

Important Information

Cross-Over Remedial School caters for learners with a below average, average or above average intelligence, but who have learning difficulties/ disorders. We therefore cater for remedial learners as well as LSEN learners. No learner is disadvantaged or labelled as we do differentiated work. We DO NOT cater for learners with behavioural problems.

Grades catered for: Grade R - Grade 9 (in 2018) and we will move up one Grade per year. We intend on having our first Grade 12 group in 2021.

We embrace a CHRISTIAN ethos, but learners from all backgrounds are welcome.

Speech therapist and Occupational therapists come to our school on a weekly basis, which is for the parents own personal account. These are one-on one consultations, not group sessions, which is more beneficial to your child's progress.

We provide computers lessons to all learners once a week which is included in the school fees.

All learners enter Cross-Over Remedial School on a 1 year (12 months) trial/ probation period, and the school reserves the right to terminate a learner's placement at Cross-Over Remedial School if the principal feels that a learner is not benefitting at being at our school or he/she is not the right candidate for our school.

We aim at providing quality education and follow the National Curriculum. Each learner works from his/her own textbooks. Our educators are qualified and dedicated to providing quality teaching in a stimulating, nurturing and safe learning environment. We have a maximum of 15 learners in each class.

Some of our learners are mainstreamed at a later stage, some remain with us for the duration of their primary/high school career and some are redirected into LSEN schools. Each child follows his/her own unique path.

If your child is illiterate and more than 2 years behind in his/ her development, we may place them in a bridging class, where for one year they will solely concentrate on developing their English and Mathematical skills.

We cannot guarantee the success of any learners who do not give their full co-operation to educators and therapists.

Before making the decision of putting your child back into a mainstream school (after being in a remedial school) we strongly advise that your child be re-assessed by an educational psychologist (preferably the one he/she has been assessed by previously) to determine whether or not he/she is ready to be mainstreamed. If your child is mainstreamed prematurely, he/she could suffer negative consequences.

Other health care professionals, such as educational psychologists, occupational therapists and speech therapists, need to be involved in the assessment, education and therapy of each learner. It is essential that the recommendations on your child/s assessments be followed, as this will result in your child achieving all-round progress.

APPLICATION FOR ADMISSION

Dear Prospective Parent/ Guardian

We would like to thank you for considering Cross-Over Remedial School as a school for your precious child.

- On **acceptance** into our school, a **once-off enrolment fee (equivalent to one month's school fees)** must be paid to Cross-Over Remedial School **on acceptance (informed via email) or over the first 3 months.**
- This enrolment fee is **compulsory** and **non-refundable.**
- **The full fee will be forfeited if the learner is enrolled, but does not turn up.**
- On completion of this form the **parents/guardian/custodian take full responsibility for the payment of school fees.**
- The completion of this application serves as evidence that the **parent/guardian/custodian understands that the school fees should be paid by the 3rd day of each month (grace period up to the 7th of each month). A penalty of R100 will be levied on late payments.**
- **School fees are paid for 12 months (January – December).**
- **If annual school fees (full amount payable for 12 months) are paid in full, strictly by 31st January, you will incur a 5% discount on your annual fees.**
- **Application forms do not automatically guarantee acceptance. We will notify you once a final decision has been made.**
- **Non-payment of school fees will result in your child being excluded until all outstanding fees are paid in full. Cross-Over Remedial is an Independent School (Private) and is not subsidised by the Department of Education, we therefore rely on school fees for the running of our school.**
- **Fee Structure for 2018:**

<u>Grade</u>	<u>Monthly fees per annum (payable for 12 months):</u>	<u>Annual Fees: (5% discount if paid in full by end of January 2018)</u>	<u>Once-off non-refundable Registration Fee for 2018:</u>
R - 3	R 4 450 p/m	R 53 400	R 4 450
4 - 6	R 4 550 p/m	R 54 600	R 4 550
7 - 9	R 4 650 p/m	R 55 800	R 4 650

Dress Code (uniform): Cross-Over Remedial School

To ensure that your child always **feels like a part of the school and to enhance pride and tone of our School, it is COMPULSORY that your child complies with all the uniform regulations.**

- *GIRLS: Summer:** Blue shirt (short sleeved) with school badge on pocket, grey flannel skirt with white short socks/ grey flannel trousers with school navy blue/grey socks. Black school shoes.
- Winter:** Blue shirt (long sleeved) with school badge on pocket, school tie, grey long flannel trousers/grey flannel skirt, long navy blue/grey socks or navy blue stockings, black school shoes,
navy Drymac (with school logo).
- *BOYS: Summer:** Blue shirt (short sleeved) with school badge on pocket,
grey flannel trousers or shorts with school navy blue/grey socks. black school shoes.
- Winter:** Blue shirt (long sleeved) with school badge on pocket, school tie, grey long flannel trousers, long navy blue/grey socks, black school shoes, navy Drymac (with school logo).
- *GIRLS AND BOYS: P.T. / Extra murals (Sport):**
Navy blue tracksuit pants/shorts, Cross-Over P.T. sports shirt, navy Drymac, Cross-Over jersey, white/navy blue socks, takkies (sneakers) (Summer and Winter)
- **GENERAL:** Navy blue v-neck jerseys (long sleeve or sleeveless)/ Drymacs (only with school logo) may be worn throughout the year.
Beanies, scarves and gloves may only be navy blue, no other colours will be allowed.
- **JEWELLERY:**
- GIRLS:** A wrist watch, one pair of gold/silver sleepers (small) or small plain studs (no colour stones)
No necklaces nor bracelets/bangles
- BOYS:** A wrist watch. No earrings, bracelets/bangles nor necklaces
- **HAIR:**
- GIRLS:** Clean, tied back away from face, hair must be tied up if touching the collar. Fringes must be above the eyebrows. All hair accessories may only be **BLACK or NAVY BLUE**. No gel, no hair colour, perms or highlights! Hairstyles must be conservative.
- BOYS:** Clean, cut short back and sides (away from ears and collar), no steps, no mohawks, no patterns or stripes, no comb-overs and no dreadlocks/braids. Hair styles must be conservative. Older/senior boys' faces must be clean-shaven at all times.

**** GIRLS AND BOYS MAY ONLY WEAR CULTURAL/RELIGIOUS ITEMS IF THEY HAVE A LETTER FROM PARENTS STATING THE REASON FOR WEARING THESE ITEMS & STRICTLY BY PERMISSION FROM THE PRINCIPAL. IF PERMISSION IS NOT GRANTED ITEMS WILL BE CONFISCATED.**

Uniform Supplier: SELECT CENTRE, 19 General Alberts Ave, Randhart Tel/ Fax: 011 908 3934

Please make CERTIFIED COPIES of ALL original documentation and attach to this application form:

- Applicant's **Birth Certificate**
- Applicant's **Clinic Card**
- Both parents/guardian's **Identity Documents**
- **Recent Salary slip** of parent/guardian (person responsible for payment of school fees) to confirm ability to pay school fees.
- **Proof of residence**
- Copies of **most recent assessments done by educational psychologists** (2 copies), speech therapists or occupational therapists. **Assessments CAN NOT be older than 2 years. Your child will not be considered unless they have been recently assessed by an educational psychologist and have proof thereof.**
- Completed **Referral letter** from present/ previous school (returned by school)
- **Finance Clearance** Document from present/ previous school (returned by school)
- Applicant's **Transfer Card**
- Applicants most **recent Progress Report**
- Completed **Religious Policy** Document
- Completed **Drug Policy** Document (From Grade 4 and up)
- An interview may be conducted with parents and learner in order to relay what your responsibilities are while at Cross-Over Remedial School.

**** Your child will only be considered for enrolment once ALL requested documents are submitted (and filled in correctly & legibly), and a commitment to pay the non-refundable registration fee has been made. ****

Learner Information:

(As reflected on I.D./ Birth Certificate)

Surname: _____

First Name(s) in full: _____

Nickname (if necessary): _____

Date of Birth (d/m/y): _____

Country of Birth/
Citizenship: _____

Race/ Nationality: _____

Home Language: _____

Religion: _____

Learner's Address: _____

Present Grade: _____

Grade Applying for: _____ Year: _____

Language of
Instruction and learning: _____

Previous/ Current School (Name, address, telephone and fax number):

Ed. Psychologist: _____

Speech Therapist: _____

Occupational Therapist: _____

Family Information:

	<i>FATHER/ Guardian/ Custodian</i>	<i>MOTHER/ Guardian/ Custodian</i>
Surname:		
First Name(s):		
I.D./ Passport No:		
Home Address: (No./ Street/ Area/ Code/ City)		
Postal Address:		
Home Tel No:		
Cellphone No:		
Work No:		
Fax No:		
Email address:		
Occupation:		
Employer/Company:		
Employer/ Company's Address:		
Employer's Tel No:		

Preferred parent / guardian to receive communication: _____

Preferred email address to receive communication: _____

Who is the learner living with: Both parents /father / mother /guardian / custodian.

Marital status of parents: married/divorced/widow/widower/single parent/
judicially separated

Number of children in family (Including applicant):

Contact details in case of an emergency:

<i>Name & Surname:</i>	<i>Relationship to learner:</i>	<i>Cell number:</i>

Medical Information:

(Please fill in as much information as possible)

Medical Aid Name: _____

Medical Aid Number: _____

Name of principal member: _____

ID no. of Member: _____

Doctor's Name: _____

Doctor's Tel. No: _____

Medical Conditions (Please be specific e.g. asthma, diabetes, haemophilia):

What medication and dosage is the learner currently taking?

Does your child have food allergies, drug allergies or insect bite allergies?

Does your child wear a medical alert bracelet? _____
 If yes, what for? _____

Has your child experienced anaphylaxis (please be specific)?

(If so, you need to supply the school with an adrenalin injection, which we have to keep in the fridge.)

I will/will not supply the school with an injection. I indemnify/do not indemnify the school when this injection is used in an emergency. *(please circle/cross out)*

What must we, as a school, do in case of an allergy related emergency?

Financial Obligations:

School Fees are **payable for 12 months** at R_____ - _____ per month.

Should a learner leave the school, **two months' notice** is required but should a learner leave in the last term of the year, **a terms notice** is required.

Fees must be paid strictly by the 3rd of each month.

Late payments will incur a penalty of R100, which will be charged to your next month's account.

**Non-payment will result in the exclusion of your child.
 Fees remain payable during any suspension or exclusion periods.**

EFT payments, Debit Orders or ATM transfers to be made. **NO cash payments NOR cash deposits** please, either at the school or into the bank.

Cash deposit levies will be referred back to the parent's account.

The parties to this application undertake to pay all legal costs, including attorney own client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees.

Person/s responsible for payment of fees (Both parents/ guardians are responsible for payment of fees):

	<i>Parent / guardian 1</i>	<i>Parent/ guardian 2</i>
Name & Surname:		
I.D. Number:		
Residential Address:		
Cell number:		
Email:		

Parent 1: I _____, fully understand the fee structure and agree that it has been explained to me.

Sign: _____ **Date:** _____

Parent 2: I _____, fully understand the fee structure and agree that it has been explained to me.

Sign: _____ **Date:** _____

Banking Details: (Please use your child's name & Surname as a reference)

**FNB Business Account
 Oakdene (The Glen)
 Account number: 624 0692 0125
 Branch Code: 259-605**

Parental Indemnity:

I, _____ parent of _____, hereby acknowledge the different nature of a remedial school to that of an ordinary mainstream school.

I therefore accept that I will need to remain in contact with the teachers, by attending any interviews or meetings that are deemed necessary and scheduled by educators and/or the Principal.

I also agree to give my complete co-operation in terms of recommendations by the educational psychologist and/or other therapists, the remedial programme, reading, studying and homework supervision.

I will attend parent evenings/days and I will keep the school updated whenever new assessments are done.

I will try my best to support all Fundraising initiatives as I am aware that it will be to the benefit of my child.

I acknowledge that if I do not meet this commitment, the school will be under no obligation to continue its attempts to remediate my child.

I agree to not park outside the premises (of the Rispark premises), rather to park inside in the allocated parking bays, as it is against the consent given to Cross-Over Remedial School by the Municipality.

I understand that all learners enter Cross-Over Remedial on a 1 year (12 months) probation/trial period.

Dated: _____ this _____ day of _____ 20 _____

Signature of Parent/Guardian

Learner Indemnity:

I, _____
acknowledge the different nature of a remedial school to that of an ordinary mainstream school.

I also agree to give my complete co-operation in terms of the remedial programme, writing down my homework, reading every day, studying for tests and exams, doing projects/ assignments and my daily homework.

I promise to respect and fully co-operate with my educators.

I promise to abide by all the school's rules and uphold and honour the name of my school.

I understand that if I fail to follow the rules I may be punished according to the severity of the offence.

I will try my best to support Fundraising initiatives as I will benefit from the assets and resources bought with these funds.

I understand that I am at Cross-Over Remedial School on a 1 year (12 months) probation/trial period and that it is my responsibility to work hard and try my best during this time.

Dated: _____ this _____ day of _____ 20_____

Signature of Learner

Code of Conduct Cross-Over Remedial School

All person's belonging to the Cross-Over family believe in respecting and implementing the following values:

Aim: The parents, educators and learners aim at working together in order to promote the positive development of each learner.

When we invite parents to parent-teacher meetings, attendance is expected.

Discrimination: No discrimination will take place with regards to race, as we are all precious to our Heavenly Father.

Respect: We will respect one another, our educators and property. We will respect one another's unique gifts and talents and refrain from belittling or humiliating one another. We will address one another with respect and learn to submit to authority at home and at school.

Discipline: We will adhere to the system of discipline to which the school subscribes. We accept that learning can only flourish in an atmosphere of order and discipline. We understand that parents and educators form a united front and will always try to act in our learners' best interest. A child who knows that he/she will be held accountable for his/her actions (both good and bad) will experience character development.

- We will look after our possessions
- We will play fair and be able to lose with grace
- We will practice self-discipline as individuals and in a group
- We will always give one another a fair hearing and calmly listen to all sides of a conflict
- We will report any foul play (unfair/ violent/ dishonest behaviour) to an adult as soon as it happens
- We will not solve our problems with our fists or with impure language
- We will let adults guide us in finding solutions
- We will not disrupt lessons and so prevent another learner from making progress
- We will do our best to obey all school rules
- We will be tidy with our person and work
- We will maintain standards of hygiene
- We will be polite to visitors
- We will think of kind acts to do to/ for others
- We will not litter or vandalize (break school or other's property)
- We will not steal
- We will not bully
- We will not cheat

- We will obey rules pertaining to safety
- We will not enter out of bounds areas
- We will come to school on time
- We will respect our educators
- We will treat God and the bible with respect

Jewellery: Girls may wear plain studs or sleeper earrings (small). All learners may wear watches. NO PIERCINGS (tongue, facial), it is totally forbidden.

Cell phones: Cell phones are prohibited and may not be brought to school. If caught, it will be confiscated until the end of the term and a R200 fine must be paid.

A strong learning ethic: We will strive to develop a strong learning and work ethic. We will strive to be productive on a daily basis. We will never tease those who struggle; instead we will help them where we can. We will accept our strengths and work at improving in our weak areas. We will do our homework without complaining.

A safe and secure school: The school must be safe for us – physically, mentally, spiritually and emotionally. All adults (parents and teachers) will work at making learners feel safe and secure, loved and accepted. Therefore, we will adhere to our merit/demerit system.

No knives or weapons of any kind are allowed on the premises, neither alcohol or cigarettes or any other addictive substance. This may result in suspension or expulsion.

Christian values: Each day begins with devotions. Prayer is an integral part of our school ethos. Under no circumstances will blasphemy (saying the Lord's name in vain) be permitted. We will strive to do everything to the glory of the God of the Bible.

Basis: Learners, who need remedial teaching in a small group setting, will be accommodated as long as they meet the criteria as set out in the Application form. Should a learner fail to comply with the established regulations, he/she will, after parental conference, be dismissed. No learner will be permitted to prevent other learners from receiving an education in an atmosphere of peace and respect.

Learner (Name & Surname) Signature Date

Parent/ (Name & Surname) Signature Date
Guardian

Undertaking by Parents:

I/We _____
 (Full names of parent/s),

the parent/s of _____
 (Full name of child)

undertake the following:

- To ensure that my child attends school regularly and to inform the educator's promptly (via letter/ email/ phone call) should the child be unable to attend school. Non-attendance at school for a period of more than 2 days will require the production of a doctor's certificate.
- To accept liability for any damage to or loss of school property in respect of which the child is liable to the school.
- To indemnify the school, it's employees and officials against any injury, damage or loss caused to any person on account of the conduct of the child.
- To ensure that my child adheres to the school's Code of Conduct.
- To understand and confirm that the Principal or any person duly authorised will act as *loco parentis* in any matter and at any time during which I/we have entrusted our child to the care of the school.
- The school is indemnified, should they seek medical help for the child in an Emergency situation.
- Fully understand the financial obligations as set out in the application form.

 Father/ Guardian/ Custodian Signature Date

 Mother/ Guardian/ Custodian Signature Date

Merit and Demerit System

1. Merits will be awarded for any kind of good behaviour, good class work, good assignment/test/exam results and good manners. Teacher will use his/ her own discretion as to when a child is deserving of a merit.
2. Each learner will have a Merit/Demerit sheet in his/her Newsletter flip file or homework book which will contain the rules and a form whereby all accumulated merits and demerits will be recorded. It is essential that parents check these files on a regular basis and sign them to show that you have noted the details.
3. **Rewards for Merits:**
 - An accumulation of 5 Merits: Cancels out ONE Demerit.
 - An accumulation of 10 Merits: Civvies Pass for following week AND cancels out ONE Demerit.
 - An accumulation of 15 Merits: Cancels out ONE Demerit.
 - An accumulation of 20 Merits: Civvies Pass and a sweet from the Tuck-shop on a Friday AND cancels out ONE Demerit.
 - An accumulation of 25 Merits: Cancels out ONE Demerit.
 - An accumulation of 30 Merits: Civvies Pass, he/ she will receive a certificate and a treat AND cancels out ONE Demerit.
4. **Demerits are graded and will be given to a learner according to the severity of the offence:**
 - Level 1 Offence: 1 Demerit per offence.
 - Level 2 Offence: 2 Demerits per offence and write a letter/email/ phone parents to report behaviour.
 - Level 3 Offence: 3 Demerits per offence and contact parents for a meeting to discuss discipline or possible suspension.
 - Level 4 Offence: 4 Demerits per offence, following an urgent parent meeting to discuss discipline and possible suspension or expulsion.
 - Accumulation of 5 Demerits: 2nd break detention for 1 week (writing out lines/ community service), and parents will be notified via the Merit/Demerit sheet in Newsletter flip file which will need to be signed.
 - Accumulation of 10 Demerits: Learner will be put onto daily report and 2nd break detention for 1 week (writing out lines/ community service), parents will be notified on Merit/Demerit sheet in newsletter flip file and may be contacted to discuss behaviour and discipline.
 - Accumulation of 15 Demerits or more: Learner will be put onto daily report, 2nd break detention for 2 weeks (writing out lines/ community service), and a Parent-Teacher Meeting.
 - Accumulation of 20 Demerits: Parent Meeting/ Disciplinary Hearing to discuss possible suspension, learner will be put onto daily report, and 2nd break detention for 2 weeks (writing out lines/ community service).
 - Accumulation of 25 Demerits or more: Parent Meeting to discuss possible suspension or expulsion and learner will be put onto daily report, and 2nd break detention for 3 weeks (writing out lines/ community service).
5. **Daily Report:** Once a learner is put onto daily report, failure to improve behaviour will result in a possible suspension or expulsion. No excuses will be accepted, parents need to please check and sign the learner's daily report on a DAILY basis.
6. All Demerit forms (where there have been many, and/or serious offences) will be put into learner profiles for recording purposes.
7. Each register educator will keep a Demerit/ Merit file in which they will keep record of each learner's Merits and Demerits in order for the educator to keep an accurate, consistent and fair account of the child's performance and to reward and punish the learners accordingly.
8. Merits and Demerits will be recorded on the learner's progress report per term, and start from 0 every new term.
9. **PLEASE NOTE THAT CELL PHONES MAY NOT BE BROUGHT ONTO THE SCHOOL PREMESIS. MAY CALL FROM OFFICE IN AN EMERGENCY.**

We trust that you, the parent, and your child will read through these rules together and encourage him/her to adhere to them, so that we can have a safe, healthy, happy, and peaceful learning environment at our school. Thank you!

Parent's Signature: _____ Date: _____

Learner's Signature: _____ Date: _____

Merit and Demerit List of Offences:

<u>Level 1 (1 Demerit)</u> <u>Recorded in Educators</u> <u>Merit/Demerit File</u>	<u>Level 2 (2 Demerits)</u> <u>Report behaviour to</u> <u>parents via email/phone</u> <u>call.</u>	<u>Level 3 (3 Demerits)</u> <u>Parent Meeting –</u> <u>possible suspension</u>	<u>Level 4 (4 Demerits)</u> <u>Parent Meeting –</u> <u>possible suspension/</u> <u>expulsion</u>
a) Littering b) Noisy unruly behaviour in class or at break c) Eating, drinking, or chewing gum in class without permission d) Loitering (hanging around where you shouldn't) e) Incorrect or untidy school uniform f) Incorrect hair styles or hair accessories g) Coming to school, class, or assembly (Bible) late h) Leaving the class without permission i) Copying from other learners' work j) Spitting in public k) Not handing in/doing class work, homework, or assignments l) Not bringing books/ stationery to school m) Absent without a letter n) Not lining up on time o) Bringing a cell phone onto the school premises. p) Not wearing correct P.T. uniform	a) Damaging another person's/ school property b) Racist remarks c) Name calling and teasing d) Bullying and intimidation e) Fighting f) Aggression g) Disrespecting an educator h) Disrespecting a prefect i) Back chatting a teacher j) Defiance k) Swearing l) Tantrums m) Lying n) Obscene (rude/crude) gestures o) Insubordination p) Cheating q) Attempting to cheat during assessments, tests and exams r) Absent for 3 or more days without a doctor's note s) Leaving the bathrooms and classrooms in a dirty, unhygienic state t) Using a cell phone during school hours (without permission) u) Defacing school property	a) Possession of a dangerous weapon b) Assault with the intent of bodily harm c) Violating the rights of other learners d) Violating the rights of educators e) Inappropriate sexual remarks/ behaviour towards learners or educators f) Swearing or rude gestures towards a teacher g) Truancy (bunking school) h) Preventing other learners from receiving an education i) Bribing learners or educators j) Urinating in a public area k) Fraternalising (physical contact of any form – holding hands, kissing inappropriate touching/ sexual behaviour) on or near the school property. l) Blasphemy (Using God's name in vain)	a) Using a dangerous weapon to cause harm b) Aggression towards a teacher/ peer c) Possession/ use of drugs, cigarettes, alcohol on or near school property d) Smoking or drinking (or any other inappropriate behavior) in school uniform e) Poisoning or attempting to poison another person f) Downloading, distributing or showing any form of pornography g) Theft; robbery; breaking and entering the school or classrooms with intent of committing a crime h) Sexual harassment/ abuse of a learner or teacher i) Rape/ attempted rape j) Assault resulting in bodily harm k) Fraud l) Forgery m) Satanic Practices

Parent's Signature: _____

Date: _____

Learner's Signature: _____

Date: _____

Indemnity Form

I, _____ parent of _____ **give**
permission/do not give permission that my child goes to play outside (on the playground within the school premises) during break. This takes place during first and second break, weather permitting.

I, the parent of _____, indemnify the school, should any accident occur while on the school premises. A teacher or teacher's assistant will supervise the children and will be present at all times.

Furthermore, the parents indemnify the school, teacher/s, and anyone within its employ or any other person or entity associated with the school, in respect of any injury sustained/ damages suffered/ death of/ loss caused to the parent/s, child or their property arising from any negligent act on or around the premises of the school including excursions and visits to places of interest.

This indemnity shall be operative against any third person suffering damage consequent upon such injury, damage or death.

Parent/ Guardian 1: _____ (name in full)

Signed at Rispark on this day of _____ 20_____

Signature: _____

For and on behalf of the school _____ (name in full)

Signed at Rispark on this day of _____ 20_____

Signature: _____

As witness:
 For and on behalf of the school _____ (sign)

As witness:
 For and on behalf of the parent _____ (sign)

Religious Policy Document:

The 1996 Constitution of South Africa, Section 29, provides for the establishment of independent schools on the basis of common culture and religion, provided that they do not discriminate on the basis of race. The collective right of the school which is joined by a common Christian purpose is more persuasive than the right of the individual. Being a Christian school, our Christian ethos forms the foundation of our school.

All our educators at Cross-Over Remedial School are of Christian faith.

Having chosen to send your child to this school, you are well aware that we are a Christian school and have a Christian ethos. Learners of different religions are welcome in our school and are not prohibited from practicing their religion outside the school grounds. However, during school hours and school terms, your child may not leave the school early or take days off for religious reasons unless they have received permission from the Principal.

It is compulsory for all learners and staff to attend the daily morning devotions and assemblies on Monday mornings. Devotions and assemblies include a Bible scripture reading, a lesson and a prayer, which are done by the educators or the Principal.

Religious jewellery or apparel are not allowed.

Father's/ Guardian's name	Signature	Date
Mother's/ Guardian's name	Signature	Date
Learner's name	Signature	Date

Substance Abuse Document

(Grade 4 – 8)

According to Cross-Over Remedial School's Merit and Demerit System (Discipline Code), the possession or use of alcohol or cigarettes on or near the school premises (and while in school uniform) will result in 4 demerits, a parent meeting and an immediate suspension. The possession, distribution or use of drugs on or near the school property (and in school uniform) will result in an immediate expulsion.

In order for this policy to be implemented fairly and accurately (and to protect your child), Cross-Over Remedial School requests that all Cross-Over Remedial School learners and their respective parents/ guardians complete, sign and return this agreement to the school.

This agreement is entered into between

_____ (name and surname of learner), _____ (name and surname of parent/ guardian), _____ (I.D. number of parent) and Cross-Over Remedial School,

In term of this agreement, the Principal of Cross-Over Remedial School (or his/ her representative) has the right to have blood or other substance abuse tests conducted on _____ (name of learner) should the Principal or any of the staff of Cross-Over Remedial School have reason to suspect that the learner is under the influence of any illegal substances (including alcohol and narcotics).

These substance abuse tests must be administered at Cross-Over Remedial School or elsewhere by a suitably qualified person, and must give due concern to the privacy and dignity of the learner. The results may not be disclosed to outside parties without the expressed permission of the learner's parent/ guardian, except as indicated below.

Should the learner be found to be under the influence of any illegal substance or alcohol while at school or attending a school function, outing or event, Cross-Over Remedial School will have the right to take the appropriate disciplinary action according to the school's Disciplinary Code, which may include the laying of criminal charges.

Learner's name & surname	Signature	Date
Parent/Guardian's name & surname	Signature	Date

Letter of Reference

NOTE: This form is strictly **CONFIDENTIAL** and must be emailed/ faxed directly to Cross-Over Remedial School, once completed by present school Grade Tutor/ Principal. Thank you.

Name of Learner: _____
 Date of Birth of learner: _____
 Present Grade of Learner: _____
 Name of present school: _____
 No. of years at present school: _____

Academic Results (please fill in for present grade & most recent term results)

GRADE R - 3	RATING 1 - 7	GRADE 4 - 9	PERCENTAGE
English		English	%
Mathematics		Mathematics	%
Afrikaans		Afrikaans	%
Life Skills			

1. Please comment on the learner's character, leadership qualities, peer interaction:

2. Please comment on the learner's behaviour, concentration, work ethic and attitude towards school work and homework. Behavioural problems?

3. Please comment on learner's attitude and respect towards his/her educators:

4. Please make a note of Sport or cultural activities/ awards:

5. Please comment on parental cooperation, involvement and support at present:

6. Is there any other important information, regarding this learner, that you think should be brought to our attention? E.g. disorders, emotional/ family problems, learning difficulties, fine motor, gross motor, speech, hearing, eyesight etc.

SCHOOL STAMP

Principal's Signature: _____
 Grade Tutor's Signature: _____
 Date Completed: _____

Finance Clearance Form

NOTE: This form is strictly CONFIDENTIAL and must be emailed/ faxed directly to Cross-Over Remedial School, once completed by present school Grade Tutor/ Principal. Thank you.

Name of learner: _____

Present Grade of Learner: _____

Name of school where
 learner is currently enrolled: _____

Name of person responsible
 for school fees account: _____

Current annual fees: _____

Fees paid monthly or
 Annually: _____

Fees paid up to date: Yes/ No _____

Fees Outstanding: _____ (in Rands)

Cash/EFT/Debit Order: _____

Any other important information or comments:

Please attach the latest statement reflecting payments of fees (preferably from the last 3 months or more). This is to certify that the above mentioned person has paid was has been indicated on this form.

 Name of Head Bursar

 Signature of Head Bursar

Finance Department Contact Name: _____

Finance Department Contact Number: _____

SCHOOL STAMP

Aftercare Facility Application

Cross-Over Remedial School's Aftercare Facility takes in learners from Grade R - Grade 9.

2018 Aftercare fees: R1125 per month (January – November), which will be added to your school account.

- The aim of aftercare is to assist parents and provide learners with a safe and stimulating environment in which to do their daily homework, study for tests and exams. We also encourage learners to develop a hobby if possible.
- The learners are provided with a light lunch, juice and biscuits
- Homework, study sessions and play time are supervised.
- We encourage parents to permit learners to bring board games, crafts, puzzles etc. in order to develop a hobby or to just simply enjoy their free time.

We do not provide the transportation of learners to and from the Aftercare Facility.

Please note that Cross-Over Remedial School's Code of Conduct and Merit and Demerit System still applies to all learners after school hours. These rules must be adhered to.

Furthermore, the signed indemnity form in your child's application form is applicable for Aftercare.

One month's notice is required should you want to take your child out of the Aftercare Facility.

Please note that all learners must be fetched from Aftercare no later than 17:30. A penalty of R80 per half an hour will be charged to your school account for late collections. If your child is collected later than 18:00 (without the parent informing the Aftercare teacher on duty of a genuine reason for being that late), your child will be dropped off at the nearest police station to Cross-Over Remedial School. *Parents are responsible for contacting the Aftercare teacher on duty if they are running late or if a different person (not the usual person, will be collecting your child.*

Learner information: (As reflected on ID or Birth Certificate)

Surname: _____

First names in full: _____

Date of Birth (d/m/y): _____

Present Grade: _____

Allergies: _____

Contact no. and Name _____

for emergencies: _____

Person responsible for fetching learner from Aftercare Facility:

Full Name & Surname : _____

ID number: _____

Contact number(s): Cell: _____ Other: _____