



WOODRIDGE

COLLEGE AND PREPARATORY SCHOOL
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APPLICATION is hereby made for admission as a *Scholar*

**** PLEASE COMPLETE IN BLACK INK AND BLOCK LETTERS AND INITIAL THE BOTTOM RIGHT CORNER OF EACH PAGE.**

Surname:

First Names in full

Date of Birth.....I.D. Number

Male/Female Religious Denomination

Previous School.....

Sibling at Woodridge? YES / NO..... IF YES, GRADE?

Proposed date of entry.....Proposed grade of entry

Day Scholar/Boarder..... Home Language.....

If Day Scholar, indicate whether your child will be using a school bus and if so, which one (see attached bus booking form)

Parent/Guardian 1 (Full names)

Identity number (Copy I.D. to be attached).....

Full Postal Address

Full Residential Address

Telephone (H) (B)

Facsimile Cellular number

E-Mail address.....

Parent/Guardian 2 (Full names)

Identity number (Copy I.D. to be attached).....

Full Postal Address

Full Residential Address

Telephone (H)..... (B)

Facsimile Cellular number.....

E-Mail address.....

DECLARATION BY PARENT/LEGAL GUARDIAN

I/We the undersigned,

1. _____ Parent / Legal guardian

and

2. _____ Parent / Legal guardian

request that my/our son/daughter/ward be admitted as a scholar to Woodridge College & Preparatory School (hereinafter referred to as Woodridge) and I/we undertake to :

SCHOOL POLICY

Conform to all rules and regulations laid down by the Woodridge Trust, Council and Headmasters from time to time.

SCHOOL FEES

1. Hold myself/ourselves jointly and severally liable for the payment of the full amount of fees and disbursements to be charged by Woodridge in respect of the whole period during which my son/daughter/ward is registered as a scholar at Woodridge, which amount includes but is not limited to, any other fees and/or disbursements charged by Woodridge from time to time. I/We declare that I/we am/are in a financial position to pay the school fees as adopted.
2. Pay all fees and disbursements charged by Woodridge in advance on/before the first day of each term.
3. Pay interest at the prevailing Usury Act rates on overdue fees and disbursements, calculated per month, per outstanding term.
4. That I/we acknowledge that I/we am/are aware of and agree to the fact that the deposit of R2 000 paid by me in regard to my son/daughter/ward is non-refundable and will be forfeited in the event of my cancelling the registration of my son/daughter/ward.
5. Any indulgence or extension granted by Woodridge with regard to payment of school fees will not be regarded as a waiver of any of the rights of Woodridge.
6. In the event of school fees not being paid by the due date, whether by way of a term's advance payment or monthly debit order, such failure on my/our part will cause the whole outstanding balance of the annual school fees then outstanding to become immediately due and payable.
7. Without limiting or detracting from the Woodridge's rights to enforce payment of any and all monies due to the school by the Applicant, Woodridge may in its sole discretion:
 - 6.1 withhold the Pupil's school report if the fees for any given term not be paid by the end of that term;
 - 6.2 refuse the return of the Pupil to Woodridge until the school fees are paid up to date
 - 6.3 withhold any sales at the School shop and Sanatorium
8. In the event of Woodridge being obliged to hand over for collection through its attorneys any outstanding school fees, I/we shall be liable for the legal costs incurred by the school for the collection of such outstanding fees on a scale as between attorney and client, including such collection commission which the school may be obliged to pay to its attorneys
9. Accept any jurisdiction of the Magistrate's Court.

EMPLOYMENT DETAILS

I/we hereby consent to my/our employer/s divulging my/our employment history and details to the school, if and when required.

NOTICE

Once the pupil has entered the School, a clear term's written notice of withdrawal must be given to the Head, if the parent wishes to terminate this contract for any reason and to withdraw the pupil prior to the final exit examination. If such notice is not given, a full term's fees, at the rate applicable for the next term in which the pupil would have been, shall be paid in lieu thereof. Likewise, if the School elects for any reason to terminate this contract, then it may do so, on giving the parent a clear term's written notice of its decision to terminate the contract at the end of the term in question, at which time the parent must withdraw the pupil.

Notwithstanding the above, in circumstances where the Head and the Chairperson of the School's governing body in their discretion determine a shorter period of notice to be appropriate, then the School may give the parent thirty days written notice of such termination, signed by both the Head and the Chairperson.

INDEMNITY

Indemnify Woodridge and its staff or their authorised agents against any and all claims that may arise from any injury, death, loss, damages, costs or expense, including legal costs, suffered by me or my son/daughter/ward at any time whilst enrolled as a scholar at Woodridge.

This agreement contains the entire agreement between the parties and no amendments will be of any force or effect unless reduced to writing and signed by both parties.

SIGNED
(Parent/Guardian 1)

DATE

SIGNED
(Parent/Guardian 2)

DATE

The Headmaster
Woodridge College & Preparatory School
P O THORNHILL
6375

Tel. 041-9566200 (College)
041-9566210/9566232 (Prep School)
Fax: 041-9566202 (College)
041-9566221 (Prep School)

e-mail: secretary@woodridge.co.za
www.woodridge.co.za

PLEASE NOTE THAT CERTAIN DOCUMENTS MUST ACCOMPANY THIS APPLICATION

1. Certified copy of Birth Certificate or Identity Document of learner.
2. Certified copy of Identity Document of EACH parent and/or guardian.
3. Copy of latest report from the pupil's present school. If the mid-year report is not available at the time of submission, the previous year's December report should be submitted and the mid-year report to be forwarded as soon as it is available.
4. Completed Declaration by Pupil's present school.
5. Completed Options of Payment Form.

YOUR APPLICATION WILL NOT BE CONSIDERED IF THE ABOVE-MENTIONED ITEMS DO NOT ACCOMPANY THE APPLICATION FORM.



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DECLARATION BY PUPIL'S CURRENT SCHOOL

The following pupil is applying to attend Woodridge College & Preparatory School. Kindly complete this form and fax it to: 0866902331

Name of pupil:

Name of present school:

School telephone number:.....

School fax number:

Present Grade:.....

Number of years at present school:

Behaviour / Attitude:.....
(Exemplary / good / satisfactory / not satisfactory)

Sports participation:

Team:

Name of Person responsible for fee payment:

Fees: Termly: R.....

Annual: R

(Paid up to date / Not paid up to date)

Other comments:

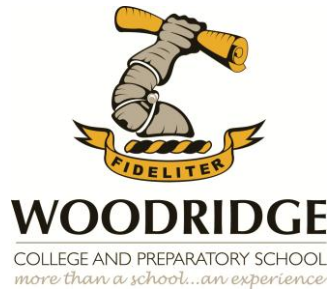
.....

Date:

Signature of Principal:

School Stamp





TERM DATES - 2012

1ST TERM

Sunday 15 January - New Pupils and Parents' Orientation. Boarders return by 17h00. School commences at 08h00 on Monday 16 January.

Half-term : 23 February - 27 February

Pupils may leave after the presentation of prizes at the Interhouse Gala (± 13h00) on Thursday 23 February. Boarders return by 19h00 on Monday 27 February. School resumes at 08h00 on Tuesday 28 February.

Term ends at 15h15 on Wednesday 4 April. Final Assembly 14h30.

2ND TERM

Begins at 08h00 on Wednesday 2 May. Boarders return by 19h00 on Tuesday 1 May.

Half-term: 22 June - 2 July (School day ends at 12h00 on 22 June)

Boarders return by 19h00 on Monday 2 July. School resumes at 08h00 on Tuesday 3 July.

Term ends at 15h15 on Thursday 2 August. Final Assembly 14h30.

3RD TERM

Begins at 08h00 on Tuesday 4 September. Boarders return by 19h00 on Monday 3 September.

Half-term: 6 October - 10 October

Pupils may depart after the presentation of prizes at OE on 6 October. Boarders return by 19h00 on Wednesday 10 October. School resumes at 08h00 on 11 October.

Term ends at 12h45 on Friday 30 November. Final Assembly 12h00.

PLEASE NOTE

It is important for all pupils to attend Final Assemblies. All bus or flight bookings must be done in consultation with the School. It is most important that these are done well in advance. The School should be informed of times of arrival in order to coordinate the meeting of buses and planes.

2012 FEES

(All the figures quoted below are in South African Rands)

	DAY SCHOLARS		BOARDERS	
	TERMLY	ANNUAL	TERMLY	ANNUAL
GRADE 000	4 311	12 932		
GRADE 00	4 311	12 932		
GRADE 0	4 789	14 367		
GRADE 1	9 637	28 912	17 321	51 963
GRADE 2	9 637	28 912	17 321	51 963
GRADE 3	9 637	28 912	17 321	51 963
GRADE 4	11 276	33 827	20 532	61 596
GRADE 5	14 137	42 412	23 430	70 290
GRADE 6	14 465	43 396	23 750	71 249
GRADE 7	16 491	49 472	25 187	75 562
GRADE 8	20 504	61 512	30 982	92 947
GRADE 9	20 504	61 512	32 874	98 623
GRADE 10	20 504	61 512	32 874	98 623
GRADE 11	20 504	61 512	32 874	98 623
GRADE 12	20 504	61 512	32 874	98 623

- 1 A term's notice is required before removing a pupil or changing a pupil's enrolment status.
- 2 A non-refundable administration fee of R 2 000 is payable on confirmation of enrolment.
- 3 Foreign-based learners are required to pay a terms fee as a refundable deposit on confirmation of enrolment.
- 4 A family rebate of 10% for the second child and 15% for the third and additional children is offered.
- 5 Fees are payable annually, termly or monthly.
 - 5.1 Annual and termly payments may be made by bank transfer, in cash deposited into the school's bank account, by cheque or credit card.
 - 5.2 Monthly payments must be paid by debit order and attract a charge of 5% per annum.
- 6 Interest will be levied at 2% per month on the total amount outstanding.
- 7 Discount is allowed in respect of the annual fees if paid on or before the first day of the first term.
- 8 Other expenses must be paid at the time the expense arises or as arranged with the Finance Department.
- 9 A fee of R200.00 will be levied for any extraordinary effort made to collect outstanding amounts.



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CONSENT FOR CREDIT CHECK

I, _____ [parent]

of _____ [name of child/children]

accept that the School reserves the right to conduct appropriate credit checks on prospective parents / persons responsible for payment of school fees and requires the consent to do so from the person(s) responsible for payment of fees, in order to consider and process this application.

The applicant hereby acknowledges and agrees that Woodridge College and Preparatory School may :

- a) Perform a credit search on the applicant's record with one or more registered Credit Bureaus when assessing the applicant's application for admission.
- b) Monitor the credit applicant's behaviour by researching his/her record at one or more of the Credit Bureaus.
- c) Use new information and data obtained from the Credit Bureaus.
- d) Record the existence of the applicant's account with any Credit Bureau.
- e) Record and transmit details of how the applicant has performed in meeting his/her financial obligation to the School.

Father's details :

ID No : _____ RSA ID Y N Title : _____

Surname : _____ Marital status : _____

Date of birth : _____

Home address : _____

Postal address : _____

Telephone : _____ (h) _____ (w)

Employment : _____ [Occupation]

Employer : _____ [Employer]



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CONSENT FOR CREDIT CHECK (CONT.)

Mother's details :

ID No : _____ RSA ID Y N Title : _____

Surname : _____ Marital status : _____

Date of birth : _____

Home address : _____

Postal address : _____

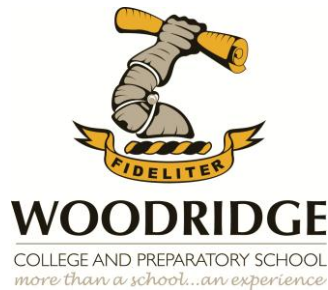
Telephone : _____ (h) _____ (w)

Employment : _____ [Occupation]

Employer : _____ [Employer]

Signature of person(s) responsible for fees

Date



3 November 2011

Dear Parents

The **Payment Option Form** for 2012 is attached and should be completed and returned to the school by no later than 14 November 2011.

Detailed below are the various payment options.

Annual Payment:

Fees are due, in full, before the first day of the first term. A discount of 4% will be awarded to accounts with fees settled, in full, before 16 January 2012.

Termly Payment:

Termly fees are due for payment before the first day of each term. The termly debit orders will be processed on the following dates:

Term 1: 16 January 2012 **Term 2:** 30 April 2012 **Term 3:** 31 August 2012

Should you select the annual or termly payment option and your payment is not received on the due date, your account will automatically default to the monthly option and the administration fee will be charged to your account.

Monthly Payment: (available to SA Residents only)

Monthly fees will be billed over 10 months, from January to October 2012. Payment is due on or before the last day of each month from January 2012. A 5% administration fee will be charged to all accounts being billed monthly, regardless of whether payments are made via EFT or debit order.

The debit order deduction date for monthly payments will be on the last working day of every month, starting on 31 January 2012.

The Payment Option Form, 2012 Fees Schedule and Debtors Policy are attached. Please take special note of the policies set out in the Debtors Policy document.

You will receive a statement in December 2011 showing fees due for payment in January 2012 (based on your selection). Should the Payment Option Form not be returned to the school by 14 November 2011, your account will be defaulted to the monthly payment option for SA residents, or the termly option for Non-South African residents.

Should you have any queries regarding the above, please do not hesitate to contact the accounts department for assistance. We thank you in advance for your co-operation and assistance in ensuring a smooth transition to 2012.

Yours sincerely

D MASTERTON
BUSINESS MANAGER

WA2013-021-01



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2012 Payment Options for School Accounts

Kindly complete the sections below and fax back to 086 604 5266 or email to kirsty.fourie@woodridge.co.za

FAMILY INFORMATION:

Surname:	School Account No:
E-Mail:	
Tel No:	Cell No:

Children's Names	Grade	Children's Names	Grade

FEE BILLING OPTION – PLEASE TICK YOUR SELECTION:

Option 1 – Annual Fee Billing	By 16 January 2012	
Option 2 – Termly payment	By 1 st day of each term	
Option 3 – Monthly payment **RSA Residents only	By last day of each month, starting 31/1/12	

FEE PAYMENT OPTION – PLEASE TICK YOUR SELECTION:

DEBIT ORDER Fees Termly and Extras Monthly		DEBIT ORDER Fees and Extras Monthly	
CHEQUE/CREDIT CARD		EFT	

Cash may be deposited into Woodridge's bank account at any Standard Bank branch – **please do not send cash to school.**

***Banking Details for Debit Order Payment Option:**

Account Name:	
Bank:	
Branch Name:	
Branch Code:	
Account Number:	

Signed By: _____

Date: _____

Signature: _____



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2012 SCHOOL FEES MONTHLY / TERMLY DEBIT ORDER AUTHORISATION

Please complete and return this document.

DEBIT ORDER INSTRUCTION

I hereby agree that the School may debit my account in respect of School fees and other amounts due to the School under the following conditions:

- 1 The debit to my account shall be value of the fees divided by 10 for monthly payments or 3 for termly payments plus ad hoc charges that may arise from time to time.
- 2 The deduction will be made on the dates as stipulated on the Payment Options Form.
- 3 Changes in fees, amounts owing and debit order amounts will be advised prior to any such change being effected.
- 4 This authority may be cancelled by me by giving 30 days notice, in writing, by prepaid registered post.
- 5 Details of each withdrawal will be printed on my bank statement or an accompanying voucher.
- 6 If, for any reason, the debit order is rejected, the School shall have the automatic right to **double** the amount of the debit order in the following month.
- 7 In the event of the debit order being rejected, the School shall have the right to recover bank charges and any other costs associated with the rejected debit order, as well as all attorney and own client costs which could be incurred in the event of legal action being instituted for recovery of outstanding amounts.
- 8 The Magistrate's Court shall have jurisdiction in any legal action which could be instituted for recovery of amounts due in terms of the aforementioned paragraph.

The details of my bank account are as follows:

Name of account holder: _____

Name of Bank/Building Society: _____

Branch name and town: _____

Branch Number:

Account Number:

Type of Account: Current Transmission

(Note: This debit order is only able to operate on a current or transmission account)

Signed: _____
Father/Guardian

Signed: _____
Mother/Guardian

Date: _____



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GIRLS' CLOTHING LIST

SCHOOL UNIFORM	BOARDERS	DAY SCHOLARS
Woodridge Blazer	1	1
Woodridge Zip Thru Hoodie	1	1
Woodridge Tie	1	1
Woodridge V-neck Long Sleeve Jersey or Woodridge V-neck Sleeveless Jersey	2	1
Woodridge Short Sleeve School Blouse (with logo on pocket) or Woodridge Long Sleeve School Blouse (with logo on pocket)	6 2	3 2
Woodridge Brown Skirt	5	3
Woodridge Brown Long Pants	3	3
White Socks	6 pairs	5
Brown Shoes (polishable, bar or lace-up)	1	1
Woodridge Belt	1	1
Woodridge Anorak	1	1
Woodridge Tracksuit	2	1
Woodridge Togbag	1	1
Book Bag	1	1
SPORTSWEAR / EQUIPMENT		
House Shirt (When in stock)	1	1
White Shorts	5	5
Brown Shorts	3	1
Hockey Socks	2	1
Woodridge Sports T-Shirt	3	2
White T-Shirt	5	2
Running Shoes (predominantly white)	1	1
Woodridge swimming costume	1	1
Bathing Cap (yellow)	1	1
Rucksack, Mountain Bike, Fishing Rod. (Grade5, 6 and 7 only)		
Sleeping Bag	1	1
Tent	1	1
Hockey Shinpads, Hockey Stick, Ball		
Tennis Raquet	1	1
Woodridge Wide-brim Hat (when in stock)	1	1
Sports Towel	2	1
OTHER CLOTHING AND ITEMS NECESSARY		
Panties	12	
Bras	4	
Pyjamas	3	
Dressing gown	1	
Slippers	1	
Vest / Spencers (optional)	2	
Casual Shoes	2	
Jersey / Tracksuit Tops	4	
Jeans / Shorts / Tracksuit Pants	4	
Dresses	4	
Towels	4	
Blanket	1	
Duvet	1	
Duvet covers	2	
Fitted sheets	2	
Pillow	1	
Pillow Cases	2	
Laundry Bags	2	
Coat hangers	6	
Toilet Bag with Face Cloth, Toothbrush, Hairbrush etc.	1	
Manicure Set	1	
Tissues		
Toiletries		
Small Workbox with Needles, Cotton, Scissors etc.	1	
Padlock for Lockers	3	
Spare Name Tapes	20	
Wellington Boots (optional)	1	
Mesh Sock Bag	1	
Re-Chargeable Camping Lantern	1	
Tuckbox	1	



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BOYS' CLOTHING LIST

SCHOOL UNIFORM	BOARDERS	DAY SCHOLARS
Woodridge Blazer	1	1
Woodridge Zip Thru Hoodie	1	1
Woodridge Tie	1	1
Woodridge V-neck Long Sleeve Jersey or Woodridge V-neck Sleeveless Jersey	2	1
Woodridge Short Sleeve School Shirt (with logo on pocket) or Woodridge Long Sleeve School Shirt (with logo on pocket)	6 2	3 2
Woodridge Short Pants	5	3
Woodridge Long Pants	3	3
Woodridge Short Camel-coloured Socks	12	5
Brown Lace-up Shoes	1	1
Brown Sandals (Optional)	1	1
Woodridge Belt	1	1
Woodridge Anorak	1	1
Woodridge Tracksuit	1	1
Woodridge Togbag	1	1
Book Bag	1	1
SPORTSWEAR / EQUIPMENT		
House Shirt (When in stock)	1	1
White shorts	5	3
Brown Shorts	3	2
Woodridge Rugby Jersey	1	1
Practice Rugby jersey (Optional)	2	1
White socks that cover the ankle	5	3
Woodridge Hockey Socks	2	2
Woodridge Sports T-Shirt	3	2
White T-Shirt	3	2
Woodridge Cricket Shirt (When in stock)	2	1
Woodridge Cricket Jersey (Optional)	1	1
Woodridge Cricket Cap (Team members only) (or white wide-brimmed hat)	1	1
Running Shoes (predominantly white)	1	1
Woodridge Swimming Costume	1	1
Rucksack, Mountain Bike, Fishing Rod etc. (Grade 5, 6 and 7 only)		
Sleeping Bag	1	1
Tent	1	1
Hockey Shinpads, Hockey Stick, Ball	1	1
Tennis Raquet	1	1
Cricket Bat, Kit and Ball (Team members only)	1	1
Woodridge Wide-brim Hat (when in stock)	1	1
Sports Towel	1	1
OTHER CLOTHING AND ITEMS NECESSARY		
Underpants	12	
Vests (optional)	2	
Tissues or Handkerchiefs	8	
Dressing gown	1	
Pyjamas	3	
Slippers / Slops	1	
Jeans / Shorts / Tracksuit Pants	2	
Casual Shirts / T/Shirts	6	
Jersey / Tracksuit Tops	3	
Toilet Bag - nailbrush, toothbrush, comb etc	1	
Toiletries		
Blanket	1	
Duvet	1	
Duvet Covers	2	
Fitted Sheets	2	
Pillow Cases	2	
Pillow	1	
Towel	4	
Laundry Bags	2	
Coat Hangers	6	
Spare Name Tapes	20	
Padlocks for Lockers	2	
Mesh Sock Bag	2	
Re-Chargeable Camping Lantern	1	
Tuckbox (with lock)	1	



WOODRIDGE
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DAY SCHOLAR BUS BOOKING FORM: 2012

Name of Child/Children: _____

Number of seats required: _____ Grade/s: _____

NB: Fees are payable per seat per bus: should a parent require a child to arrive on one bus and depart on a different bus, this will require two seats to be booked and paid for.

PLEASE TICK (✓) THE REQUIRED BUS STOP

BUS	BUS STOP	Depart	Return	PRICE PER ANNUM	Tick
JEFFREYS BAY (BLUNDEN and WOODRIDGE 32 SEATER)	Spar Car Park (opposite Checkers)	07h00	17h20	R10 383	
ULTRA (BLUNDEN)	Ultra Liquors (cnr Cape Rd & William Moffatt)	06H55	17h25	R10 062	
SUNRIDGE (BLUNDEN)	Stella Londt-Parks Rugby Club	07h10	17h15	R10 062	
WALMER	9th Avenue Nursery	06h50	17h35	R10 062	
KINGS BEACH (WOODRIDGE 32 SEATER)	Kings Beach Car Park	07h10	17h20	R10 062	
MOUNT PLEASANT (BLUNDEN)	AM: Dales Supermarket, Buffelsfontein Rd	07h00	17h25	R10 062	
	PM: The Dam, cnr Athlone and Buffelsfontein				
SEAVIEW (BLUNDEN)	Seaview Hotel	07h10	17h10	R10 062	
COWS CORNER (BLUNDEN)	Forlees Supermarket	07h25	17h05	R10 062	
SEAVIEW/GREENBUSHES N2 ON RAMP (BLUNDEN)	Seaview side of N2 on-ramp	07h30	17h00	R 8 430	
UITENHAGE (WOODRIDGE 22 SEATER)	Uitenhage Sports Centre	07h20	17h20	R10 062	
UITENHAGE (WOODRIDGE 22 SEATER)	Rocklands	07h35	16h55	R6 660	

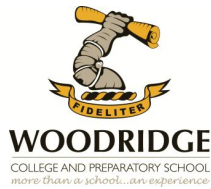
NB: DEPARTURE TIME ON FRIDAY IS 15h15

I, (name of parent/guardian) _____ hereby give consent for my child/children to use Woodridge-arranged transport to and from Woodridge and indemnify the School and its agents against any claims for loss, damage or injury suffered when using or as a result of using any such transportation. I acknowledge and agree that:

- 1 My child/children's seat/s on the bus could be withdrawn should he/she misbehave or not adhere to the acceptable rules and regulations of the School as per the Code of Conduct : Daily Bus Transport
- 2 Transport fees will be billed with my school fees annually, termly or monthly as selected by me on the School's Fees Payment Options Form and are payable in accordance with the School's Fees and Debtors Policy.

SIGNED: _____ DATE: _____

Parent/Guardian CONTACT/CELL NUMBER: _____ **PLEASE RETURN THE FORM, COMPLETED AND SIGNED, TO ENSURE YOUR CHILD'S/CHILDREN'S SEAT ON THE BUS**



TEL. 041-9566200 (College) 9566210 (Prep)
FAX. 041-9566202 COLLEGE
041-9566221 PREP

PO THORNHILL
6375

MEDICAL ADMISSION FORM

FULL NAME: _____

DATE OF BIRTH: ___/___/___ ENTRY GRADE _____ DAY/BOARDER _____

FULL NAME AND SURNAME: FATHER : _____

MOTHER : _____

PHONE: H: _____ B: _____ CELL _____

RESIDENTIAL ADDRESS: _____

E MAIL ADDRESS: _____

MEDICAL AID DETAILS

NAME OF SCHEME _____ OPTION _____

PRINCIPAL MEMBER _____ I.D. NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MEDICAL AID NUMBER _____ DEPENDANT CODE _____

Please note: A copy of both sides of medical aid card, together with a copy of the identity book of the principal member must accompany this form

PLEASE SUPPLY THE FOLLOWING VITAL INFORMATION FOR OUR RECORDS

DATE OF LAST TETANUS TOXOID INJECTION _____

ALLERGIES (Bee stings, medication, etc.) _____

OPERATIONS (Grommets, tonsillectomy, etc.) _____

SERIOUS ILLNESS (Rheumatic fever, hepatitis, malaria, etc.) _____

PERMANENT CONDITIONS (Asthma, diabetes, ADHD, etc.) _____

PERMANENT TREATMENT (Inhalers, insulin, Ritalin, etc.) _____

PSYCHOLOGICAL HISTORY (Anorexia, depression, etc.) _____

OTHER (Bed-wetting, fear of the dark, etc.) _____

(Please supply details on a separate sheet, if necessary)

DAY SCHOLAR: NAME OF DOCTOR : _____ TEL NO. _____

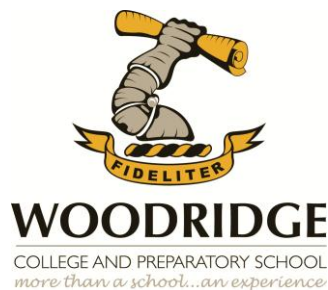
ALL SCHOLARS WILL AUTOMATICALLY FALL UNDER THE CARE OF THE SCHOOL DOCTOR/HEALTH CARE PRACTITIONER APPOINTED BY THE SCHOOL.

CONSENT TO OPERATE

I agree that if, in the opinion of the Headmaster or his Deputy, an emergency has arisen and the parents cannot be contacted, the Headmaster or his Deputy, or a staff member nominated by the Headmaster or his Deputy, has authority to permit a Medical Practitioner, Dentist or other auxiliary Medical Practitioner nominated by him/her to carry out any treatment, or administer a general anaesthetic, or perform any operation that may be considered necessary in the circumstances, on my child.

DATE: _____

LEGAL GUARDIAN



TRAVEL POLICY

HOW TERMS ARE STRUCTURED:

The school term dates are structured so that students are generally allocated a Monday to travel to school at the start of a term and a Friday to travel home at the end of a term. This way they do not have to travel over weekends and can spend this quality time with their families.

DEPARTURES:

It is compulsory for all students to attend final assembly on the last day of term. Exams are written up to and including the last day of term in June and November. Should a student miss an exam because of an early departure, they will get zero.

Students leaving earlier than the scheduled school transport will need to take a taxi to the airport or bus terminus. The teachers (drivers) are not available to drive students to the airport/bus terminus before 15:00 on the last day of term.

Students travelling within South Africa are able to book flights or buses home on the last day of term as they do not have onward connections. It is safe to say that flights/buses booked from 17:00 onwards will be suitable.

International travellers, with onward connections, are to overnight at school on the last day of term and travel home the next day. (See above – HOW TERMS ARE STRUCTURED)

RETURNS:

Please ensure that students' return travel arrangements reach our Travel Co-ordinator **BEFORE** the end of the preceding term as she does not live on campus and does not have access to her office email during the holidays.

Should she not receive these arrangements timeously, travellers will not be on the transport list to return to school from the airport/terminus and might have to take a taxi to school.

Please make every effort to avoid booking the last flight from Johannesburg to Port Elizabeth which arrives at 21h30 as this means students will arrive at Woodridge after 23h00.

GENERAL:

In the event of students being delayed, or arriving earlier than scheduled, they **MUST** wait near the Information Desk in the Arrivals Hall, for the next pick-up time. Please ensure travellers have the mobile number of our Travel Co-ordinator should they need to inform her of any delays or changes to travel arrangements.

By law, our buses are allowed to transport only 14 passengers and it is, therefore, important that the School is able to calculate how many of our buses are required to meet the travellers.



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TRAVEL POLICY (Cont.)

Extraordinary Trips:

Please note that it is the School's obligation to transport boarders to and from the airport and/or bus terminal at the beginning and end of term and half-term only.

In the event of students requiring transport to and from Port Elizabeth outside of scheduled shuttle times, the 2012 rate for 'extraordinary trips' is **R200,00**. This amount will be charged to your account. In the event of the school being unable to assist, we recommend a local taxi service, Hurters Cabs. Their telephone number is listed below.

Dress:

All boarders using school transport are to travel in their **FULL** Number One uniform with the exception of those travelling overnight by bus who may wear their **FULL** school tracksuit/white sports shirt and acceptable sports shoes.

Overweight Luggage:

Overweight luggage is a matter of concern and the cause of delays and unnecessary worry. All travellers must adhere to the airline/bus restrictions of weight and the number of items allowed.

Travel Coordinator: Lindy Isherwood

Mobile: +27 (0)72 687 3553

Office: +27 (0)41 956 6227

Email: lindy.isherwood@woodridge.co.za

Hurters Cabs: +27 (0)41 585 5500

info@hurtercabs.co.za



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STATIONERY REQUIREMENTS 2012

Grade 1	FIRST TERM: Grade 1 stationery packs will be order for all Grade 1 pupils and handed out on the first day of term	
Grade 2	5 x HB pencils (normal) Sharpener Rubber 30cm ruler 2 x Pritt Scissors Small set of kokees Wax crayons Twisters or pencil crayons 2l white ice cream container Glitter glue 1 Box tissues Ponal/Craft Glue (All items to be marked with your child's name)	
Grade 3	HB pencils (normal) x 3 Sharpener Rubber 30cm ruler Pritt Scissors Twisters Pencil crayons Space case / pencil bag All items to be marked with your child's name.	
Grade 4	2 x HB pencil 30cm ruler Eraser Sharpener Large Pritt Scissors Pencil crayons Wax crayons (Twisters) 1 English / Afrikaans Dictionary No Tipex All items to be marked with your child's name.	

Grade 5	HB pencils (normal) x 2 Sharpener Eraser 30cm ruler Pritt Scissors Pencil crayons Blue ballpoint pen Red ballpoint pen Highlighter Basic calculator English / Afrikaans Dictionary Thesaurus (Basic) All items to be marked with your child's name.	
Grade 6	1 x 30cm ruler Sharpener Eraser Coloured pencil crayons 3 x HB pencils or Pacer 3 x blue ballpoint pen NO Tipex Examination pad Pritt Geometry set Scissors English / Afrikaans Dictionary English Dictionary (Preferable Oxford Concise) Calculator (not scientific) All items to be marked with your child's name.	
Grade 7	1 x 30cm ruler Sharpener Eraser Coloured crayons 3 x HB pencils or Pacer 3 x blue ballpoint pen NO Tipex Examination pad Pritt English / Afrikaans Dictionary English Dictionary (Preferable Oxford Concise) Geometry set Scissors Calculator (scientific - optional) All items to be marked with your child's name.	

All exercise books will be provided by Woodridge and charged to your school account.