

Admin No : \_\_\_\_\_

Reg Class : \_\_\_\_\_

House : \_\_\_\_\_



# WARTBURG KIRCHDORF SCHOOL

## APPLICATION FOR ADMISSION

Passport Size  
Photo of your  
child

### 1. PERSONAL DETAILS OF CHILD

SURNAME: \_\_\_\_\_ (As per Birth Certificate)

FIRST NAME(S): \_\_\_\_\_ (As per Birth Certificate)

DATE OF BIRTH: \_\_\_\_\_ RACE: \_\_\_\_\_ AGE: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_ RELIGION: \_\_\_\_\_

HOME LANGUAGE: \_\_\_\_\_

GRADE FOR WHICH CHILD IS SEEKING ENTRY: \_\_\_\_\_

NAME AND GRADE OF BROTHER OR SISTER ALREADY AT WARTBURG: \_\_\_\_\_

IF PARENT OR SIBLING IS  
AN OLD SCHOLAR, WHICH SCHOOL HOUSE WAS HE/SHE IN?

BLUE ☐

GREY ☐

NAME OF PRESENT SCHOOL: \_\_\_\_\_ TEL NO : \_\_\_\_\_

PRESENT GRADE : \_\_\_\_\_

### 2. DETAILS OF FATHER ☐ / GUARDIAN ☐ *If guardian please state relationship : Step-Father etc*

RELATIONSHIP TO THE APPLICANT: \_\_\_\_\_

FULL NAME : \_\_\_\_\_

SURNAME : \_\_\_\_\_

IDENTITY NUMBER: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

HOME TEL NO: \_\_\_\_\_

CELLPHONE NO: \_\_\_\_\_

EMAIL (Please PRINT CLEARLY): \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

BUSINESS / EMPLOYER: \_\_\_\_\_

BUSINESS TEL NO: \_\_\_\_\_

BUSINESS EMAIL (Please PRINT CLEARLY): \_\_\_\_\_

### 3. DETAILS OF MOTHER ☐ / GUARDIAN ☐ *If guardian please state relationship: Step-Mom etc*

RELATIONSHIP TO THE APPLICANT: \_\_\_\_\_

FULL NAME : \_\_\_\_\_

SURNAME : \_\_\_\_\_

IDENTITY NUMBER: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

HOME TEL NO: \_\_\_\_\_

CELLPHONE NO: \_\_\_\_\_

EMAIL (Please PRINT CLEARLY): \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

BUSINESS / EMPLOYER: \_\_\_\_\_

BUSINESS TEL NO: \_\_\_\_\_

BUSINESS EMAIL (Please PRINT CLEARLY): \_\_\_\_\_

**PARENTS ARE:** Married ☐ \*Divorced ☐ \*Separated ☐ \*Unmarried ☐ \*Widowed ☐

\* If the biological (birth) parents are not married, with whom does the child live? Father ☐ Mother ☐

Other (e.g. Grandmother) \_\_\_\_\_

**4. DETAILS OF SPONSOR/S :** (Only complete if the applicant is being sponsored / assisted / aided in any way by a company and / or person/s other than you the parent / guardian in respect of school fees.)

COMPANY NAME / FULL NAME AND SURNAME OF SPONSOR/S : \_\_\_\_\_

ID NUMBER OF SPONSOR/S : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

HOME ADDRESS : \_\_\_\_\_

HOME TEL NO : \_\_\_\_\_ CELL NO : \_\_\_\_\_

EMAIL (Please PRINT CLEARLY): \_\_\_\_\_

OCCUPATION : \_\_\_\_\_ BUSINESS NAME : \_\_\_\_\_

BUSINESS TEL NO : \_\_\_\_\_

Please provide any further information about the applicant under the following sections :

**ACADEMICS – Achievements, learning difficulties etc.**

**NON-ACADEMIC INTERESTS – eg. Sport, Music, Hobbies**

**PERSONALITY AND HEALTH**

**POSITIONS OF AUTHORITY / LEADERSHIP PREVIOUSLY HELD**

Has the applicant ever repeated a school year? \_\_\_\_\_ Grade repeated : \_\_\_\_\_

Reason for repeating : \_\_\_\_\_

Have you previously applied at Wartburg Kirchdorf School : \_\_\_\_\_ If so, please state the year and grade application was made : \_\_\_\_\_

Does the applicant have sisters / brothers at Wartburg Kirchdorf School : \_\_\_\_\_

If so, state the name/s and grade/s of sibling/s : \_\_\_\_\_

Are parent/s married, divorced, separated, never married, deceased, absconded, widowed? \_\_\_\_\_

If not married, who has custody: \_\_\_\_\_

Does the applicant receive a social grant: \_\_\_\_\_

With whom is the applicant living (Name & Telephone) : \_\_\_\_\_

To whom should correspondence be sent: \_\_\_\_\_

Name, address and telephone of person/s responsible for payment of school fees : \_\_\_\_\_

Medical problems (eg. Allergies, previous illnesses, other disabilities) : \_\_\_\_\_

Contact name & Tel no in case of emergency : \_\_\_\_\_

I HEREBY APPLY FOR ADMISSION OF THE ABOVE-MENTIONED LEARNER TO WARTBURG KIRCHDORF SCHOOL. I ENCLOSE CERTIFIED COPIES OF THE FOLLOWING :

End of year report, applicants unabridged birth certificate, immunisation card, recent coloured passport photo of applicant, copy of both parents/guardians ID's, copy of most recent utility bill (not older than 3 months), salary slip for both parents, parents death certificate if applicable, letter from person/sponsor responsible for fees with copy of ID and contact details, school fee clearance certificate.

Please supply your email address as you will be notified by email.

IF ANY OF THE ABOVE DOCUMENTS ARE OUSTANDING, WE WILL BE UNABLE TO PROCESS YOUR APPLICATION!

**We also advise that you please apply at other schools to avoid disappointment since we only have limited space available.**

The completed application form together with the above documents must be delivered to WARTBURG KIRCHDORF SCHOOL by \_\_\_\_\_ (Faxed copies will not be accepted)

\_\_\_\_\_  
SIGNATURE Father / Guardian

\_\_\_\_\_  
SIGNATURE Mother / Guardian

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

## **APPLICATION & AGREEMENT**

I/We \_\_\_\_\_ (NAMES OF FATHER / GUARDIAN)

I/We \_\_\_\_\_ (NAMES OF MOTHER / GUARDIAN)

do hereby make application to WARTBURG KIRCHDORF SCHOOL for the admission of our/my child  
\_\_\_\_\_ (NAME OF LEARNER/s)

If the application is successful, and the position offered is accepted on the learner's behalf, I/We agree to the following:

### **1. APPLICATION FOR ENROLMENT**

1.1 This enrolment agreement, incorporating an application for enrolment, will govern the relationship between parent and the Governing Body of Wartburg Kirchdorf School if the application for enrolment is successful and for as long as the learner is attending this school.

1.2 This agreement is intended to govern the financial obligations of the parent and does not limit or prescribe all remaining rights and obligations between parties.

### **2. SCHOOL FEES**

2.1 School fees are payable annually in advance on or before the 28<sup>th</sup> of February of each year.

2.2 Parents will be required to sign an annual agreement to pay fees and should the parent fail to annually return the agreement to pay fees, duly signed, to the school before 28 February of every year, or in the event of admission of a learner after this date of any given year, within ten days of admission, failing which the parent shall be obligated to settle the school fees in full on or before 28 February of every year or within ten days admission, as the case may be.

2.3 Should an attorney be instructed to collect any amount due as a result of any breach of this agreement or of the agreement to pay school fees, then the parent shall be liable for costs on the scale as between attorney and client.

### **3. APPLICATION FOR EXEMPTION**

3.1 Should no application for reduced school fees on the prescribed form be received before 28 February of every year, the parent shall be ipso facto barred from applying for a reduction of school fees, and the school fees as determined by the parents shall apply to the parent, regardless of whether they would qualify for reduced school fees or not.

3.2 Should no application for reduced school fees on the prescribed form be received in respect of the learners admitted after 28 February of every year and/or parents whose circumstances changed after 28 February every year, within sixty (60) days of admission or change of circumstances, as the case may be, the parent shall be ipso facto barred from applying for a reduction of school fees as determined by the parents of the school shall apply to them, regardless of whether they would qualify for reduced school fees or not.

3.3 Parents attention is drawn to the provisions of the Regulations for the Exemption of parents from the payment of school fees, and specifically Regulation 3(1) published in the Government Gazette 19311 dated 18 October 2006, a copy of which is available at the school, dealing with applications for school fees reduction and/or exemption. Parents hereby renounce any rights they might have in terms of the abovementioned regulations, provided that there is no material change in their financial circumstances and the parents hereby accept that they will bear the onus to prove any material change in financial circumstances.

3.4 This agreement constitutes a notice in terms of Section 41 (5) (a) of the South African schools Act. Act 84 of 1996, a copy of which is available at the school.

### **4. ADDITIONAL CHARGES**

4.1 It is acknowledged that additional charges for some subjects as well as excursions and other events will be made. Payment for subjects must be made at the commencement of the year or course.

4.2 Should any school property, including, but not limited to, textbooks, library books and sports or other equipment, be lost or damaged by the learner, or as a consequence of her negligence. I/We shall be liable for the cost of replacing or repairing such school property.

4.3 Learners will be expected to supply their own stationery, and some textbooks as required by the teaching staff.

### **5. SCHOOL ATTENDANCE & DISCIPLINARY MATTERS**

5.1 I/We and the applicant, will be acquainted with the schools Code of Conduct as supplied. I/We undertake to ensure, as far as possible, that the applicant understands what is required of him/her and they will comply with the standards and rules.

5.2 I/We acknowledge the full authority of the Principal in all matters concerning management and discipline of the School.

5.3 I/We accept that punishment may be imposed following transgressions of the School's code of Conduct, or in the event of academic assignments not having been done satisfactorily or not having been done at all. Such punishment may include detention after school hours.

5.4 I/We acknowledge that the public behaviour of a learner, which discredits the school, whether school uniform is being worn at the time or not, will be viewed as a punishable offence.

5.5 Any absence from school, on the grounds of illness or other urgent private family matters must be substantiated in writing on the learners return. A medical certificate must support absence for more than 3 consecutive days. The Principal is entitled to request a medical certificate at any time, especially in the case of learners whose attendance record is poor. A medical certificate will be required to support any absence from an examination.

5.6 I/We will not condone any absence, without prior permission from the Principal, which does not fall within illness, injury or urgent private or family affairs. Such permission will be sought in writing and in advance, and I/we acknowledge that it shall be at the discretion of the Principal as to whether permission is granted or not.

5.7 It is accepted that excuses for a learner failing to honour any commitment must be presented in advance and in writing.

5.8 Unless a sound reason for not doing so is presented in writing to the Principal, in advance a learner will be expected to attend all classes in all subjects, which form part of the curriculum.

### **6. ACKNOWLEDGEMENTS, UNDERTAKINGS & INDEMNITY**

6.1 The School, Governing Body and the staff shall not be responsible at any time for the loss or theft or damage of any property belonging to a learner or his / her parents.

6.2 I/We undertake to notify the school in writing of any changes in respect of the information provided on the Application Form.

6.3 I/We indemnify the school, staff and members of the Governing Body against any claim on behalf of the learner or myself/ourselves arising from any cause whatsoever.

### **7. PROTECTION OF PERSONAL INFORMATION**

7.1 We as parents and applicant accept that the information provided to the school was given voluntarily and that the school may :

7.2 Store the data in its files and electronic systems

7.3 Generate academic, attendance, behavioural and other school related records.

7.4 Use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of the applicant at the school (including, but not limited to contacting parents, placing the applicant in a class, entering their exams, competitions, leagues and the like, updating the school roll and past learners register, and researching and reporting on school demographics or performance).

7.5 Pass data on (including to the provincial and national education departments) when required to do so as part of data provision, school reports, testimonials and for statistical or research purposes, or when legally required to do so.

PLEASE NOTE: Other privacy legislation may require additional statements that need to be included, such as the taking and use of photographs.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Signature: \_\_\_\_\_ (Father/Guardian) Signature: \_\_\_\_\_ (Mother /Guardian)

Signature: \_\_\_\_\_ (Learner)



# WARTBURG KIRCHDORF SCHOOL

## MISSION STATEMENT

The Wartburg Kirchdorf School is committed to creating a happy, Christian based environment wherein all learners can through constructive interaction with motivated facilitators; achieve their full individual academic, cultural and sporting potential, thereby enabling them to achieve self-reliance and responsible citizenship.

**WE COMMIT OURSELVES TO**

***“Raising exceptional young men and women”***

**WE STRIVE TO UPHOLD THE FOLLOWING VALUES**

**Respect  
Commitment  
Co-operation  
Responsibility  
Self-confidence  
Equality  
Honesty  
Tolerance  
School Pride**

***“Dennoch Fest und Frei”***

***(Steadfast and Free in spite of all odds)***

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Wartburg  
3233  
www.wartburg.co.za



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Fax: 033 5031 205  
Fax to email: 086 573 1205  
Email: school@wartburg.co.za

## WARTBURG KIRCHDORF SCHOOL

EST 1881

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Dear Parents / Guardians

Thank you for showing an interest and applying to Wartburg Kirchorf School. Please complete the attached application form and return it to the school as soon as possible. If the classes are full we will have to add you to a waiting list.

Please take note of the following information:

### WARTBURG KIRCHDORF SCHOOL IS A FEE PAYING SCHOOL

Please include **CERTIFIED COPIES** of the following:

1. **Certified copy of end of 2022 report**
2. **Certified copy of your daughter / son's unabridged Birth Certificate**
3. **Certified copy of immunisation card**
4. **Recent coloured passport photograph of your daughter / son**
5. **Certified copy of the Parent's / Guardian's ID**
6. **Latest Salary Slip from Both Parents**
7. **Certified copy of a recent utility account** e.g Municipality or Telkom (not older than 3 months) to **verify your residential (street) address** etc.
8. **Certified copy of deceased parent/s Death Certificate** (if applicable)
9. **Letter from person / sponsor responsible for school fees and a copy of person / sponsor's ID and utility account.**

**PLEASE SUPPLY AN EMAIL ADDRESS AS YOU WILL BE NOTIFIED BY EMAIL**

**PLEASE DO NOT SEND IN ANY ORIGINALS, ONLY CERTIFIED COPIES WILL BE ACCEPTED. PLEASE NOTE: DOCUMENTS SUBMITTED CAN NOT BE RETURNED AFTERWARDS!**

Please ensure that the ***School Fee Clearance Certificate*** is completed by the applicants' school attended in the year 2022 and included with the application form.

**IT WOULD BE ADVISABLE THAT YOU APPLY AT OTHER SCHOOLS IN YOUR AREA TO AVOID DISAPPOINTMENT.**

**IF ANY OF THE ABOVE DOCUMENTS ARE OUTSTANDING WE WILL BE UNABLE TO PROCESS YOUR APPLICATION.**

**ADMISSION SECRETARY**

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## WARTBURG KIRCHDORF SCHOOL

EST 1881

### DECLARATION BY PARENTS / GUARDIAN

I / We, the undersigned \_\_\_\_\_ (full name/s & surname of parent/s) the parent (s) of \_\_\_\_\_ (pupil's full name & surname) hereby declare that:

1. The information submitted in this application form is the truth.
2. I/We undertake to a) ensure that my child attends school regularly and should my child be absent from school for any reason, to notify the PRINCIPAL in writing, stating the reason (s) for absence; b) pay all costs incurred for damage done or losses caused by my child to school property and departmental books and equipment.
3. I/We agree that my daughter must obey the school rules and conform to the regulations and expectations for dress, appearance and behaviour. I/We understand that if a learner contravenes any school rule or regulation as laid down by the responsible authorities, disciplinary action will be taken against such a learner.
4. I/We agree that the Principal and / or her designates may act in loco parentis in the event of any injury or accident in which my child may be involved.
5. I/We the undersigned consent to the following:
  - a) Pay the School Fees in terms of Sections 39 and 40 of the South African Schools Act (Act No 84 of 1996) for which we shall be jointly and severally liable. b) I/We agree to pay interest at the maximum monthly rate laid down by the Usury Act which will be debited on the 1<sup>st</sup> day of each month on all overdue account. c) If my/our account is handed over to Attorneys for collection as a result of my default, I/we will pay attorney and own client costs, tracing fees including valued added tax on each of these and collection commission. d) I/We choose as my/our *domicilium citandi et executandi* either my/our home or employment address referred to in the attached Application Forms, whichever may be elected from time to time by the Governing Body of Wartburg Kirchorf School.

DATED AT \_\_\_\_\_ (town) ON \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
FATHER / GUARDIAN'S SIGNATURE

\_\_\_\_\_  
MOTHER / GUARDIAN'S SIGNATURE

YOUR DAUGHTER/SON'S APPLICATION WILL NOT BE PROCESSED UNLESS THE FOLLOWING IS COMPLETED:

#### AS WITNESSES:

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Celebrating 142 years of Education

Theme for 2023 "Kindness is Contagious. WKS pass it on!"  
Principal – Mrs L Misselhorn

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## WARTBURG KIRCHDORF SCHOOL

EST 1881

### **NOTICE TO ALL PARENTS/GAURDIANS OF LEARNERS** **APPLYING FOR ADMISSION**

1. **ALL FORMS MUST BE COMPLETED IN FULL BY THE APPLICANT'S PARENTS/GUARDIANS**

2. ***Parent(s)*** means:

- 2.1 the parent or guardian of a learner;
- 2.2 the person legally entitled to custody of a learner; or
- 2.3 The person who undertakes to fulfil the obligations of a person

Referred to in paragraphs 2.1 and 2.2 towards the learner's education at school.  
(Definition: SA Schools Act, No. 84 of 1996).

- 3. Please ensure that **all the learner & family details are completed.**
- 4. Failure to comply with the above may result in a delay in the processing of your Application.

### **WARTBURG KIRCHDORF SCHOOL IS A FEE PAYING SCHOOL**

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## WARTBURG KIRCHDORF SCHOOL

EST 1881

DATE: \_\_\_\_\_

The Principal  
Wartburg Kirchorf School

### **SCHOOL FEE LETTER**

I, \_\_\_\_\_ (Parent's Name/Sponsor's Name)  
Hereby declare that I will be responsible for the School Fees for  
\_\_\_\_\_ (Learner's name) while he / she is  
attending Wartburg Kirchorf School.

Please find attached copy of my I/D and proof of residential address.

\_\_\_\_\_  
**FATHER'S SIGNATURE**

\_\_\_\_\_  
**MOTHER'S SIGNATURE**

\_\_\_\_\_  
**FATHER'S I/D NUMBER**

\_\_\_\_\_  
**MOTHER'S I/D NUMBER**

\_\_\_\_\_  
**FATHER'S CELL NUMBER**

\_\_\_\_\_  
**MOTHER'S CELL NUMBER**



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## WARTBURG KIRCHDORF SCHOOL

EST 1881

### ANTI-DRUG POLICY (GRADE 6-12)

#### AIM:

1. To discourage the learners of WKS from experimenting with and using illegal substances.
2. To initiate the rehabilitation of those learners who are using drugs.
3. To create an ethos whereby drug taking is unacceptable.
4. To convey a message to drug pushers that WKS is a zero-tolerance zone.

#### PROCEDURE:

1. If there is any suspicion that a learner is in possession of, or is using or dealing in illegal substances or alcohol, the matter will be referred to relevant management members for investigation.
2. Suspension / expulsion procedures, as laid down in the School's Code of Conduct, will be implemented should a learner be caught in possession of an illegal substance at school or during any official school function.
3. If there is a suspicion that a learner is in possession of illegal substances, the following procedure will be taken:
  - searched by a designated staff member and witness
  - searched by the drug squad and their sniffer dogs
  - subjected to a drug test
4. Should a learner test positive the parents / guardians will be notified and a disciplinary hearing will be set up.

#### NOTE:

1. At every occasion when a learner tests positive, his / her parents / guardians will be held responsible for all costs incurred during testing, or any counselling or rehabilitation program.
2. Failure by the parent / guardian to undertake recommended counselling and / or rehabilitation may lead to the immediate suspension / expulsion of the learner concerned.
3. The school will commit itself to an ongoing program of drug awareness. This will involve:
  - Staff attending courses (SANCA)
  - Inviting guest speakers to the School
  - Implementing a life orientation program that deals with appropriate material.
4. "Illegal substances" include:
  - Tobacco, Dagga, Alcohol and Drugs
  - Other addictive and hallucinogenic substances such as methylated spirits, carbon tetrachloride, thinners, moon flower etc.
  - The abuse of prescription drugs.

## PERMISSION FOR SEARCH AND DRUG TESTING

### **Annexure A (Parent / Guardian)**

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_

understand and uphold the DRUG FREE and ZERO TOLERANCE Policy of the Wartburg Kirchdorf School. If there is a suspicion that my child is in possession of illegal substances or any other illegal items or is suspected of using illegal substances, I give my consent to:

- A search of his/her person by a designated member of staff and witness.
- A search of his/her possessions by the drug squad and their dogs.
- A breathalyser test and/or urine drug test.

I also agree to allow my child to be eligible for a random urine drug test that will be conducted by qualified medical staff.

In the event of my child testing positive I will be responsible for all costs incurred. This permission is granted for the full duration of my child's enrolment at the School.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

## PERMISSION FOR SEARCH AND DRUG TESTING

### **Annexure B (Learner)**

I, \_\_\_\_\_ understand and uphold the DRUG FREE and ZERO

TOLERANCE Policy of the Wartburg Kirchdorf School. If there is a suspicion that I am in possession of illegal substances or any other illegal items or am suspected of using illegal substances, I agree to allow:

- A search of my person by a designated member of staff and witness.
- A search of my possessions by the drug squad and their dogs.
- A breathalyser test and/or urine drug test.

I also agree to a random urine drug test that will be conducted by qualified medical staff. This permission is granted for the full duration of my enrolment at the School.

Learner signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

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## WARTBURG KIRCHDORF SCHOOL

EST 1881

### CONSENT FORM

During the course of your child's career at Wartburg Kirchorf School he/she will take part in some of the activities offered here. These include various sporting activities and tours or excursions connected with particular fields of study.

During both the planning and the course of these activities, every care and precaution is taken for the safety and welfare of the pupils. Nevertheless, one must accept that unforeseen circumstances can occur. Would you please take note that participation in school activities is taken at the pupil's own risk and that no claim may be lodged against the Principal, Staff or the Education Department, should any injury occur or should the pupil's property be damaged.

For this reason, we require written consent from the learner's parent or guardian before they may take part in school activities.

I, \_\_\_\_\_ (PARENT'S/GUARDIAN'S FULL NAME)

Address:

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian of \_\_\_\_\_ (CHILD'S NAME)

Hereby give my consent for my daughter / son to take part in school activities. I understand and accept that this participation is at my daughter / son's own risk and that no blame may be attached to the Principal, School Personnel or the Kwa-Zulu Natal Education Department, should any injury of loss occur.

\_\_\_\_\_  
**Father / Guardian's Signature**

\_\_\_\_\_  
**Mother / Guardian's Signature**