

Tutor Centre Enrolment Form 2018 / 2019

WHAT WE BELIEVE

We believe that learning is a **journey** of exploration,
a **collaboration** between learner and teacher,
inspired by **curiosity**,
guided by professional **insight and commitment**,
grounded in **community values** and
focused on the **natural development** of each child's potential.

Thank you for your interest shown in Broadacres Academy!

Please note that the process to enrol a learner takes a minimum of 2 (two) working days once ALL the documentation below has been supplied.

By submitting this signed application, you agree to a mandatory credit check.

LEARNER NAME: _____

GRADE: _____

DATE OF ADMISSION: _____

APPLICATION CHECKLIST

1x Colour Photo of the Learner	A Copy of Medical Aid Card
A Copy of the Learner's Birth Certificate	A Copy of the Learner's Latest School Report
IMPAQ proof of registration	Completed MySchool Application Form
Proof of Payment of R300 Non-Refundable Application Fee	Transfer Documents & Financial Clearance from Previous School
A Copy of Both Parents' ID Documents	

Office Use Only

Application Fee Paid:	Loaded on Xero:
Accountability Report:	Communication Distribution Lists:
Accounts Notification:	

APPLICATION FOR ADMISSION

The personal information hereby provided by the parent and / or custodian will be used and processed as is necessary to carry out actions and functions for the conclusion or performance of the agreement entered into between the parties. The confines of the agreement will not be overstepped and the documentation collected and/or personal information given will not be used for any other purpose other than that of the performance of the agreement unless otherwise required by law or prior authorisation obtained.

1: Learner's Particulars

Surname				
First Name/s				
Preferred Name		Gender	Male	Female
Date of Birth		Nationality		
Home Language		Religion		

2: Sibling Particulars

Surname		First Name	
Current School		Which Grade	

Surname		First Name	
Current School		Which Grade	

3: Learner Medical Info

Medical Aid Name			
Medical Aid Number			
Doctor's Name		Doctor's Number	

4: Learner Medical History

Has your child had any of the following? Please tick the applicable box – and provide details where YES

Nose Bleeds	Y	N	
Head Injury	Y	N	
Respiratory Disorder	Y	N	
Febrile Convulsions	Y	N	
Headaches	Y	N	
Chronic Medication	Y	N	
Used an Inhaler	Y	N	
Been Hospitalised	Y	N	
Grommets	Y	N	
Substance Dependency	Y	N	

5: Learner Allergy History

Please indicate which allergies your child may have – and provide details where indicated YES

	Yes	No		Yes	No
Dairy			Nuts		
Soya			Grass		
Eggs			Pollen		
Fish			Wheat		
Bees			Other:		

Failure to disclose any allergies to the school means that we might not be able to provide sufficient medical intervention, and cannot be held liable should any harm / injuries be sustained.

6: Learner Educational & Developmental History**6.1 Current School Information**

School Name		Current Grade	
Principal's Name		Teacher's Name	
School Tel No.		Reason for Leaving	

6.2 Development

General Disposition	
Fears and/or Anxieties	
Social Integration	
Likes & Dislikes	
Strengths and/or Weaknesses	
Sporting Ability	
Other:	

6.3 Support

Has your child received any of the following?

Please provide details where applicable – along with relevant reports and documentation

Speech Therapy	
Occupational Therapy	
Other Therapy	

7: Parents/Legal Guardian/s' Particulars

	Mother	Father
First Name		
Surname		
Preferred Name		
Nationality		
Identification/Passport Number		
Marital Status		
Home Tel No		

Mobile No		
Work No		
Email Address		
Home Address		
Postal Address		
Work Address		
Employer		

8: Parent Communications

	Mother	Father	Both Parents
Learner Lives with			
Class Communications to be emailed to			
School Account to be emailed to			
Include on Learner's Class WhatsApp Group			

9: Alternative Contact Details

Relationship		Contact Tel No	
First Name		Surname	

10: Photograph Consent

Please confirm consent for the publication / use of photographs of your child / children in Social Media

Media Type	School Facebook, Website, and Blog. Press, Parenting Hub, Jozi Kids and/or any appropriate platform.	Consent	Yes	No
Remarks				

11: Marketing Info

Please tell us where you heard about Broadacres Academy?

<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Internet Search	<input type="checkbox"/> School Website / Facebook Page
<input type="checkbox"/> Other Publication	Specify:	
<input type="checkbox"/> Referral	Specify:	

12: Services/Networking

We would like to know if you as a Parent / Guardian, have any expertise or networking connections to recommend or offer to our school e.g. Signage, Veterinary Services etc.

Remarks	
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TUTOR CENTRE INFORMATION

1. The Curriculum

- Broadacres Academy Tutor Centre makes use of the CAPS aligned curriculum – www.IMPAGEDUCATION.CO.ZA – which is supplied by Impaq, along with all learning material.
- Impaq provides a comprehensive set of educational products based on a CAPS aligned curriculum. The Department of Education recognises Impaq Education curriculum as a fully supportive home school curriculum from Grade 0 to 12.
- At Broadacres Academy, we utilise the CAPS aligned curriculum that is supplied by IMPAQ. for our Tutor Centre only, and we implement it from Grade 6 to Grade 12.
- Impaq Education requires an annual registration fee so that the home school student can have access to the curriculum and receive the official Impaq Education report promoting the student to the next grade.
- Impaq Education is a member of SACAI (South African Comprehensive Assessment Institute) whom, in turn, is registered with Umalusi (Council for quality assurance in General and Further Education and Training) which enables Grade 12 students to write the National Senior Certificate matric exam.
- Grade 6 – 11 write Impaq exams twice a year. These are set, moderated and controlled by Impaq, ensuring each child is fulfilling the basic requirements to progress to the next grade.
- Broadacres Academy students will be fully equipped to re-enter the mainstream schooling environment after completing the relevant Impaq Education academic grade.
- Parents and legal guardians are advised to familiarise themselves with the legal requirements of enrolling a student for home schooling (refer to the Impaq Education information brochure).
- Impaq Education fees are separate to the monthly Broadacres Academy fees and vary from grade to grade. Application forms can be found in the Impaq Education information brochure.
- Broadacres Academy requires a copy of the Impaq Education enrolment form and proof of payment of the registration fee, in order to track the delivery of the student's relevant study material.

2. The Broadacres Academy Tutor Centre Support

- The role of the tutors at Broadacres Academy is to ensure that each student is supported and guided through the CAPS aligned curriculum that is supplied by IMPAQ, and given the necessary input and tuition required to ensure best results.
- Reading, writing and numeracy learning support interventions are offered as part of the daily curriculum management.
- The CAPS aligned curriculum that is supplied by IMPAQ is the framework for the additional input and support received from the tutors.
- The CAPS aligned curriculum that is supplied by IMPAQ is backed up with the necessary text books and learning materials required to ensure each student's optimal understanding of the various subjects.

3. Subjects offered:

* Please indicate with a ✓ your child's subject choice:

SUBJECTS	Gr 6-9	* Gr 10-12
English		
Afrikaans second language		
Maths		
Maths Lit		
Life Orientation		
Social Science (History & Geography)		
Natural Science and Technology		
Natural Science		
Technology	* Not Gr 6	
Economic & Management Sciences	* Not Gr 6	
Business Studies		
Consumer Science		
Computer Applications Technology		
History		
Geography		
Life Sciences		
Physical Science		
Visual Arts		
Creative Arts		

1. Accountability:

- **Academic Accountability**

Broadacres Academy undertakes to facilitate each student's learning within the contact hours at the Tutor Centre. These contact hours do not form the total of the student's learning experience and each student is ultimately responsible for driving their own learning through:

- Reading material in advance
- Engaging with each learning area's content to gauge their need for support during the time at the Tutor Centre.
- Understanding that they are active participants in their learning.

- **Personal Accountability:**

Tutor Centre students should:

- arrive on time each day;
- be appropriately attired and properly equipped for each academic day;
- always respect self, others and their environment and
- take responsibility for their own learning.

2. General Information

• School Attendance and Hours:

- It is imperative that students attend Broadacres Academy from Monday to Friday in order to optimise their learning experience and the benefits of our holistic approach to education. In the event of a student being unable to attend, the centre can be contacted on (011)465-3810/1.
- The Tutor Centre operates Monday – Friday, 08h00 to 13h30.
- The centre is open from 07h00 in the morning for students who need to arrive earlier.
- We do not offer an aftercare facility, and students need to be collected by 14h00.

• Calendar:

- Broadacres Academy Tutor Centre operates according to a three-term calendar.
- Please visit our website for the exact dates and holidays – www.broadacres.com

• Stationery Requirements:

- Each student is required to have the following stationery and equipment:
 - 5 x 100-page note pads – punched
 - 4 x files with 5 partition dividers
 - Pencil case: 3 x blue pens; 1 x pencil (HB) or clutch pencil; eraser; 30cm ruler.
 - Mathematics set (protractor, compass etc.)
 - Optional extras that students desire are welcome. We encourage the use of their electronic devices for calculators, dictionaries, diaries etc.
 - Each student is required to have their own device (iPad, Android or Laptop *)
 - The minimum spec on devices is 16gig memory and 7” screen.
 - Students are responsible for looking after their devices and ensuring they have protective covers and carrier bags.
 - Devices should be fully charged each morning.

*** (All devices must be insured by the parents comprehensively)**

• Wi-Fi Policy

- Broadacres Tutor Centre supplies uncapped Wi-Fi to students; however, this is strictly for academic purposes and Internet security is paramount.

• Lunchboxes:

- Breakfast is the most important meal of the day and it is assumed that each student arrives at the tutor centre having had a substantial breakfast at home.
- It is recommended that students enjoy the benefits of a healthy, balanced lunchbox during the day. This should include:
 - A healthy mid-morning snack
 - A more substantial mid-day lunch
 - A drink that is not a fizzy drink or energy drinks.
- There is always water available from a filtered dispenser. Students are allowed to bring their own water bottles to keep hydrated throughout the day.
- Please discourage sugary snacks and fizzy/energy drinks.
- There is a fridge, microwave and basic cutlery and crockery for the children who may require it.

- **Dress Code:**
 - There is no official Broadacres Academy Tutor Centre uniform.
 - Students need to dress neatly and appropriately, in clothing that allows for comfort and ease of movement.
 - We recommend jeans and t-shirts, with comfortable shoes.
 - A hat and sunscreen is highly recommended.
 - Personal hygiene is to be encouraged at all times.
- **Rules and Regulations:**
 - Broadacres Academy is a non-smoking and non-alcohol environment.
 - Students left in our care are not allowed off the premises during school hours unless by prior arrangement.
 - We work on the assumption that students attend Broadacres Academy Tutor Centre can drive their own behaviour and are with us to optimise their learning opportunity. They will therefore adhere to our code of conduct and always behave accordingly.

TUTOR CENTRE DEPOSITS & FEES

1: School Policy Regarding Non-Refundable Registration and Deposit Payment

Tutor Centre	Once-Off
Non-Refundable Application Fee	R300
Non-Refundable Deposit	R3,000

If you decide not to enrol your child after the Application Fee is paid, it will be forfeited.

2: Tutor Centre Fees

Please indicate your choice with a ✓

Oldest Child	08h00-13h30	
Monthly Payment	R7,000	
Termly Payment	R25,666	
Annual Payment (incl. 5% Disc)	R77,000	

Please indicate your choice with a ✓

Sibling	08h00-13h30	
Monthly Payment	R6,650	
Termly Payment	R24,383	
Annual Payment (incl 5% Disc)	R73,150	

NOTE: Fees are strictly paid *in advance*, by the 5th of each month.

School fees are calculated as an annual fee. Parents are given the option of paying this fee annually, termly or monthly. Should you join during the year, the pro-rata amount will be calculated accordingly.

Fees Include:

- Tuition Fee
- Guest speakers
- Wi-Fi

Fees Exclude:

- IMPAQ Fees
- NSC Examination (Grade 12)
- Transport to and from school
- Educational outings
- Lunches - parents need to ensure a substantial packed lunch accompanies the student

2: School Policy Regarding Non-refundable Deposit

1. Applications for enrolment will be accompanied by a non-refundable application fee in an amount to be determined from time to time and reflected on the application form.
2. The Non-refundable Deposit needs to be paid to secure the child's place once the child has been assessed and the parents have received the "Offer of a Place".
3. 50% of the total Non-refundable Deposit needs to be made within fourteen (14) days of acceptance. This amount will be forfeited should the enrolment be withdrawn after receiving the acceptance letter.
4. The remaining 50% of the Non-refundable Deposit is due to be paid by the last day of the 1st Term (April).
5. For Learners enrolling during the course of the year, the Full Non-refundable Deposit becomes payable immediately upon acceptance.
6. The Non-refundable Deposit secures the Learner's space. Failure to make payment will result in the space being forfeited.

3: IMPAQ Registration (www.impageducation.co.za)

Parents are required to register their children with IMPAQ in their private capacity. These fee structures and enrolment procedures are as follows:

1. Fill in online IMPAQ registration form and payment process.
2. Proof of registration to Broadacres Academy Tutor Centre (Centre Number – H5152).
3. Parents arrange payment directly with Impaq (Tutor Package Price – Core plus).
4. Collection of learning materials from Broadacres Academy Tutor Centre.

4: Tutor Centre Policy Regarding School Fees

1. The purpose of this policy is to ensure that fees due to the school are paid when they are due and to create a procedure to deal with instances where fees are not paid.
2. Failure to pay fees on time places considerable and unnecessary burden on the school. We are placed under financial pressure as our ability to meet our own financial obligations is compromised.
3. Fees include Tuition, Text books, Stationery, Educational Outings, Guest Speakers.
4. Fees do not include Extra-Lessons, Homework Support and Homework Supervision.
5. Transport to and from school is not provided, however our preferred service providers are School Link and KVE transport.
6. Fees are strictly payable in advance by the 5th of each month, either annually or monthly or termly, as indicated by your choice above.
7. Annual payments will receive a 5% discount on fees if received 1st day of the Academic year.

8. If fees are not received by the 5th of the month, an additional *late payment fee of R150-00*, will be added to your account.
9. Failure to make full payment of the outstanding fees and penalties will result in the pupil concerned being suspended and will not be permitted to return to the tutor centre until the full outstanding amount is settled.
10. Any school fees and penalties outstanding as at the 1st of December will result in the report and transfer documents being withheld until the total outstanding has been settled. The school may also terminate the pupil's enrolment for the following year.
11. This is a legal and binding contract between us, the parents, and Broadacres Academy. The school will be entitled to instruct its attorneys to attend to the collection of outstanding accounts and the parents will be liable for the payment of all costs incurred, on the scale as between attorney and own client, including collection fees. In the event of action instituted the parent's consent to the Magistrate's Court jurisdiction.
12. We choose as our domicilium citandi et executandi for all purposes, including the giving of any notice required or permitted hereunder and any proceedings which may be instituted by virtue hereof, at our Residential Address, E-mail Address, and Postal Address as stated in the Parent's Particulars (Section 7) of the Application for Admission.
13. By enrolling your child at Broadacres Academy, we agree that this Policy will form part of the agreement between us, the parents and the school and that we are bound by it.
14. The school's banking details are as follows:
Nedbank Current Account – Broadacres Academy and Farm Nursery School
Current Account Number: 1522 065 008
Branch Code: 1522 05
Reference: See REFERENCE NUMBER as allocated on the monthly statement.

TERMS & CONDITIONS OF ENROLMENT

I/We the undersigned _____,
hereby declare that the information given in the aforementioned application form is both true and correct.

1. The learner's enrolment will be subject to the conditions stated hereunder or such other conditions which may have been determined by the Board of Governors or their duly authorised representatives (the Board) from time to time.
2. Applications for enrolment will be on the form specified and will be accompanied by a non-refundable application fee in an amount to be determined from time to time and reflected on the application form.
3. Enrolment to Broadacres Academy is subject to passing an entrance assessment.
4. The parents agree to be bound by the rules, regulations, policies and procedures of the school, as determined from time to time, and voiced by the Board and/or the Principal.
5. The Principal will act in "*loco parentis*" (in the place of a parent) whilst the pupil attends Broadacres Academy.

6. The Conditions of enrolment may be amended upon one term's written notice.
7. No indulgence or extensions of time granted by the Board will constitute a waiver of its rights to enforce any condition herein.
8. Fees are payable, either annually, termly or monthly, in advance, free of exchange, deduction or set off.
9. **All Monthly fees need to be paid by debit order.** This debit order is deducted on the 5th of each month. The Debit Order Form must be signed and returned before enrolment will be finalised.
10. **Termly and Annual fees** must be paid in advance, either via EFT or Credit Card. We do not allow for cash payments.
11. Fees Non-payment will entitle the Board to withdraw educational services and cancel the Enrolment of the learner forthwith.
12. **A FULL TERM'S WRITTEN NOTICE must be given when withdrawing a child from the school.** This notice should be given on or before the first day of your child's final term at the school, **failing which the full amount of the following term's fees will become due and payable.**
13. Serious breach of the rules, policies and codes may result in a Disciplinary Hearing, Suspension or even expulsion of my child from Broadacres Academy.
14. I undertake to pay on demand the costs of any repair/replacement of any item, damaged or destroyed by my child during his/her tenure at Broadacres Academy.
15. I grant authority to allow my child to attend any authorised school excursions, including any outings and any sporting event, whilst as a spectator or participant.
16. The school contract is an **OPEN-ENDED CONTRACT** and parents need not apply at the school every year. The child will automatically move to the next grade if no **WRITTEN FULL TERM'S NOTICE** is received.
17. We, the parents/guardian, further agree that in the event of an emergency arising in terms of which the pupil will require urgent medication, the pupil may be taken to the nearest hospital, clinic or doctor at the discretion of the Principal or authorised senior staff member. The parents undertake to accept full responsibility for any medical costs incurred in the event of such an emergency.
18. The parents/guardian hereby indemnify and agree to hold harmless Broadacres Academy, the Board of Governors, the Principal and Staff, or the authorised agents or representatives of the aforementioned, against any and all claims, howsoever arising, including negligence, arising out of any injury, death, loss, damage, cost or expense, including legal costs, suffered by the learner or a third party as a result of or during the enrolment of the learner at the school.
19. Fees are not all-inclusive, and the school will be reimbursed for all additional expenditure incurred by the school on behalf of the learner.
20. We the parents accept the terms of "Policy regarding payment of Non-refundable Deposit, Fees and Overdue Payments".
21. We understand that Broadacres Academy is registered with Accountability and Trans Credit Bureau, and agree that Broadacres Academy will perform a credit check at any time they deem it necessary.

- 22. Broadacres Academy reserves the right to refuse admission based on the credit scoring received from Accountability.
- 23. Broadacres Academy reserves the right to not divulge the full details as received from Accountability to any applicant.
- 24. Should we, the parents/guardian, fail to honour our commitment to pay all fees to Broadacres Academy, Broadacres Academy reserves the right to submit details of our non-performance with Trans Credit Bureau and Trans Credit Bureau may share such information with other credit providers and Trans Union Credit Bureau's customers for prescribed purposes.
- 25. We understand that this is a legal and binding contract between us, the parents/guardian, and Broadacres Academy. The school will be entitled to instruct its attorneys to attend to the collection of outstanding accounts and the parents will be liable for the payment of all costs incurred, on the scale as between attorney and own client, including collection fees. In the event of action instituted the parents'/guardian's consent to the Magistrate's Court jurisdiction.

As parents / guardians, we hereby sign below as indication that we have read, understood and accept the School Policy and Terms and Conditions of Enrolment as described in the enrolment form.

We agree that our child's admission is subject to the above Terms and Conditions of Enrolment.

Dated at _____ on this _____ day of _____, 20_____.

Signature of Mother

Signature of Father

OR

Legal Guardian