



Trichardt Street, Secunda

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## HOSTEL APPLICATIONS FOR THE YEAR

Welcome to Highveld Park Hostel, where a disciplined family atmosphere makes an excellent grounding for outstanding academic and sport achievements.

Please read the following information carefully in the application form.

**Please take note: Pupils staying in the Hostel at present must re-apply for the next year. Should you fail to re-apply, you will forfeit your place in the Hostel.**

The Hostel offers weekly boarding only. The Hostel is closed from 16h00 on Friday afternoon until 15h00 on Sunday afternoon. Students are expected to respect staff members living in the hostel and behave in quiet and respectful manner (no unnecessary noise will be tolerated.) **Pupils returning on Monday or any other day must sign in and register before 07h00 in the dining hall.** A parent or (with parents permission) the child must sign the register when leaving or returning to the hostel.

**NB: A parent must accompany the boarder on the first day of each term.**

New boarders and students already in the hostel, please supply the following:

- Your own bedding for a single bed.
- School uniform and casual clothes for 5 days.
- A lock for the cupboard + 2 KEYS.
- All personal toiletries
- A dressing gown for all female students is compulsory.
- A laundry bag for dirty washing
- A Flash light ( Battery operated / Rechargeable Torch)
- 5 – 10 Hangers ( to hang up clothes in the cupboard )

Parents must note that the school is entitled to summon any medical attention required and the expenses so incurred become the responsibility of the parent.

A non-refundable registration fee of R100 (One hundred rand) is payable each year on enrolment by all Hostel Boarders.

Both the parent and the child must sign the Disciplinary Code, Cellphone Policy and Hostel Rules and Regulations, Code of Conduct and Sanctions by Hostel Staff, which will be applicable for the duration of the child's stay in the School Hostel.

**The Hostel does not accommodate special diets,** as the kitchen is not equipped to handle special diets. The Hostel does supply three balanced meals per day.

The Hostel Fees for the next financial year will be **R2500.00 per month, 2021 fees**, February to November and will be revised annually. Your child cannot be accepted into the Hostel unless the fees are paid as stipulated. Please note that hostel fees are neither subsidized nor discountable. This is not negotiable.

**Banking details:**

Highveld Park High School

ABSA BANK

Account Number: 010101 614 67

Reference Number for payment: **H**(followed by your child's admin number)

**THE NOTICE PERIOD FOR REMOVING A CHILD FROM THE HOSTEL IS ONE FULL TERMS NOTICE IN ADVANCE. NEW STUDENTS FOR THE 2021 ACADEMIC YEAR WILL BE REQUIRED TO GIVE FULL TERMS WRITTEN NOTICE BEFORE LEAVING THE HOSTEL. THIS EXCLUDES TERM 1.**

The Hostel Application form will be accompanied by:

- Certified copy of the pupils Identity Document.
- Certified copy of the Medical Aid Card.

Thank you for applying at Highveld Park High School.

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**Mrs E Fourie**

Principal



# Highveld Park Hostel



## ADMISSION FORM

**NB: This form must be completed in full by the parent/guardian and be handed in at the school office. Separate applications must be made for each child.**

**A: INFORMATION IN RESPECT OF THE PUPIL**

SURNAME: \_\_\_\_\_

NAMES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SEX: MALE /FEMALE \_\_\_\_\_

IDENTITY NO.: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

TELEPHONE NO.: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

PRESENT SCHOOL: \_\_\_\_\_

**B: PERSON RESPONSIBLE FOR PAYMENT OF HOSTEL FEES**

**(PLEASE NOTE THAT BY LAW, BOTH PARENTS/GUARDIANS ARE LIABLE FOR HOSTEL FEES)**

PARENTS/GUARDIANS PLEASE NOTE:

- a) **HOSTEL FEES ARE PAID IN FULL AND IN ADVANCE PER TERM OR AS PER OPTIONS OFFERED.**
- b) HOSTEL FEES, ARE NOT DISCOUNTED OR SUBSIDISED AT ALL.
- c) IF HOSTEL FEES ARE NOT PAID IN FULL AT THE END OF EACH TERM, YOUR ACCOUNT WILL BE HANDED OVER TO OUR LAWYERS.
- d) A FULL TERM'S WRITTEN NOTICE FOR LEAVING THE HOSTEL FOR CURRENT OCCUPANTS. NEW OCCUPANTS FOR THE 2021 ACADEMIC YEAR WILL BE REQUIRED TO GIVE 1 TERM'S NOTICE TO LEAVE THE HOSTEL (EXCLUDING TERM 1)

FULL NAME: \_\_\_\_\_

IDENTITY NO.: \_\_\_\_\_

VEHICLE REGISTRATION NO.: \_\_\_\_\_

TELEPHONE NO.: HOME: \_\_\_\_\_ CELL NO.: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS OF EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ TEL NO. WORK: \_\_\_\_\_

SIGNATURE OF PERSON RESPONSIBLE FOR HOSTEL FEES: \_\_\_\_\_

DATE: \_\_\_\_\_

**C: INFORMATION IN RESPECT OF THE FAMILY****1. FATHER / GUARDIAN**

SURNAME: \_\_\_\_\_

NAMES: \_\_\_\_\_

IDENTITY NO.: \_\_\_\_\_

TELEPHONE NO: HOME: \_\_\_\_\_ CELL NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS OF EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ TEL NO. WORK: \_\_\_\_\_

MARITAL STATUS: SINGLE / MARRIED / DIVORCED / SEPARATED / WIDOWER

IS THE ABOVE PERSON THE PARENT OR GUARDIAN? \_\_\_\_\_

**2. MOTHER / GURADIAN**

SURNAME: \_\_\_\_\_

NAMES: \_\_\_\_\_

IDENTITY NO.: \_\_\_\_\_

TELEPHONE NO.: HOME \_\_\_\_\_ CELL NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS OF EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ TEL NO. WORK: \_\_\_\_\_

MARITAL STATUS: SINGLE / MARRIED / DIVORCED / SEPARATED / WIDOW

IS THE ABOVE PERSON THE PARENT OR GUARDIAN? \_\_\_\_\_

**D: MEDICAL INFORMATION**

MEDICAL AID FUND: \_\_\_\_\_ MEDICAL AID NO.: \_\_\_\_\_

Certified copy of medical aid cards must be attached. BLOOD GROUP: \_\_\_\_\_

NAME OF DOCTOR: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

**GENERAL STATE OF HEALTH**

If your child suffers from any allergies, or may not participate in physical activities, please state and attach a certified letter from your family doctor.

**EXTRA MURAL ACTIVITIES**

I OBJECT / HAVE NO OBJECTIONS TO MY CHILD'S REASONABLE PARTICIPATION IN THE EXTRAMURAL ACTIVITIES OF THE HOSTEL.

SHOULD YOUR CHILD SUFFER FROM ANY HANDICAP THAT MAY AFFECT HIS/HER SCHOOL WORK OR PARTICIPATION IN PHYSICAL ACTIVITIES OR SPORT, PLEASE STATE BELOW:

\_\_\_\_\_

\_\_\_\_\_

RELIGIOUS DENOMINATION: \_\_\_\_\_

Do you have any objection to your child attending Bible Study classes: or you have any objection to your child attending Bible Study classes: YES/NO

F: **HOSTEL MEALS**

**THE HOSTEL DOES NOT ACCOMODATE SPECIAL DIETS.**

**THE KITCHEN DOES SUPPLY YOUR CHILD WITH THREE BALANCED MEALS PER DAY**

### **LEAVING OF PREMISES**

I, \_\_\_\_\_ (Parent / Guardian) of \_\_\_\_\_

(Name of Boarder)

- Hereby give permission to my child to sign him/herself out on a Thursday evening if he/she goes home on a taxi / bus or is picked up by a parent.
- Any given day for an appointment or travelling arrangements made by me as Parent/Guardian – a letter will be e-mailed or delivered prior to the appointment.
- I as Parent / Guardian will take full responsibility for him / her the minute he / she sign's him / herself out.
- If a student is to stay with friends or family in the area on weekends and not at home, please fill in the details below:

<u>Name</u>	<u>Relationship</u>	<u>Address</u>	<u>Telephone No.</u>

\_\_\_\_\_  
SIGNATURE OF PARENT/ GUARDIAN

\_\_\_\_\_  
DATE

**NB: LEAVING OF PREMISES – OTHER THAN A FRIDAY AFTERNOON:**

**A LETTER MUST BE E-MAILED OR HAND DELIVERED FOR BOARDER TO LEAVE PREMISES.**

G **UNDERTAKINGS BY THE PARENT / GUARDIAN**

**HOSTEL RULES AND REGULATIONS**

I am aware that my child's admission is subject to the rules and regulations of the Hostel. A copy of all the documents will be provided to each hostel student.

I am prepared to comply with the above-mentioned and undertake to:

- a) Pay the quarterly boarding fees OR options offered, in advance before commencement of each term:
- b) Give a full term's notice (student currently in the hostel and new students for 2021) in writing before I remove my child from the Hostel ( Term 1 is excluded )
- c) Compensate for any damages to the Hostel property caused by my child, whatever it may be.
- d) Accept and abide by the Disciplinary Code, Cell phone Policy, Hostel Rules and Regulations, Code of Conduct and Sanctions by Hostel staff.
- e) Hostel gates will close at 17:00 until 06:30. NB; No pupil will be allowed off or on to the premises during these times.

#### TRANSPORT

I am aware that the hostel is only for the weekly boarders (Monday to Friday) and that it is my responsibility to provide transport for my child to and from the hostel at my own expense.

#### MEDICAL

I am aware that the hostel fee that I am paying does not cover the cost of medical treatment. Hostel staff will not be held responsible to make doctor's appointments or take students to doctors. No member of staff may transport any learner in their personal vehicle at any given time.

In extreme urgent cases (critical causes) or illness or accident where I cannot be consulted in time, I give consent for:

- a) The House mistress/master may take the necessary steps to call the best available emergency services and;
- b) I will be responsible for the costs
- c) I will be notified if I need to fetch my child for medical treatment.

#### CONTACT PERSON

Should it at any time be impossible to contact me directly, you may contact the following:

Name: \_\_\_\_\_ Telephone no.: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone no.: \_\_\_\_\_

#### ALL THE ABOVE INFORMATION

I undertake to notify the responsible person in writing, immediately of any change in the information given in this application, or if I, for whatever reason, do not want my child to make further use of the accommodation. I undertake to abide by the rules, regulations and conditions set out in this application form.

I declare the above information, furnished by me, to be true and correct.

PARENT/GUARDIAN 1

PARENT/GUARDIAN 2

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_