



30 September 2020

Dear Parents/ Guardians

## 1. RE-REGISTRATION 2021

Resolution 7: Taken at the AGM makes provision for the re-registration of all learners for the following year before the 31st October 2020.

Parents, we understand that due to COVID-19, times are tough and finances are tight. But the importance of the re-registration process cannot be over-emphasized. Firstly, it is imperative that we get current and updated information on all learners to update the SA-SAMS system (compulsory). Secondly, as we are a Section 21 school and finances are needed to manage the school's expenses for at least the first 3 months of the year. Furthermore, the Re-Registration process helps us to plan for the new year: number of classes, number of educators, subjects and period allocation, etc. to ensure that lessons are delivered on the first school day in the new year.

This year the re-registration process will commence on 12 October 2020 and will end on 19 October 2020. Please note that the school is following strict social distancing rules due to COVID -19 regulations. Subsequently, we are now enrolling only 120 learners per grade, as opposed to the present enrolment of 160 learners per grade, resulting in spaces now being limited. We will be filling up the spaces on a first come first served basis. Below are the registration dates:

Date	Current Grade 2019	Grade Registering for in 2021	Venue	Officials in charge
12/10/2020	1	2	Office	D Hoosen - finance
13/10/2020	2	3	Office	M Ncube- admin.
14/10/2020	3	4	Office	KP Mngonyama- admin
15/10/2020	4	5	Office	S Mahabeer -admission
16/10/2020	5	6	Office	Management - admission
19/10/2020	6	7	Office	Principal- admission

**Should you wish to re-register before these dates with the required payment you may do so.** Please ensure that the forms are filled in completely before handing them over to us. Any missing documents and/or information will delay the processing of your application. The Re-Registration Form is attached to this letter.

### **COPIES of the following documents are required upon re- registration:**

- **Learner's Birth Certificate** (foreign learners must have documents/ permits issued by Dept. of Home Affairs)
- **Parent's/s' Identity Documents** (foreign parent/s must have documents/ permits issued by Dept. of Home Affairs and must not be expired)
- **SASSA Card** (front and back) - if applicable
- **Medical information** from a medical doctor, if learner has any serious conditions of which the school needs to be aware.
- **Proof of Address (current)** – A utility bill (not older than 3 months in the parent's/guardian's name), or a lease agreement or Bank Statement will be accepted, where necessary.

Councillor's letter will be accepted only if you reside in an informal settlement.

- 50% of the expected 2021 school fees (**R1500**)
- Payment of the deposit of **R1500 or more** needs to be made directly into the **school's bank account** and proof of payment brought to the school when re-registering.

The school's banking details are as follows:

**BANK:** First National Bank

**BRANCH:** Overport Atrium

**BRANCH CODE:** 222826

**ACCOUNT NUMBER:** 54997497979

**REFERENCE:** Learner's name from Birth Certificate, Grade and division (A/B/C/D) in 2020.

As an added bonus the SGB has decided that the **school fees for 2021 will remain at the 2020 amount of R3000** (no increase). Your payment options are as follows:

- pay the **full fee of R3000 on re-registration**(in which case a discount of R300 will apply),
- pay the 50% deposit (R1500) of the 2021 fee on re- registration and pay the **balance of R1500 before March 2021, (in which case the discount of R300 will still apply)**
- pay the 50% deposit (R1500) of the 2021 fee on re- registration and **the balance in smaller amounts by July 2021.**

**NB.** You are once again reminded that **FAILURE TO RE-REGISTER YOUR CHILD BY THE DUE DATE WILL RESULT IN HIS/HER PLACE BEING ALLOCATED TO A NEW LEARNER.**

To those parents/guardians whose children are not returning to Overport SRS in 2020, please inform the school as soon as possible so that Transfer and Cumulative Record Cards can be prepared to hand over to the new school. Furthermore, should you be unable to comply with the above requirements, please **make an appointment to discuss this with the Deputy Principal/ Principal for an alternative arrangement.**

## **2. NEW ADMISSIONS FOR 2021**

Applications for new admissions for 2021 are now opened and will close on **30 October 2020**. Limited spaces are still available for Grade R and Grade 1. **Those parents/guardians who have children in Grade R at Overport SRS are urged to enrol your child/ren for Grade 1 as soon as possible as this is regarded as a new admission and are given first preference until 30 October 2020. Spaces are then filled up with learners from outside our school.** Admission for Grade 1 is done on a **first come first served basis**. There are also **limited spaces** for learners seeking admission for **Grades 2-6**. Please apply early to avoid disappointment as **applications close on 30 October 2020**.

**Copies** of the following documents are required upon admission: **(Same as for Reregistration)**

- **Latest report from the Transferring school for the present Grade**
- **Clinic cards** – Grade 1 only (copy page which has vaccinations. Please ensure the learner's name and ID number appears on the top)
- **Full school fees of R 3000**

We are indeed most grateful to those parents/guardians who offer support, co-operation, assistance to the school and comply with our procedures. This responsibility and partnership with you certainly helps in moving the school forward in achieving success.

Z. KHAN (PRINCIPAL)