



ASHTON JOHN'S PRIVATE SCHOOL

Parent Contract 2025

Admission: Children will be considered for entry to the school once the registration form has been fully completed and returned to the office.

Admin and Curriculum fee: must be paid to secure your child's placement for the enrolment with Ashton John's Private School - enrolment fee payable per student enrolled. Enrolment fee is non-refundable. *Refer to the school fee structure in our information pack.*

Welfare of the student: We will do all that is reasonable to safeguard and promote the child's welfare. Our school will work with children, parents, external therapists and the community to ensure the welfare and safety of children and to give them the very best start in life.

Health and medical matters: When your child becomes ill during a school session, the teacher in charge will contact the parents/guardian or the emergency contact indicated on the registration form. Parents must inform the school immediately of any changes to these contact details. If your child is suffering from a communicable illness, they should not be brought to school until such time as the infection has cleared. Parents/guardians are required to notify the school if your child is absent from school due to an illness.

The school cannot administer any medicine to your child unless prescribed by a doctor and presented in its original packaging. Should the child be on prescribed medication it is the responsibility of the parents/guardian to notify the school or key person and to sign the necessary form of consent prior to any medication being given.

School staff will act in loco parentis whilst your child is in our care and as such, we reserve the right to call an ambulance in an emergency and escort your child to the Emergency Department of the nearest hospital. In that event, the school will contact parents/guardians immediately to meet them at the hospital.

Concerns/complaints:

Any question, concern or complaint about the care or safety of a child must be made in the first instance to the school room leader (your class teacher) or manager, which is headmasters of the school, Mrs Tanya Griessel at Little Leaders or Mr. Danie van Rensburg at Ashton John's Private School. If the matter cannot be resolved at this level, the matter should be referred to the owner, Mrs. Bonita van der Westhuizen.

Parent/Guardian signature: _____



Belongings

The school does not accept responsibility for accidental damage or loss of property. Parents are required to keep their child's personal items to a minimum and **label all belongings** clearly.

Parents are requested to buy the school uniform from: Ultimate School and Sport, Buffeldoorn street, Klerksdorp - 018 464 2008

Security

Parents/Guardians are welcome to visit the school; however, we will not admit anyone without prior notification or appointment. The school is also monitored by CCTV, monitoring up to 12 hours of surveillance.

Operating hours

The school operates between the following hours: 07:20 – 13:30 and aftercare (optional extra 13:15 -17:00). Parents are required to fetch children no later than specified above.

Notice

The Ashton John's staff, owner or premises owner cannot be held responsible for any accident or death or loss at the school.

In a critical medical situation, please bear in mind that there may not be time to refer to the child's records. The school, therefore, reserves the right to utilise the quickest medical service.

I hereby agree that a medical practitioner may provide emergency treatment as may be necessary.

I agree with the above statement





FINANCES

School Fees

School fees are paid in advance from January - December (12 equal instalments).

School fees are charged irrespective of holidays, absence or illness.

The school accept cash/card or EFT payments.

A monthly statement is distributed, and banking details appears on it. The correct reference must be used for accurate allocation.

Fees are revised annually, and parents will be notified. Increase only occurs once a year.

Due Date

The due date is the 7th of each month.

Government employees have the right to settle on the 15th if proof of employment and salary payment date was submitted.

Notice Period

A notice period of minimum 2 months is required and must be submitted to the school in writing.

Failure to present a notice in writing will result in billing of notice period equal to 2 months' school fees. Before the learner exits the school, all outstanding fees must be settled. A 14 day grace period is granted after which the account is handed over to our attorneys.

Arrears

2,5% interest is charged on all outstanding school fees. Arrangements must be made and honoured in the event of the account reflecting in arrears. Any financial difficulty must be discussed with the finance department without delay.

Suspension

In the event of outstanding school fees, the school has the right to suspend a learner until the account is fully settled. Suspension will be with immediate effect. The learner may not participate in any activities or complete their exams during suspension.

Contract Period

The contract is valid from January to December and automatically renews with entry of each new year. Until notice received, the contract remains valid.

I have read and accept the financial requirements as presented above.

Are you under Debt review / Administration: YES / NO (Please tick)

Responsible Parent/Legal Guardian Signature





PROTECTION OF PERSONAL INFORMATION

The parents and the learner acknowledge that they have read the contents of the POPI Act Agreement and Consent Declaration and consent to abide with the terms and conditions contained therein. The school specifically draws the parents' attention to the consent form contained within the policy which confirms that the parents' consent to the school processing the learner's personal information as contained in section 35 of the Protection of Personal Information, Act 4 of 2013.

1. The parents and learner acknowledge that informal photographs may be taken of the learners and/or the parents at various school events or whilst on the school premises and that insofar as these photographs are placed in the possession or control of the school, these photographs might be used by the school or its subsidiaries or associates, in the electronic or printed media such as websites, newspapers, advertisements, magazines and various other sources. The parents' and the learner's consent to the use of the photographs as mentioned in this clause.

2. Neither the school nor any of its managers, representatives, staff members, other employees, and/or any executive committee member, prescribed officer or director, will be liable for any loss or damage that either the parents or any learner suffer as a result of the school furnishing any opinion or making any statement or disclosure of information if carried out in accordance with the provisions of the POPI Act Agreement and Consent Declaration.

3. The school undertakes to exercise reasonable care with a view to ensuring that the provision of any information concerning a learner is accurate and any opinion given regarding a learner's ability, aptitude and character is fair.

4. The parent hereby provides its consent to the school to distribute the parents' names and contact details to other parents, staff of school or any other responsible persons authorised or delegated by the school for any school related purpose.

Responsible Parent/Legal Guardian signature





POPI ACT AND CONSENT DECLARATION

YOU HEREBY DECLARE AND CONFIRM THAT YOU, AS THE PERSON, ENTITY, BODY, COMPANY WHO IS PROVIDING INFORMATION AND HEREIN AFTER COLLECTIVELY REFERRED TO AS THE "CLIENT", HEREBY IRREVOCABLY AGREE AND UNDERSTAND THAT ANY/ALL INFORMATION SUPPLIED OR GIVEN TO LITTLE LEADERS PRESCHOOL/ASHTON JOHN'S PRIVATE SCHOOL, IS DONE SO IN TERMS OF THE BELOW TERMS AND CONDITIONS AND IN TERMS OF THIS AGREEMENT AND CONSENT DECLARATION.

For and on behalf of Little Leaders/Little Leaders Exclusive/Ashton John's Private School
("THE SERVICE PROVIDER/COMPANY")

In this sgreement, unless in consistent with or otherwise indicated by the context - 1.1.1 "This Agreement" means the agreement contained in this document. "The Company/Service provider" means Little Leaders Pre-school/Ashton John's Private School and includes its affiliated, holding and subsidiary companies. "Confidential information" includes but is not limited to any information in respect of know-how, formulae, processes systems, business methods, marketing methods, promotional plans, financial models, inventions, long-term plans and any other information of the client and the company in whatever form it may be all internal monitoring systems of the client and the company. Details of the financial structure and any other financial, operational information of the client and the company; and any arrangements between the client and the company and others with whom they have business arrangements of whatsoever nature, all of which the client and the company regards as secret and confidential. "Personal information" means personal information as defined in the Protection of Personal Information Act adopted by the Republic of South Africa on 26 November 2013 and includes but is not limited to information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person. Information relating to the education or the medical, financial, criminal or employment history of the person. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other assignment to the person. The biometric information of the person. The personal opinions, views, or preferences of the person. Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence. The views or opinions of another individual about the person; and the name of the person if it appears with other personal information relating to the disclosure of name itself would reveal information about the person. The "effective date" means the date of signature of this agreement'.

Responsible Parent/Legal Guardian Signature

By signature hereunder, all parties irrevocably agree to abide by the terms and conditions as set in

Ashton John's Private School – reception@ashtonjohnsschool.co.za - 018 200 8550



this agreement as well as that you irrevocably agree and acknowledge that all information provided, whether personal or otherwise, may be used and processed by the service provider and such use may include placing such information in the public domain. Further it is specifically agreed that the service provider will use its best endeavors and take all reasonable precautions to ensure that any information provided, is only used for the purposes it has been provided for. It is agreed that such information may be placed in the public domain and by signature here under, all parties acknowledge that they have read all the terms in this policy and that they understand and agree to be bound by the terms and conditions as set out in this agreement. It is confirmed that by submitting information to the service provider, irrespective as to how such information is submitted, you consent to the collection, collation, processing, and storing of such information and the use and disclosure of such information in accordance with this policy.

SHOULD YOU NOT AGREE TO THE TERMS AND CONDITIONS AS SET OUT IN THIS AGREEMENT AND CONSENT DECLARATION, YOU MUST NOTIFY THE SERVICE PROVIDER IMMEDIATELY IN WRITING. FAILING, WHICH IT WILL BE DEEMED THAT YOU ACCEPT AND AGREE TO THE TERMS AND CONDITIONS SET OUT ABOVE.

For and on behalf of Ashton John's Private School

Parent/Guardian

Witness 1

Witness 2

Date



We, _____ the parents/guardian hereby certify that the information provided in this application for admission is complete and accurate. We acknowledge that enrolment is subject to, interrail, signing a learner admission contract that contains the detailed terms, conditions and requirements for admissions.

We hereby authorize the school and/or any of its associates to conduct any credit enquiries on us as maybe necessary from time to time.

We acknowledge that we have read the school-specific policies and school rules and will accept an offer of placement for our child at the school in accordance with the terms and conditions as set out therein. These documents, as amended from time to time, are available on the official school website.

NB: The signatures of the account holder and both parents and/or legal guardians are required where applicable, certify that the information provided in this application for admission is complete and accurate. We acknowledge that enrolment is subject to, interrail, signing a learner admission contract that contains the detailed terms, conditions and requirements for admission.

I have read and agree to the terms and conditions of the Ashton John's Private School Parent Contract.

Witness

Witness

For and on behalf of Ashton John's Private School

Parent/Guardian



Parent Name (in block capitals) _____

Child's Name (in block capitals) _____

(I accept/I do NOT accept)

The use of photographs or electronic media of my child/children for promotional material for Ashton John's Private School.

Parent Signature: _____

The school and the board of directors undertake to implement reasonable and generally acceptable measures regarding the safety and well-being of all learners, educators and visitors to the school.

Due to the nature of the matter, the school and the Ashton John's board of directors do not accept any responsibility for accidents that may take place in the class, on the school grounds or on the sports field.

Each parent is therefore requested to complete the section below as proof that you accept the position of the school and the Ashton John's board of directors, as set out above, as well as the risks involved therewith.

I, the undersigned,

FULL NAME: _____

ADDRESS: _____

CONTACT DETAILS: _____

LEARNER'S NAME: _____

The parent/legal guardian of the abovementioned learner, who is enrolled as such and accepted by the school, subject to the terms set out herein.

Parent/Guardian Signature: _____





INDEMNITY FORM

Name of Student: _____

This form indemnifies the school and the Ashton John's Board of Directors for any losses or damages in general, however they may occur, that I as parent/legal guardian of the above learner may suffer because of any occurrence whereby the learner may be involved, whether as the causing or suffering party, whilst participating in any school activity.

In particular, authorise that the aforesaid learner may be involved in all excursions undertaken by his /her group or class during school days as part of his/her learning experience and, where applicable, I agree that he/she may utilise the transport arranged by the school for such excursions. I also indemnify the school and the Ashton John's Board of Directors for any damages or losses that I as parent/guardian of the above learner may suffer under such circumstances and voluntarily accepts the risks associated therewith.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20

Parent/Guardian contact detail: _____





DOCUMENTATION TO BE SUBMITTED

- Copy of parents'/guardian's ID.
- Proof of residence **not older** than 3 months.
- Copy of student's birth certificate.
- Confirmation of employment **not older** than 3 months.
- Learner's evaluation and financial report – please **initial** each page (AJ).
- Parent contract – signed – please **initial** each page (AJ).
- Learner's financial clearance (from current/previous school).
- Student's previous report for the current year.
- Copy of medical ID card, if applicable.
- Admin and curriculum fees (Attach proof).

Electronic Applications:

Grade R to 12: reception@ashtonjohnsschool.co.za

Banking Detail:

ASHTON JOHN'S PRIVATE SCHOOL AS// LL LEADERS

First National Bank

Acc: 62840081343

Ref: Student Name and Enrolment Code

Proof of Payment: finance@ashtonjohnsschool.co.za/reception@ashtonjohnsschool.co.za

Where is our school located?

Grade R to 2 – 38 B Ian Street, La Hoff, Klerksdorp (018 200 8811)

Grade 3 to 12 – 12 A Yusuf Dadoo Ave, Wilkoppies, Klerksdorp (018 200 8550)

Uniforms – Ultimate School and Sport. 20 Buffeldoorn Rd, Klerksdorp

Parent/Guardian Signature

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ASHTON JOHN'S UNIFORM SCHEDULE

Grade R to 7:

Boys	Girls
Monday to Thursday: Formal Short White Golf Shirt Fridays: Sport Short White Golf Shirt Shoes with Both Outfits: White Sport Tekkies White Socks	Monday to Thursday: Formal Skirt White Golf Shirt Fridays: Sport Short White Golf Shirt Shoes with Both Outfits: White Sport Tekkies White Socks

Grade R to 7:

Boys	Girls
Monday to Thursday: Formal Short / Long Trousers White Collar Shirt & Tie Jersey & School Blazer (Optional) Black Formal Shoes (school) Long Blue Socks Fridays: Sport Short White Golf Shirt White Sport Tekkies White Socks	Monday to Thursday: Formal School Dress Jersey and School Blazer Black Formal Shoes (school) White Socks Fridays: Sport Short White Golf Shirt White Sport Tekkies White Socks

School Uniform: can be purchased from Ultimate School and Sport 20 Buffeldoorn Road, Klerksdorp - 018 464 2008.

Athletics Vest: can be purchase from Vision Sport N12 Joe Slovo Rd 4 Ways Mart – 018 100 8142.

Parent/Guardian Signature

Ashton John's Private School – reception@ashtonjohnsschool.co.za - 018 200 8550





FINANCIAL CLEARANCE CERTIFICATE TO BE COMPLETED BY CURRENT SCHOOL

Name of Pupil: _____

Person responsible for payment: _____

ID No of person responsible for payment: _____

Name of current school: _____

Any payment problems to date: _____

Annual fees for current year: R _____

Fees paid to date: R _____

Fees outstanding: R _____

Comments:

This is to certify that above person has paid the school fees as indicated.

Signature

Date

School Stamp

