

UCS APPLICATION FORM 2025

Your child's application will only be processed if the following information is included.

NB! REGISTRATION IS NON-REFUNDABLE – please ensure that ALL documentation is attached prior to submission.

- Learner ID photo
- Birth Certificate/ Passport (foreign applicants)
- Clinic Card (Applicable Grade 1 – 3)
- Study permit
- Most recent report card
- Transfer Card: South African learners SASAMS report / Non-South African learners card
- Copy of Parent ID/ Passport
- Copy of Parent Payslip (this information will be kept confidential and is only for reference to support fees responsibility)

ID PHOTO

I, the parent applying for my child's admission, acknowledge that I have attached all the documentation listed above.

Parent Sign:

Office administrator:

SMSWEB CONTACT NUMBER: (This is how we stay in contact with our parents)

Should you require more than one parent to receive sms notification, please inform the office accordingly. It is your responsibility to ensure the school has the correct contact number. The school will not be held responsible and assumes that the number above is the correct contact number.

FOR OFFICE USE ONLY (Place an X at the relevant requirement):

ACC No: _____

Report Card: _____

Birth Cert/ Passport: _____

Please note unabridged birth certificates are only accepted up to Grade 9. Grade 10 – 12 requires an ID, passport or asylum document.

Expiry passport: _____

Clinic Card (Gr.1-3) _____

Transfer Card _____

SMSWEB: _____

Study permit: _____

Study permit expiry: _____

Letter date: _____

Copy of permanent residency or refugee status _____

An account has been created on Pastel _____

Learner Profile (for SA learners only) _____

Signature of Registrar: _____

Deputy approval of admission: _____

UNITED CHURCH SCHOOL (UCS) APPLICATION FOR ADMISSION*We reserve the right of admission*

Please note: This form must be completed in full. All changes to be initialed or signed by parent/guardian. Filling in the form does not necessarily mean the learner has been accepted. Please initial each page on the bottom right to confirm that you have read and understand all the information.

Grade Applied for: _____ Highest Grade passed: _____ Year when grade passed: _____

Personal Details of Learner: (as on ID/ Birth Certificate/ Passport):

Surname: _____ Full Name/s: _____

Which document do you hold (mark with X), and complete the required fields:

ID: _____ Valid passport: _____ Asylum Seeker: _____

ID no: _____ Passport no: _____ Permit No: _____

Expiry Date: _____ Expiry Date: _____

Country: _____ Country: _____

Date of Birth: _____ Mark with x: Male _____ Female: _____

Physical Address: _____

Home Language: _____ Race: _____

General:

Does the learner have a Father? Yes: _____ No: _____ / Does the learner have a Mother? Yes: _____ No: _____

Who does the learner live with? _____

Is this person responsible for payment of fees? Yes: _____ No: _____ / If no, who will pay the learner's school fees? _____ Can the

said person afford the school fees? Yes: _____ No: _____

(Please refer to the Terms and Conditions point no.18 regarding non-payment of fees)

How many siblings does the learner have at UCS? _____ / Religion: _____

With which hand does the learner write? _____

Medical Information of Learner: *(Please complete the Medical information sheet provided)***Parent/ Guardian Information: (Father Details)**

Title: _____ Full Name and Surname: _____

Contact numbers: Home _____ Cell _____ Email _____

Residential Address: _____

Occupation: _____ Employer: _____ Employer contact no: _____

Medical Aid: _____ Medical Aid number: _____ Plan: _____

Main member: _____ Main member contact number: _____ Main member ID/ Passport number: _____

Parent/ Guardian Information: (Mother Details)

Title: _____ Full Name and Surname: _____

Contact numbers: Home _____ Cell _____ Email _____

Residential Address: _____

Occupation: _____ Employer: _____ Employer contact no: _____

IF ANY CHANGE OF ADDRESS OR CONTACT NUMBERS, PLEASE NOTIFY THE SCHOOL IMMEDIATELY.

In case of emergency, friend or relative contact details:

Name: _____ Relationship to the learner: _____

Contact numbers: Home _____ Cell _____ Email _____

Previous School Information:

Previous School: _____

Previous School Address: _____

Previous School Contact No: _____

COMPLETE AND RETURN Initial: _____

UNITED CHURCH SCHOOL INDEMNITY FORM – DURATION OF STAY

Full names of pupil: _____ Grade: _____

Date of birth: _____ I.D/Passport/Birth Certificate (if applicable): _____

Important medical information, e.g., medication that must be taken, allergies, medical problems:

Name of person responsible for medical and related expenses: _____

Name of Medical Aid (if applicable): _____ Medical Aid number: _____

Primary member: _____ Primary member ID: _____

Postal Address: _____

Contact numbers: Father (h) _____ (w) _____ (c) _____

Mother (h) _____ (w) _____ (c) _____

Father email: _____ Mother email: _____

Alternative contact details: Name: _____

(h) _____ (w) _____ (c) _____

INDEMNITY AND CONSENT

As parent / legal guardian of _____ (learner name) in grade _____, I do hereby grant my consent for him/her to take part in the Extra Mural Programme, Sports Days, Outings and other excursions. I understand that these programs may take place on various days at various venues where transportation may include walking to venues, transport arranged by the school. Parents will be notified of outings and excursions accordingly, however, please note the general extra-mural program runs on Thursdays from 1.30pm to 3pm or otherwise communicated. It is accepted that parents acknowledge that their child participates in the extra-mural program and that the program may run at an external venue and not on the school's premises. It is the parents responsibility to advise the school that they do not wish for their child to participate in the extra-mural program. Should your child not participate in the extra-mural activities on Thursdays, they will be dismissed at 1.30pm.

I fully understand that although due care and caution will be exercised by United Church School and its staff, all activities are undertaken at my daughter's / son's / ward's own risk. I am aware that United Church School, nor any of their appointed staff accept responsibility for any loss, injury or damage that the person or property of my daughter / son / ward might sustain while engaging in the abovementioned programme, and I waive any right that I or my daughter / my son / ward may have to claim compensation against United Church School, or its appointed staff in respect of any loss, injury or damage incurred whilst involved in this programme howsoever arising and I indemnify them against all claims brought by or on behalf of my daughter/ son / ward. In the event the school makes use of a transport service (e.g. bus service, Uber, Bolt, Independent transport services etc.) to and from the School for excursions or outings/ meetings, I/ we acknowledge that such service is operated by independent contractors and their services are chosen for their dependability and adherence to safety regulations. While we ensure that only reputable transport services are used, please be aware that the school does not assume responsibility or liability for any accidents or injuries that may occur during transit.

I hereby authorize United Church School staff to act in my place as parent with full authority to consent to my daughter/ son / ward undergoing any surgical or other medical treatment should this be necessary while taking part in the above programme and should it be impossible to obtain my consent timeously, and understand that any medical treatment will be for my account and not the school's responsibility.

Full name of parent or guardian: _____

Signature: _____

Date: _____

UNITED CHURCH SCHOOLS (A division of United Church Preparatory School) (Section 21 Company No. 1990/006400/08) NPO 052-107

Member of ISASA (Independent Schools Association of Southern Africa) Executive Directors: Susan Carmichael, Elvis Fokala,

Gail Johnson, Colleen Lewis, Bongani Matlebe, Jane Mwase, Helenne Ulster Principal: Helenne Ulster

GENERAL CONSENT AND INDEMNITY FORM

I/we, _____ (full names of parent/s or legal guardian), the parents and/or legal guardian of the under-mentioned child/children, over whom I/we have custody and control, do hereby consent to my/our son/daughter/ward, (full names):

_____ participating in extra mural activities (including, but not limited to sports, activity days, games, etc.) and the various other activities (including, but not limited to: camps and educational outings) arranged, organised or offered by the School, on and off the School premises and, where relevant, to his/her being transported to and from the said activities by means of transport made available by the school for that purpose.

I/we further agree to the condition that, while every precaution will be taken for the safety and welfare of my child/children and for the care of his/her possessions; I hereby indemnify, hold harmless and absolve all the staff, including the accompanying parents (where applicable) and the Board of Directors of UCS, against any or all claims that may arise in connection with the loss of or damage to the property of or injury to my/our child/children in the course of the relevant activity and any or all of the related activities, in the knowledge that the managing staff will nevertheless take all responsible precautions for the safety and welfare of my child. This includes an indemnity against recovery of costs resulting from damage, loss and/or medical conditions or hospitalisation. This indemnity shall be binding on me/us, my/our named child/children, as well as our heirs, executors, trustees, assigns or administrators, the extent of which I/we acknowledge and understand.

In the event the school makes use of a transport service (e.g. bus service, Uber, Bolt, Independent transport services etc.) to and from the School for excursions or outings/ meetings, I/ we acknowledge that such service is operated by independent contractors and their services are chosen for their dependability and adherence to safety regulations. While we ensure that only reputable transport services are used, please be aware that the school does not assume responsibility or liability for any accidents or injuries that may occur during transit.

I/we furthermore appoint the School staff accompanying the tour or group, or supervising the activity, to act in loco parentis in respect of my child/children should the need therefore arise.

RELEVANT INFORMATION CONCERNING OUR CHILD'S/CHILDREN'S CONDITIONS/CIRCUMSTANCES

Does your child have any medical condition or allergy of which the teacher accompanying the group need to be aware of YES NO

If so, please provide details:

Should medication/hospitalisation be necessary please indicate (if applicable):

- a. Name of your Medical Aid Society: _____ Medical Aid No: _____
- b. Contact details of Medical Practitioner to be contacted for medical history if necessary: _____
- c. Emergency contact telephone number/s:
Telephone: (work) _____ (home) _____ (cell) _____

Signed at _____ on the _____ day of _____ 20 _____

Father/Guardian: _____

Mother/Guardian: _____

COMPLETE AND RETURN Initial: _____

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MEDICAL FORM: UPDATED INFORMATION IN CASE OF EMERGENCY

Date: _____

UCS will not administer any medication to any learner in the event of any illness or discomfort. It is the responsibility of the Parent to ensure that the appropriate medical assistance is provided to the learner.

LEARNERS INFORMATION:

Learner's Surname: _____ Learner's Name: _____

Home: _____

Work: _____

Cell: _____

Address: _____

Brother/Sisters attending UCS: - _____

Parent's Information:**Father:**

Home: _____

Work: _____

Cell: _____

Address: _____

Mother:

Home: _____

Work: _____

Cell: _____

Address: _____

Guardian:

Home: _____

Work: _____

Cell: _____

Address: _____

In case of emergency, who do we contact? _____ Contact no: _____ Relationship: _____

Who is responsible for paying any medical fees? _____ Contact no: _____ Relationship: _____

Any illnesses or allergies we should know about? _____ (Asthma, Epilepsy, Heart conditions)

NB. Learners are only allowed to go home in extreme cases and only if parents sign them out with the principal's permission.

Parents' Signature: _____ Date: _____ Mother/Father

COMPLETE AND RETURN Initial: _____

Terms & Conditions

1. I hereby enclose information regarding the student and myself, which will upon acceptance by the registrar of the school form part of the contract between the parties. The contract will then be deemed concluded between myself, the undersigned and UCS (Hereinafter referred to as the School), including of all division of the company.
2. I hereby warrant that all information furnished in the following questionnaire as well as all statements set out hereunder pertaining to the educational qualities of my child, and my own financial position are true and factually correct.
3. This application from constitutes the entire contract between the parties and I agree to the terms and conditions, codes of conduct and rules contained herein; should amendments to the applicable rules and codes of conduct be made, I understand and accept that the school is acting in the best interest of my child.
4. I choose as my domicilium citandi et executandi for all purposes arising here from including the service of any notice or process, my address supplied in paragraph 4 of the application.
5. INDEMNITY/ WAIVER: **I understand that the School, its owners and staff will take all reasonable precautions to ensure the safety of my child while he/ she is attending the school.**
6. INDEMNITY/ WAIVER: **I agree that the School shall not be liable to me for any financial loss, bodily injury sustained and/ or suffered by me or the registered pupil.**
7. **I hereby waive all claims I may have against the School arising from injury, accident or any other cause involving the abovementioned child, and hereby indemnify the School against all such claims, at school, during educational excursion or school camps and/ or any transport to and from the school at any time.**
8. **I hereby authorize the School to take all steps that it in its absolute discretion may deem necessary to have the said child admitted to a hospital and treated by a doctor or other medical attendant at my expense.**
9. I agree that neither the School, nor any of its employees or agents has made any warranties other than those which are include herein.
10. I agree that all payments made by me in respect of services rendered or to be rendered shall be forfeited by me as roukoop or as a genuine pre-estimate in any way. I understand that the claim for damages on the part of the School is in no way limited by this.
11. FEES: I understand that arrears in fees of one calendar month from the due date of payment will be taken as forfeiture of the place of my child in the School; in the event of any one payment being skipped/ missed, the school shall be entitled to instruct its designated Attorneys/ Debt Collectors to attend to the collection of outstanding accounts and the parents will be liable for the payment of all costs incurred.
12. One full month's notice prior to the commencement of the next term shall be given of any increase in fees.
13. One full term's notice must be given when a student is preparing to leave the school. No transfer cards will be issued prior to the full notice having been completed. In the event of expulsion, I understand that my child must leave the School with immediate effect. I understand that I am still liable for the fees if my child leaves the school before having completed the required notice.
14. All parties agree to the jurisdiction of the Magistrate's Court and authority of the UCS.
15. All parties understand that the school may change its policies, procedures, fees structures, codes of conduct or any other documentation or procedure, at any time, as it sees fit, without notice.
16. I understand and agree that this contract is valid for the duration of my child's schooling, including all school fees increases, expenses and commitments required of me by the School.
17. I warrant that I have legal and contractual capacity to enter into this agreement.
18. I understand that I have agreed to a method of payment herein and undertake to pay the fee on or before the first day of each month. I also understand that the School will suspend my child if I default on any payments owed to the School. I also understand that fees are paid in advance for the month ahead. I further acknowledge that the amount for the year includes the registration (where applicable), levy and full fees and the school's payment structure is as follows: Registration, Levy and First month's fees due upon enrolment and thereafter the school allows the parent to make monthly payments per month of a stipulated fees amount. I understand that the monthly fees payment is NOT based on attendance, but is a payment structure to accommodate the parent.
19. I have studied the prospectus, codes of conduct and all other documents pertaining to this application and the requirements of the School and my responsibilities.
20. I understand that I am making a conscious and informed decision to send my child to an independent school, knowing full well that there are more affordable options available to me, including state schooling and that I understand that should my financial position change I will find a more suitable school immediately.
21. School sustainability: UCS is directly dependent on School Fees income and due to the operational nature of the organization, should closure be imminent, the School will endeavor to inform parents with as much notice as is possible. Unfortunately the notice period cannot be predetermined.
22. The school will not tolerate any verbally, physical, sexual, emotional or mentally abusive behavior by any parent, learner or parent/child representative to any member of staff. UCS reserves the right to prohibit access to the premises at any time, for an indefinite should the parent/ guardian or representative in an aggressive or unsavory manner. This includes shouting at any member of staff. The contravening party will receive written correspondence to confirm this. No negotiations will be entered into where the behaviours listed have been actioned.
23. I/We consent for the school to collect, store, and update personal information of me/us and the student in terms of the Protection of Personal Information Act, 2013.
I/We consent that the school may provide the information to an authorised representative for a lawful purpose only.
I/We give consent that the information provided be confirmed and updated where necessary by the school or the school's authorised representative.
I declare that I can afford the fees at United Church School and understand that should I default I will be handed over to the designated debt collectors/ Attorneys; and I will seek a more affordable school for my child.

Signed at Johannesburg on this the day of 20.....
 Signature of Parent/ Guardian Full name:
 Signature of Witness Full Name:

Learner's Code of Conduct

As a learner of UCS (UCS), I have access to a quality education. I am able to pursue my studies in an encouraging, secure and successful education environment. To help achieve this, I accept the following responsibilities and agree:

- To pursue my studies with dedication, honesty and diligence
- To avoid any actions that disrupt lessons, or in any way infringe on the educators right to teach and the rights of learner to learn; that includes whistling or 'boo-ing' at any school gatherings e.g. assemblies, prize-giving ...etc.
- To contribute and voice my opinion honestly and openly, but politely and with respect
- To attend school regularly, and attend all classes during the school day
- To be on time for the start of the school day and for every lesson; I will not stand in the streets before or after school
- To respect the dignity of all learners and staff; This includes no fighting or bullying, name-calling, swearing/ vulgar language, mocking, stigmatizing, intimidating and/ or any other aggressive behavior – verbally, physically and/or emotionally, whilst in school uniform I will behave no matter where I am and I will make my school proud
- To be considerate and supportive in my actions towards all learners and staff
- To behave in an exemplary manner outside school when representing the school
- To behave in an exemplary manner on the streets, in shopping areas and on public transport. No smoking on the premises or outside of school and no smooching on school grounds or on the street corners
- To greet all staff; I will always show courtesy and respect to all staff members and visitors to my school
- To avoid engaging in any activity that may jeopardize the safety, security or academic progress of any other person; I understand that NO cell phones, ear phones or speakers are allowed and if I am found to be using my cell phone, it starts ringing or any other alert, it will be confiscated and held for a minimum of one terms notice and subject to the discretion of management
- To refrain from bringing harmful, illegal substances, dangerous objects or offensive material to school; this includes weapons of any kind (for example tasers, knives, guns, knuckle dusters), drugs/ alcohol. I acknowledge that random drug tests may be conducted without warning, consent or permission
- To preserve and protect school property entrusted to me. This includes no graffiti on any walls, no wasting of toilet paper in toilets, no littering and I will keep my classroom clean
- Never to steal, damage, hide or move other people's property and to be responsible for the care of my own possessions
- To wear the required school uniform with pride and according to rules, both inside and outside the school. No nose/tongue rings, chains, bracelets, (girls) only one pair of silver or gold sleepers or studs in ears and a simple wrist watch, (boys) only a watch and no fancy buckles and no sneakers
- To ensure that I always wear my School Blazer when entering or leaving the premises, and also during school hours and when necessary, which I will only remove once I am home
- To show good sportsmanship by encouraging team spirit and being respectful towards opponents
- To respect the colour, creed, religion or culture
- Nails must be clean and short. No nail polish allowed. Hair must be neat and out of the face, no fancy hair accessories – only blue or white allowed
- Chewing gum is not permitted at UCS
- To obey the rules of the school and the code of conduct
- To ensure that my hair is neat and tidy without any shaved lines (boys) and only black braids, with a maximum length (mid back) and should I decide to wear a hair pieces, it will be black only (girls)
- I understand that I may not use my cell phone at school at any time, I may not call my parents if I am feeling sick as I will go to the office and the reception will call the Social Worker, Deputy Head or my parent. (whichever is applicable)
- No cell phones, headphones or speaker boxes allowed. If cell phones are found or used at school, it will be confiscated until the end of the term or not returned or at Management's discretion – this includes sim cards. **The school accepts NO responsibility for any loss or damage to any learner's cell phone or any other property electronic or otherwise – including confiscated items.** Staff of UCS are under no circumstances responsible for the safekeeping of your child's property. Prior arrangements in special circumstances may be arranged with the Principal or a member of the Management Team

This code of conduct is not an exhaustive list and acts as a guideline regarding acceptable and unacceptable behavior at United Church School. The code of conduct is contained in the School's Disciplinary Policy and may be referred to regarding additional items applicable to conduct, enforcement of the code of conduct, school rules, intervention, appeals and applicable sanctions.

LEARNER'S FULL NAME: _____

LEARNER'S SIGNATURE: _____

GRADE: _____

DATE: _____

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COMPLETE AND RETURN Initial: _____



Quality Values Diversity

Parent's Code of Conduct

As a parent of a child at UCS, I acknowledge my responsibility in regard to the school and its educational objectives. I will be a good role model to my child, encouraging loyalty and respect towards the staff of UCS. I undertake to support the school in its efforts to build an educational institution of academic, cultural and sporting excellence.

I undertake, as far as possible to instill in my child a sense of loyalty and pride in UCS by:

- Maintaining a positive attitude in the home with regard to educators, fellow learners of all race, cultural and tribal groups and the school community in general;
- Ensuring that my child adheres to all the school rules (which rules may alter where deemed necessary from time to time);
- Ensuring that my child is neatly dressed in correct school uniform, games uniform and sports uniform as laid down by the Management Team. Ensuring that all items are clearly labeled;
- Undertake to provide transport for my child should they be required to stay at school after school hours;
- Teaching my child the value of respect for school property, her own property and the property of others at all times;
- To practise good sportsmanship by encouraging learners and not coaching them from the side line, nor interfering with referees or umpire's decisions.
- Responding in a positive way when requested by Teacher/ Principal/ Counsellor to attend a Parent/ Teacher or Parent/ Principal or Parent/ Social Worker conference
- I understand that should my child be absent for ten days or more, according to the Department of Education's regulations, my child will be removed from the enrolment register

And to teach my child that education is not only a right, but is to be viewed as a privilege by:

- Regularly checking that homework is complete;
- Ensuring that my child is equipped with the correct books, stationery and equipment for each day for all his/ her subjects,
- Promptly contacting the school in the event of my child experiencing any illness or problems and ensuring that a written excuse note accompanies him/ her on the day he/ she returns to school;
- Undertaking to provide my child with means to travel to and from school;
- Ensuring that my child is punctual at all times;
- Undertaking to pay the school fees within the stipulated time period as non-payment adversely affects my child, and impedes their ability to learn effectively.
- If I am in possession of a staff member's contact details, I will not abuse this privilege and make use only for the intention it is intended for
- I will neither harass nor abuse the staff, physically, verbally, emotionally or on any of the communication platforms available to me, including the school premises
- I further acknowledge that I must fetch my child when he/she is unwell
- Should my child be required to leave during the day due to not feeling well or any other reason, I will collect or appoint a suitable adult representative to collect my child (should I appoint a representative I will call the school or notify them in writing) and ensure that my child is signed out at the reception office
- I acknowledge that my child may not call or message me directly. If they feel unwell as they must use the appropriate school channels of contacting the office and the office will notify me
- I acknowledge that my child will be released with my telephonic consent, by sms, by email or the contact number listed on the application profile
- To ensure that my hair is neat and tidy without any shaved lines (boys) and only black braids, with a maximum length (mid back) and should I decide to wear a hair pieces, it will be black only (girls)
- No cell phones, headphones or speaker boxes allowed. If cell phones are found or used at school, it will be confiscated until the end of the term or not returned or at Management's discretion – this includes sim cards. **The school accepts NO responsibility for any loss or damage to any learner's cell phone or any other property electronic or otherwise – including confiscated items.** Staff of UCS are under no circumstances responsible for the safekeeping of your child's property. Prior arrangements in special circumstances may be arranged with the Principal or a member of the Management Team

SIGNED: _____ DATE: _____

PARENT/GUARDIAN'S NAME: _____

LEARNER'S NAME: _____

GRADE: _____

COMPLETE AND RETURN Initial: _____

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UCS PROSPECTUS

The school is a non-profit, state-registered and subsidized company with the following objective: quality, non-racial education to cultivate maximum human potential by striving for equality and diversity; quality English medium teaching by properly qualified teachers; promotion of academic excellence and personal integrity in pupils; sound financial management with donor support and independently audited accounts; supportive remedial and part-time classes and involvement of parents in the progress of their children.

The school is controlled by several Directors who may not draw profit from it. The Principal and staff are all suitably qualified for the positions they hold.

Address: Grade 1 – 3 No 10 Hunters Street, Yeoville

Address: Grade 4 – 6 No 38 Fortesque Street, Yeoville

Address: Grade 7 – 12 No 44 Frances Street, Yeoville

SCHOOL TERMS AND TIMES**Term Dates: 2025**

Term 1	15 Jan – 28 Mar
Term 2	8 Apr – 27 Jun
Term 3	22 Jul – 3 Oct
Term 4	13 Oct – 10 Dec

School times: Grade 1 - 3

Grade 1 & 2: Monday 07h45 - 14h00; Tues – Friday 07h45-13h30

Grade 3: Monday – Thursday 07h45 - 14h00; Friday 07h45 – 13h30

Tutorials Monday – Wednesday 14h00 – 15h00

School times: Grade 4 - 6

Grade 4 - 6 Monday – Thursday 07h45 - 14h00; Friday 07h45 – 13h30 Fridays

Extra lessons 14h00 – 15h15

School times: Grade 7 - 9

Monday, Tuesday, Wednesday and Friday 07h45 – 14h00

Thursday 07h45 – 13h30

Extra lessons 14h00 – 15h00

Extra murals Thursday 13h30 – 15h00

School times: Grade 10 – 12

Grade 10 & 11

Monday, Tuesday, Wednesday and Friday 07h45 – 14h00

Thursday 07h45 – 13h30

Extra lessons Monday – Wednesday 14h00 – 15h00

Extra murals Thursday 13h30 – 15h00

Grade 12:

Monday to Friday 07:45 - 14h00.

Extra lessons Monday to Friday 14h00 – 15h00.

The school follows the Term dates as set out nationally by the Department of Education. Where the term is unusually long, mid-term breaks may be taken at the discretion of the school management.

School times may change and for learners who participate in extra-curricular and remedial activities, times will be specified in notices or sms' to parents. Learners are encouraged to go straight home and not loiter at school or in the streets.

COMPLETE AND RETURN Initial: _____

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SUBJECTS

Grade 1-6: English Home Language: (Reading & Phonics, Reading & Comprehension, Spelling & Dictation, Handwriting, Writing, Creative language practise, (from Grade 1 - 6) , isiZulu FAL (from Grade 1 – 6) Mathematics (Grade 1-6) Life Skills, (Grade 1- 6) Natural Science and Technology & Social Sciences (Grade 4 – 6), An extra-mural Life Skills - Skills development programme for Grade 1 – 6; Coding. The School will follow the GDE curriculum with English as the medium of instruction. *Saturday school: not compulsory, however it may be recommended.

Grade 7-9: English HL, isiZulu, Social Science, Economic & Management Science, Natural Science, Creative Arts, Technology, Life Orientation, and Mathematics, Coding (grade 7 only).

Grade 10-12: English HL, Afrikaans FAL, isiZulu FAL, Mathematics, Mathematical Literacy, Physical Science, Life Sciences, History, Geography, Accounting, Business Studies, Economics, Life Orientation
The School follows the GDE curriculum for sound English medium instruction, with emphasis on continuous assessment.

LEARNER SUPPORT INTERVENTION

If the school Social Worker refers a child for further academic or behavioural assessment, it is the responsibility of parents to fulfill the request for external assessment, to the cost of the parent/ guardian and to adhere to the findings, recommendations and outcomes of the report.

FEES 2025

Fees are paid strictly in advance on the first of the month, including the 1st of January 2025. The levy must be settled in full by the 20th of January 2025. Fees are paid strictly in advance on the first of the month. In the event where the account holder (this includes parent/ guardian) commits a breach of contract of any of the terms of the enrolment agreement, the school may refuse the learner entry to the school's premises until the breach has been remedied, or claim damages from the account holder (this includes parent/ guardian) or take whatever legal steps that may be necessary.

Should you pay the full annual fees on or before the 31st of the January, you will qualify for a 5% discount on the annual school fees. Refunds incur a 5% charge of the refund value amount due and will be deducted before the refund is paid out. Please note that fees are payable strictly in advance and due on the first of the month, over 12 months.

Sibling discounts apply from the second child onwards at 5% on the school fees only. Registration (where applicable – and upon acceptance) plus January fees are payable by the 1st of the January of the attending year. The same is applicable if the learners start during the year – i.e. Registration and first month's fees; learners who start in the middle of the month will be charged for the full month they start in. Should you receive your salary or wish to pay in the middle of the month such must be done in advance for the coming month as this will not be grounds to allow fees to fall in arrears.

Please note fees are paid throughout the year, even when there are school holidays, the fees payments have been structured in a way that they are to be paid monthly and not based on learner attendance during the year; i.e. during the school holidays, fees are still due and payable. **For the sake of security at our school, please pay school fees at any Standard Bank, Killarney Branch, Account: 002181282, please use the child's name and grade as the reference. Please email deposit slips to: uchs@unitedcs.co.za. We have a card machine facility available at the school as we do not accept school fees payments in cash.**

DISCIPLINE

Discipline is conducted with the objective of positively orientating the pupil to better social, educational interests and success. Discipline is subject to the discretion of the Principal, the Social Worker and the Management Team. Discipline is determined on a circumstantial basis and effected accordingly. Parents will be notified of serious offences by telephone immediately or may receive a letter.

Parents will be informed if learners are not in proper school uniform and learners will be sent home.

DRUGS/ ALCOHOL

Learners must be prepared for random drug tests. Any learner found in possession of drugs or alcohol on the school premises or tested positive, parents would be called in to discuss further steps. A positive Drug Test result or possession of/ intoxication could result in immediate expulsion. The testing expense (R 80.00) is for the parents account.

COMPLETE AND RETURN Initial: _____

CELL PHONES & OTHER PERSONAL PROPERTY

No cell phones, headphones or speaker boxes allowed. If cell phones are found or used at school, it will be confiscated until the end of the term or at Management's discretion. **The school accepts NO responsibility for any loss or damage to any learner's cell phone or any other property electronic or otherwise – including confiscated items.** Staff of UCS are under no circumstances responsible for the safekeeping of your child's property. Prior arrangement in special circumstances may be arranged with the Principal or a member of the Management Team. Learner may not call or message parents directly as it compromises the school's safety protocols to effectively manage attendance and health and safety issues.

UNIFORM AND DRESS CODE – Blazers and ties must be worn AT ALL TIMES

Golf shirts are compulsory and your account will be debited immediately

Boys:

Long grey trousers with no tailoring (e.g. skinny pants legs), adaptations and/or alterations. Grey socks, white long or short-sleeved shirt with a top button, UCS tie, royal blue jersey (white collar strip) with the UCS badge, grey blazer with the UCS badge as supplied by the supplier, black shoes (no boots). **Blazers and ties are compulsory throughout the year.** Blazer buttons may be purchased at the school office; no other buttons are permitted, other than the standard buttons.

Girls:**Term 1 and 4**

Grey gymslip or skirt must be knee length, white long or short sleeved shirt with a top button, short white socks, black shoes (no boots), UCS tie, royal blue jersey with the UCS badge (white collar stripe), grey blazer with the UCS badge. **Blazers, and ties are compulsory throughout the year.**

Term 2 and 3 (Girls)

Grey gymslip or skirt, white long or short-sleeved shirt with a top button, black shoes (no boots), UCS tie, royal blue jersey (white collar stripe), grey blazer. Black pantyhose, or plain long grey socks or long grey trousers in winter. No grey pantyhose are allowed. No white socks with long pants. **Blazers, and ties are compulsory throughout the year.**

If a vest is worn under the school shirt it must be white (boys and girls). If the learner is an LRC, badges must be worn at all times and if lost, badge replacement costs R50 payable by the parent.

Hair must be neat and tied back and **NO AFROS FOR GIRLS OR BOYS.** Only **black braids, hair pieces and extensions are allowed.** No fancy hair accessories. Boys' hair must be short and neat – short back and sides, without any designs, no Mohawks (semi or full), no Mandela lines, or any other stripes or cuts. Dread-locks are allowed if it is tied back and neat. No beards, no facial hair (including side-burns) or moustaches. No eyebrow lines cut into eyebrows. **NB!!! Neatness is required.** No jeans, wind breakers or jerseys of another colour are permitted; no earrings for boys, no make up for girls. Neat, short unpainted nails for girls. Earrings must be studs or sleepers in the ears. Female Muslim learners may wear black headscarves during Ramadan; religious bangles, necklaces or any other paraphernalia may be worn, but **MAY NOT BE VISIBLE – the school uniform may in no way be compromised. (Your signature confirms your understanding of the uniform in its entirety!)**

Sports, Activities and Special Days' uniform: Grade 1 to 11

High School – The school tracksuits, UCS golf shirt, royal blue shorts are the official uniform for sports and extra mural days.

Primary School- Life Skills programmes and sports days: school tracksuits, UCS golf shirt, royal blue shorts and plain tommy takkies or other white takkies.

*Tracksuits are available from Gardenia Store, Yeoville.

*Please note the tracksuit does not form part of our daily uniform

Golf shirts, caps, ties, badges or any other uniform items received/ purchased at school is for the learners account. Prices are subject to change without notice due to external factors. Prices are available from the school main office. (Blazers can be purchased from Gardinia Stores, cnr. Joe Slovo & Webb Streets, Yeoville, Tel: 011 648 6703)

Correct school uniform is a MUST for personal and school pride. If you are found to be in contravention of the school's code of conduct if you do not adhere to the school's code of conduct and not in the correct school uniform (including hair, shaving, nail polish etc.) may be sent home and/or further action may be taken.

CANTEEN

Parents are encouraged to provide their children with proper packed lunches. No pupil is allowed leave the school premises to buy food from elsewhere. Please make sure that your child has breakfast before school – they cannot concentrate properly without having eaten in the morning. No ordering of food from outside (e.g. Debonairs) and learners are encouraged not to buy from vendors through the school fence. Please ensure your child has their lunch when they leave for school in the morning as forgetting it, is disruptive to the school day.

COMPLETE AND RETURN Initial: _____

PARENTAL INVOLVEMENT

One-on-one parent's meetings are held when necessary. Parent's visits during class times are NOT encouraged as they do disrupt teaching. Correspondence books (primary) will be used to keep communication between the school and parents up to date. This is over and above regular reports. Parents will be called in when the teacher feels it is necessary to discuss certain problems concerning the child's progress/ behaviour.

Diaries (primary) are used for all communication between parents and teachers. It must be signed by parent/ guardian every time the School informs the parents of anything. The Primary School learners will be issued with a school diary which will be included on the stationery list and charged to the learners account.

NB: We cannot stress the importance of all letters and forms sent by UCS to be completed and signed by parents and returned immediately.

Communication- Parents will also be contacted via sms, by letter, emails and/or telephone calls. In the case of your child being absent from school for whatever reason, the School office must be notified by letter or a personal telephone call from you. Late coming will not be tolerated unless an acceptable explanation is given by parent, either by letter or personal telephone call from you. Attendance is integral to child's progress – frequent late-coming and/ or absenteeism will result in strong action being taken, which may result in expulsion; this includes repeated uniform defaulting. NB: Appointments must be made to see teachers. It is the responsibility of the learners and parents to make sure the learner attends school and the parent receives all correspondence from the school. If a learner is absent for more than two consecutive days, a doctor's note will be required. All correspondence must be directed to uchs@unitedcs.co.za and/ or 011 648 4727.

The list of Prospectus, and codes of conduct for parents and learners must be signed by both Parent/ Guardian and Learner and must seriously be adhered to. Failure to do so may result in suspension or expulsion.

When learners have doctors or any other appointments (home affairs/ embassy), the learner must go to the appointment first and then return to school with the appropriate correspondence from the relevant authority; we advise that all appointments are scheduled outside of school hours. We will not dismiss learners during the day. Any learner that is discharged for illness or any other reason must be signed out by the parent or against telephonic consent. If neither can be obtained after attempting, the learner will be released at the onus of the parent. When learners are ill, we advise that they remain at home and if learners fall ill at school, we do not encourage learners to contact their parents directly as they must report to reception as this ensure that the school's health and safety protocols are adhered to.

We urge parents to update the school when their contact details have changed.

We strive for excellence and very high standards with good discipline. Any form of disrespect towards the staff of UCS will not be tolerated by parents or learners. We hope your child will be happy at our school.
E& OA

COMPLETE AND RETURN Initial: _____

UNITED CHURCH SCHOOL FEES 2025

GRADE 1 – 3	Registration (new learners)	R 500
	Levy	R 1 730
	Fees (January to December)	R 1 100
	Total fees (including Levy)	R 14 930
	Total fees (new learners incl Levy)	R 15 430

GRADE 4 – 6	Registration (new learners)	R 500
	Levy	R 1 730
	Fees (January to December)	R 1 150
	Total fees (including Levy)	R 15 530
	Total fees (new learners incl Levy)	R 16 030

GRADE 7 – 10	Registration (new learners)	R 500
	Levy	R 2 000
	Fees (January to December)	R 1 650
	Total fees (including Levy)	R 21 800
	Total fees (new learners)	R 22 300

GRADE 11	Registration (new learners)	R 500
	Levy	R 2 000
	Fees (January to December)	R 2 000
	Total fees (including Levy)	R 26 000

GRADE 12	Fees (January to December)	R 2 500
	Levy	R 2 000
	Total fees	R 32 000

Additional Fees/ Expenses:

Golf Shirts	R 260.00 (Primary School) R 280.00 (High School)
Ties	R 150.00 (Primary and High School)
Caps	R 150.00 (Primary and High School)
Buttons	R 5.00 Each
Badges	R 150.00 (Primary and High School)
Report reprinting	R 80.00
Blazers	R 660 – R 990 (Depending on sizing)
UCS Masks	R 50.00
Drug Tests	R 80.00

Textbooks (Own expense, and the parent responsibility to purchase the correct book)

Please note the pricing structure above is accurate at the time of printing. This may be subject to change and one month's notice will be issued accordingly.

E&OE

I, _____ parent of _____ (learner) hereby declare that I can afford the fees stated above.

COMPLETE AND RETURN Initial: _____

CONSENT FOR THE USE OF LEARNER IMAGES AND MEDIA IN SCHOOL PUBLICATIONS

1. ***It is assumed that by signing this application form you consent to the terms below, that UCS may,***
 - 1.1 ***include*** any still and/or moving image, video footage, photographs and/or frames and/or audio footage and other media with or without name, of the ***Learner, or depicting the Learner, for the following uses:***
 - 1.1.1 in ***School*** publications (whether local or international), the School website, newsletters or in press releases to celebrate the ***School's*** or the ***Learner's*** activities, achievements or successes;
 - 1.1.2 sales and marketing materials of the School such as leaflets, flyers, brochures or any other printed media designed for this purpose and disseminated locally or internationally;
 - 1.1.3 the development of materials for educational or publicity purposes both locally and internationally; and
 - 1.1.4 promotion of the School on the School's official social media platforms, including but not limited to Facebook, Instagram, Twitter, YouTube or any other such social media platform designated for official use by the School.
2. The School shall (and will procure that any third party professional engaged for the abovementioned purposes shall) under no circumstances sell any still and/or moving image, video footage, photographs and/or frames and/or audio footage and other media with or without name to a third party.
3. Should you not consent to any of the above, you are required to notify the school, in writing, along with the return of this application.

COMPLETE AND RETURN Initial: _____

ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS:

I hereby acknowledge that I have received the following documents, on this the _____ day of _____, 20_____. (date)
(Please initial/ sign next to each item)

1. The terms and conditions of contract _____
2. Learner code of conduct _____
3. Parent's code of conduct _____
4. School prospectus _____
5. Fees 2025 _____
6. Stationery & Textbook List _____

PLEASE NOTE: IT IS THE PARENT'S RESPONSIBILITY TO ENSURE COPIES OF THIS DOCUMENT ARE RETAINED. THE ORIGINAL, COMPLETED DOCUMENT MUST BE RETURNED TO SCHOOL AND REMAINS THE PROPERTY OF THE SCHOOL.

The process for enrolment at UCS includes completing an application form.

Please note: the application is pending until payment is received. Final registration will only be completed once UCS receives a copy of the transfer card and final report directly from the previous school.

LEVY EXPENSE 2025

The levy covers an extensive range of items which may or may not be listed below. This is a general overview of what is included in the levy expense.

Please note the Levy Fee covers the following for the year:

- ISASA membership
- Guest speakers and visits
- Computer coding, Robotics and AI resources and classes
- Mobile science labs and curriculum resources

- All writing books
- All pencils, crayons, scissors, labels, plastic covers, carry folders, erasers, diary and sharpener, etc
- Ad hoc stationery
- Printing paper for learner worksheets and workbooks
- Printing costs
- Badges, trophies and certificates (not school blazer badges)
- SMSWEB: communication for sms and email service to parents
- School photos: including package to learner
- Extra-mural activities where an outside facilitator is needed
- Entrance fees, Competition entrance
- International Examination with Conquesta, Battle of the books and Story skirmish
- Olympiad and benchmark testing entries
- Educational charts and inspirational paraphernalia incl. class décor
- Leadership workshops
- Sanitizer, soaps, paper towels, toilet paper
- Excursions, transport and sports days

This breakdown is a general overview and additional expenses over and above the levy may be incurred by the learner and the parents will be notified accordingly, this includes special programs e.g. Global Scholarships/ Presidents Award, and the parent will be asked to pay for this expense separately. The levy does not include the Matric Dance fee. The levy is outlined for your reference, however, where school fees are concerned, both levy and fees are considered as due and payable to the school and are not viewed separately. Any outstanding fees (including levy) is seen as a whole amount and outstanding to the school.

We recommend parents begin paying the 2025 fees during the 2024 school year. This approach can help ease the financial burden at the start of the new year.

Thank you,

THE MANAGEMENT TEAM