Dear Prospective Parents

Thank you for considering Pelham as the next step in your child’s educational journey and for wanting to become part of the Pelham family.

The next few years are crucial to your child’s holistic development. With your support and involvement, we have faith in our ability to motivate each individual to release and develop his or her innate potential.

Our vision statement is based on our school motto, AD COLLES (Unto the hills), and our School Psalm 121. It reads as follows:

I look unto the hills to become all that I can. Carpe Diem.

“Unto the hills”
- look to God
- raise our focus/expectations
- become all that I can

Carpe Diem
- seize the moment – which means to make use of every facility and opportunity available to me, to realise my full potential.

This vision is applicable to the whole Pelham family.
It is our sincere hope that your stay at Pelham will be a meaningful, enriching and rewarding experience.

AD COLLES
PRINCIPAL

Dear Prospective Parents

Pelham Senior Primary is a co-educational and parallel-medium school that provides a comprehensive education for its pupils. The dedicated staff and wide range of facilities provide a stimulating environment for the development of the children.

The pupils can be certain of acquiring social and educational skills that will provide them with a solid foundation for their secondary-school years and life in general.

At Pelham, we are committed to quality in education and it is our privilege to serve the community in this regard.

Pelham greetings
CHAIRMAN GOVERNING BODY
PELHAM
**A. APPLICATION FORM:**

1. The primary guardian is the person with whom the child lives, and the secondary guardian is the spouse e.g. PRIMARY – Father and SECONDARY – Mother.

   A primary guardian could be a biological parent, grandparent, foster parent etc.

2. In the case of a remarriage, the biological parent in the home where the child lives is the primary guardian and the step-parent is the secondary guardian.

3. In a children’s home, the director will be the primary guardian and the house-mother the secondary guardian.

4. Additional contact persons – to be used in the event of our not being able to make contact with the primary or secondary guardian in an emergency i.e. neighbour / friend.

5. It is requested that a copy of the child’s most recent report be attached. 
   N.B. The settling-in report is insufficient. Please ensure that it is a full report.

6. Please ensure that all sections are **fully** completed.
Kindly complete:

a) Application for Admission Form  
b) Declaration by Parents  
c) Pelham Pledge  
d) Financial Clearance Certificate  

and return, as soon as possible, with the following:

1) Copy of most recent report  
2) Copy of Unabridged Birth Certificate  
3) Copy of Immunisation Records  
4) Utility Bill (Municipality Account or Signed Lease Agreement) as proof of residence  
5) Application and Administration fee R300.00  
6) Deposit on Acceptance R2200.00

**OFFICE USE ONLY**

Adm. Nº :  
Family Nº :  
Receipt Nº:  
Int. Date :  
Grade :  
Temp. Nº :  


---

## A. CHILD

<table>
<thead>
<tr>
<th>Date of admission to Pelham</th>
<th>Previous School</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Surname</th>
<th>First names</th>
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<table>
<thead>
<tr>
<th>Gender</th>
<th>Present Grade</th>
<th>Nationality</th>
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<table>
<thead>
<tr>
<th>Grades repeated</th>
<th>Date of Birth</th>
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<table>
<thead>
<tr>
<th>Religion</th>
<th>Ethnic group</th>
<th>ID Number</th>
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<table>
<thead>
<tr>
<th>Nº of children in family</th>
<th>Position in family</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Address where child resides</th>
<th>Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Name & Grade:

<table>
<thead>
<tr>
<th>Brothers / Sisters at Pelham</th>
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<table>
<thead>
<tr>
<th>Home language</th>
<th>Sports house</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Mode of transport</th>
</tr>
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</table>

## B. PARENT/GUARDIAN INFORMATION

### PRIMARY GUARDIAN

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
<th>ID Number</th>
<th>Occupation</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
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<tr>
<th>Company Tel</th>
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<table>
<thead>
<tr>
<th>Marital status</th>
<th>Home Telephone Nº</th>
<th>Cell phone Nº</th>
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<thead>
<tr>
<th>E-mail</th>
<th>Residential Address</th>
<th>Code:</th>
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<td></td>
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</table>

Deceased Parent:  
Mother  
Father  
Both

### SECONDARY GUARDIAN

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
<th>ID Number</th>
<th>Occupation</th>
<th>Company</th>
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<table>
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<tr>
<th>Company Tel</th>
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</table>

<table>
<thead>
<tr>
<th>Home Telephone Nº</th>
<th>Cell phone Nº</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>E-mail</th>
<th>Residential Address</th>
<th>Code:</th>
</tr>
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</tbody>
</table>

Deceased Parent  
Mother  
Father  
Both

PTO
C. MEDICAL AID

Medical Aid name: ____________________________________________ Number: ____________________________
Main member: ____________________________________________________________
Doctor’s name: ____________________________________________ Number: ____________________________
Doctor’s address: ___________________________________________________________________________
Clinic/Hospital: ____________________________________________ Ref No: ___________________________ Tel No: ____________________________
Medical Conditions / Allergies: ________________________________________________________________

Special problems requiring counselling: __________________________________________________________

Dexterity of learner:  Right handed: [ ]  Left handed: [ ]

Social grant:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Grant No</th>
</tr>
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<tbody>
<tr>
<td>Child support</td>
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<td></td>
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<tr>
<td>Foster child</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Care dependency</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. EMERGENCY CONTACTS: (Alternative numbers, should parents be unavailable)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to child</th>
<th>Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>1.</td>
</tr>
</tbody>
</table>

Name & Address to which School correspondence must be addressed

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Code: ________________

I hereby declare that to the best of my knowledge, the above information as supplied is accurate and correct. Incorrect information will result in this application being declared null and void.

Name of Parent / Guardian (Please Print): ____________________________

Signature of Parent / Guardian: ____________________________

Date: ___________/_________/__________

PELHAM

Pelham Senior Primary School
Pelham Senior Primère Skool

Melville Road/Weg • Pietermaritzburg • 3201
Tel 033 386 1211 / 033 386 8288
Fax/Faks 033 386 2420
E-mail: admin@pelham.co.za

JUST INrish ADVERTISE • WILPRINT • Z Application Form 2018.indd
DECLARATION BY
PARENTS / LEGAL GUARDIAN(s) PELHAM

(This admission cannot be processed until this document is completed in full)

I/We

Full Name of father : ........................................................................................................

ID Number of father : ........................................................................................................

and Full name of mother : ................................................................................................

ID Number of mother: ........................................................................................................

Full name of guardian (if above not applicable): .................................................................

understand and agree that if (Name of the pupil) : ............................................................

is admitted as a pupil of Pelham Senior Primary School

a) She/he will be requested to conform to the School Rules and Dress Code, as well as the
   principles laid out in the Pelham Pledge.

b) I/We acknowledge that Pelham is a fee-paying school, according to a resolution passed
   by the majority of parents at the Budget Meeting.

c) I/We acknowledge that the offer of a place for my/our child at the school is accepted
   subject to the conditions that I/we complete and sign the Agreement to Pay School Fees
   and pay the administrative fee.

d) I/We acknowledge and accept the amount of school fees and payment options, which
   were determined by the majority of parents at the same Budget Meeting.

The Principal shall be fully entitled to exercise his professional judgement on admissions to
Pelham Senior Primary School.

Dated at Pietermaritzburg this ................................................ day of .................................... 20 ....

Signature of the father : ............................................................................................

Signature of the mother : ............................................................................................

Signature of guardian : .............................................................................................
1. **PREAMBLE**

1.1 Fees for the upcoming year will be determined, with the approval of the Parent Body, at the Budget Meeting which will be held in November of the current year.

1.2 I/we agree that it is incumbent on me/us to pay full school fees should my/our child/children be accepted to Pelham Senior Primary School ("Pelham") in the event of there being a school in closer proximity to my/our place of residence whose fees are lower.

1.3 The Principal shall be entitled to exercise his/her professional judgment on Admissions to Pelham Senior Primary School.

2. **PAYMENT OPTIONS**

2.1 I/we undertake to pay annual School fees punctually in accordance with the option selected by me/us namely (indicate your choice with X):

<table>
<thead>
<tr>
<th>2.1.1</th>
<th>A discount of 5% of the annual School fees will be provided in the event of the full annual fees, less the discount, being paid by the last day of February each year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.2</td>
<td>Ten (10) monthly instalments for the period 7 February to 7 November each year</td>
</tr>
</tbody>
</table>

3. **LEGAL PROVISIONS**

Should I/we fail to make payment in accordance with the options selected above the School may:

3.1 Institute legal proceedings against me/us for collection of the arrear School fees in which event I/we agree to pay legal costs on the scale as between Attorney and client including collection commission.

3.2 Claim interest on the outstanding balance at the maximum rate allowed by the National Credit Act.

3.3 I/we acknowledge that parents/guardians are jointly and severally liable for payment of School fees.

3.4 I/we choose either my/our home or my/our work address detailed in this Application as my/our domicilium citandi et executandi.

4. **CREDIT SEARCHES**

I/we grant permission to the School’s Bursar and/or secretary to conduct searches to determine my/our credit worthiness.

5. **SOUTH AFRICAN SCHOOLS ACT**

The School draws your attention to the following:

5.1 Pelham has been declared a fee-paying school.

5.2 A copy of the Regulations relating to the exemption of parents from payment of School fees at Public Schools (Government Notice R1502 dated 18 October 2006) is displayed in the School’s Finance Department.

5.3 I/we agree that we shall be liable for payment of School fees unless totally exempted from paying same.

5.4 I/we acknowledge having been informed of my/our right to apply for exemption/partial exemption from paying School fees, in the event that my/our financial circumstances have changed subsequent to my/our child/children being enrolled at Pelham.

5.5 I/we acknowledge that I/we have been informed that I/we are able to obtain a copy of the required exemption forms from the Finance Office and on request will be assisted in completing same.

DATED at PIETERMARITZBURG this .......... day of ..................... 20 ...........

.................................................. ..................................................
FATHER / GUARDIAN (Sign) MOTHER / GUARDIAN (Sign)

.................................................. ..................................................
FATHER / GUARDIAN (Print name) MOTHER / GUARDIAN (Print name)

This Application for Admission has been accepted/declined (delete where applicable)

..................................................
SIGNATURE OF PRINCIPAL / BURSAR

..................................................

School stamp

Justin James advertising • WILPRINT • 4 Terms and Conditions Acceptance 2017.indd
FINANCIAL
CLEARANCE CERTIFICATE

Name of parent / legal guardian: .................................................................

ID number of parent / legal guardian: .........................................................

Name of pupil: ..............................................................................................

Name of school where pupil is currently enrolled: .........................................

Telephone number: ......................................................................................

Annual fees for ...................................................... (year): Amount:..............

i) Fees paid to date: Amount:.................................................................

ii) Fees outstanding: Amount:.................................................................

Comment: ....................................................................................................

This is to certify that the above parent has paid school fees as indicated.

   ...................................................... ......................................................

Date: .............................................................................................................

Signature of Principal/Bursar

School stamp
My Pledge to Pelham

NAME IN FULL (Pupil).................................................................................................................................................... GRADE ............

1. I am fully aware of the Rules of the School. I agree to obey them. I understand that ignorance of these Rules will not be an acceptable excuse if I break any of them.

2. I agree to attend a full day on all school days of the year unless I have a valid reason.

3. I agree to obey the Dress Code of the School at all times, whether on school premises or in public, and not to bring my School into disrepute in any way.

4. I understand it is my shared duty to promote unity and tolerance in my School community. I will behave towards others as I would like them to treat me: with courtesy, consideration, control and commitment.

5. I will always be respectful towards other people’s cultures, traditions and convictions, be they religious or political, and refrain from any racist behaviour.

6. I will be honest and trustworthy at all times.

7. I will not indulge in, or bring to the School premises, any obscene material, drugs, alcohol, cigarettes or other harmful substances.

8. I will refrain from aggressive and abusive behaviour including excessive physical contact and/or sexual harassment. I will, at no time, act in such a way as to endanger the well-being of others.

9. (a) I will respect all available resources and school property at all times. I will assist in keeping our environment clean, tidy and in good order.

   (b) I will also respect the property of other members of the School community.

10. I understand I have the right to a sound culture of learning and accept that I have a duty to help promote such a process within myself and the School. I will respect the right of others to an undisrupted education. I will always strive to do my best academically and actively support the learning process.

11. I understand that if I break any of the disciplinary principles contained in the Pledge and the Rules of the School, I will have to accept the consequences of disciplinary action. I understand that I have the option of due process (appeal).

12. I will be considerate and courteous at all times. I will show commitment to all tasks given to me, and will maintain self-control. I will be accountable.

I have read the above Pledge, understand its contents, and agree to abide by and uphold this Pledge at all times.

SIGNED: (Pupil) ............................................................................................................................................ DATE: ...........................................

I/We, the parent(s)/guardian(s) of ..................................................................................................................................................................

have read his/her Pledge to Pelham and agree that he/she honour this Pledge.

SIGNED: .......................................................... SIGNED: ..........................................................

DATE: .......................................................... DATE: ..........................................................
Although discipline at Pelham is based on the principles contained in the Pledge, the following rules are specific and must be adhered to at all times.

1. **Official school hours:**
   - Non-sport days: 07:00 – 14:30
   - Sport days: 07:30 – 16:00
   
   **Academic hours are from:** 07:30 – 14:00

2. Children may leave the School premises during the course of the day only if permission has been granted and the office notified. Permission may only be granted once the parent has notified the school in writing or telephonically.

3. Gateways and driveways are to be kept clear. The area in front of the School is not a playing area. Parents are requested to drop pupils where it is safe and does not cause a build-up of traffic.

4. All clothing, lunch boxes and personal effects should be clearly marked with the pupil’s own name.

5. Absentee letters are to be brought on the child’s return to school.

6. Excuse letters for sport and PE must be brought. Pupils who are unable to play matches on a particular Saturday should bring an excuse note by the prior Wednesday.

7. Pupils may use the call box during break times and after school. They should have a valid reason for doing so. They may use the office telephone only if urgent, in which case the class teacher will give written permission.

8. After sport, pupils are to be either in full school uniform or appropriate sports kit when going home. They must be wearing footwear. During the swimming season, pupils must dress in full school uniform or maroon shorts with the tracksuit top.

9. School finishes at 14:00 and by 14:30 we expect all pupils to attend sport, go to After-Care or to go home. After sport / research etc. there is a 30-minute pick-up time allowed.

   Parents who repeatedly leave their children at school in the absence of set activities, will be reported to the Education Department and the relevant authorities, for neglect.

10. Pupils are not allowed to bring cell phones to school. In extenuating circumstances, a letter of explanation plus the phone must be handed to the class teacher. The phone may then be collected at the end of the day.
**Dress Code**

**GIRLS**

**Summer & Winter**: Uniform, white socks, school regulation black shoes, Pelham tracksuit top/ maroon V-neck jersey with badge. Windbreaker (Optional)

**Hair**: Brown/maroon accessories. Hair in accordance with School’s expectations. Braids, extensions and colouring of hair are not permitted.

**Full tracksuits may only be worn in winter, with a Pelham shirt.**

**BOYS**

**Summer**: White open-necked shirt with pocket badge, no tie, grey shorts, long grey socks, black shoes, Pelham tracksuit top / maroon V-neck jersey with badge. Windbreaker (Optional)

**Winter & Formal**: White button-up shirt (long/short sleeve) with tie – the rest the same as summer.

**Hair**: Hair in accordance with School’s expectations. Colouring of hair and haircuts of varied lengths are not permitted.

**Full tracksuit may only be worn in winter, with a Pelham winter shirt and tie.**

**GIRLS’ SPORT**

- **Hockey**: Maroon shorts, Pelham sport shirt, sport socks, tackies or hockey boots.
- **Netball**: Maroon shorts, Pelham sport shirt, white short socks, tackies.
- **Tennis**: Maroon shorts, Pelham sport shirt, white socks, white tackies/sport shoes.
- **Cross-Country**: Maroon shorts, Pelham sport shirt, tackies and white socks.
- **Swimming**: Regulation black Speedo costume or black swimming skin, Pelham cap.
- **Athletics**: Pelham sport shirt, maroon shorts.
- **P.E.**: Pelham sport shirt, maroon shorts.

**BOYS’ SPORT**

- **Soccer**: Maroon shorts, soccer shirt, sport socks, black boots.
- **Cricket**: White shorts with Pelham logo, Pelham cricket shirt, sport socks, white floppy hat/maroon Pelham cap. Maroon/turquoise cap for the First Team only.
- **Basketball**: Maroon shorts, Pelham vest, sport socks, sport shoes.
- **Cross Country**: Maroon shorts, Pelham vests, tackle, white socks.
- **Swimming**: Regulation black Speedo or black swimming skin, Pelham cap.
- **Hockey**: Maroon shorts, Pelham soccer shirt, sport socks and boots.
- **Rugby**: White shorts, rugby jersey, rugby socks and boots.
- **Athletics**: Maroon shorts, Pelham vest.
- **P.E.**: Maroon shorts, Pelham vest.
- **Tennis**: Maroon shorts, Pelham cricket shirt, white socks, white tackies/sport shoes.

**ALL SPORT FIXTURES**: Full Pelham tracksuit.

---

**HEAD TO TOE (THRIFT SHOP):**

All school-uniform requirements available.

**TIMES:**

- **TUESDAY**: 12:15 – 14:15
- **WEDNESDAY**: 12:15 – 14:15
- **THURSDAY**: 12:15 – 14:15

**SNACK-SHACK (TUCKSHOP):**

A menu for different days of the week will be put on the notice board e.g. hot dogs, wors-rolls, hamburgers, salad rolls etc. Fruit juices, chips, sweets etc. are available every day.

**AFTER-SCHOOL CARE:**

After-School Care is available at Pelham Park.