



Registration form 2025

Learner's Names: _____

Learner's Surname: _____

Contact numbers:

- Home - _____
- Work - _____
- Cell - _____

Services required:

- Riverbank Primary School – Grade _____
- Aftercare
- Transport (1 trip)
- Transport (2 trips)

For office use only: <input type="checkbox"/> Year: <input type="checkbox"/> WhatsApp <input type="checkbox"/> Class lists <input type="checkbox"/> Finance <input type="checkbox"/> Reg fee pd - - ...



TERMS AND CONDITIONS OF AGREEMENT

made and entered into by and between:

Riverbank Primary School

(hereinafter referred to as "the School")

and

(BOTH PARENTS)

(full names and surname), (jointly referred to as "the Parent")

for the tuition and education of

(ONE PER CHILD)

(full names and surname), (hereinafter referred to as "the Learner")

Whereas:

1. the Parent is desirous of having the Learner admitted to the School.
2. the Learner has been admitted to the School with effect from _____.
3. the parties are desirous of recording the terms and conditions on which the Learner will be educated and trained by the School.

1. Personal Information

Learner's details:

Full names: _____

Surname: _____

Preferred name: _____

Date of Birth: _____

ID Number: _____

Gender: _____

Number of children in the family: _____

Position in the family (eldest, youngest, etc): _____

Home language: _____

Other languages: _____

Foster care Adopted Orphan Legal guardianship Authority

Parents/Guardians details:

	Father/Guardian	Mother/Guardian
Surname		
Name		
ID Number		
Marital Status		
Occupation		
Employer		
Physical Residential Address		
Postal Address		
Telephone – Home		
Work		
Cell (WhatsApp)		
E-Mail Address		

2. Physical Conditions/Medical History

Contact person in case of emergency:

1. Name & Surname	
Relationship to Learner	
Telephone – Home	
Cell	
E-Mail Address	
2. Name & Surname	
Relationship to Learner	
Telephone – Home	

Cell	
E-Mail Address	

Medical Aid Card on file Yes No

Family Doctor: _____

Telephone no: _____

Allergies: _____

Chronic Illness: _____

Chronic medication: _____

Note: *In the interest of protecting the rights of our learners, the information on this page is strictly confidential.*

3. History of Schools attended

Name of School and Contact details	Admission date and grade	Departure date and grade	Reasons for Departure
Name: Address: Telephone no:			
Name: Address: Telephone no:			

Now therefore the parties agree as follows:

4. School Governance Information

4.1 Vision, Mission, and Core Values

Vision Statement

'FRUIT BEARING LEARNERS' Psalm 1:3

Mission Statement

- Employ qualified, passionate and committed teachers rooted in Jesus Christ
- Root learners in the WORD of the Triune GOD
- Nurture and instil an environment where each learner will reach their full potential

Core Values

- Scripture Bound
- Respect
- Integrity
- Excellence
- Partnership
- Investment

4.2 Code of Conduct

The Code of Conduct has been written so that all learners, parents, teachers, and all associated with Riverbank are aware of what is acceptable and non-acceptable behaviour.

The Code of Conduct strives to:

- Hold all parties accountable to the ways of our Lord Jesus Christ.
- Show learners exactly what is expected of them at all times.
- Develop positive characteristics within the learner.
- Encourage the learner to behave responsibly at all times.
- Be considerate and respectful to others.
- Develop good manners and courteous behaviour.

4.3 Biblical Teaching

Riverbank Primary School is an extension of the ministries of the West Rand Lutheran Community Church and teaches the Word of God from the Holy Bible.

As a school we believe the following:

- That God existed before the universe was created and that He holds all of creation together. (Col. 1:17)

- That all people are created by God in His image and for His purpose.
- That our life purpose, identity and significance are only revealed in God. The purpose of education is to help children discover their purpose and identify, and to equip them with the necessary skills to fulfil this purpose in a meaningful manner.
- That all truth is found in God and is revealed to us in His Word, the Bible.
- That there should be no separation between intellectual and character education.
- In the value of children and that we need to love them unconditionally. They are a blessing from God, each with their own unique talents, gifts, potential and purpose. We will provide a nurturing environment to facilitate the children's recognition of their need for salvation and provide opportunities for them to accept the Lord Jesus Christ as their Saviour and to grow in their relationship with Him.
- All people are sinners and need redemption through Jesus Christ who died for mankind the death on the cross.
- We can only be saved in Jesus Christ, through Faith and by Grace alone.
- In maintaining a rigorous and deliberate integration of Biblical Worldview and learning in all academic disciplines.
- That our Christian Teachers are the living curriculum and must strive to consistently be dynamic and authentic expressions of Biblical principles. They teach not only by what they say and do but by who they are. They need to model humility, integrity, transparency, a servant heart and self-discipline, and then to encourage these values in the children they teach.
- That teachers are called of God to represent Christ in our school.
- In the value of the family.
- That we have been commissioned by God to extend His Kingdom here on Earth by effective and responsible stewardship of what He has given us.

We acknowledge the Biblical Teaching Code of the school and accept that there are no exclusions to this teaching.

Signed at _____ on this _____ day of _____ 20__

Name of Parent/Guardian

Signature of Parent/Guardian

Date: _____

5. Textbooks and Stationery

Please note the procedure and requirements of the purchasing of textbooks and stationery for learners in **grade 1 to grade 7:**

- 5.1 Parents are required to buy **ALL** the prescribed textbooks and stationery by the end of the first week of the new school year.
- 5.2 Learners will receive a list for the next year's requirements towards the end of the third term each year.
- 5.3 It is the parent's responsibility to purchase the correct books and send them to school on the first day of the new academic year.

5.4 No books may be substituted with any other book. Please refer to the ISBN number for each prescribed book.

5.5 Stationery must be clearly marked and sent to school on the first day of the new academic year

5.6 Learners will receive workbooks written and printed for our school. Your school fee account will be involved in January for these books.

5.7 Please ensure that your child's stationery is replaced as needed during the year.

Initials of parents: _____

6. School Uniforms

Daily Uniform	Sports Uniform	Hair	Jewellery
<ul style="list-style-type: none"> ▪ School golf shirt ▪ School dri-mac ▪ School beanie ▪ School cap ▪ Navy blue jeans – no rips or pictures on them ▪ Black socks ▪ Black takkies ▪ Black school shoes 	<ul style="list-style-type: none"> ▪ School golf shirt ▪ Black shorts or tracksuit pants ▪ Black socks ▪ Black takkies that tie properly ▪ School dri-mac 	<p>Girls:</p> <ul style="list-style-type: none"> ▪ Tied up when hair reaches the top of the school shirt collar ▪ Hair accessories in navy blue or the colour of the learner's hair <p>Boys:</p> <ul style="list-style-type: none"> ▪ School cut ▪ Minimum styling gel/lotions <p>No hair dye</p>	<ul style="list-style-type: none"> ▪ Girls – small old/silver studs or loops for the ears ▪ Boys – no earrings ▪ Watches

Initials of parents: _____

7. School fees

7.1 The monthly school fees, payable in advance, together with such other costs as may be invoiced will be payable by the Parent to the School monthly, on or before the 7th day of each and every month - twelve (12) monthly amounts, for the period from January up to and including December.

7.2 The monthly amounts, together with such other incidental costs such as may arise will be payable **in advance**, by the Parent to the School, on or before the 1st day of every month, including December. (e.g., March fees are due by 1 March)

7.3 There will be no entitlement to any rebate of fees if the learner is absent for any portion of a term owing to illness or any other cause.

7.4 The Board of Directors of the School have the right to amend the school fees referred to in paragraph 7.1 above, as well as the method of payment thereof from time to time, with reasonable notice.

7.5 In the event of the Parent failing to pay school fees and legal action becoming necessary, the Parent shall become liable for payment of the School's legal costs on the scale as between attorney and own client.

7.6 In the event of the Parent failing to pay the school fees on the due date thereof, a Late Payment Administration Fee of R100, compounded monthly, will be payable on fees which are in arrears, until date of payment of the full outstanding amount.

7.7 It is acknowledged that whilst the rest of the provisions will remain in force, the tuition fees are subject to annual adjustment as determined by the board of directors, in order to meet the operational and strategic needs of the School.

Initials of parents: _____

8. Process for outstanding fees

8.1 In the event that the fees have not been received by the due date, a WhatsApp will be sent to the contact details on record as a reminder.

8.2 In the event of the Parent failing to pay and the account being 30 days in arrears, a letter will be sent to the contact email address on record.

8.3 In the event of the Parent failing to pay despite the reminders as set out in 8.1 and 8.2, and the account falling 45 (forty-five) days in arrears, notification will be sent to the Parent of intent to suspend the learner due to unpaid fees.

8.4 The Parent will have 7 days (1 week) from the date of communication in 8.3 to catch up on all arrear amounts.

8.5 Should payment not be received within the 7-day extension, the learner will be suspended from attending school, outings and school extra murals, until such time as payment is made and the full outstanding amount reflects in the School bank account.

8.6 In the event of the Parent still failing to pay and the account reaches 60 (sixty) days in arrears, the agreement between the Parent and the School will automatically be terminated. Notice will be sent to your email address and you will be responsible to enrol your child in a different school.

8.7 Please note that learner's records handed over to the Parent or other school will reflect any outstanding fees and payment history.

8.8 In the event of this Agreement resulting in termination, legal action will become necessary to procure payment if the Parent negates on the payment plan.

8.9 The Parent hereby acknowledges that in addition to interest the School will be entitled to recover from them, should they fail to make payment of any amount on or before the due date, default administration costs and collection costs, as contemplated in the National Credit Act (NCA), including legal costs on the attorney and client scale, and collection commission to the extent permitted by the NCA.

8.10 The Parent understands that the account will be handed over to a collection agency which will result in an immediate listing with the National Credit bureau.

8.11 The Parent acknowledges that, in the event of default, nothing herein will in any manner limit or detract from the power of the School to terminate the education services to the learner, nor will the termination of such educational services in any manner limit, detract from or prejudice the right of the School to recover all amounts owing to the School, together with interest, default administration costs, collection and other costs as aforesaid.

8.12 The Parent acknowledges that no failure or delay on the part of the School in exercising any right, power or privilege contemplated in this clause or elsewhere will operate as a waiver, nor will any single or partial exercise by the School of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

8.13 The Parent hereby agrees in terms of Section 45 of the Magistrates' Courts Act No 32 of 1944 that the School will, at its option, be entitled to institute any legal proceedings for the recovery of any monies owing by them to the School in any Magistrate's Court having jurisdiction in respect of such proceedings in terms of Section 28 of that Act.

Initials of parents: _____

9. Registration Fee (Non-Refundable)

The Parent agrees to pay a non-refundable Registration Fee as stipulated in the current Fee Structure within 7 days of acceptance.

Initials of parents: _____

10. Duration of Agreement

10.1 This agreement will commence on the date of signature hereof.

10.2 The Parent will be entitled to cancel this agreement with at least **one term's (three (3) calendar months)** prior written notice to the School. Likewise, if the School elects for any reason to terminate these arrangements, then it may do so on giving the Parent a written notice of its decision to terminate these arrangements at the end of the term in question.

10.3 In the event of the Parent failing to give the required notice of cancellation mentioned in 10.2 above, the Parent will remain liable for the prescribed school fees for the cancellation period of three (3) months.

Initials of parents: _____

11. Tuition of the Learner

11.1 The school will provide tuition to the Learner in accordance with the curriculum and syllabus described by the School from time to time.

11.2 The Principal/Operational Manager may require the Parent to withdraw the Learner with immediate effect in cases of serious or repeated misconduct, or where, in his or her opinion, it is in the interest of the School or Learner or both.

Initials of parents: _____

12. Undertakings by the Parent

The Parent undertakes:

12.1 to ensure that the Learner is at school on time each day.

12.2 to ensure that the Learner complies with the school uniform requirements and that his/her appearance is neat and in compliance with the guidelines set down.

12.3 generally to do all the Parent can to ensure that the Parent's association with the School is a healthy and happy one.

12.4 to keep open lines of communication with the School and staff.

12.5 to read and abide by the School's policies, foundational documents, its discipline practice, the Learner and Parent Code of Conduct and its Biblical Teaching.

Initials of parents: _____

13. Disciplinary Matters

13.1 All disciplinary matters pertaining to the education and training of the Learner in all its facets will vest in the Principal/Operational Manager of the School or in a person authorised thereto by the Principal/Operational Manager.

13.2 Control, expulsion, suspension and discipline of the Learner shall be in accordance with the constitution of the School, the Disciplinary Policy of the School and/or rules and regulations set by the Board of the School as well as in the legislation set by National and Provincial Government.

Initials of parents: _____

14. Indemnification

14.1 The Parent indemnifies the School, its employees and officials against any injury, harm or other loss caused to any person, as a result of the conduct of the Learner.

14.2 The Parent exempts the School, its employees and officials from liabilities incurred on account of any injuries to or illness of the Learner and agrees and consents that the Principal/Operational Manager or a person with duly delegated authority from the principal may consent to any operation or medical treatment of the Learner, should such consent be required for medical reasons on an urgent basis and should it not be possible, for the Parent to be approached immediately.

Initials of parents: _____

15. Breach

15.1 The Parent will be deemed to be in breach of this agreement in the event of failure by the Parent to comply with the terms stated in this agreement and after the Parent has failed to remedy such breach, within 7 (seven) days after a written notice of breach has been dispatched by the School to the Parent at the Parent's chosen domicilium citandi et executandi recorded herein.

15.2 A letter signed by the Principal/Operational Manager of the School as to any amount owing by the Parent to the School or as to any other fact arising out of this agreement will be prima facie proof of all facts stated in the letter and it will not be necessary to prove the appointment or authority of the Principal/Operational Manager who signs such letter. Such letter will be a liquid document for the purposes of provisional sentence or summary judgement proceedings against the Parent.

Initials of parents: _____

16. General

16.1 **No cash** is accepted at school **for monthly or annual school fees.**

16.2 Payments can be made in the following ways:

- ATM deposit
- Bank deposit
- Stop payment or scheduled payment
- EFT payment

16.3 Should no notice be received by the school from the parent at the commencement of the **4th term**, the contract will automatically be rolled over to the following year without any exceptions or alterations, apart from the new fee structure as communicated by the School in a timely manner. Should the parent not be willing to pay the fees after any possible increases for the following year, the notice period in clause 10.2 above applies.

16.4 No alteration, cancellation, variation or addition hereto will be of any force or effect unless reduced to writing and signed by the parties to this agreement or their duly authorised representatives.

16.5 The Parent acknowledges their responsibility to advise the School promptly in writing should the address of either parent change. The Parent agrees that any letter, notice, statement, invoice, account, or other written communication of whatsoever nature posted/emailed by the School to the Parent to the latest postal / email address of such parent reflected in the School's records will be deemed to be received by the parent seven days after the date of posting thereof.

16.6 The signatories to this agreement will be jointly and severally in *solidum* liable to the School for the due performance of all the Parent's obligations in terms hereof.

16.7 This document must be completed in detail, with no alterations.

16.8 Both parents/guardians must initial each page and sign the final page.

16.9 All personal information collected in this document is for the purposes of fulfilling the requirements of a legally binding contract between the Parent and the School. The personal information will be shared with the contracted collection agency only if there is a breach of contract.

16.10 The Parent acknowledges that by signing this document, they consent to the School conducting whatever enquiries may be considered necessary to verify any information given in this application, including confirming the Parent's credit record with a national credit bureau, and contact with previous schools of the Learner.

16.11 All supporting documents must accompany the Registration Form.

16.12 All payments made for the Learner must use the correct reference name: *name + surname of registered Learner (eg: Botlhale Mogale)* Failure to use the correct reference will result in an admin fee of R500 per transaction as this causes disruptions to payment allocation.

16.13 Right of admission is reserved.

16.14 School times:

Monday – Thursday

Grade 1 & 2: 7:45 – 13:00

Grade 3: 7:45 – 13:30

Grade 4 – 7: 7:45 – 14:00

Friday

Grade 1 – 3: 7:45 – 13:00

Grade 4 - 7: 7:45 – 13:30

16.15 Riverbank Aftercare and Homework Centre Times:

After school till 18:00

16.17 Communication between the School and yourselves takes place in the following manners:

- WhatsApp group
- Newsletters

Please ensure that you are on WhatsApp, as most communication happens in this forum, and we cannot guarantee that you will receive all information if you are not connected via this medium.

16.18 Please ensure that the Learner always brings the following to school daily:

- A bag
- Healthy snack, water or juice
- Sunhat and sunblock

- Homework Book – A5 hardcover book
- Books and textbooks needed for the day as per daily timetable

16.19 Please ensure that the Learner eats a healthy breakfast at home, daily and goes to bed at a reasonable hour each night.

16.20 No toys or technology is accompany the Learner to school unless you receive communication from the school.

Parents:

Thus done and signed by the parent at _____ on the _____ of _____ 20_____.

Parent (Father)

Parent (Mother)

Witness:

Name of witness

Signature of witness

School:

Thus done and signed by the Principal/Operational Manager at _____ on the _____ of _____ 20_____.

Name of Principal/Operational Manager

Signature

Witness:

Name of witness

Signature of witness

17. School Contact Details

- **Operational Manager/Principal:** Christine van der Pijl
Cell: 083 785 4050
E-mail: rbprincipal@wrlc.co.za

- **Admin office:** Michaela van der Pijl
Cell: 071 889 1864
E-mail: riverbank@wrlc.co.za

- **Finance office:** Shaheeda Smith
Cell: 071 889 1864
E-mail: finances@wrlc.co.za

- **Aftercare & Homework Centre:** Michaela van der Pijl & Thandiwe Chauke
Cell: 079 271 6097

E-mail: riverbank@wrlc.co.za

- **Joyland:** Isabeau Weyer
Cell: 082 795 2260
E-mail: isabeau@wrlc.co.za

- **Transport:** Piet Lepuru
Cell: 072 784 0870
E-mail: piet@wrlc.co.za

Banking Details:

Account Name: Riverbank & Joyland Schools
 ABSA Bank – Cheque account
 Account number: 4081259115
 Branch code: 632005
 Reference: Learner's name & surname

Documents that you need to complete the registration form:

- ID photo of learner
- Copy of the medical card
- Copy of Mother's ID Book
- Copy of Father's ID Book
- Copy of Learner's Birth Certificate
- Latest School Report
- Transfer Card from previous school
- Copy of Clinic Card (Grade 1)
- Copy of medical reports – where needed.