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GIMNASIUM WORCESTER GYMNASIUM

AANSOEK OM TOELATING / APPLICATION FORM



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principal@worcgim.co.za
Tel: 023 347 0426 / 023 342 2700
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TOELATINGSNOMMER
ADMISSION NUMBER

FAMILIEKODE
FAMILY CODE

Datum waarvoor toelating verlang word: Date for which admission is sought:		Graad: Grade:	
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<p>Gewaarmerkte afskrifte van die volgende dokumente moet die aansoek vergesel:</p> <ul style="list-style-type: none"> leerder se jongste rapport ID-dokument of geboortesertifikaat (ouers <u>en</u> leerder) bewys van permanente verblyf mediese fonds-kaart hooflid van mediese fonds se ID <p>Vorms wat onvolledig ingevul is, of nie al die nodige dokumente aangeheg het nie, sal nie as 'n geldige aansoek beskou word nie.</p> <p>ALLE afdelings MOET deur die wettige ouer/voog voltooi word.</p>	<p>Certified copies of the following documents must be attached to the application form:</p> <ul style="list-style-type: none"> the learner's latest report ID document or birth certificate (parents <u>and</u> learner) proof of permanent address medical aid card ID of the principal member of the medical aid <p>Forms not fully completed, or without any of the abovementioned documents, will not be seen as a valid application.</p> <p>ALL sections MUST be completed by the legal parent/guardian.</p>
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LEERDERDATA / LEARNER DATA									
Van Surname									
Doopname Full names									
Noemnaam First name									
Geboortedatum Date of birth									
Geslag Gender									
Huis taal Home Language				Onderrig taal Tuition Language					
Suid-Afrikaanse Burger South African Citizen		JA		NEE	Indien NEE, voltooi asb. die gedeelte oor immigrante. If NO, please complete the section on immigrants.				
Broer/Suster tans in WG (name): Brother/sister currently in WG (names):							Graad: Grade:		
Broer/suster voorheen in WG (name): Brother/sister previously in WG (names):							Jaar: Year:		
Naam van vorige skool Name of previous school			Plek Town			Tel.			
Merk asb. (✓): Gedragsrekord by vorige skool: Please mark (✓): Record of behaviour in previous school:				Baie goed Very good	Goed Good	Aanvaarbaar Acceptable	Onder verdenking of onbevredigend Suspect or not satisfactory		
Rede vir verandering van skool (slegs gr. 9-12) Reason for changing of school (gr. 9-12 only)									
Watter hoërskool is naaste aan u tuiste? Which high school is closest to your home?									

Paraaf: Ouer1 Initial: Parent1	Paraaf: Ouer2 Initial: Parent2	Paraaf: Leerder Initial: Learner
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SLEGS VIR IMMIGRANTE / ONLY FOR IMMIGRANTS			
	VADER/VOOG FATHER/GUARDIAN	MOEDER/VOOG MOTHER/GUARDIAN	LEERDER LEARNER
Paspoortnommers: Passport numbers:			
Van watter land geïmmigreer: Country from which immigrated:			
Vervaldatum van paspoort: Expiry date of passport:			
Datum van aankoms in die Republiek van Suid-Afrika: Date of arrival in the Republic of South Africa:			
Vorige skole in RSA bygewoon: Previous schools attended in RSA:			
Is die hele gesin in RSA? Is the whole family in RSA?			
Is die studiepermit op datum? (afskrif aangeheg) Is the study permit up to date? (copy attached)			
Vervaldatum van studiepermit: Expiry date of study permit:			

Ko-kurrikulêre (buitemuurse) bedrywighede / Co-curricular (extramural) activities.

Hierdie afdeling moet voltooi word. Skryf GEEN indien geen deelname. Verskaf redes indien GEEN deelname.
This section must be completed. Write NONE if there has been no participation. Provide reasons if NO participation.

Sportsoort/Sport	1.	Hoogste span Highest team		Jaar Year	Sportsoort/Sport	3.	Hoogste span Highest team		Jaar Year
	2.			Jaar Year		4.			Jaar Year
Kultuur/Culture:	1.		2.		3.				
Leierskapsposisies beklee Leadership positions								Jaar Year	
Ander bewese prestasies Other proven achievements									
Belangstellings, stokperdjies Interests, hobbies									

VOLTOOI ASSEBLIEF DIE VOLGENDE AFDELING VOLLEDIG EN AKKURAAAT / PLEASE COMPLETE THE FOLLOWING SECTION COMPLETELY AND ACCURATELY

BIOLOGIESE VADER/VOOG / BIOLOGICAL FATHER/GUARDIAN							
Titel Title		Voorletter(s) Initial(s)		Van Surname			
ID:							
Beroep: Occupation:					HUISADRES / HOME ADDRESS		
Werkgewer: Employer:							
E-pos-adres: E-mail address:							
Huwelikstaat: Marital Status:							
Telefoon Telephone	Huis/Home:						
	Werk/Work:						
	Sel/Cell:						
VERWANTSKAP MET AANSOEKER / RELATIONSHIP WITH APPLICANT							
Biologies Biological	Aangeneem Adopted	Pleegkind Foster child	Stiefkind Stepchild	Kleinkind Grandchild	Ander: Spesifiseer Other: Specify		

Paraaf: Ouer1 Initial: Parent1	Paraaf: Ouer2 Initial: Parent2	Paraaf: Leerder Initial: Learner
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BIOLOGIESE MOEDER/VOOG / BIOLOGICAL MOTHER/GUARDIAN						
Titel Title		Voorletter(s) Initial(s)		Van Surname		
ID:						
Beroep: Occupation:					HUISADRES / HOME ADDRESS	
Werkgewer: Employer:						
E-pos-adres: E-mail address:						
Huwelikstaat: Marital Status:						
Telefoon Telephone	Huis/Home:					
	Werk/Work:					
	Sel/Cell:					
VERWANTSAP MET AANSOEKER / RELATIONSHIP WITH APPLICANT						
Biologies Biological		Aangeneem Adopted		Pleegkind Foster child		Stiefkind Stepchild
						Kleinkind Grandchild
						Ander: Spesifiseer Other: Specify
ONTVANGER VAN SKOOLINLIGTINGSTUKKE/RAPPORTE / RECEIVER OF SCHOOL NOTICES/REPORTS						
Titel Title		Voorletter(s) Initial(s)		Van Surname		
ID:						
Beroep: Occupation:					HUISADRES / HOME ADDRESS	
Werkgewer: Employer:						
E-pos-adres: E-mail address:						
Huwelikstaat: Marital Status:						
Telefoon Telephone	Huis/Home:					
	Werk/Work:					
	Sel/Cell:					
VERWANTSAP MET AANSOEKER / RELATIONSHIP WITH APPLICANT						
Biologies Biological		Aangeneem Adopted		Pleegkind Foster child		Stiefkind Stepchild
						Kleinkind Grandchild
						Ander: Spesifiseer Other: Specify
FINANSIËLE AANSPREEKLIKHEID / FINANCIAL RESPONSIBILITY						
Titel Title		Voorletter(s) Initial(s)		Van Surname		
ID:						
Beroep: Occupation:					HUISADRES / HOME ADDRESS	
Werkgewer: Employer:						
E-pos-adres: E-mail address:						
Huwelikstaat: Marital Status:						
Telefoon Telephone	Huis/Home:					
	Werk/Work:					
	Sel/Cell:					
VERWANTSAP MET AANSOEKER / RELATIONSHIP WITH APPLICANT						
Biologies Biological		Aangeneem Adopted		Pleegkind Foster child		Stiefkind Stepchild
						Kleinkind Grandchild
						Ander: Spesifiseer Other: Specify
Aanvaar u aanspreeklikheid om die skoolgelde ten volle te betaal? (Omkring):					Ja / Nee	
Do you accept the responsibility to pay the school fees in full? (Circle):					Yes / No	
Handtekening van verantwoordelike persoon:						
Signature of responsible person:						
KONTAKPERSOON IN GEVAL VAN NOOD / CONTACT PERSON IN CASE OF AN EMERGENCY						
Naam: Name:			Verwantskap tot leerder: Relation to learner:			Tel. Tel. no.
						Sel Cell no.

MEDIËSE INLIGTING / MEDICAL INFORMATION			
Naam van mediese fonds Name of medical aid		Lidnommer Number	
Het die leerder enige gesondheidsprobleme/ allergieë/ liggaamlike gebreke/spesiale behoefes? Does the learner have any health problems/ allergies/physical disabilities/special needs?		Indien wel, spesifiseer: If so, specify:	
Vorige operasies met datums: Previous operations with dates:			
Onderstreep siektes wat leerder gehad het: Masels, Duitse Masels, Kinkhoes, Waterpokkies, Pampoentjies, Skarlakenkoors, Witseerkeel, Rumatiekkors.	Underline learner's previous illnesses: Measles, German Measles, Whooping Cough, Chicken Pocks, Mumps, Scarlet Fever, Diphtheria, Rheumatic Fever.		
Meld enige ander siektes nie hierbo genoem nie, waaraan leerder gely het: State any other illnesses, not mentioned above, which learner has contracted:			
Onderstreep siektes waarteen leerder geïmmuniseer is: Poliomiëlitis; Witseerkeel; Kinkhoes; Tetanus; Tuberkulose (B.C.G.); Masels; Pampoentjies	Underline diseases against which learner has been immunised: Poliomyelitis; Diphtheria; Whooping Cough; Tetanus; Tuberculosis (B.C.G.); Measles; German Measles; Mumps.		
Naam van dokter wat tydens siekte ingeroep moet word: Name of doctor to be called during illness:		Tel Tel no.	

WORCESTER GIMNASIUM MISSIE	WORCESTER GYMNASIUM MISSION
<p>Om met 'n strewe na uitnemendheid op alle terreine, as 'n waardege-drewe opvoedingsinrigting met <u>Afrikaans en Engels</u> as onderrigtaal, ons leerders op te voed tot gedissiplineerd-verantwoordelike, selfstandige, eties-ingeligte en krities-denkende landsburgers, wat hul regmatige plek binne 'n multikulturele samelewing met vertroue kan inneem.</p> <p>DOELWITTE</p> <p>Om in die missie te slaag, streef die skool die volgende doelwitte na:</p> <ol style="list-style-type: none"> 1. die bied van akademiese onderrig en opvoeding van die hoogste gehalte; 2. die totale opvoeding van die kind deur 'n gesonde balans te handhaaf tussen die akademiese, kulturele en sportprogramme; 3. 'n opvoedkundig-verantwoordbare strewe na die verwesenliking van potensiaal op alle terreine; 4. die handhawing van die hoogste moontlike morele en etiese waardes en norme; 5. om alle optrede met algemeen-aanvaarde lewenswaardes te versoen; 6. om nooit teen enige persoon op grond van geslag, ras, taal, politieke oortuiging of geloof te diskrimineer nie; 7. om toegang tot die skool te bied aan almal wat aan die toelatingsvereistes van die skool voldoen en bereid is om hulle met die skool se missie te versoen; en 8. om die ouers van die skool en die gemeenskap waarbinne die skool staan, volle vennote van die opvoedingsproses te maak. 	<p>To educate our learners in pursuit of excellence in all areas, as a value-driven educational institution with <u>Afrikaans and English</u> as languages of teaching, so that they will become disciplined, responsible, independent, discerning and morally sound citizens who will be able to take their place with confidence in a multi-cultural society.</p> <p>GOALS</p> <p>In order to succeed in our mission, we strive to realise the following goals:</p> <ol style="list-style-type: none"> 1. academic teaching and education of the highest quality; 2. to address the child in all his needs with a proper balance between academic, sport and cultural programmes; 3. the actualisation of potential in all spheres of life in an accountable manner; 4. to uphold the highest possible moral and ethical values and norms; 5. to reconcile our conduct with acceptable moral values; 6. never to discriminate against any person on the grounds of sex, language, political conviction or creed; 7. to grant entrance to the school to all who meet the entrance requirements and who are willing to subscribe to the mission of the school; and 8. to ensure that the parents of the school as well as the community become full partners in the education process.

BELANGRIKE ASPEKTE VAN DIE TOELATINGSBELEID	IMPORTANT ASPECTS OF THE ENROLMENT POLICY
<ol style="list-style-type: none"> 1. Dit word van die ouers/voogde van enige leerder wat by Worcester Gimnasium wil inskryf, verwag om die missie en skoolreëls te onderskryf. Dit is die verantwoordelikheid van die ouer/voog om hom/haar te vergewis van die inhoud van die skoolreëls. 2. By toelating moet 'n leerder nie meer as twee jaar ouer of jonger as die gemiddelde ouderdom van die betrokke graad wees nie. 3. Voorkeur word gegee aan die leerders vanuit die Worcester-area met dien verstande dat die koshuise ekonomies benut word. Leerders van buite hierdie gebied word ingeneem totdat die koshuis 'n maksimum getal leerders bereik het. 	<ol style="list-style-type: none"> 1. It is required of all parents/guardians of any learner who wish to enrol at Worcester Gymnasium to endorse the mission and the school rules. It is the responsibility of the parent/guardian to acquaint himself/herself with the content of the school rules. 2. A learner, on enrolment, must not be more than two years older or younger than the average age of learners of that particular grade. 3. Preference is given to learners from the Worcester area, whilst ensuring that the hostels remain economically viable units. Learners from outside this area will be accepted until the hostel is full to capacity.

Paraaf: Ouer1 Initial: Parent1	Paraaf: Ouer2 Initial: Parent2	Paraaf: Leerder Initial: Learner
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TOELATINGSBELEID (VERVOLG)	ENROLMENT POLICY (FOLLOWS)
<p>4. Leerders moet kan baat vind en inskakeel by die onderrig van die skool. Bewys moet gelewer word van voldoende en toepaslike akademiese prestasie in die vorige grade. Die leerder se vakkeuse moet by die skool inpas. Alle nuwe leerders moet verkieslik beide Engels en Afrikaans as skoolvakke geneem het tot aan die einde van die hoogste graad geslaag. Toelating tot die skool en voortgesette opleiding daarna berus by die diskresie van die Skoolhoof en die Bestuursliggaam.</p> <p>5. Leerders <u>moet</u> inskakeel by die nie-eksamenprogramme van die skool. Uitsonderings in hierdie verband moet voor inskrywing met die skoolhoof uitgeklaar word.</p> <p>6. Daar word van die ouers verwag om hulle verpligtinge teenoor die skool na te kom, enersyds finansiële, dog andersyds ook deur betrokkenheid en ondersteuning.</p> <p>7. Aansoek om toelating geskied deur middel van 'n aansoekvorm wat volledig voltooi en deur die voorgeskrewe dokumente vergesel moet word. Toelating sal daarna skriftelik deur die skoolhoof bevestig word.</p>	<p>4. Learners must be able to benefit from and adapt to the teaching/education of our school. Written proof must be provided of adequate and appropriate academic achievement in previous grades. The subject choice of the learner has to fit in with that of the school. All new learners should preferably have taken both English and Afrikaans as school subjects to the end of the highest grade passed. Acceptance of a learner and the continued presence of a learner depends on the discretion of the Headmaster and the Governing Body.</p> <p>5. Learners <u>have to</u> participate fully in the non-examination programmes of the school. Exceptions in this regard have to be discussed with the headmaster before enrolment.</p> <p>6. It is expected of our parents to honour their obligations to the school, whether it be financial, or through their involvement and support.</p> <p>7. Application for enrolment should be made by completing the official application forms. These forms must be accompanied by the prescribed documents. Admission will be confirmed in writing by the headmaster.</p>

WORCESTER GIMNASIUM GEDRAGSKODE VIR LEERDERS		
	REGTE: 'n Leerder het die reg om:	VERANTWOORDELIKHEDE: Vir hierdie reg moet 'n leerder:
1.	te studeer en klasse/ onderrig situasies by te woon	studiegeleenthede respekteer en nie ander leerders steur of ontwrig nie; werkopdragte uitvoer en huiswerk gereeld doen
2.	na geluister te word	billike versoeke en menings beskaafd stel; aandag gee as opdragte gegee word; ook na ander luister; stilbly as ander praat
3.	tyd optimaal te gebruik	ander se tyd respekteer; deeglik beplan en prioriteite stel; saamwerk t.o.v. versoeke vanaf opvoeders; die skool daagliks bywoon
4.	met respek behandel te word respek vir sy/haar eiendom te verwag	se optrede en kleredrag respek verdien; ander mense en hul eiendom respekteer; verantwoordelik optree; skooldrag, skool- en nasionale simbole respekteer; gesag, tug- en dissiplinêre maatreëls aanvaar; die ander rasse, kulture, godsdienste en geslag respekteer
5.	veilig te wees	vreemdelinge op die terrein en insidente rapporteer; geen wapens of voorwerpe wat ander kan beseer, in sy/haar besit hê, hanteer of gebruik nie; nooit ander leerlinge dreig, aanraak of in gevaar stel nie; nooit betrokke raak by bende-bedrywighede nie; nooit opruiende gedrag aanstig nie
6.	in 'n skoon omgewing te werk	as persoon elke dag skoon, geskeer en netjies wees; nie eiendom en die omgewing beskadig of bemors nie; nie sigarette, alkoholiese drank of ander dwelms gebruik, hanteer of verhandel nie; dit rapporteer indien hy/sy bewus is van ander leerders wat bogenoemde besit, hanteer of gebruik, of verhandel
7.	regverdig behandel te word	se motiewe suiwer en eerlik wees; objektief, redelik en beskaafd optree; erken dat mense verskil en tekortkominge het; ander regverdig en met deernis behandel
8.	sy/haar kant van 'n saak te stel	ander 'n billike geleentheid gee om hulle mening te lug; altyd die waarheid praat; dit op 'n ordelike manier doen
9.	deel te neem aan die skool se bedrywighede	'n bepaalde seisoen/termyn van deelname voltooi; oefeninge getrou bywoon; samewerking aan die afrigters gee; spankeuses, groep- en klasindielings aanvaar en respekteer; sportmangees openbaar; goeie gedrag by byeenkomste openbaar; die skool se sportkode aanvaar en uitleef

Paraaf: Ouer1 Initial: Parent1	Paraaf: Ouer2 Initial: Parent2	Paraaf: Leerder Initial: Learner
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10.	gelukkig te wees	seksuele teistering en pornografiese materiaal in enige vorm vermy; nooit liedjies sing, grappe vertel, skelname gebruik, suggestiewe bewegings uitvoer of die spot dryf t.o.v. ras, kleur, godsdiens of geslag nie; 'n positiewe en lojale beeld teenoor die skool uitdra; 'n gelukkige atmosfeer skep
11.	erkenning vir prestasies te geniet	prestasies skriftelik aan die skoolhoof bekendmaak; ander gelukwens wanneer hulle presteer
WORCESTER GYMNASIUM CODE OF CONDUCT FOR LEARNERS		
	RIGHTS: A learner has the right:	RESPONSIBILITIES: To deserve this right, the learner must:
1.	to study and to attend classes/ educational situations	respect study opportunities and not disturb or disrupt other learners; carry out work assignments and do homework regularly
2.	to be listened to	be polite when making reasonable requests and when voicing an opinion; pay attention when assignments are given; listen to others as well; be quiet when others talk
3.	to use his time optimally	respect others' time; plan thoroughly and decide on priorities; co-operate with regard to requests made by educators; attend school every day
4.	to be treated with respect and to expect his/her property to be treated with respect	earn respect through own behaviour and proper dress; respect other people and their property; behave responsibly; respect the school uniform, school and national symbols; accept authority and disciplinary measures; respect other races, cultures, religions and gender
5.	to be safe	report any strangers and incidents on the school grounds; make sure that he/she does not have, in his/her possession, handle or use any weapons or objects that might harm others; never threaten or endanger another pupil; never become involved in gang-related activities; never entice others to unruly behaviour
6.	work in a clean environment	be clean, shaven and neat in appearance every day; not damage property or pollute the environment; not use, handle or sell cigarettes, alcoholic drink or any other drug; report it if he/she is aware of any learners owning, handling, using or dealing in the above- mentioned substances
7.	be treated fairly	have honest and pure motives; be objective, fair and civilized in their behaviour; admit that people differ and have shortcomings; treat others fairly and with compassion
8.	state his/her opinion	give others a fair chance to state their opinion; always speak the truth; do this in an orderly manner
9.	take part in the school's activities	complete a specific season/term of participation; attend practices and classes regularly; co-operate with coaches and educators; respect and accept team selections, group and class divisions; show sportsmanship; show good behaviour at public meetings; accept and act according to the school's sport code
10.	be happy	avoid sexual harassment and pornographic material of any form; never sing songs, tell jokes, use abusive names, perform suggestive movements to deride race, colour, religion or sex; convey a positive and loyal image of the school; create a happy atmosphere
11.	enjoy praise for achievements	notify the principal of achievements in writing; congratulate others when they achieve

Paraaf: Ouer1 Initial: Parent1	Paraaf: Ouer2 Initial: Parent2	Paraaf: Leerder Initial: Learner
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ONS VERWAG DIE VOLGENDE VAN ONS LEERDERS:	WE EXPECT THE FOLLOWING FROM OUR LEARNERS:	
<p>1. AKADEMIESE TOEWYDING Ons verwag dat al ons leerders akademies toegewyd sal wees. Dit sluit in stiptelikheid en volledigheid van huiswerk en take, en om trots te wees op deeglikheid en netheid van voorgelegde werk.</p> <p>2. AKTIEWE DEELNAME Ons verwag dat elke leerder aan minstens een winter- en een somersport sal deelneem, en die kultuurprogram aktief sal ondersteun.</p> <p>3. OPBOUENDE EN HOFLIKE GEDRAG Respek, goeie maniere, selfdisipline en selfbeheersing, is vir ons besonder belangrik. Ons glo "Die smarte van dissipline is kleiner as die smarte van mislukking". Die leerder moet ook bydra tot 'n skoon skoolomgewing in terme van normale goeie sindelikheid, persoonlike voorkoms en die skoonmaak van terrein en klasse. Die dra van die korrekte, voorgeskrewe skooldrag is ononderhandelbaar. 'n Klerebank is by die skool beskikbaar, maar beskikbaarheid van klere daar kan nie gewaarborg word nie. De Jagers is ons amptelike verskaffer.</p> <p>Daar sal baie streng opgetree word teen leerders wat (i) met disrespek van enige aard optree; (ii) enige ander persoon dreig of beseer of aanraak; (iii) dwelms hanteer; (iv) by bende-bedywighede betrokke raak; (v) diefstal pleeg; (vi) klasse ontwrig deur swak gedrag en/of swak werksetiek.</p> <p>4. TAALVAARDIGHEID IN BEIDE AFRIKAANS EN ENGLS U het reeds in die aansoekvorm kennis geneem dat Afrikaans en Engels ons skool se amptelike tale is, en dat alle leerders dié twee tale as vak moet neem. Leerders wat genoemde tale nie verstaan en kan praat nie, sal sekerlik probleme op akademiese vlak ervaar. Omdat ons ongelukkig nie die personeel het om leerders enige van die tale opnuut te leer nie, móét die leerder dus reeds met beide tale op die verwagte vlak vir daardie graad wees.</p> <p>5. NAKOMING VAN ALLE SKOOLREÛLS EN GEDRAGSKODE Elke leerder is verantwoordelik om hom/haar te vergewis van alle skoolreëls en die gedragskode. By aansoek het u reeds verklaar dat die leerder sowel as die ouers bogenoemde aanvaar en sal gehoorsaam. Volgens die SA Skolewet is ouers primêr verantwoordelik vir hul kinders se gedrag.</p>	<p>1. ACADEMIC DEDICATION We expect of all our learners to be academically dedicated. This includes punctuality, completeness of homework and assignments, and being proud of thoroughness and neatness of submitted work.</p> <p>2. ACTIVE PARTICIPATION We expect each learner to take part in at least one winter and one summer sport and to support the cultural programme actively.</p> <p>3. CONSTRUCTIVE AND COURTEOUS CONDUCT Respect, good manners, self-discipline and self-control are very important to us. We firmly believe that it is better to live with the pains of discipline than to suffer the sorrows of failure. The learner must also contribute to a clean school environment in terms of both normal cleanliness and personal appearance. Wearing the correct, prescribed school uniform is compulsory and not negotiable. A clothes bank is available at the school but availability of clothes cannot be guaranteed. De Jagers is our official supplier.</p> <p>Strict action will be taken against learners who (i) act disrespectfully in any way; (ii) threaten, injure or touch any other person; (iii) handle drugs; (iv) become involved in gang-related activities; (v) steal; (vi) disrupt classes through bad behaviour or negative work ethics.</p> <p>4. LANGUAGE PROFICIENCY IN BOTH AFRIKAANS AND ENGLISH You will have noted on the application form that Afrikaans and English are this school's official languages, and that all learners must take both languages as school subjects. Learners who do not understand these languages and cannot speak them will certainly experience problems on an academic level. Unfortunately we do not have the staff to teach learners any of the languages from scratch. The learner must, therefore, already be on the required level in both languages.</p> <p>5. ALL SCHOOL RULES AND CODE OF CONDUCT All learners are responsible to ensure that they are aware of all school rules and the code of conduct. When you apply, you already declare that the learner and parents accept and will obey the above-mentioned. According to SA School's Regulations, parents are primarily responsible for their child's behaviour.</p>	
ONS VERWAG DIE VOLGENDE VAN ONS OUIERS:	WE EXPECT THE FOLLOWING OF OUR PARENTS:	
<p>1. BETROKKEHEID BY SKOOLAKTIWITEITE</p> <p>1.1 U ondersteuning van die skool deur deelname aan ouer-organisasies, bywoning van sport- en kultuurdae asook oueraande, is vir ons van onskatbare waarde.</p> <p>1.2 Die nuwelinge-ontvangs vind vanaf 16:30 die dag voordat die skool begin, in die skoolsaal plaas. Dit is van groot belang dat u saam met u kind hierdie inligtingsbyeenkoms bywoon.</p> <p>2. ONDERSTEUNING VAN DIE SKOOL SE REMEDIËRINGS-PROGRAMME</p> <p>Ten opsigte van elke leerder is dit die skool se einddoel om 'n goedtoegeruste, gebalanseerde landsburger met gevorderde interpersoonlike en sosiale vaardighede op te lei. Om dit suksesvol deur te voer, word ondersteuning van veral die volgende gevra:</p> <p>2.1 Die skool se uitgebreide dissiplinêre stelsel maak voorsiening vir die aanteken van besonderhede oor negatiewe gedrag en swak werkverrigting. U ondersteuning van voortvloeiende korrektiewe strafmaatreëls (wat skoolgemeenskapsdiens insluit) word verwag. U is welkom om die prinsipaal enige tyd tydens skoolure te skakel vir besonderhede oor u kind se optrede. U kind is in besit van 'n persoonlike lêer (Bloulêer). Onderteken asseblief minstens weekliks die lêer.</p>	<p>1. INVOLVEMENT IN SCHOOL ACTIVITIES</p> <p>1.1 Your support of the school through participation in parent organizations, attendance of sport and cultural activities as well as parent evenings throughout the year, is of inestimable value to us.</p> <p>1.2 The newcomer reception will take place in the school hall at 16:30 on the afternoon before school starts. It is of great importance that you attend this meeting with your child.</p> <p>2. SUPPORT OF THE SCHOOL'S REMEDIAL PROGRAMMES</p> <p>It is our goal to help each learner to become well-equipped, balanced citizens with advanced interpersonal and social skills. To enable us to do this successfully, support of the following is requested:</p> <p>2.1 The school's comprehensive disciplinary system makes provision for the detailed recording of negative conduct and unacceptable class work. Your support of resultant correctional punitive measures (that include school community service) is expected. You are welcome to phone the principal at any time during school hours for particulars about your child's conduct. Your child is in possession of a personal file (Blue file). Please sign at least once a week.</p>	
Paraaf: Ouer1 Initial: Parent1	Paraaf: Ouer2 Initial: Parent2	Paraaf: Leerder Initial: Learner

2.2 Graadseniorkap kan deur enige leerder wat beskaafd optree en toegewyd betrokke is by die skool se wye verskeidenheid sport-, kultuur- en akademiese aktiwiteite, as erkenning vir positiewe gedrag verwerf word. Dit hou besondere voorregte vir die leerder in. As ouer/voog kan u u kind hiermee help.

2.3 Alle nuwe graadagt-leerders kan te enige tyd aan eenvoudige metingsinstrumente in Wiskunde, Wetenskap, Engels en Afrikaans onderwerp word met die oog op vroeë identifisering van agterstande wat mag bestaan. Dit mag daartoe lei dat sommige leerders aanvanklik in 'n oorbruggingsklas spesiale aandag/hulp moet kry om met groter selfvertroue en vaardighede toegerus te word. Neem asseblief ook kennis dat die skool die reg voorbehou om enige tyd van die jaar (geldend vir alle grade) nuwe klas-/vakindelings te maak om gebrek aan akademiese vordering aan te spreek. Enige moontlike veranderinge sal altyd ten doel hê om, volgens die opvoeders se oordeel, leerders te bevoordeel en aan almal die beste geleentheid te gee. U ondersteuning word ook in hierdie opsig gevra. Sou u daarteen gekant wees dat ons u kind op hierdie maniere dalk moet help, moet u asseblief dadelik u skriftelike beswaar by die prinsipaal indien. Alhoewel u reeds die gedragskode, wat meld dat u klasindelings sal aanvaar, skriftelik aanvaar het, sal die leierspan u beswaar sorgvuldig oorweeg, maar u moet in gedagte hou dat u kind se moontlike agterstande nadelig op vordering kan bly inwerk. Ons wil graag aan almal besondere geleentheid bied om hulle potensiaal te verwesenlik.

2.4 Neem asseblief vroeë kennis dat gedrag, werketiek en veral akademiese prestasies en vakkeuse, 'n rol speel in klasindelings by grade nege tot twaalf. Leerders moet dus te alle tye hul beste lewer.

3. BETALING VAN SKOOLGELD

Skooldgeld is 'n statutêre verpligting en word gehef in terme van Seksie 40 van die Skolewet. Skooldgeld word jaarliks tydens die begrotingsvergadering vasgestel. Dit is u verantwoordelikheid om u te vergewis van alle finansiële verpligtinge.

Skooldgeld is jaarliks vooruitbetaalbaar. Enige ander reëlings oor die betaling van skoolgeld moet skriftelik met die finansiële kantoor getref word. Indien u reëlings tref om maandeliks oor 11 maande u skoolgeld te betaal, neem kennis dat dit aan die begin van die maand betaalbaar is, waarvan die eerste paaiement in Januarie is.

Metodes van betaling

- Debitorder – ten sterkste aanbeveel, 'n vorm word hierby ingesluit.
- Elektroniese inbetaling: Verseker dat u met alle betalings die korrekte verwysingsnommers gebruik. **In geval van 'n elektroniese inbetaling is dit baie belangrik dat u die inbetalingstrokie aan die skool faks (023 347 1129) en duidelik daarop aandui wie die leerder is, en waarvoor die betaling gemaak is.**
- Kontant-/Tjekbetalings by die skool

LW: Behou u kwitansies en bewyse van betaling vir die volle kalenderjaar.

Ouers kan aansoek doen vir vrystelling/gedeeltelike vrystelling van skoolgelde. Die vorms is by die finansiële kantoor beskikbaar en moet voor/op 31 Januarie ingedien word. Neem asseblief kennis dat beide biologiese ouers (al is u geskei) verantwoordelik is vir die betaling van skoolgeld en **beide** biologiese ouers se inkomstebewys word benodig vir berekening van vrystelling.

2.2 Grade seniorship can be obtained by any learner whose conduct is civilised and who is involved in the school's wide variety of sport, cultural and academic activities. Grade seniorship acknowledges positive conduct and is coupled with certain privileges. As parent/guardian you can help your child to plan for this.

2.3 All new grade eight learners could be asked at any time to write short Mathematics, Science, English and Afrikaans tests to identify possible problem areas. This may result in some learners initially having to receive additional attention/help in a bridging class which will equip him/her with more skills and confidence. Please be informed that the school reserves the right to form new class/subject sections (in any grade) to address unbalanced academic progress. Any possible changes will always, according to the educators' view, aim at giving learners the best possible advantages and opportunities. We would appreciate your support in this respect as well. If you are against us helping your child in this manner, a written objection must be handed to the principal. Although you have already accepted the code of conduct in writing, which mentions that you will accept class grouping, the senior staff will consider your objection. Please bear in mind, though, that your child's learning gap may continue to have a negative effect on his/her progress. We wish to offer all learners specific opportunities to achieve their potential.

2.4 Please be informed at an early stage that conduct, work ethics and especially academic achievement and subject choice play a role in class section divisions. Learners must therefore always do their best.

3. FEES TO BE PAID

School fees are a statutory obligation and are calculated in terms of Section 40 of the Schools' Act. The fees are finalised at the annual budget meeting. It is your responsibility to make sure of your financial obligations.

School fees is payable in advance annually. Any other arrangement in connection with the school fees must be made in writing with the financial office. If you have made arrangements to pay monthly over 11 months, please note that payments must be made at the beginning of the month, the first instalment to be paid in January.

Methods of payment

- Debit order – strongly recommended, a form is included.
- Electronic payment: Please use the correct reference numbers with all payments. **If you make an electronic payment, it is very important that you fax the deposit slip to the school (023 347 1129). Please indicate clearly who the learner is, and what the payment was made for.**
- Cash/Cheque payments at the school

NB: Please keep all receipts and proof of payments for the whole calendar year.

Parents can apply for exemption/partial exemption of school fees. The forms are available at the financial office and must be returned before/on 31 January. Please note that both biological parents (even if you are separated) are responsible for the payment of school fees and the income of **both** biological parents will be needed for the calculation of the exemption.

Paraaf: Ouer1
Initial: Parent1

Paraaf: Ouer2
Initial: Parent2

Paraaf: Leerder
Initial: Learner

3.3 Skryfbehoeftes en Handboeke

Skoolgelde sluit nie skryfbehoeftes in nie, want dit is vir u eie rekening, maar handboeke word voorsien. Betaal asseblief u Januarie-rekening stiptelik om ons in staat te stel om ons finansiële verpligtinge aan die begin van die jaar na te kom.

3.4 INDIENING NA 30 NOVEMBER

Na versending van hierdie dokument aanvaar ons dat u kind hierdie skool gekies het en dus sal bywoon, **tensy u skriftelik kanselleer**. Indien 'n leerder na 30 November onttrek of nie aan die begin van die jaar opdaag nie, sal die ouers/voog verantwoordelik gehou word vir die betaling van die eerste maand se skool- en/of koshuisgelde.

4. KOMMUNIKASIE MET DIE SKOOL

Ons glo in oop kommunikasiekanale. Neem asseblief vrymoedigheid om ons te kontak. Die verskeie oueraande deur die jaar is uiters geskik vir hierdie doel. U moet aan die einde van elke kwartaal 'n rapport ontvang. Doen asseblief navraag indien dit nie gebeur nie.

Die adres soos deur u verskaf op die aansoekvorm (skooltoelating) sal te alle tye gebruik word. U is verantwoordelik daarvoor om enige verandering in adres en/of telefoonnummers skriftelik met die skool te kommunikeer.

Ons sien uit na 'n aangename verbintenis met u gesin. Onhou asseblief om ons voor 30 November skriftelik in kennis te stel indien u omstandighede so sou verander dat u kind nie meer na ons skool toe kom nie. Die Raad van Leerders in Desember 'n volledige stel inligtingsdokumente aan u stuur.

Welkom by Worcester Gimnasium!

3.3 Stationery and Text Books

School fees do not include stationery. This has to be bought by learners but text books are provided. Please pay your January account punctually to enable us to meet our financial obligations at the start of the year.

3.4 APPLICATION AFTER 30 NOVEMBER

On sending this document, we will assume that this is the school that your child has chosen to attend, **unless you cancel in writing**. If a learner is withdrawn after 30 November, or does not turn up at the beginning of the year, the parents/guardians will be held responsible for the payment of the first month's school and/or hostel fees.

4. COMMUNICATION WITH THE SCHOOL

We believe in open communication lines. Please feel free to contact us. The parent evenings throughout the year are ideal for this purpose. You must receive a report at the end of every term. Please inquire if this does not happen.

The address as supplied by you on the application form (school admission) will be used at all times. You are responsible to communicate all changes (in address and telephone numbers) to the school in writing.

We are looking forward to a pleasant association with your family. Please remember that it is compulsory to let us know in writing before 30 November if your circumstances should change in such a way that your child will not come to this school anymore. The Council of Learners will send a complete set of information documents to you in December.

Welcome to Worcester Gymnasium!

DISSIPLINÊRE HANDELINGE

In enige dissiplinêre handeling waarby 'n leerder betrokke mag wees, sal 'n behoorlike regsproses met inagneming van die Reëls van Natuurlike Geregtheid, die Suid-Afrikaanse Skolewet, sowel as die Grondwet van Suid-Afrika, gevolg word.

NB: Hierdie dokument moet noukeurig gelees en volledig voltooi word.

DISCIPLINARY PROCEDURES

In any disciplinary proceedings involving a learner, a complete legal process, taking into consideration the Rules of Natural Justice, the South African Schools Act, as well as the Constitution of South Africa, shall be adhered to.

NB: This document must be read carefully and completed meticulously.

Paraaf: Ouer1
Initial: Parent1

Paraaf: Ouer2
Initial: Parent2

Paraaf: Leerder
Initial: Learner

VERKLARING: LEERDER

Hiermee verklaar ek dat ek vertrouwd is met die missie, toelatingsbeleid, gedragkode, skooldrag, beeld, etos, tradisies, reëls, verpligtinge, dissiplinêre stelsel en gebruike van Worcester Gimnasium. Ek onderneem om hiervolgens op te tree. Ek onderneem om, indien ek skuldig bevind word aan enige oortreding, my straf (bv. detensie, skool-gemeenskapsdiens, ens.) te aanvaar en uit te dien.

DECLARATION: LEARNER

I hereby declare that I am acquainted with the mission, enrolment policy, code of conduct, school uniform, image, ethos, traditions, rules, obligations, disciplinary system and customs of Worcester Gymnasium and I agree to conduct myself accordingly. I undertake to accept my punishment (e.g. detention, school community service, etc.), if I am found guilty, and to fulfil the requirements of such punishment.

Handtekening van leerder:
 Signatur:e of learner

Datum:
 Date:

VERKLARING: OUER/VOOG

Hiermee verklaar ek, as ouer/voog van bogenoemde leerder, dat ek vertrouwd is met die missie, toelatingsbeleid, gedragkode, skooldrag, beeld, etos, tradisies, reëls, verpligtinge, dissiplinêre stelsel en gebruike van Worcester Gimnasium en dat ek dit as bindend op elke ingeskrewe leerder beskou. Ek aanvaar dat indien my kind skuldig bevind word aan enige oortreding, hy/sy sy/haar straf (bv. detensie, skoolgemeenskapsdiens, ens.) moet uitdien. Verder word hiermee toestemming verleen dat my kinder(s) van skoolvervoer gebruik mag maak. Ek vrywaar alle betrokkenes hiermee van enige eise. Verder verklaar ek dat die inligting op hierdie vorm volledig en korrek is.

DECLARATION: PARENT/GUARDIAN

I hereby declare, as parent/guardian of the above-mentioned pupil, that I am acquainted with the mission, enrolment policy, code of conduct, school uniform, image, ethos, traditions, rules, obligations, disciplinary system and customs of Worcester Gymnasium and that I accept these as binding on every enrolled pupil. I accept that if my child is found guilty of any misdemeanour, he/she must accept his/her punishment (e.g. detention, school community service, etc.) and fulfil the requirements of such punishment. I also give permission for my child(ren) to use school transport. I hereby absolve all involved from any claims. I also declare that the information on this form is complete and correct.

Handtekening: Moeder/Voog:
 Signature: Mother/Guardian:

Datum / Date:

Handtekening: Vader/Voog:
 Signature: Father/Guardian:

Datum / Date:

