2026 Monthly Fee
Once-off non-refundable Registration fee (new learners only)	R 1 200	R 1 200	R 1 200
Grade RR - R	R 33 600	R 8 400 x 4	R 2 800 (x12 months)
Grade 1 - 3	R 31 200	R 7 800 x 4	R 2 600 (x 12 months)
Grade 4 - 7	R 31 200	R 7 800 x 4	R 2 600 (x 12 months)
Aftercare	R 6 000	R 1 500	R 500 (x 12 months)
External Aftercare (student outside school)	R 18 000	R 4 500	R 1 500 (x 12 months)

DISCOUNTS:	
SIBLING DISCOUNTS	4 % discount (For more information, contact the school admin)

Please Tick : Pre-school Category

* 12 Months Fee	R2 800.00
* 11 Months fee	R3 054.00
* 10 months fee	R3 360.00
* Yearly fee	R33 600.00

Primary School Category

* 12 Months Fee	R2 600.00
* 11 Months fee	R2 836.00
* 10 months fee	R3 120.00
* Yearly fee	R31 200.00

I will pay on the:

- * 25th of each month
- * 30th/31st of each month
- * 1st of each month
- * 15th of each month

Banking Information:

- **Bank Name:** First National Bank
- **Account Name:** Jane Pre and Primary School NPC
- **Account Number:** 63158996985
- **Branch Code:** 250655
- **Reference:** Learner's Name & Grade



JANE PRE & PRIMARY SCHOOL , NELSPRUIT

Physical Address:

No 4 Hermansburg Road, Magiesdal, Nelspruit 1200 RSA.

WhatsApp: 060 997 2005 Landline: 013 110 5769

Email : admin@janepprimary.co.za

Website : www.janepprimary.co.za

APPLICATION FOR ADMISSION

Grade:

Year:

DOCUMENTS / INFORMATION REQUIRED

Copy of birth certificate/ID document		Completed and signed school fee clearance certificate from previous school	
Copy of study permit/asylum permit/refugee permit (if foreign)		1X months proof of household income/salary advice	
Copy of learner's latest progress report		3X months bank statements	
Copy of learner's final progress report (once available)		Proof residence	
Transfer document (once available)		Copy of medical aid card (front and back)	
Copy of learner's vaccination record (Pre-primary and foundation phase learners)		Two recent colour photos of the learner (ID size) (Please do not email these but submit at the school)	
Copy of parent's/ legal guardian's ID document		Completed debit order form (Compulsory)	
Learner Admissions Contract (LAC) Compulsory		Proof of registration fee payment (non-refundable)	

A.) LEARNER'S DETAIL

Admin number	(office use)	Grade and class	(applied for)
Surname		Home language	
First names		Religion	
(in full)		Country of birth	(if not SA)
Name to be called		Ethnic group	☐ Black ☐ Indian ☐ White
ID/Passport No.			☐ Coloured ☐ Asian
Student cell No.		Signature - Father	
Gender	Male ☐ Female ☐	Signature - Mother	

Means of transport to/from school: Motor vehicle ☐ Bus ☐ Taxi ☐ Bicycle ☐ Walk ☐

B.) LEARNER'S EDUCATIONAL DETAIL

Current school: _____ Previous school: _____
Telephone no: (current school) _____ Telephone no: (previous school) _____
Last grade passed: _____ Year: _____ Grade/s repeated: (if any) _____
Has admission to any other school/s ever been refused? If yes, please state reason. _____
Have you as parent/guardian been called to school for discipline issues? If yes, please state reason _____

C.) FAMILY DETAIL

Father / Guardian	Surname		Title		Initial	
	First names		ID/Passport number			
	Postal address		Home address			
		Postal code		Suburb & City	Postal code	
	Employer		Phone: Home			
	Occupation		Work			
	Public or Private sector		Cell			
	Work address		Email address			
	Suburb & City	Postal code		Relation to learner		
	Mother / Guardian	Surname		Title		Initial
First names			ID/Passport number			
Postal address			Home address			
		Postal code		Suburb & City	Postal code	
Employer			Phone: Home			
Occupation			Work			
Public or Private sector			Cell			
Work address			Email address			
Suburb & City		Postal code		Relation to learner		

Initials:

D.) PERSON RESPONSIBLE FOR ACCOUNT

Please note that parents will be held jointly and severally liable for the account, even if the account is paid by a third party / bursar.

Surname	_____	ID/Passport number	_____
First names	_____	Title	_____ Initials
Postal address	_____	Home address	_____
	_____		_____
Work address	_____	Suburb & City	_____ Postal code
	_____	Phone: Home	_____
Suburb & City	_____	Work	_____
Public or Private Sector	_____	Cell	_____
		Email address	_____

E.) LEARNER MEDICAL INFORMATION

Medical aid	_____
Medical aid number	_____
Main member name	_____
Main member ID no.	_____
Main member postal address	_____ Postal code
Main member email address	_____
Main member cell number	_____ Main member work number _____

Signature: _____

Main Member of Medical Aid

Date: _____

HAS THE LEARNER EVER HAD ANY OF THE FOLLOWING DISEASES?

German measles	☐	Mumps	☐
Measles	☐	Diphtheria	☐
Chicken pox	☐	COVID -19	☐

HAS THE LEARNER EVER BEEN TREATED FOR THE FOLLOWING?

TB	☐	Ulcer	☐
Asthma	☐	Migraine	☐
Diabetes	☐	Tonsils	☐
Epilepsy	☐	Heart disease	☐

IS THE LEARNER ON ANY CHRONIC MEDICATION? PLEASE SPECIFY.

DOES THE LEARNER HAVE ANY ALLERGIES? PLEASE SPECIFY.

HAS THE LEARNER EVER HAD ANY OPERATIONS? PLEASE SPECIFY.

PLEASE SUBMIT A COPY OF YOUR MEDICAL AID CARD (FRONT AND BACK)

F.) DETAILS OF ANY OTHER CONTACT IN THE CASE OF AN EMERGENCY (OTHER THAN IN SECTION C AND

Surname _____	Full names _____
Relation to learner _____	
Tel (h) _____	Tel (w) _____ Cell _____
Email address (please write legibly) _____	

Initials:

G.) BROTHERS AND SISTERS

Name	Date of Birth	Age	Grade	Name of current School or Institution
1				
2				
3				

H.) MARITAL STATUS OF PARENTS

Married ☐ Divorced ☐ Married but live apart ☐ If Divorced - Children in custody of
Widow ☐ Widower ☐ Single ☐ Mother ☐ Father ☐ or Both ☐

I.) Declaration and Undertaking**Declaration and Undertaking**

I confirm that the information provided is true and correct. I undertake to comply with the school's rules, regulations, and policies, and accept them as binding on both me and the learner.

School Fees Acknowledgement

I accept full responsibility for the school fees as published and agree to pay them by the due dates. I understand that failure to do so may lead to additional costs, legal action, and restricted access to school services.

I am aware that interest may be charged on overdue accounts, and that fees may be paid annually, monthly, or quarterly. If I fall behind, the full annual amount becomes payable.

All outstanding fees must be settled before re-registration. The school may also request January fees upfront to reserve a place, and registration fees are non-refundable.

I acknowledge that the school may decline registration based on affordability, academic or disciplinary reasons, or incomplete applications.

Photos Consent

I give permission for my child to be photographed during school activities and for these images to be used on the school's website, social media, and other platforms.

Indemnity

I give permission for my child to attend school-approved outings using arranged transport. I will cover the cost and will not hold the school liable for injury, loss, or damage during such trips. I understand this serves as ongoing consent for all school excursions.

Jane Pre & Primary School

I commit to upholding the values of Jane Pre & Primary School, supporting my child's education by attending meetings and responding promptly to school communication. I will also keep my contact details up to date.

Termination

Should a learner be withdrawn or expelled from Jane Pre & Primary School for whatever reason, parents will be required to pay school fees for a full quarter. A full quarter's notice for withdrawal of a learner is necessary.

Payment Refunds

10 % will be deducted on all refunds due, irrespective of the reason, to cover bank charges and administrative costs.

The Protection of Personal Information Act (POPIA)

I consent to Jane Pre & Primary School processing my and my child's personal information for admission and verification purposes. The school may contact current/previous schools and verify details, including credit checks. All personal information will be handled in accordance with POPIA, kept confidential, and not shared or sold. If the application is unsuccessful or withdrawn, all information will be securely destroyed.

Jane Pre & Primary hereby undertakes to offer quality teaching and related services of a high standard to the best of our ability

Thus, signed on this _____ day of _____ 20__

Father / Mother

Legal Guardian

Account holder

School Principal



J.) MARKETING SOURCE

Please indicate where you heard about our school

Facebook ☐ Open Days ☐ Google ☐ Flyers ☐ School Signage ☐ Street Pole ads ☐

AUTHORISED BY

OFFICE USE

ACCEPTED

☐

REJECTED

☐

Signature

Date
notified

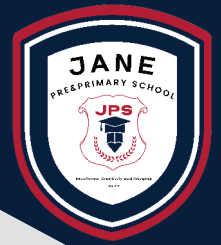
Receipt
Number

AMOUNT PAID

R

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.

**CONSENT FOR CREDIT CHECK**

Jane Pre & Primary School is affiliated to TPN Credit Bureau, a registered credit bureau. All account payment profiles, patterns and behaviour is recorded monthly with the credit bureau for the purposes as per the National Credit Act.

**CONSENT CLAUSE: (Future debtor)
Application form and/or Contractual Agreement**

The debtor consents to and authorizes Jane Pre & Primary, the supplier, service and/or credit provider to:

a) contact, request and obtain information at any time from any supplier/ service provider (or potential credit provider) or registered credit bureau to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the debtor; and

b) provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the debtor's dealings with the supplier, service and/or credit provider.

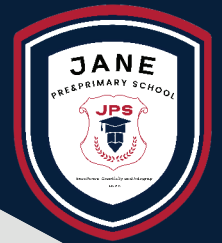
Full names of person responsible for the account: _____

Relation to the learner: _____

Signature: _____ Date: _____

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



DEBIT ORDER FORM

Completion of this form is compulsory prior to registration of your child as a learner. Please complete a separate form for each learner should you be registering more than one child.

Jane Pre & Primary School

Authority and Mandate for payments Instruction: Electronic and Written Mandates Given by (name of Account holder) Address

Bank	
Branch and Code	
Account Number	
Type of Account	Current (cheque)/ Savings/ Transmission
Amount	
Date for first debit order	
Date for last debit order	
Contact Number	

Abbreviated Name as Registered with the Bank: Jane Primary

This signed Authority and Mandate refers to our contract dated ("the Agreement"). I/We hereby authorize you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on _____ and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

The individual payment instructions so authorized to be issued must be issued and delivered as follows: monthly, bi-monthly, three monthly, six monthly, annually, weekly, bi-weekly (delete that which is not applicable).

If the payment day falls on a Sunday, or recognized South African public holiday, the payment day will automatically be the preceding ordinary business day. Payment Instructions due in December may be debited against my account on _____. I / we understand that the withdrawals hereby authorized will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction.

Mandate

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.



Cancellation

I/we agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of the amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you. This debit order agreement is valid for the current academic year only. A new debit order form must be completed at the beginning of every academic year.

Assignment

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at _____ on this _____ day of _____

(Signature as used for operating on the account)

Agreement reference number is _____ (Assisted by)

(Student number/ Debtors code)



CONFIRMATION OF PAYMENT METHOD

Parent name	
Learner name	
Grade applying for	

I hereby agree to pay the registration fee, stationery fee and ad hoc fees as follows:

Registration fee	1 200.00	At time of registration (this fee is non-refundable)
Trips and ad hoc payments	TBC	EFT/cash/credit card at the time of notification of amount payable

I hereby confirm that I would like to pay the school fees for 2026 as follows (please mark with an x):

Monthly by debit order/ EFT/credit card/ cash		
Grade RR - R	2 800.00	☐
Grade 1 – 3	2 600.00	
Grade 4 – 7	2 600.00	

Quarterly by debit order		Must be paid by debit order on 7 th January, 1 April, 1 July and 1 October.	
Grade RR – R	8 400.00		☐
Grade 1 – 3	7 800.00		
Grade 4 – 7	7 800.00		

Annual by EFT/credit card/cash		Must be paid before 31 January 2026	
Grade RR – R	33 600.00		☐
Grade 1 – 3	31 200.00		
Grade 4 – 7	31 200.00		

I hereby confirm that I would like to pay the aftercare fees for 2026 as follows (please mark with an x):

Aftercare monthly by debit order	500.00	First of every month for 12 months (January - December)	☐
Aftercare annually Aftercare by Debit Order	6 000.00	Payable by 31 January 2026	☐
External monthly Aftercare by Debit Order	1 500.00	First of every month for 12 months (January - December)	☐
External annually Aftercare by Debit Order	18 000.00	Payable by 07 January 2026	☐

Furthermore, I confirm that I am aware of and agree to a charge of R140 being levied for any unpaid debit order. R1200 for each late payment. Furthermore, I am aware of a sibling discount of 4 % off should I have more than 1 learner attending Jane Pre & Primary and that this will be deducted from the amounts above.

Please attach the completed debit order form should you select this option.

SIGNATURE

DATE

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



AFTERCARE FORM

PLEASE SIGN EACH PAGE AT THE BOTTOM, IN UNDERSTANDING OF THE CONTENT.
Please make a copy for your own records.

THE FOLLOWING MUST ACCOMPANY THE REGISTRATION FORM:

- **2 recent passport/ID photos of the learner/s**
- **Copy of the identity document of the parents**
- **Copy of the identity document of the person/s fetching the learner**

1. RIGHT OF ADMISSION

- Right of Admission is strictly reserved.
- Application for enrolment to the Aftercare Centre must be submitted on the Centre's prescribed form.
- The Centre will not provide service until such time that:
- The prescribed application form has been completed.
- All fees as prescribed have been paid in advance (monthly over 12 months).

2. PERIODS AND TIMES OF THE AFTERCARE CENTRE:

- During school terms: Monday – Friday
- Times:
 - Pre - School : 13:30 to 17:00 (extra fees apply to 18:00pm)
 - Primary: 14:00 pm to 17:00 (extra fees apply to 18:00 pm)
- The Centre will be open during the school holidays from 07h00-17h00 except in December when the Centre will close on the 15th of December of the current year. The Centre will also not operate on public holidays.
- A fine of R50 will be levied for the first 10 minutes that a learner is collected after 17:30 and an additional fee for every 5 minutes thereafter.

3. FEES PAYABLE:

All fees prescribed should be paid monthly in advance by the 1st in accordance with the ruling tariff of fees, together with any other charges that may be levied in terms of conditions of enrolment. Services will be suspended on the 7th of each month if fees are not settled.

No reduction in fees due or paid will be allowed in respect of days on which a learner does not attend the Centre for any reason whatsoever. In the event of the Centre presenting fun activities at school, parents will be liable for the additional fees. (e.g.: Jumping Castle, Water slide etc.). This must be paid for before the day of the activity.



4. DISCIPLINE:

Children should attend the Aftercare Centre regularly and are required to adhere to the rules and regulations. Failure to do so may result in disciplinary action being taken.

5. RULES AND REGULATIONS

- Learners may only attend the Aftercare Centre during the opening times listed above.
- Learners should line up outside the designated class neatly and quietly.
- Homework books must be brought to the Centre.
- Should the learner not have homework, he/she will practice reading, spelling and maths done during school on that day.
- The supervisor will sign off all homework/revision done on the day. Homework will be supervised. Any homework not completed during the stipulated homework session will have to be completed at home.
- Learners should pack up all their belongings at the end of the day.
- Learners are required to always behave respectfully towards the Centre's staff and their peers.
- Insolence and bullying WILL NOT be tolerated.
- Learners may not vandalize the school's or their peers' property.
- Parents will be charged for all damages to school property and assets and disciplinary action will be taken against the learner.
- If recurring discipline problems are experienced, the Centre has the right to cancel the contract with immediate effect without a refund.
- All issues must be addressed directly with the Centre manager
- The After Care Centre has a zero-tolerance policy towards drugs.

6. ABSENTEEISM:

- It is incumbent on the Parent/Guardian to notify the Centre in the event of the learner being absent for whatever reason.
- The Centre will not accept verbal messages via learners and will only react on written instruction from the Parent/Guardian.

7. RESIGNATIONS, TERMINATIONS AND SUSPENSIONS:

- A minimum of **ONE CALENDAR MONTH'S WRITTEN NOTICE** of the intention to withdraw a learner from the Centre is required. This notice must be emailed and addressed to the aftercare manager.
- In exceptional cases and at the discretion of the Principal, the Centre reserves the right to dismiss any learner without notice. No refund or waiver of monthly fees or due fees will be made.
- If no payment is recorded by the 7th of the month the Centre will suspend services to the learner immediately.

8. CHANGE OF ADDRESSES AND TELEPHONE NUMBERS:

The Centre must be notified within 24 hours of any change of address or telephone numbers of the Parent/Guardian.

Sign Here _____



9. RESTRICTIONS

- The Centre, while keeping a rigid timetable, will not interfere with the school's extra lessons, sport or cultural activities.
- The Centre will not accept responsibility for the academic progress of the learners in its care. No guarantee is given that any child will complete ALL homework assigned by the teachers.
- The Centre will not assist learners with building
- School projects or completion of assignments.

10. GENERAL

- A learner may only leave the premises with the legal Parent/Guardian unless the Centre has received written instruction from the Parent/Guardian informing the Centre of the name and identity number of the person who will collect the learner.
- Where a person, other than the Legal Parent/Guardian collects the learner, they will be required to submit their original ID document.
- In the event of an accident the Centre reserves the right to transport the learner to a registered medical facility if the legal Parent / Guardian cannot be contacted. The Centre will act "IN LOCO PARENTIS". The Parent/s or Legal guardian will be held responsible for the account from the medical facility.
- Parents/Guardians will not be admitted to the Centre unless accompanied by a member of the Aftercare staff.
- The Centre will not be held responsible for the loss or damage of articles brought by the learner to the Centre.
- The Aftercare Centre does not provide stationery.
- All learners are to be collected from the designated play area or class (in case of wet weather) at 17h00. The learners are to be signed out and their identity card as supplied by the Centre must be left at the exit gate.
- A fine of R50 will be levied for the first 10 minutes that a learner is collected after 17:30 and an additional fee for every 5 minutes thereafter.
- These conditions of enrolment may be amended from time to time at the discretion of the school. Written notification will be communicated to the Parent/s or Guardian/s.

11. FEES (Subject to any change on a month's written notice)

- Fees are payable from January 2026 to the 1st of December 2026 (over 12 months)
- Entertainment and outings = on written request
- All fees, except for the daily rate, are payable by debit order or quarterly in advance by EFT, cash or credit card.

AFTERCARE BANKING DETAILS

ACCOUNT : Jane Pre And Primary School NPC
Bank : First National Bank
Account Number : **63158996985**
Branch Code : **250655**
Reference : Child's name , Surname and Grade

AFTERCARE CONTACT DETAILS

CENTRE TELEPHONE NUMBER:
EMAIL:
AFTERCARE MANAGER:
CELL NUMBER:

Sign here: _____



PLEASE COMPLETE THE FOLLOWING FORM LEGIBLY

NAME AND GRADE OF LEARNER/S ATTENDING THE AFTERCARE CENTRE:

NAME AND SURNAME	GRADE	REGISTER TEACHER	HOME ADDRESS
1.			
2.			
3.			
4.			

IS THERE ANYTHING THAT WE SHOULD BE AWARE OF?
(Allergies, medication for allergies or chronic illnesses to be taken)

WHAT TIME WILL YOUR CHILD BE FETCHED FROM SCHOOL?

Sign here: _____

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



AFTERCARE FORM OF WAIVER AND ACKNOWLEDGEMENT

DETAILS OF PARENTS/LEGAL GUARDIANS

MOTHER'S/GUARDIAN'S NAME AND SURNAME:	
MOTHER'S/GUARDIAN'S ID NUMBER:	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	
EMAIL ADDRESS:	
FATHER'S/GUARDIAN'S NAME AND SURNAME:	
FATHER'S/GUARDIAN'S ID NUMBER:	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	
EMAIL ADDRESS:	

PLEASE SELECT APPLICABLE AFTERCARE OPTION

☐	FULL MONTH :
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PLEASE SIGN THE DECLARATION BELOW:

I, (full name) _____ am aware that my child will be under constant supervision and that the Management of the Centre will not be held responsible for any loss of property, injury or loss of life.

Date

Parent/Legal Guardian signature

Learner/s name

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



LEARNER ADMISSION CONTRACT

LEARNER ADMISSION CONTRACT ("LAC")
between Jane Pre & Primary School and The
Parents / Guardians indicated below (The "Parties")

	<u>Parent/guardian 1</u>	<u>Parent/guardian 2</u>
Full names and surname		
Identity no		
Residential address		
Postal address and Code		
Cell number		
Occupation		

being the Parents/guardian of the following Learner:

Full names and surname	
Identity no	
Grade	

Sign Here _____ Date _____

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



IMPORTANT NOTICE TO PARENTS/GUARDIANS

This contract replaces previous version(s) of the LAC that was/were signed between the Parties. This Contract includes clauses that appear in bold text. These clauses may limit the risk or liability of the School Providers and/or others and/or create risk or liability for the Parents and/or require the Parents to indemnify the School Providers and/or others and/or serve as an acknowledgement by the Parents of a fact and/or place certain particular obligations on the Parents and/or the Learners. The Parents' attention is drawn to these clauses because they are particularly important and should be carefully read and noted. The rights that Parents have under this Contract are in addition to and in no way affect the statutory rights and remedies the Parents have under consumer protection, protection of Personal information, (or any other) law. If this Contract is in conflict with consumer protection, protection of personal information, (or any other) law, the Parents' statutory consumer protection, protection of personal information, (or any other statutory) rights prevail. Nothing in this Contract is intended to, or must be understood to unlawfully restrict, limit or avoid any rights or obligations created in favour of the Parents, the Learners or the School Providers in terms of the

Consumer Protection Act, Protection of Personal Information Act (or any other law).

Various defined terms are used in this Contract. Where terms are used, the first letter(s) in the word(s) will be in a capital letter(s). In order to understand such defined terms, Parents must please refer to clause 1 below of this Contract where they will find the meanings of the defined terms.

1. INTERPRETATION

1.1 Unless it is clear from the relevant provision that a different meaning is intended, the following terms will have the meanings given to them below –

1.1.1 "Admission Application Form" means the standard admission application form in relation to the School provided to and completed and signed by the Parents;

1.1.2 "Consumer Protection Act" means the Consumer Protection Act No. 68 of 2008 and all its regulations, and as amended from time to time;

1.1.3 "Contract" means this document including and read together with the Admission Application Form;

1.1.4 "Default Interest" has the meaning specified in clause 3.16.1

1.1.5 "Deposit" means the deposit, if any, referred to in the Admission Application Form;

1.1.6 "Education Provider" means Jane Pre & Primary School (RF) NPC, , a limited liability private company duly incorporated in the Republic of South Africa;

1.1.7 "Education Services" means the education, extramural and related activities offered by the School from time-to-time and which are provided by the Education Provider to Learners admitted as learners at the School;

1.1.8 "Facilities Provider" means Jane Pre & Primary School Property (RF) Propriety Limited, registration number , a limited liability private company duly incorporated in the Republic of South Africa;

1.1.9 "Fees" means, as applicable, the registration fee...

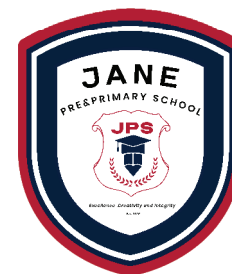
1.1.1 "Protection of Personal Information Act" means the Protection of Personal Information Act No 4 of 2013 and all its regulations, and as amended from time to time;

1.1.2 "School" means the school operating from the physical address referred to in the Admission Application Form under the name "Jane Pre & Primary School", or such different name given to the School from time to time;



- 1.1.3 "School Facilities" means all the facilities at the School which the Facilities Provider has agreed to make available so as to enable the Education Provider to provide the Education Services, including all buildings, school fields, furniture, furnishings and equipment;
- 1.1.4 "School Fees" means the annual amount payable or paid, as the case may be, by the Parents in return for the Education Services to be provided by the Education Provider and the School Facilities to be provided by the Facilities Provider, such School Fees –
- 1.1.4.1 being the amount in respect of each such Learner referred to in the Admission Application Form or such different amount from time to time determined in accordance with the provisions of this Contract (and the School Fees shall escalate annually, as notified by the School Providers to the Parents),
- 1.1.4.2 being shared between the Education Provider (for providing the Education Services) and the Facilities Provider (for providing the School Facilities) as they may determine, but does not include any amounts and costs payable by Parents in relation to school uniforms and/or stationery purchased from the School or in respect of School trips and outings or such similar costs (which will be amounts in addition to the School Fees payable by the Parents on notification from the School, as provided for in clause 3);
- 1.1.5 "School Providers" means the Education Provider and the Facilities Provider;
- 1.1.6 "Schools Act" means the South African Schools Act, No. 84 of 1996, as amended;
- 1.1.7 "School Head" means the principal or, where applicable, the Executive Principal, School, or College Director of the School from time to time, he or she being the individual responsible for ensuring the provision by the Education Provider of the Education Services on a day-to-day basis, and includes, with reference to any particular Education Service any person to whom the School Head has delegated his or her functions in respect of such service;
- 1.1.8 "School Hours" means those times (of which Parents will be made aware from time to time) during which the Education Provider will make available the Education Services at the School;
- 1.1.9 "School Premises" means the grounds and property (including buildings) provided by the Facilities Provider and on or from which the Education Services will be provided to Learners, and in respect of which the access of the general public will be appropriately limited having due regard to the fact that a school will be operating on and from the School Premises;
- 1.1.10 "School Rules" means the school rules and codes of conduct adopted from time to time governing the conduct and behaviour of Parents and/or Learners in relation to the School and in relation to other Learners and Parents (including the disciplinary code in relation to Learners);
- 1.1.11 "School Term" means each term of the School as notified by the School to the Parents from time to time

;



2 SCHOOL STRUCTURE

2.1 The Parents acknowledge that they are aware that:

2.1.1 the School is made up of: the School Facilities, which are made available by the Facilities Provider; and the Education Services, which are made available by the Education Provider through its teaching staff and other employees;

2.1.2 the School Fees payable by the Parents in terms of this Contract are made up of the Facility Fees (being due to the Facilities Provider in return for the Facilities Provider making available the School Facilities) and the Education Fees (being due to the Education Provider in return for the Education Provider providing the Education Services);

1.1.1 The School Providers have appointed a manager to run their respective affairs and businesses, including in relation to the School.

1.2 The Parents agree that –

1.2.1 any rights which they have in respect of the provision of the Education Services in respect of each Learner are rights against the Education Provider only and not against the Facilities Provider;

1.2.2 any rights which they have in respect of the School Facilities being made available for the benefit of each Learner are rights against the Facilities Provider only and not against the Education Provider;

1.2.3 the Facilities Provider and the Education Provider will always be entitled to appoint a manager to run their respective affairs and businesses, including in relation to the School; and

1.2.4 if they have any queries, concerns and/or complaints relating to the School and/or each Learner's involvement in the School and/or any matter arising out of this Contract, such queries, concerns and/or complaints must be raised with the School Head. Contact details for the School Head will be available at the School office

1.3 The Facilities Provider will reasonably maintain, service and repair the School Facilities from time to time, to the extent that such facilities require maintenance, servicing and repairing. The bank account details of the bank account into which all payments must, from time to time, be made by the Parents in respect of amounts which they have to pay in terms of this Contract.

2 SCHOOL STRUCTURE

2.5 For so long as a Learner is admitted as a learner at the School, the Education Provider will provide the relevant Education Services to each Learner and in doing so will exercise at least that degree of skill and care as is generally exercised at schools which are similar to Jane Pre & Primary School.

2.6 The obligation of the Education Provider, as referred to in clause 2.5 will apply during

- (a) School Hours, and
- (b) at all other times during which such Learner is required by the Education Provider to be on the School Premises, and
- (c) at all other times during which the Learner is involved in any organised School activities

2.7 The Education Provider will monitor each Learner's progress and on a regular basis generate and, subject to clause 3.16.4, send to the Parents progress report cards, and where there is any concern about a Learner's progress, the Education Provider will arrange for a meeting with the Parents to discuss such concern and ways of dealing with the concern.

2.8 Neither the School Head nor the Education Provider will have any obligation to diagnose any physical, mental or emotional condition that may cause any obstacle to, or difficulty in, or restriction on a Learner's ability as a learner. Should a diagnosis be required, the Education Provider will arrange for an appropriate assessment at the request and expense. Terminate a Learner's registration if the Learner has special needs which the Education Provider cannot cater for (after being duly assessed – at the cost of the Parent) – if the school recognises a need for this kind of assessment.



information in its possession in respect of a Parent or Learner unless the written consent of such Parent to do so is given to them. This clause does not prohibit the School Providers or any person acting on their behalf to take any steps, including the institution of legal proceedings, for the enforcement of any of their rights in terms of this Contract nor from disclosing such information when required to do so by law.

1. SUSPENSION OR TERMINATION OF ADMISSION

1.1 The admission of the Learner as a learner at Jane Pre & Primary School may be terminated in accordance with any one or more of the following sub-paragraphs, subject however, always to any relevant provisions of the Schools Act –

1.1.1 by the Parents giving at least a complete School Term's notice to that effect to the School Head (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School);

1.1.2 a Learner may only be removed from the School and his/her admission to the School terminated earlier in the case of clause 6.1.1, if the Parents have paid all School Fees and other amounts owing in terms of this Contract;

1.1.3 by the School Providers giving at least a complete School Term's notice to that effect to the Parents (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School); that the Education Services provided can no longer be provided adequately for any special educational needs of a Learner (if any), then the School Providers will be entitled to terminate the admission of such Learner at Jane Pre & Primary School by giving at least 30 (thirty) days' notice to that effect to the Parents;

6.1.5 in the circumstances envisaged as referred to contract.

6.1.6 if the Parents or either of them breaches this Contract in any other way (other than failing to pay any amount as referred to in clause 3.16.5, it being understood that such clause deals with such failure of not paying) and failure to remedy such breach within a period of thirty 30 (thirty) days after being given notice by, or on behalf of the School Providers requiring the breach to be remedied, the admission of such Learner at Jane Pre & Primary School will terminate on the expiry of the notice period; and



6.1.7 if the School Head is reasonably of the opinion that the conduct and behaviour of either Parent or of the Learner is of such an unreasonable nature that it is negatively affecting, or is likely to negatively affect the progress of a Learner or of other learners in attendance at Jane Pre & Primary School, and/or the wellbeing of any member of the School staff, and/or the School's reputation and good name, the School will be entitled, pending the outcome of a disciplinary enquiry, to suspend a learner from the School, and pursuant to the outcome of the disciplinary enquiry, to terminate the admission of such Learner at Jane Pre & Primary School by effect to the Parents (and the Learner may not return to the School Premises during his/her period of suspension, save that, if applicable,

- (i) the Learner may do so only to write exams falling within the period of suspension; and
- (ii) the Learner shall write such exams separately to their classmates; and
- (iii) the Learner must leave the School Premises immediately after each exam).

Should the Parent/Learner lodge an appeal against the disciplinary outcome, the Learner will not be allowed to attend classes during the period from suspension until the hearing and/or appeal hearing. The Learner may only be represented by the Learner's parent, legal guardian or a fellow Learner. Proof of the relationship to the Learner will be required.

1.2 The admission of each Learner at Jane Pre & Primary School will terminate automatically on the death of a Learner.

1.3 Any termination of the admission of the Learner under clause 6.1 will not have the effect of reducing, or in any way doing away with any liability for the payment of any School Fees or any other amounts owing by the Parents in terms of this Contract in respect of any period before the end of such termination.

1.4 The right to terminate the admission of a Learner in terms of either clause 6.1.1 or 6.1.3 is a right which is not dependent on there being any good cause.

justifying such termination, it being agreed and understood that such termination may be effected by the required notice being given entirely within the discretion of the Parents (in the case of clause 6.1.1) and entirely within the discretion of the School (in the case of clause 6.1.3).



1 ACKNOWLEDGEMENTS, WAIVERS AND DECLARATIONS BY THE PARENTS

1.1 The School Provider is reliant on fees to operate and provide quality education and the Education Provider is an independent school.

1.2 Admissions are for a year only – Learners are readmitted every year. The School Provider reserves the right not to readmit a Learner when such a Learner is not of the required age for the grade, as a result of disciplinary issues such as breach of the code of conduct, failure to comply with payment of School Fees, poor academic performance etc. A Learner cannot rely on automatic readmission for the following year. Should a learner not pay the readmission fee (if applicable) by the due date, readmission cannot be guaranteed.

1.3 The Education Provider reserves the right to request references from previous schools in respect of Learners and/or Parents.

1.4 This Contract is only binding on the School Provider once it has been signed by all parties to it.

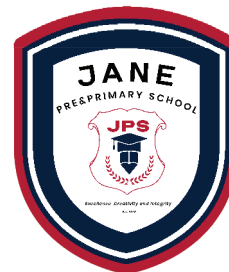
1.5 The School Provider can admit or refuse a Learner in its sole discretion as well as terminate his / her

1.6 The Parents hereby –

1.6.1 confirm that the School Providers reserve the right to apply the consequences of its disciplinary policies, including the requirement for a learner to attend detention outside of normal school hours, suspension and/or expulsion, irrespective of whether the Learner commits a breach of its behavioural code on or outside of the Jane Pre & Primary School Premises;

1.6.2 confirm that if the School Head is of the reasonable opinion that the conduct and behaviour of either Parent, or of any Learner is of such an unreasonable nature that it is negatively affecting or is likely to negatively affect the progress of a Learner, or of other learners in attendance at Jane Pre & Primary School, and/or the wellbeing of any member of the School staff and/or the School's reputation and good name, the School Head may in his or her discretion suspend any Learner's attendance at Jane Pre & Primary School for such period as the School Head considers appropriate;

1.6.3 confirm that they have familiarised themselves with the nature and extent of the Education Services (which includes sport, cultural and social activities) organised and provided by the Education Provider, as well as the School Facilities that have been, and will be made available by the Facilities Provider for the use of learners, including each Learner, and that they are fully aware of the risks and dangers that each Learner may be exposed to as result of his or her the School Facilities;



1.6.4 consent (except to the extent indicated otherwise in the Admission Application Form or to the extent that such consent is withdrawn in whole or in part by the Parents giving written notice to that effect to the School) to each Learner participating in all the Education Services (including sport, cultural and social activities), making use of all the School Facilities and being transported to and from any School activity that takes place off the School Premises;

1.6.5 agree, subject to clause 7.6.6, that they will not hold the School Providers nor any of their managers, representatives, staff members or other employees liable for any death, injury, loss, damage, costs and/or expenses that a Learner and/or the Parents or either of them may sustain or incur as a result of a Learner participating in any of the Education Services (including any sport, cultural and social activities) and/or using any of the School Facilities;

1.6.6 record that their undertaking in clause 7.6.5 not to hold a particular person liable applies only in respect of such person, if the person in question has acted reasonably and with the necessary care (and in deciding whether a person has acted...

reasonably and with the necessary care, due regard must be had to the functions and responsibilities which can reasonably be expected of such person in relation to the incident which causes the death, injury, loss, damage, costs or expenses in question);

1.1.1 undertake to indemnify and hold harmless the School Providers, any of their managers, representatives, staff members or other employees against any claims arising from or in respect of the theft, loss, damage or destruction of any personal property of whatever nature (including School uniforms, sporting equipment, books, or any other personal possessions) brought onto the Jane Pre & Primary School Premises by a Learner (save that this undertaking will not apply to any person in whose care and possession any of the personal property has been placed and the theft, loss, damage or destruction is as a result of such person having treated or used the personal property as its own or such person not having exercised the necessary degree of care, diligence and/or skill when handling, safeguarding or using the property, with due regard to the functions and responsibilities which can reasonably be expected of such person in relation to the handling, safeguarding and usage of the property);

1.1.2 accept that a Learner may require emergency medical care at a time that neither Parent is easily contactable and therefore delegate to the School Head and/or staff members of the School, the power to authorise any and all such medical or she considers necessary to provide the Learner in question with the best medical care possible under the circumstances;

1.1.3 confirm that they have recorded in the Admission Application Form all relevant details of each Learner's medical conditions (if any), prescribed medication (if any) and/or special healthcare needs (if any) and promise to immediately notify the School Head of any changes in a Learner's health, medicine, wellbeing or special healthcare needs;

1.1.4 indemnify and agree to hold harmless the School Head, the School Providers and any of their managers, representatives, staff members or other employees from, and against any claim made by any person, including by, or on behalf of any Learner or either Parent, arising from, or in connection with, any physical and/or emotional and/or mental injury or harm or death as a result of any medical treatment or medication administered and/or any steps taken to arrange such medical treatment for a Learner;



- 1.2 Subject to the provisions of this Contract, the admission of the Learner to Jane Pre & Primary School will continue for 1 (one) academic year, at which time the Learner's admission will automatically terminate. Learners must re-apply for admission on an annual basis. The Education Provider reserves the right not to readmit a Learner. Reasons why a Learner is not readmitted will be provided to the Parents.
- 1.3 School attendance by the Learner is compulsory in terms of the Schools Act. The School must therefore be provided with any information required in respect of casual or prolonged absence from the School by the Learner. The School must be notified by the Parents of any absence of the Learner from the School by no later than 9.00a.m. on the first day of such absence, the reason for the absence and of the period that the Learner will be absent. Should the period of absence change or be prolonged, the Parents must notify the School immediately

2 PERSONAL INFORMATION AND THE PROTECTION OF PERSONAL INFORMATION

- 2.1 The Parents hereby consent to the School Providers:
 - 2.1.1 collecting, storing and processing information in relation to the Parents and the Learner including contact names, identity document numbers, residential addresses, name of employer, employer addresses, contact details and contact information, and to such information being made available to staff at Jane Pre & Primary School and to responsible persons / parties engaged or authorised by the School, or as determined by law, for school or government related purposes;
 - 2.1.2 including photographs and the name of a Learner in any School publication or press release (including printed and/or electronic / social media) that celebrates the School's and the Learner's activities, achievements and success;
 - 2.1.3 supplying information and a reference in respect of each Learner to any other educational institution which the Parents suggest the Learner may attend; and/or;
 - 2.1.4 informing any other school or educational institution (to which the Parents propose sending a Learner) of any outstanding amounts that remain payable by the Parents to the School Providers.
- 2.2 Neither the School Providers nor any of their managers, representatives, staff members or other employees will be liable for any loss or damage that either Parent or any Learner suffers as a result of the School Providers furnishing any opinion or making any statement or disclosure of information in accordance with the provisions of this clause 5.
- 2.3 The Education Provider undertakes to exercise reasonable care with a view to ensuring that (a) the provision of any information concerning a Learner is accurate, and (b) any opinion given regarding a Learner's ability, aptitude and character is fair
- 2.4 Other than as contemplated in clauses 5.1 and 5.3 (or elsewhere in this Contract), the School Providers will not distribute or otherwise publish any personal...

information in its possession in respect of a Parent or Learner unless the written consent of such Parent to do so is given to them. This clause does not prohibit the School Providers or any person acting on their behalf to take any steps, including the institution of legal proceedings, for the enforcement of any of their rights in terms of this Contract nor from disclosing such information when required to do so by law.



1 SUSPENSION OR TERMINATION OF ADMISSION

- 1.1 The admission of the Learner as a learner at Jane Pre & Primary School may be terminated in accordance with any one or more of the following sub-paragraphs, subject however, always to any relevant provisions of the Schools Act –
- 1.1.1 by the Parents giving at least a complete School Term's notice to that effect to the School Head (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School);
- 1.1.2 a Learner may only be removed from the School and his/her admission to the School terminated earlier in the case of clause 6.1.1, if the Parents have paid all School Fees and other amounts owing in terms of this Contract;
- 1.1.3 by the School Providers giving at least a complete School Term's notice to that effect to the Parents (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School); that the Education Services provided can no longer be provided adequately for any special educational needs of a Learner (if any), then the School Providers will be entitled to terminate the admission of such Learner at Jane Pre & Primary School by giving at least 30 (thirty) days' notice to that effect to the Parents
- 6.1.5 in the circumstances envisaged in clause 3.16.5;
- 6.1.6 if the Parents or either of them breaches this Contract in any other way (other than failing to pay any amount as referred to in clause 3.16.5, it being understood that such clause deals with such failure of not paying) and failure to remedy such breach within a period of thirty 30 (thirty) days after being given notice by, or on behalf of the School Providers requiring the breach to be remedied, the admission of such Learner at Jane Pre & Primary School will terminate on the expiry of the notice period; and
- 6.1.7 if the School Head is reasonably of the opinion that the conduct and behaviour of either Parent or of the Learner is of such an unreasonable nature that it is negatively affecting, or is likely to negatively affect the progress of a Learner or of other learners in attendance at Jane Pre & Primary School, and/or the wellbeing of any member of the School staff, and/or the School's reputation and good name, the School will be entitled, pending the outcome of a disciplinary enquiry, to suspend a learner from the School, and pursuant to the outcome of the disciplinary enquiry, to terminate the admission of such Learner at Jane Pre & Primary School by effect to the Parents (and the Learner may not return to the School Premises during his/her period of suspension, save that, if applicable,
- (i) the Learner may do so only to write exams falling within the period of suspension; and
 - (ii) the Learner shall write such exams separately to their classmates; and
 - (iii) the Learner must leave the School Premises immediately after each exam).

Should the Parent/Learner lodge an appeal against the disciplinary outcome, the Learner will not be allowed to attend classes during the period from suspension until the hearing and/or appeal hearing. The Learner may only be represented by the Learner's parent, legal guardian or a fellow Learner. Proof of the relationship to the Learner will be required.

- 1.2 The admission of each Learner at Jane Pre & Primary School will terminate automatically on the death of a Learner.
- 1.3 Any termination of the admission of the Learner under clause 6.1 will not have the effect of reducing, or in any way doing away with any liability for the payment of any School Fees or any other amounts owing by the Parents in terms of this Contract in respect of any period before the end of such termination.
- 1.4 The right to terminate the admission of a Learner in terms of either clause 6.1.1 or 6.1.3 is a right which is not dependent on there being any good cause.

Justifying such termination, it being agreed and understood that such termination may be effected by the required notice being given entirely within the discretion of the Parents (in the case of clause 6.1.1) and entirely within the discretion of the School (in the case of clause 6.1.3).



1 ACKNOWLEDGEMENTS, WAIVERS AND DECLARATIONS BY THE PARENTS

- 1.1 The School Provider is reliant on fees to operate and provide quality education and the Education Provider is an independent school.
- 1.2 Admissions are for a year only – Learners are readmitted every year. The School Provider reserves the right not to readmit a Learner when such a Learner is not of the required age for the grade, as a result of disciplinary issues such as breach of the code of conduct, failure to comply with payment of School Fees, poor academic performance etc. A Learner cannot rely on automatic readmission for the following year. Should a learner not pay the readmission fee (if applicable) by the due date, readmission cannot be guaranteed.
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- 1.4 This Contract is only binding on the School Provider once it has been signed by all parties to it.
- 1.5 The School Provider can admit or refuse a Learner in its sole discretion as well as terminate his / her
- 1.6 The Parents hereby –
 - 1.6.1 confirm that the School Providers reserve the right to apply the consequences of its disciplinary policies, including the requirement for a learner to attend detention outside of normal school hours, suspension and/or expulsion, irrespective of whether the Learner commits a breach of its behavioural code on or outside of the Jane Pre & Primary School Premises;
 - 1.6.2 confirm that if the School Head is of the reasonable opinion that the conduct and behaviour of either Parent, or of any Learner is of such an unreasonable nature that it is negatively affecting or is likely to negatively affect the progress of a Learner, or of other learners in attendance at Jane Pre & Primary School, and/or the wellbeing of any member of the School staff and/or the School's reputation and good name, the School Head may in his or her discretion suspend any Learner's attendance at Jane Pre & Primary School for such period as the School Head considers appropriate;
 - 1.6.3 confirm that they have familiarised themselves with the nature and extent of the Education Services (which includes sport, cultural and social activities) organised and provided by the Education Provider, as well as the School Facilities that have been, and will be made available by the Facilities Provider for the use of learners, including each Learner, and that they are fully aware of the risks and dangers that each Learner may be exposed to as result of his or her the School Facilities;
 - 1.6.4 consent (except to the extent indicated otherwise in the Admission Application Form or to the extent that such consent is withdrawn in whole or in part by the Parents giving written notice to that effect to the School) to each Learner participating in all the Education Services (including sport, cultural and social activities), making use of all the School Facilities and being transported to and from any School activity that takes place off the School Premises;
 - 1.6.5 agree, subject to clause 7.6.6, that they will not hold the School Providers nor any of their managers, representatives, staff members or other employees liable for any death, injury, loss, damage, costs
and/or expenses that a Learner and/or the Parents or either of them may sustain or incur as a result of a Learner participating in any of the Education Services (including any sport, cultural and social activities) and/or using any of the School Facilities;
 - 1.6.6 record that their undertaking in clause 7.6.5 not to hold a particular person liable applies only in respect of such person, if the person in question has acted reasonably and with the necessary care (and in deciding whether a person has acted...



reasonably and with the necessary care, due regard must be had to the functions and responsibilities which can reasonably be expected of such person in relation to the incident which causes the death, injury, loss, damage, costs or expenses in question);

1.1.1 undertake to indemnify and hold harmless the School Providers, any of their managers, representatives, staff members or other employees against any claims arising from or in respect of the theft, loss, damage or destruction of any personal property of whatever nature (including School uniforms, sporting equipment, books, or any other personal possessions) brought onto the Jane Pre & Primary School Premises by a Learner (save that this undertaking will not apply to any person in whose care and possession any of the personal property has been placed and the theft, loss, damage or destruction is as a result of such person having treated or used the personal property as its own or such person not having exercised the necessary degree of care, diligence and/or skill when handling, safeguarding or using the property, with due regard to the functions and responsibilities which can reasonably be expected of such person in relation to the handling, safeguarding and usage of the property);

1.1.2 accept that a Learner may require emergency medical care at

a time that neither Parent is easily contactable and therefore delegate to the School Head and/or staff members of the School, the power to authorise any and all such medical or she considers necessary to provide the Learner in question with the best medical care possible under the circumstances;

1.1.3 confirm that they have recorded in the Admission Application Form all relevant details of each Learner's medical conditions (if any), prescribed medication (if any) and/or special healthcare needs (if any) and promise to immediately notify the School Head of any changes in a Learner's health, medicine, wellbeing or special healthcare needs;

1.1.4 indemnify and agree to hold harmless the School Head, the School Providers and any of their managers, representatives, staff members or other employees from, and against any claim made by any person, including by, or on behalf of any Learner or either Parent, arising from, or in connection with, any physical and/or emotional and/or mental injury or harm or death as a result of any medical treatment or medication administered and/or any steps taken to arrange such medical treatment for a Learner;

1.1.5 acknowledge and accept responsibility for the payment of all medical and related costs for each Learner's medical treatment;

1.1.6 acknowledge that their on-going co-operation with the School Providers and good relationships amongst parents of the School and amongst the learners at the School is vital to the provision of a holistic and optimal educational experience for each Learner;

1.1.7 confirm and agree that they have read and understood the School Rules in existence as at the date of the admission to the School of each Learner, accept the content thereof as binding upon them and each Learner and undertake to abide by them and to properly familiarise themselves with all amendments to the School Rules from time-to-time (they also agree that if they do not understand any aspect of the School Rules, they will approach the School Head without unreasonable delay for the purpose of seeking clarity);

1.1.8 confirms that if a parent and/or Learner does not adhere to the consequences of the disciplinary policies of the school, including the requirement for a learner to attend detention outside of normal school hours, the requirement for a parent to avail himself/herself for either a disciplinary discussion or a disciplinary hearing and the refusal to acknowledge, by signing a conditional admission and/or a final written warning given to the learner due to the outcome of a disciplinary discussion, or disciplinary hearing, the admission of the Learner at the school will be terminated as it is seen as an act of a breaching this contract.



- 1.1.1 confirm and agree that they are responsible for the behaviour and conduct of each Learner outside School Hours whether or not such Learner is on or off the Jane Pre & Primary School Premises at such time;
- 1.1.2 confirm and acknowledge that the School Providers (i) are hereby permitted and authorised to contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and credit worthiness of the Parent and (ii) hereby give the School Providers permission to provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Parent to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a reference regarding the Parent's dealings with the School; and
- 1.1.3 confirm and acknowledge that the School Head or his or her delegate may, in accordance with the provisions of the Schools Act, (i) at random, search the Learner, or the property of Learner, for any dangerous object or illegal drugs and (ii) at random administer a urine or other non- invasive test to the Learner that is on fair and reasonable grounds suspected of using illegal drugs.
- 1.2 In addition to, and without relieving the Parents of any of their specific obligations under this Contract, the Parents undertake to –
 - 1.2.1 encourage and ensure that each Learner obeys all School Rules at all relevant times to the extent that they are applicable;
 - 1.2.2 uphold and conduct themselves in accordance with the School Rules;
 - 1.2.3 fulfil their own obligations on time under this Contract;
 - 1.2.4 encourage each Learner in his or her studies and to provide the Learner with appropriate assistance and support in completing his or her homework / assignments;
 - 1.2.5 appropriately regulate and control all other matters at home that may have an influence or negative impact on each Learner's well-being and/or academic progress;
 - 1.2.6 notify the School Head of (a) any changes to the contact details of the Parents, (b) any problem or circumstance that is expected to affect a Learner's participation in the Education Services and/or wellbeing, and/or (c) any matter that requires prioritisation with respect to the Learner's best interests
 - ;
 - 1.2.7 maintain a courteous and constructive relationship with the School Head, all School staff and the parents of learners at the School, and to attend all parent meetings whenever reasonably possible to do so; and
 - 1.2.8 communicate with the School Head on any issue that is in the opinion of the Parents of importance in supporting and promoting the best interests of each Learner.
- 1.3 Each Parent hereby declares that all information provided by the Parents in the Admission Application Form and in this Contract is true, complete and correct in all respects. If any of such information changes, the Parents undertake to notify the School Head of such change without unreasonable delay. Each Parent further declares that all other information provided to the School in connection with a Learner or such Learner's involvement in any of the Education Services (including attendance or non- attendance at the School) will be true, complete and correct at the time that such information is provided.



2 NOTICES

- 2.1 Where the Parents have to give a notice to any Party in terms of this Contract, such notice shall be validly given by delivering it to the Jane Pre & Primary School's physical address or e- mail address, which details appear on the Admission Application Form.
- 2.2 Where a notice has to be given to the Parents in terms of this Contract, such notice shall be validly given by delivering it to the Parents' physical address or e-mail address, which details appear on the Admission Application Form.
- 1.1 The Parties may change their address details for the purposes of notices to any other physical address, cellular phone number or e-mail address by written notice to the other Parties to that effect

2 GENERAL

- 2.1 This Contract sets out the whole of the agreement between the Parties relating to the matters dealt with in the Contract and, except to the extent that this Contract provides otherwise, no undertaking, representation, term or condition relating to the subject matter of this Contract not contained in this Contract will be binding on either of the Parties. No addition to or variation, deletion, or agreed cancellation of all or any clauses or provisions of this Contract will be of any force or effect unless in writing and signed by the Parties. No waiver (in other words, giving up of a right), suspension or postponement by a Party of any right under this Contract will be of any force or effect unless in writing and signed by such Party.
- 2.2 The school may, without the consent of the Parents, cede, delegate and assign all or any of their respective rights and obligations in terms of this Contract to any third party. The Parents herewith consent to such cession, delegation and assignment and the splitting of any claims because of such cession, delegation and assignment.

9.3 This Contract may be executed in counterparts.

SIGNED at _____ on _____ 20____

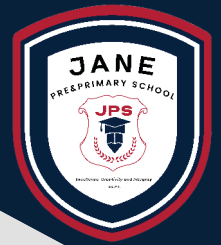
JANE PRE & PRIMARY SCHOOL

SIGNED at _____ on _____ 20____
PARENT 1

SIGNED at _____ on _____ 20____

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



CODE OF CONDUCT AND VALUES

Jane Pre & Primary School Code of Conduct and Values Policy

1. Our Core Values

At Jane Pre & Primary School, we are committed to shaping learners who are not only academically prepared but also grounded in strong character and citizenship. Our core values guide every lesson, interaction, and experience:

- Integrity: We instil honesty and strong moral principles in every action.
- Excellence: We strive for the highest standards in education and care.
- Innovation: We embrace new ideas and technologies to enhance learning.
- Community: We build a supportive and inclusive environment for children, families, and staff.

2. Our Principles

These principles shape the way we teach, lead, and grow as a school community:

1. We provide a safe and nurturing environment for all children.
2. We deliver high-quality education that inspires a love for learning.
3. We support the holistic development of each learner—academically, socially, emotionally, and physically.
4. We value and encourage strong partnerships with families and the broader community.

Why We Have Rules:

School rules help create a calm, safe and happy environment where all children can focus, play, grow, and learn together.

1.1 General Rules for All Learners

- Be kind and respectful to others—no teasing, name-calling, or hurting others.
- Listen to your teachers and follow instructions the first time.
- Complete your classwork and homework to the best of your ability.
- Take care of school books, furniture, and property.
- Speak politely to all adults and fellow learners.
- Always walk quietly and safely inside school buildings.
- Report any accidents, illness, or injuries to your teacher or the school office.
- No learner may bring harmful items (e.g., sharp objects, cigarettes, matches, alcohol, or illegal substances) to school.
- Learners may not leave the school grounds without permission from a teacher or the office.
- If absent, parents must inform the school with a written note or phone call. Medical notes are required for illness longer than 3 days.
- Learners must wear the correct school uniform and keep it neat and clean.
- Bullying in any form—physical, verbal, or online—is not allowed.

1.2 Foundation Phase (Grade RR - 3) Additions

- Use gentle hands and kind words.
- Remember to raise your hand and wait your turn to speak.
- Pack and unpack your own schoolbag to build independence.
- Ask for help when you need it—no one is too small to ask!



1.3 Intermediate Phase (Grade 4–7) Additions

- Be a role model for younger learners.
- Use your diary every day to record homework and reminders.
- Manage your time and belongings responsibly.
- Speak up respectfully if something feels unfair or unsafe.

At Jane Pre & Primary, we believe that learning how to behave, how to relate to others, and how to handle responsibility is just as important as academic learning. With support from teachers and parents, our learners will become the leaders and change-makers of tomorrow.

1. Safety, Responsibility, and Respect

To create a safe and respectful learning environment for everyone, all learners must follow the school's safety and behaviour rules. These apply during school hours, at school events, while wearing the school uniform in public, or when representing the school.

1.1 Behaviour and Safety Guidelines

- Learners may not carry or use any weapons, toy weapons, dangerous objects, or anything that can cause harm to others or school property.
- Possession or sharing of inappropriate, offensive, or explicit material—whether printed or digital—is strictly prohibited.
- Learners must respect school property and the belongings of others. Damaging or stealing property is unacceptable. If damage is caused intentionally, the learner and their parents will be held responsible for repair or replacement.
- Textbooks and learning materials must be cared for. Vandalism of books, walls, desks, or any school property is not allowed.
- Personal belongings (uniform items, bags, lunchboxes) must be clearly marked with the learner's name. The school cannot take responsibility for lost or damaged items.
- School bags must be of good quality and able to protect schoolbooks—plastic bags may not be used.
- Firefighting and safety equipment is not for play. Misuse of safety tools will result in disciplinary action and the cost of damage will be recovered from parents.
- Gambling or betting of any form is not allowed.
- Cell phones and electronic devices (e.g., smartwatches, tablets) are not allowed for all school learners.
- No learner may leave the school grounds without written permission from school leadership. Appointments should be made for after school hours where possible.
- Eating is only allowed during break times and in designated areas. Chewing gum is not permitted on school grounds.
- No physical contact of a hurtful, aggressive, or inappropriate nature will be tolerated.
- The School Management Team (SMT) may inspect learner belongings if there is a safety concern.
- The SMT reserves the right to conduct random safety checks, including drug screenings, in line with Department of Education guidelines.

1.2 Classroom and Movement Etiquette

- Learners must be inside the school gates by 07:20. Gates close at 07:45 for safety.
- Movement between classes must be calm, quiet, and in line.
- When entering a classroom, learners must sit quietly and prepare for learning.
- Learners leave the classroom only when dismissed and must do so in an orderly manner.
- At the end of break, learners must line up quietly in their designated areas when the bell rings.



2. Discipline Approach

At Jane Pre & Primary School, discipline is a tool for learning and growth, not punishment. We teach children to understand their actions, take responsibility, and improve their choices.

The School Management Team (SMT), educators, and support staff are responsible for implementing this policy fairly and consistently.

2.1 The School's Responsibilities:

- Teach and explain the school rules and behavioural expectations clearly.
- Reinforce positive behaviour through rewards, praise, and a merit system.
- Apply fair consequences for unacceptable behaviour using a structured demerit system.
- Inform parents promptly about serious behaviour issues or repeated rule-breaking.
- Ensure consequences are age-appropriate, constructive, and respectful.
- Provide ongoing support to learners who struggle with behaviour.

2.2 The Parents/Guardians' Responsibilities:

- Support the school's behaviour and discipline policies.
- Encourage their children to follow rules and behave respectfully at school.
- Ensure learners attend school and participate in extra mural activities.
- Communicate honestly and promptly with the school regarding behavioural matters or incidents.

3.3 Learners Are Expected To:

- Know and follow school rules.
- Treat others with kindness and respect.
- Be on time and ready to learn each day.
- Behave in a way that reflects the school's values—especially when in uniform or attending events.
- Accept the consequences of their actions and learn from them.

4.4 Consequences of Breaking Rules

Consequences are chosen carefully to guide learners toward better behaviour. These never include corporal punishment, and may include:

- A verbal or written warning
- Demerit entries in the learner's record
- Time-out or reflective activities (age-appropriate)
- Detention for intermediate phase learners
- A behaviour meeting with parents
- Temporary suspension (for serious or repeated violations)
- Referral to a disciplinary hearing (in severe cases)
- Expulsion (only as a last resort, based on policy and legal procedures)

Jane Pre & Primary School is committed to developing responsible, confident learners. By working together—learners, parents, and staff—we create a positive, structured environment where every child can thrive.



Jane Pre & Primary School – Uniform Guidelines (Grades RR – 7)

Grade Level	Summer Uniform (Terms 1 & 4)	Winter Uniform (Terms 2 & 3)	Additional Notes
Grade RR – R	- School-branded t-shirt or golf shirt - School shorts/Skirts or tracksuit bottoms - Velcro shoes or takkies	- School tracksuit top and bottom - Long Sleeved shirt underneath if needed - Beanie or scarf (optional)	- Full change of clothes required daily - Clearly marked hat for outdoor play ("No hat, no play")
Grades 1–3	- Girls: School dress or golf shirt with Skirts/shorts - Boys: Golf shirt with school shorts - Black shoes with white socks	- Girls: Long-sleeved shirt + tunic or trousers - Boys: Long trousers + long-sleeved shirt - Jersey or tracksuit	- Black school shoes or clean black takkies - No coloured shoes or accessories
Grades 4–7	- Same as Grades 1–3 - Golf shirt with shorts (boys) or Skirts (girls) - Hat or cap required outdoors	- Formal shirt and trousers (boys) - Tunic or trousers (girls) - Jersey or school tracksuit	- Worn for exams, outings, and events - School beanie and scarf allowed in winter (school colours)

1. SCHOOL UNIFORM AND APPEARANCE

At Jane Pre & Primary School, we believe a learner's appearance reflects their self-respect and pride in their school. Our learners are expected to always look neat and presentable. Uniform rules are not subject to changing fashion trends.

1.1 General Grooming Rules (Applies to All Learners)

Category	Expectations
Hair	- Hair must be neat, clean, and off the face. - No hair dye, bleach, artificial colours, or extreme hairstyles. - Natural dreadlocks, braids, cornrows, and Afros are allowed if neat and well-maintained. - Hair may not obstruct other learners' view in class. Learners with non-compliant hairstyles will be given time to correct them.
Nails	Nails must be short and clean. No nail polish, acrylics, or tips allowed. Only Grade 7 girls may wear clear polish for special occasions (with school permission).
Jewellery & Accessories	Only one small pair of stud earrings (girls only). No other jewellery or body piercings are allowed. Watches must be plain and not disruptive. Medical bracelets are allowed. Cultural/religious necklaces may be worn under clothing (not visible). All unauthorized jewellery will be confiscated and returned at term-end.
Make-up & Tattoos	- No make-up, including permanent or semi-permanent cosmetics. - No visible tattoos or body piercings.
Category	No coloured contact lenses
Clothing Fit & Style	- Uniform must be worn modestly, clean, and properly fitted. - No tight, revealing, torn, or branded clothes with inappropriate language. - No open tummy or low necklines allowed. - Undergarments should never be visible.



1.3 Appearance Rules: Boys

- Hair must be short, clean, and combed neatly—off the collar, ears, and eyebrows.
- No dyed, bleached, or patterned hairstyles.
- Boys must be clean-shaven at all times (from Grade 6–7). No stubble or moustaches.
- Learners unable to shave due to skin conditions must submit a doctor's note.
- Standard brown or black school shoes must be worn with the uniform.
- Shirts must be tucked in and ties (where applicable) neatly tied and positioned.

1.4 Appearance Rules: Girls

- Hair longer than shoulder-length must be tied back neatly with black, navy, or white elastics.
- No bright or fancy clips, ribbons, or accessories.
- Braids or cornrows are allowed if they are tidy, the same length, and a natural hair colour.
- Hair must not hang in the face or cover the eyes.
- Stone tights must not be worn with stone socks in winter.
- Girls may wear only small gold/silver studs or small hoops (one per ear).

2. **SCHOOL UNIFORM RULES APPLY:**

All uniform and grooming rules apply:

- During school hours
- During extra-mural activities and school functions
- When learners are wearing the school uniform in public (e.g., on transport, excursions, sports events)

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



MERIT AND DEMERIT POLICY

The main purpose of the Demerit system is to incentivize learners to behave in line with the PIPE values and thereby creating a culture of discipline and a value-based school. The main purpose is not to punish negative behavior.

The demerit system works as follows:

- Learners start with 0 points
- All Violations and Recognitions are logged on the conduct list (d6 Plus)
- Recognitions and Violations not logged on d6 Plus will not be considered
- Recognitions are given for positive actions for example: Assisting Educator
- Violations are caused for misconduct for example: Homework not done
- Recognitions and Violations are indicated separately on the Conduct Report of the learner.
- Some conducts are only for informative reasons for example "Informed parents about concerns regarding academics"
- The learner attends detention should the Violations reach -50 or less.
- Once the learner has attended detention "Detention attended" is added automatically to the Violations column to reduce the negative marks.
- Where a learner does not attend detention without a valid reason "Bunking Detention" will be added as a Violation.
- Should the Violations again reach -50 or less the learner must attend detention for a second time
- Once the learner has attended detention "Detention attended" is added automatically to the Violations column to reduce the negative marks.
- If the Violations of the learner reach -50 or less for the third time the parent(s) must be called in for a "Disciplinary Discussion". The learner must attend detention for a third time.
- For certain serious Violations a Disciplinary Discussion or Disciplinary Hearing could be held immediately
- Should the Violations of the learner reach -50 or less for the fourth time a Disciplinary Hearing will be held
- The Disciplinary Chairperson will decide on the appropriate outcome and sanctions which could include, but is not limited to: Suspension, Conditional Admission, Counselling, Written Warning, Expulsion with Notice or Immediate Expulsion.
- Should the Violations total reach -350 or less before the end Term 3 a Conditional Re- Admission letter will be issued to the learner indicating under which conditions the learner will be allowed back the following year. If these conditions are not followed the following year, the learner will attend a disciplinary hearing and could be expelled. However, in the case of Expulsion before the end of the previous year, no notice will be given, and the punishment will be effective immediately.
- If there are serious transgressions for example the possession of drugs, the learner will be suspended until a disciplinary hearing is held. The outcome of a serious transgression could be immediate expulsion.
- For certain transgressions a learner will be suspended until the Disciplinary Hearing and if the sanction is suspension for the learner, the days the learner was suspended until the hearing will be subtracted from the total number of days for which the learner is suspended
- Parents can at any time request a copy of the Code of Conduct Report of a learner
- A summary of the Code of Conduct Report will be e-mailed to all parents once a term.

- Parents can appeal the outcome of a Disciplinary Hearing in writing within 7 days of the outcome of the hearing. The grounds for appeal must be clearly indicated. The outcome of an appeal can be one of the following:
 1. The Outcome is upheld
 2. The Outcome is overturned
 3. The Sanction can be changed

7. CONDUCT SYSTEM

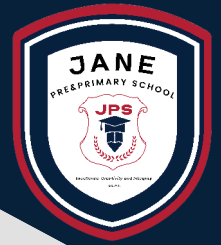
Description	Type	Points
Academic Goal Achieved (Quarterly)	Recognition	20
Academic good performance (Quarterly) 75%+	Recognition	30
Academic performance increase 5%+ (Quarterly)	Recognition	10
Academic performance increased 10% (Quarterly)	Recognition	20
Academic performance increased 15%+ (Quarterly)	Recognition	30
Academic performance increased 30%	Recognition	60
Assault - causing serious bodily harm(Disciplinary Hearing)	Violation	-150
Assignment result 75%+	Recognition	20
Assignment(Formal) Submitted Late	Violation	-10
Assignment(Formal) Submitted Early	Recognition	10
Assist fellow learners	Recognition	10
Assist educator/staff member	Recognition	15
Attendance 100% (Quarterly)	Recognition	20
Attention not paid in class	Violation	-5
Attended 3 Detentions - Disciplinary Discussion	Violation	0
Attended 4 Detentions - Disciplinary Hearing	Violation	0
Books left at home	Violation	-15
Bunking class	Violation	-30
Bunking detention (Inform Parent)	Violation	-30
Bunking register	Violation	-30
Bunking school - (Inform Parent)	Violation	-50
Bullying (Disciplinary Discussion/Disciplinary Hearing if continuous behaviour)	Violation	-100
Chewing or eating in the classroom	Violation	-5
Classwork not done / incomplete	Violation	-20
Conditional re-admission given for following year	Violation	0
Conditional Admission for the Year	Violation	0
Confrontation -Physically (Disciplinary discussion)	Violation	-50
Confrontation –Verbally	Violation	-30
Disciplinary discussion held	Violation	0
Disciplinary hearing held	Violation	0
Discrimination (Disciplinary Discussion)	Violation	-50
Discussed academics with learner	Violation	0
Discussed discipline with learner	Violation	0
Dishonest	Violation	-15

Disregard exam/test procedures	Violation	-30
Disregard instructions (Specify)	Violation	-20
Disrepute the name of the school (Disciplinary Discussion) (Specify)	Violation	-100
Disrespectful towards fellow learners (Specify)	Violation	-20
Disrespectful towards staff (Inform Parents) (Specify)	Violation	-50
Disrupting the class (Specify)	Violation	-20
Exam/test results 75%+	Recognition	20
Extra effort with school work	Recognition	15
Fraud (Disciplinary Discussion)	Violation	-50
Face Mask Removed Repeatedly	Violation	-20
Gambling	Violation	-25
Good behaviour (Monthly)	Recognition	20
Good Behaviour / Diligent Academical Work (Weekly)	Recognition	10
Grooming incorrect (Hair, Nails, Make-up, Unshaven)	Violation	-10
Highest mark in subject (Quarterly)	Recognition	10
Homework Copied	Violation	-10
Homework not done/Incomplete	Violation	-20
Honesty	Recognition	20
Irregularity in exam/Formal test(Discipline Discussion)	Violation	-50
Intimidating/Threatening fellow learner(s)	Violation	-50
Late for class	Violation	-10
Late for school	Violation	-10
Leadership abilities displayed	Recognition	15
Letters/test/homework not signed	Violation	-5
Litter	Violation	-10
Neatness (Monthly)	Recognition	10
Noise making during rotation of classes	Violation	-5
Noise making in class	Violation	-15
Noise making during assembly	Violation	-10
Parent informed about academic issues	Violation	0
Parents informed telephonically/via email regarding discipline	Violation	0
Parents informed about late coming	Violation	0
Parents informed regarding absenteeism	Violation	0
Participate in school social activities	Recognition	20
Participate in school sport activities	Recognition	20
Participation in school culture activities	Recognition	20
Petty theft - Value below R50 (Disciplinary Discussion)	Violation	-60
PIPE values achieved quarterly	Recognition	30
Playground / Classroom cleaned	Recognition	10
Playing with Cell phone / Tablet (Device will be confiscated)	Violation	-15
Positive drug test (Disciplinary Discussion and counselling)	Violation	-100
Positive drug test twice (Suspension until hearing)	Violation	-200

Possession/distributing/using of drugs (Drug Test and Suspension until hearing)	Violation	-300
Possession of inadmissible objects - Lighters, matches, medication etc. (Inform Parents)	Violation	-50
Possession of cigarettes/Vape (Disciplinary Discussion)	Violation	-100
Possession of pornography (Disciplinary Discussion)	Violation	-50
Possession of a dangerous weapon(Knife, Brass Knuckles, Hammer, Knobkerrie etc) (Suspension until Hearing)	Violation	-300
Possession of an imitation firearm, airgun or BB gun (Suspension until Hearing)	Violation	-200
Possession of a firearm (Suspension until hearing)	Violation	-300
Possession/Using of alcohol (Breathalyzer Test and Suspension until Disciplinary Hearing)	Violation	-200
Remedial / intervention bunked	Violation	-20
Respectful behaviour (Monthly)	Recognition	20
School uniform incorrect	Violation	-15
Sexual Harassment-persistent unwelcome sexual remarks, looks and physical contact(Suspension-Hearing)	Violation	-200
Sexual Intercourse (Disciplinary Hearing)	Violation	-100
Sexual Interaction-Kissing and fondling (Disciplinary Discussion)	Violation	-50
Sleeping in class	Violation	-10
Smoking cigarettes (Disciplinary Discussion)	Violation	-100
Sniffing glue or other banned substances (Disciplinary Discussion)	Violation	-50
Suspension Completed	Violation	0
Swearing or abusive language	Violation	-15
Talking in class	Violation	-10
Tampering with fire equipment (Disciplinary Discussion)	Violation	-60
Tampering with learner property	Violation	-30
Tampering with staff property	Violation	-30
Tampering with school property (Inform Parents)	Violation	-50
Textbook not covered	Violation	-10
Textbook Lost	Violation	-20
Theft - Value above R50 (Disciplinary Hearing)	Violation	-100
Threaten any staff member verbally/written (Disciplinary discussion)	Violation	-100
Threaten any staff member physically (Suspension until Disciplinary Hearing)	Violation	-200
Threaten anyone with a weapon or firearm (Suspension until Hearing)	Violation	-300
Unacceptable social behaviour - verbal/physical	Violation	-15
Under the influence of alcohol - 0,24 mg and higher(Suspension until Disciplinary Hearing)	Violation	-200
Unsafe behaviour-Causing unintentional injury/or accident (Specify)	Violation	-15
Vandalism (1st offence Disciplinary Discussion)(2nd offence Hearing)	Violation	-100
Verbal warning given (Specify)	Violation	0
Voluntary work	Recognition	10
Walking around outside class/Loitering	Violation	-15
Writing on any school property	Violation	-30

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



DECLARATION

I, _____
parent/guardian (delete non-applicable option) of _____
in grade _____ do hereby acknowledge that I have received the Discipline and Conduct Policy of Jane
Pre & Primary. I hereby declare that I have read through and familiarized myself with the content of the
School's Discipline and Conduct Policy.

SIGNATURE: PARENT / LEGAL GUARDIAN

DATE

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



INDEMNITY FORM

Jane Pre & Primary School – Indemnity Notice

Jane Pre & Primary School (Pty) Ltd (Reg. No. 2025/129790/08), together with its Board of Directors, is committed to creating a safe and caring environment for all learners, educators, and visitors. The school undertakes to implement all reasonable and generally accepted measures to ensure the health, safety, and well-being of everyone on our premises.

While every effort is made to supervise and protect our learners during school hours, activities, and events, we kindly acknowledge that accidents or injuries may still occur — whether in class, on the playground, or during sports and outings. As such, the School and its Board cannot accept liability for any injury, loss, or damage sustained under these circumstances.

Please note that we have **on-site medical support**, and in the event of illness or injury, **our wellness team will assist immediately**. Where necessary, the school reserves the right to seek urgent medical attention or transport the learner to a nearby hospital or clinic — always acting in the child's best interest.

By signing below, you acknowledge and accept the school's position, the precautions in place, and the potential risks involved in day-to-day school participation.

I, the Undersigned

FULL NAME AND SURNAME:

ADDRESS:

CONTACT DETAILS:

The parent / legal guardian of the under mentioned learner who is enrolled as such and accepted by the school is subject to the terms set out herein:

NAME AND SURNAME OF LEARNER:

I, the parent or guardian of the above learner, indemnify that Jane Pre & Primary School and its current Board of Directors will not be held responsible for any loss, damage, or injury that I may suffer as a result of my child's participation in any school activity, whether my child causes the incident or is affected by it.

I give permission for my child to participate in all school-day excursions and use school-arranged transport where needed.
I accept the associated risks and indemnify the School and Board of Directors from any resulting loss or damages.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

WITNESSES:

1. _____

2. _____

PARENT / LEGAL GUARDIAN:
