



APPLICATION FOR ADMISSION OF A LEARNER

THIS APPLICATION FORM MUST BE ACCOMPANIED BY:

- A certified copy of the learners birth certificate.
- A copy of the learner's latest school report.
- A copy of any professional report e.g. occupational therapy, IQ evaluation, speech therapy, etc. (*if applicable*).
- A copy of the learners vaccination record (*not for High School*).
- A certified copy of the parents' identity documents
- A copy of parents/guardians Marriage certificate (*if applicable*).
- Non S.A. residents MUST supply a copy of their passports, study visa, temporary or permanent residence permits and those of the learner.
- A letter of commendation from the pastor of the church the parent/guardian is currently attending.
- A non-refundable application fee (*paid prior to testing*).
- One recent I.D. size photograph of the learner.

FOR OFFICE USE ONLY

Grade applied for:	
Year applied for:	
Siblings applying:	
Appl. Rec. Date:	
Test Date:	
Interview Date:	
Student Number:	

APPLICATION FORMS WHICH ARE INCOMPLETE AND/OR DO NOT HAVE THE REQUIRED DOCUMENTATION ATTACHED WILL NOT BE PROCESSED.

- Acceptance of this form by Chazon Tekna does not imply acceptance into the school.
- The learner will be required to submit to certain baseline tests.
- An interview with the parents/guardians and the learner will also be required before acceptance.
- An academic and finance department interview with the parents/guardians will be required before acceptance.
- School fees are paid in advance over 11 months.

APPLICATION DATE:		GRADE TO ENTER:		DATE TO ENTER:	
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LEARNER'S PERSONAL INFORMATION:

SURNAME:					
FIRST NAME(S):			PREFERRED NAME:		
BIRTH DATE:		AGE:		HOME LANGUAGE:	
IDENTITY NUMBER:					
PASSPORT NO. (non R.S.A. citizens):			COUNTRY OF BIRTH:		
RACE (GDE requirement):			GENDER: Male/Female:		
Applicable only to grade 7 to 12 learners (<i>if available</i>):					
CELL NO:		EMAIL:			

FULL SCHOLASTIC HISTORY OF LEARNER: (RELEVANT FOR GRADE 1 TO 12 ONLY)

NAME OF CURRENT SCHOOL:				CURRENT GRADE:	
PROVINCE OF CURRENT SCHOOL:			TEL.NO		
EMAIL:					
REASON FOR LEAVING THIS SCHOOL:					
HAS ANY GRADE BEEN REPEATED?			IF YES, WHICH GRADE(S)?		
POSSIBLE REASON:					

PARENT/GUARDIAN INFORMATION:

	PARENT/LEGAL GUARDIAN 1	PARENT/LEGAL GUARDIAN 2
Relationship to learner:		
Does the learner live with this parent/guardian?		
Marital status:		
Title(Mr/Mrs/Ms/Dr/etc.):		
Surname:		
Full names:		
Preferred name:		
Identity / Passport No.		
Non SA residents: Date of birth:		
Race:		
Non SA residents: Country of birth:		
Home language:		
Home Tel. Number:		
Cell Number:		
Email address:		
Residential address (<i>please give in full, with postal code</i>):		
Postal address (<i>with postal code</i>):		
Occupational status: e.g. Full-time/ part-time/contract/ other		
Occupation:		
Employer:		
Work Tel. Number:		

FINANCIAL INFORMATION:

Are any fees outstanding at the learner's current and/or previous school?			
Full name and surname of person responsible for paying the fees:			
If the person responsible for paying fees is not the Parent/Guardian 1 or 2, then please supply his/her details:			
I.D. no./Passport no. of person responsible for paying the fees:			
Contact Telephone	Cell:	Landline:	
Postal Address:			
Chazon Tekna School will perform a credit check on the fee paying parent or person. Kindly give signed consent by signing alongside:		Signature of consent:	
NOTE: THE SCHOOL RESERVES THE RIGHT TO REFUSE ANY LEARNER TUITION AND/OR FROM RECEIVING THEIR REPORTS IN THE EVENT THAT ANY AMOUNT WHICH IS OWED TO THE SCHOOL REMAINS UNPAID.			

SCHOOL FEES:

REGISTRATION FEES	
ALL NEW STUDENTS	R1000
RE-REGISTRATION FEE (should the student leave for longer than 6 months)	R500
BASIC SCHOOL FEE (paid in advance for 11 months of the year)	
GRADE 00 - STEP BY STEP (Includes Workbooks)	R800
GRADE 0 - PRESCHOOL (Includes PACEs)	R1500
GRADE 1 - ABC (Includes PACEs)	R1900
GRADE 2 – 7 (Includes PACEs)	R2400
GRADE 8 – 12 (Includes PACEs)	R2700
DIAGNOSTIC TESTING FEES:	
DIAGNOSTIC TESTING (Compulsory for all new Learners)	R250
PARENT ORIENTATION FEE (Compulsory for all new parents)	R200
ADDITIONAL FEES BILLED AS THEY OCCUR:	
Playball, Uniforms, Stationery, Re-do PACEs, OBEST & C-FAM tests, Field Trips, Honor Roll, Athletic Events, Fund Raising, Skills Pro.	

Monthly Tuition Fee

1. The school fees are payable in advance before the 7th day of each month.
2. The school fees are payable for 11 months of the year (January to November).
3. Stationery, Uniform and other additional fees are payable for 12 months of the year (January to December).

In the event of default payment:

- a reminder sms will be sent on the 1st day of the month.
- another reminder sms will be sent on the 7th day of the month.
- another sms or e-mail will be sent on the 12th day of the month.
- a letter will be sent home with the learner on the 15th day of the month and R200 will be added to your arrear account for administration fees. The learner will not have access to any teaching or learning materials until all outstanding fees are paid in full.

Notice Period

In the event of a parent withdrawing a learner from the school a one (1) month written notice must be given. Failure to do so will result in a penalty of 1 month's tuition being added onto the account.

I, (parent's name) _____

have read and understand the Tuition Fee Policy as above and agree to abide by these procedures.

Parent signature

Banking Details

Account name: Chazon Tekna
Bank: FNB
Branch #: 270 451
Account #: 62017310707
Type: Cheque
Reference: Student Number

***Card payments accepted at school.
No cash will be taken at school.***

1. QUESTIONS 1.2 TO 1.4 (RELEVANT FOR PRE-PRIMARY ONLY)			
1.1 Is the learner fully potty trained?		If yes, for how long?	
1.2 Is the learner still drinking from a bottle?		If no, for how long has he/she been weaned?	
1.3 Is the learner still using a dummy?		If no, for how long has he/she been weaned?	
1.4 Previous Pre-school/Nursery School:			
1.4.1 Email:		1.4.2 Tel. No:	

2. QUESTIONS 2.1 TO 2.5 (RELEVANT FOR PRE-PRIMARY TO GRADE 12):
2.1 Has the learner learnt to swim?
2.2 Does the learner have any medical conditions, e.g. diabetes, epilepsy, asthma, specific allergies, etc.? If yes, please give full details and indicate if medication is being taken.
2.3 Does the learner have any learning difficulties, e.g. difficulties with literacy or numeracy, ADHD? If yes, please give full details and note what support has been given (e.g. therapies, medication, extra lessons, etc.)
2.4 If applicable, please indicate the learner's involvement in sport and/or any sporting achievements/awards:
2.5 If applicable, please indicate the learner's non-sporting involvement: music/singing talent/acting/ hobbies/interests etc.

3. QUESTIONS 3.1 TO 3.5 (RELEVANT FOR GRADE 1 TO 12 ONLY):
3.1 Has the learner been expelled, dismissed, suspended from, or refused admission to another school? If yes, please give details.
3.2 Has a previous school had to invoke disciplinary measures as a result of this learner's behaviour – e.g. disciplinary hearing, parents/guardian called to the school in connection with any incident? If yes, please give details.
3.3 Has the learner ever been in trouble with the law? If yes, please give details.
3.4 Has the learner ever used alcohol, tobacco or drugs of any kind? If yes, please give details.
3.5 Has the learner ever made a profession of faith in Jesus Christ?

SIBLING INFORMATION:

Name of sibling(s)	Age	Gender	Current school (if applicable)
1.			
2.			
3.			
4.			
5.			

CHRISTIAN BACKGROUND:

	PARENT/LEGAL GUARDIAN 1	PARENT/LEGAL GUARDIAN 2
How long have you known Jesus as Lord and Saviour?		
What church are you currently attending?		
How long have you been attending this church?		
List any church activities you are involved in:		
Name of pastor:		
Contact telephone no. of pastor:		
Name of Bible study/home cell leader:		
Contact telephone no. of Bible study/home cell leader:		

GENERAL:

How did you hear about our school?	
What are your reasons for selecting our school?	
Are both parents / guardians supportive of this choice of school?	

SIGNATORIES/DECLARATION:

I declare that the information supplied in this form is, to the best of my knowledge, correct. I declare that I have disclosed all information relevant to this learner's educational/scholastic history. I understand that non-disclosure of relevant information, or incorrect information will result in the immediate termination of the application process, or immediate deregistration of the learner.	
Signature Parent/Guardian 1:	
Signature Parent/Guardian 2:	
Date:	



Indemnity & Medical Information Form

I, _____ (Full name and surname) the parent / legal guardian of

_____ (Child name and surname) DOB _____

hereby grant permission for him/her to participate in all the activities of Chazon Tekna School including sports, games plus any other activities which may arise out of school or in connection with the school day.

I, am also granting permission for _____ (Child name and surname) to be escorted off the property at 20-22 Taute Street in an event deemed an emergency.

I accept that all reasonable precautions will be taken to ensure the safety of my child and that I shall be held responsible for the payment of medical and/or hospital accounts, where applicable, should an injury be sustained at the school.

I therefore undertake on behalf of myself, my Executors, my wife/husband and my child aforesaid to indemnify and absolve the Principal, helpers, workers, students and/or staff of Chazon Tekna School against and from any/or all claims whatsoever that may arise in connection with any loss or damage to the property or injury to the person of my child aforesaid in the course of any such activities.

I cede my powers as parent/guardian to the principal of the school or representatives should medical treatment/surgery be deemed necessary for my child. As far as I know my child is in good health.

The person/s responsible should note the following:

(Please state all aspects that the teaching staff should be aware of, eg: allergies, abnormal bleeding, epilepsy, bee sting reactions. etc)

My child has the following conditions:

Medical Aid Fund		Family Doctor	
Name of Fund:		Name of Doctor:	
Membership Number:		Telephone Number:	
Initials & Surname of main member:		Practice Address:	



Persons allowed to fetch my child from school:

Name:		Name:	
Relationship to child:		Relationship to child:	
Tel No:		Tel No:	
Name:		Name:	
Relationship to child:		Relationship to child:	
Tel No:		Tel No:	

Mother / Guardian Details		Father / Guardian Details	
Name & Surname		Name & Surname	
Cell Number		Cell Number	
Work Tel Number		Work Tel Number	
Email		Email	
Occupation		Occupation	
I.D Number		I.D Number	
Mother's Address		Father's Address	

Use of photos on School Website/Communicator/Whatsapp group:

I hereby give permission to Chazon Tekna School to post photos of my child on the school's website or communicator of any fun and exciting days or events the school offers eg. The fun walk, Valentine's day, Springday, General class events, etc.

Yes

No

This indemnity shall remain in force for the full duration of my child's enrolment at Chazon Tekna School. I further undertake to furnish the school immediately with the relevant information should any of the above or any other details alter.

Signed at		day		month		Year	
Signature of Father		Signature of Mother					



EMIS - 800030296

CHAZON TEKNA

INDEPENDENT CHRISTIAN SCHOOL

Address:

20-22 Taute Street
P.O. Box 601
Machadodorp
1170

Tel:

(013) 256 0230

Fax:

(086) 4350246

E-mail:

chazontekna@gmail.com

Website:

www.chazontekna.co.za





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Dear Parents

SCHOOL BANKING DETAILS

First National Bank
Acc #: 62017310707
Branch #: 270451
Type: Business Cheque Account
Reference: Student number or child name

COMMUNICATION POLICY FOR SCHOOL

Please note the following:

1. WhatsApp is preferred (071 689 5907)

Please feel free to send any questions or compliments via text message to the Principal's phone.

Please note: I am teaching in class and will only attend to messages between the following hours:

a. 07:00-07:30 b. 09:00-09:30 c. 11:00-11:30 d. 14:00-17:00

2. We need your WhatsApp number!

We often send out photos and reminders of important events etc. via WhatsApp. Please make sure that we have a working number. If we do not have your number you will not know what is happening at school.

This is very important communication and we would like to move away from printed paper messages to do our part for the environment.

Regards

Ansia Booyse, Principal



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School Uniform

Summer – Term 1 & 4

- School shirt
- Navy Short
- Navy school jersey/pullover
- Grey socks
- Black, navy or white tekkies

Winter – Term 2 & 3

- School Track Suit
- School shirt
- Navy school jersey/pullover
- Grey socks
- Black, navy or white tekkies

* Ear rings (girls only) - Gold stud (round) or circular hoops. No stones

* Hair Accessories – Only blue, white and black.

* Grey socks can be bought at any clothing store.

* Little children who can't tie their shoes must have shoes with Velcro straps

Pricelist – Effective 01/01/2024

Short Sleeve Shirt	Size	20-22	24-26	28-30	32-34	36-38	40-42	44-46
	Price	R150	R150	R155	R155	R155	R160	R160
Long Sleeve Shirt	Size	20-22	24-26	28-30	32-34	36-38	40-42	44-46
	Price	R165	R165	R170	R170	R170	R175	R175
Navy Short	Size	20-22	24-26	28-30	32-34	36-38	40-42	44-46
	Price	R145	R145	R150	R150	R155	R160	R160
Track Suit Jacket	Size	20-22	24-26	28-30	32-34	36-38	40-42	44-46
	Price	R290	R300	R310	R325	R335	R350	R365
Track Suit Pants	Size	20-22	24-26	28-30	32-34	36-38	40-42	44-46
	Price	R200	R205	R210	R215	R220	R235	R255
Long Sleeved, Navy Jersey	Size	20-22	24-26	28-30	32-34	36-38	40-42	44-46
	Price	R255	R260	R265	R270	R275	R285	R290
Navy Pullover	Size	20-22	24-26	28-30	32-34	36-38	40-42	44-46
	Price	R245	R250	R255	R260	R265	R275	R280



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04/01/2024

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Dear Parents

INFORMATION FOR THE NEW SCHOOL YEAR

School starts on Wednesday, 17 January 2024 for students

Staff will be at school for collection of uniform etc from 15 January 2024.

1. School Hours

Foundation (Grade RRR-1)

07:30 – 13:00 (Every day)

Learning Centre (Grade 2-7)

07:30 - 14:00 (Fridays only till 13:00)

Your child can not come to school before 07:00! The gates are still locked and the taxi's leave the children on the sidewalk. Someone will ONLY be available from 07:00 to look after your child.

2. Stationery

New registrations receive stationery packs at school. It is included in the registration fee.

All other students may buy stationery packs as indicated on whatsapp.

3. School Bags

Please make sure that your child's bag is big enough to fit their lunchbox, 2 bottles of water/juice AND their tracksuit and shoes. It is summer, it is hot and children will be encouraged to take off warm clothes and shoes later in the day. These clothes must all fit in the bag.

4. Uniform

School uniform must be worn EVERY DAY. On Fridays they may choose to buy Friday Food and wear normal clothes for R30, otherwise they must wear their school uniform.

Please make sure that clothes are comfortable and remember that we are a conventional, Christian school.

- Comfortable shoes (tekkies) that they can run in (NO SCHOOL SHOES)

Civvies on Fridays:

- No tight/torn jeans
- Pants/leggings under dresses
- No shoulders, bums or tummies may be visible

Our children are encouraged to be active and will do activities where tight clothes will not be comfortable. They must be able to hang upside down, roll over etc. without us



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seeing underwear please.

MARK ALL CLOTHING! We will not spend time looking for missing clothes that are not marked.

5. Lunchboxes

Foundation children will have 15 minutes in the morning for breakfast, then 2 breaks during the day.

Learning Centre will have 2 breaks only. LC children must eat before they come to school in the morning.

Please make sure your child has at least 2 bottles of juice/water in their bags. It is very hot and they get really thirsty during the day. 2 juice boxes are not enough.

We can't warm up any food at school, there is no microwave access for children.

6. Tuck Shop

We have a small tuck shop with a selection of sweets/snacks/drinks ranging from R1 to R10.

If you have any questions, you are welcome to contact us, please remember Whatsapp is preferred.

Regards

Ansia Booyse, Principal



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Dear Parents

VOLUNTEERING AND PARENTAL INVOLVEMENT IN SCHOOL ACTIVITIES

It is very important that parents take an interest in activities that are presented at school. Parent volunteers offer a huge resource and support base for the school community. Even if you haven't been involved in the past, it's never too late to start. Parents can volunteer and assist in the following ways:

1. **Assisting with afternoon activities and sport coaching.**

It would be really helpful if parents volunteered to assist with coaching and afternoon activities between 2-3 (Netball, soccer, volleyball, chess, dancing etc.) If you have experience in any other sport type, please let us know so we can present this as an option at school. Even if you have no experience, please offer to assist and we will make sure that you receive the needed training.

2. **Transportation during field trips and sport events.**

Unfortunately the cost of public transport is extremely high and this limits the number of events that we are able to attend during the year. If parents offer to transport students, we will be able to attend more sporting events etc.

3. **Helping at school stalls during fundraising events.**

If you have cooking skills or are willing to manage sales or package food at our stalls during school events, this would be really helpful. Our staff offer up a lot of their personal time to do fundraising. If we have some help from parents, it would prevent some of the exhaustion that our staff experience during the year while raising funds to improve your child's school career.

4. **Running your own fundraisers for the school.**

If you have any ideas to raise funds for school, please let us know. No idea is too small. The school relies on fundraising so that we can purchase toys and build new playground equipment etc. We also use fundraising to buy items for school merit shop and Honor Roll trips, which is positive encouragement for students.

5. **Assist with Futurekids lessons.**

If you have computer skills, you can assist us by presenting Futurekids classes at school. We have very easy to follow manuals that make it easy to teach computers to children.

6. **Encourage reading.**

Helping your children develop a love of reading is the single most important thing you can do to help them succeed in school and in life. Read a book with them. Taking it one step further, discuss the book together afterwards!

7. **Attend back-to-school nights or other orientation events.**

Get to know your teachers in the beginning of the school year. These events are also a great way to meet other families. Attending parent-teacher conferences throughout the year ensures that you are aware of your child's progress.

8. **Help manage the homework process.**

Let your child know you think education is important and that homework is a priority. Set aside a special place to study and establish a regular time for homework. Help your child stay organized, ask about daily assignments, and monitor their work. Always remember to notice and praise effort.



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9. Demonstrate a positive view of education at home.

Parental school involvement does not only occur inside the schools. It is also about communicating your larger values and attitudes regarding education and the hopes, dreams, and expectations you hold for your children. Communicating these values motivates young people to be persistent when faced with challenging educational tasks.

PARENTAL INVOLVEMENT IN CHILDREN'S SCHOOL DAY

We would like to take this opportunity to tell you about the importance of parent involvement in the school life of your child.

Many parents drop their kids off in the morning while the teachers take over, and then pick them up at the end of the day without giving their learning much more thought.

To get the true benefits from a childhood education, however, parents need to consider how they can support what their children are learning throughout the day.

Parental involvement helps extend teaching outside the classroom, creates a more positive experience for children and helps children perform better when they are in school. Higher grades and better behaviour are just a few of the benefits of parent involvement.

It is very important that you actively engage with your child by asking them about their school work, what they did in class today and if they had a good time during break. These types of questions keeps you up to date with what your child is learning at school. It also gives you the opportunity to identify when your child needs help with something.

When a parent shows interest in their child's school activities, the child feels special and this helps them to become more positive toward school work. Children are eager to impress their parents and by showing interest in what they have done during the day, you are improving their confidence. Children of involved parents are more likely to feel that they're accepted, included, and respected and at school.

Parental and family involvement in childhood education will help improve learning outcomes for children by ensuring that they have all the support they need to succeed.

Please take the time when you get home to have a conversation with your child about their day at school. Even 15 minutes spent talking to your child can have a huge impact on their willingness to learn at school.

Please let us know if you can assist with any of the items mentioned on the previous page. We would really appreciate your help!

Regards

Ansia Booyse,
Principal

FOR A HEALTHY LUNCHBOX **PICK & MIX** SOMETHING FROM EACH GROUP 1-6!



FRUIT

1

FRESH FRUIT

- Apple
- Banana
- Orange quarters
- Watermelon
- Pineapple chunks
- Grapes
- Plums
- Peaches, Apricots
- Strawberries
- Cherries
- Pear

MIXED FRUIT

- Fruit salad
- Fruit kebabs (sosaties)

DRIED FRUIT

- Dried fruit, nuts, popcorn mixes*

VEGETABLES

2

FRESH CRUNCHY VEGIES

- Corn cobs
- Carrot sticks
- Green beans
- Cucumber sticks
- Peas
- Tomatoes (e.g. cherry and Roma tomatoes)
- Mushroom pieces

Can serve with either:

- Tomato salsa
- Mayonnaise dip
- Yoghurt

SALADS

- Coleslaw and potato salad
- Tomato, lettuce and cheese salad
- Pasta salad

BAKED ITEMS

- Grilled or roasted vegetables
- Muffins or scones
- Vegetable slices (with grated baby marrow and carrot)

SOUP (In small thermos)

- Chicken and corn soup
- Beef broth
- Pumpkin soup
- Potato and leek soup

MILK, YOGHURT AND CHEESE

3

- Milk
- Yoghurt (frozen overnight)
- Custard

Tip:

- Freeze the night before to keep cool during the day

- Cheese cubes, sticks or slices
- Cottage or ricotta cheese
- Cream cheese

Can serve with either:

- Fruit
- Wholegrain cereal, low in sugar
- Vegetable sticks
- Rice and corn cakes
- Wholegrain wheat crackers

MEAT OR MEAT ALTERNATIVE

4

- Roasted or grilled meats (e.g. beef, chicken)
- Tuna
- Meat balls
- Chicken patties
- Tinned tuna patties
- Beef patties
- Deli meats (e.g. ham or chicken slices)
- Boiled eggs
- Lean meat or chicken kebab sticks
- Peanut butter
- Vegetable frittata
- Chicken drumsticks
- Savoury muffins or scones
- Homemade pizzas with roast or deli meats and vegetables

Can serve with:

- Side salad
- Steamed or roasted vegetables

GRAIN AND CEREAL FOOD

5

MAINS

- Wraps
- Sandwiches
- Rolls
- Toasted sandwiches

Tip: Use breads such as wholegrain, pita, flat, white fibre-enriched, scones and English muffins.

- Pasta dishes
- Noodle dishes

SAVORY BAKED ITEMS

- Homemade pizzas
- Savoury muffins or scones (e.g. ham, cheese and corn muffins)
- Vegetable based muffins
- Pasta or noodle bake

SWEET BAKED ITEMS

- Fruit loaf
- Wholemeal fruit based muffins

SNACKS

- High fibre, low sugar cereal (e.g. muesli)
- English muffins
- Crackers
- Crisp breads
- Rice cakes
- Scones
- Pancakes

WATER

6

- Take a water bottle (for refilling throughout the day)

Tip:

- Freeze overnight to keep foods cool in lunchboxes

- A large juice bottle. Kids are very active and get very thirsty.

* No energy drinks allowed!

* There is a Tuck Shop at school. (We have items from R50c and up.)

* Sweet and savoury snack foods (e.g. muesli/fruit/nut bars, biscuits, crisps, cakes, muffins, slices) should be limited in lunchboxes. They can lead to excess energy intake if consumed in large amounts.

* Sugar sweetened drinks and confectionery should be limited in lunchboxes. They can lead to excess energy intake and tooth decay.

