

CHILD'S DETAILS

Family Name _____

First Names _____

Date of Birth _____

Please Circle:

Current Age _____

Male

Female

Home Language _____

Left-handed

Right-handed

Nationality _____

Afrikaans FL

German FL

Present School _____

Present Grade _____

Entry for 2024 2025 2026

PARENT / GUARDIAN CONTACT DETAILS

Name _____

Physical Address _____

PO Box _____

Home Phone _____

Cell Phone _____

Email Address _____

TRIAL DAY

Preferred Date _____

Preferred Year Group _____

ADDITIONAL INFORMATION

Please provide any additional information that you feel may be important for us to know before your child's trial day.

For Office Use:			
Trial Date Offered	<input type="checkbox"/>	Trial Date Completed	<input type="checkbox"/>
Application Approved	<input type="checkbox"/>	Application Declined	<input type="checkbox"/>
Reason	_____		

Alexanders is a private and selective combined school offering the British National Curriculum from the Early Years Foundation Stage (Year 0 / Reception Year) to Key Stage Five (Year 13).

We are a school where both non-academic talents and academic ability are treasured and encouraged. We place great importance on developing a positive attitude towards learning, positive, constructive behaviour and a lifelong desire for knowledge and discovery.

1. Aim of the Admissions Policy

The aim of the Admissions Policy is to clarify the type of child (and family) that Alexanders would look to welcome to its school community and the procedures to be followed to finalise a successful enrolment at Alexanders.

2. Selective

Alexanders is a selective, private, combined primary school.

It welcomes applications from boys and girls from all social, ethnic or cultural backgrounds who will profit from a welcoming, nurturing and small but challenging academic environment.

Places are offered to those students (and parents or guardians) who we feel will:

- (a) benefit from the challenges of the British National Curriculum - an international curriculum;
- (b) benefit from a smaller school setting like Alexanders;
- (c) wholly abide by the school's rules, procedures and policies;
- (d) wholly embrace the school's ethos of diversity and tolerance; and
- (e) contribute fully, actively and positively to the Alexanders School community.

3. Admissions Timetable

Applications are welcome anytime during the academic year but:

- (a) no later than the 31st October in the year prior to a January entry;
- (b) no later than the 31st March for Term 2 entry; and
- (c) no later than 31st July for Term 3 entry.

4. Admissions Process

(i) An Application Form must be completed and submitted to the school office.

Please attach a copy of your child's birth certificate and his/her latest academic school report.

Application Forms can be downloaded from the school website or collected from the school office.

(ii) Selected candidates will then be invited to attend a trial day at Alexanders.

Candidates will be selected for a trial date based on the criteria set out in 2(a) to 2(e) above.

During the trial day, the candidates will participate in the regular timetabled lessons which may include assessments and mini-tests.

(iii) Successful applicants will be formally invited to join the school.

Those wishing to confirm their child's registration with the school must complete a Registration Form and pay the Registration Fee in order to finalise the registration. A Registration Fee is required to secure the child's place at Alexanders. Consideration will be taken of the results of the trial day undertaken as per 4(ii) above and the criteria set out in 1(a) to 1(e) to determine whether a place will or will not be offered at Alexanders.

Alexanders will endeavour to inform parents whether their child has been successful or not within 7 days of the trial date.

REVISED: 10 SEPTEMBER 2024

Parent / Guardian Signature: Date:

ALEXANDERS FEE POLICY 2025

Alexanders is a private and selective school offering the British National Curriculum.

Registration Fee

If a place at Alexanders is offered to your child, you will be required to pay a Registration Fee of N\$5 000 to secure your child's place.

The Registration Fee is a **once-off and non-refundable payment** when joining the school. If the Registration Fee is not paid, your child's place will be offered to the next person on the waiting list. Once paid, the Registration Fee is non-refundable in the event that the place is not taken up by your child. For more information on admission, please refer to the Alexanders **Admissions Policy 2025**.

School Tuition Fees

Monthly school tuition fees cover lessons, educational resources, books and stationery. The fees do not cover the cost of external examination fees, uniform items, outings and excursions, after-school clubs, individual music tuition or extra-curricular examination fees such as music examinations. Fees do not cover the cost of any snack or lunch.

Tuition fees are payable in advance and are payable on or before the 3rd of the month.

Early Bird payment of fees in advance incur a 20% discount on the annual tuition fee. Early Bird payments are due on or before 3rd November of each year.

Super Saver payment of fees in advance incur a 15% discount on the annual tuition fee. Super Saver payments are due on or before 3rd December of each year.

Annual payments of fees in advance incur a 10% discount on the annual tuition fee. Annual payments are due on or before 3rd January of each year.

Termly payments of fees in advance incur a 5% discount on the termly tuition fee (monthly fee x4). Termly payments are due in three instalments on or before 3rd January, 3rd May and 3rd September.

Payments not received by the date specified above will lose the discount provided.

Late Payment of Tuition Fees

Any fees not received **in full** on or before the 3rd day of the month will be deemed as late and a N\$550 late payment fee will become payable.

Should the account remain unpaid on the 15th of the month, then a second late payment fee of N\$550 will be charged to the account.

Should the account remain unpaid on the last day of the month, then the child's place or children's places will be suspended and the child or children will not be entitled to attend the school from the 3rd day of the following month until **all** outstanding amounts have been **paid in full** and the customer account **cleared of all arrears**.

Parents are encouraged to speak with the school should a payment issue arise.

Notice of Withdrawal

Should you wish to withdraw your child or children from Alexanders Private School, a calendar month's written notice must be given. Therefore, written notice must be given on or before the 1st day of the month prior to withdrawal from the school. Failure to provide written notice will necessitate payment of a month's fees in lieu of notice.

Should Alexanders - the staff, the Senior Leadership Team and/or the Principal - no longer be satisfied that a student (and parents or guardians) are willing to:

- (a) benefit from the challenges of the British National Curriculum - an international curriculum;
- (b) benefit from a smaller school setting like Alexanders;
- (c) wholly abide by the school's rules, procedures and policies;
- (d) wholly embrace the school's ethos of diversity and tolerance; and
- (e) contribute fully, actively and positively to the Alexanders School community.

The school reserves the right - at the discretion of the Principal - to require the child or children be withdrawn from Alexanders Private School provided one calendar month's written notice is given.

For more information please refer to the school's policies available to download from the school website.

Emergency Closure

In unavoidable and exceptional circumstances, such as contagious infection or consequential damage following a fire or adverse weather, it may be necessary to close all or part of the school at short notice during term time. As is common with most private schools, it is not Alexanders's policy to refund tuition fees in such circumstances.

Final Note

New Parents: In signing the Registration Form, you agree to accept the conditions of this policy.

Current Parents: In returning your child or children to the school on the first day of the new academic year, you agree to accept the conditions of this policy.

REVISED: 10 SEPTEMBER 2024

Parent / Guardian Signature: Date:

REGISTRATION FEE (ALL YEARS)

ONCE-OFF REGISTRATION FEE N\$5 000

EARLY YEARS
KEY STAGE ONE: NURSERY & RECEPTION CLASS / YEAR 00 & YEAR 0

MONTHLY TUITION FEE: N\$3 250 per calendar month

LOWER PRIMARY
KEY STAGE ONE: YEAR 1 - YEAR 2

MONTHLY TUITION FEE: N\$4 250 per calendar month

UPPER PRIMARY
KEY STAGE TWO: YEAR 3 - YEAR 4

MONTHLY TUITION FEE: N\$4 400 per calendar month

LOWER SECONDARY
KEY STAGE 3: YEAR 7 & YEAR 8

MONTHLY TUITION FEE: N\$4 750 per calendar month

UPPER SECONDARY
KEY STAGE 4: YEAR 9 - YEAR 11

MONTHLY TUITION FEE: N\$5 050 per calendar month

INTERNATIONAL GCSE
COLLEGE
KEY STAGE 5: YEAR 12 & YEAR 13

MONTHLY TUITION FEE: N\$4 375 (2 subjects)

MONTHLY TUITION FEE: N\$5 500 (3 or more subjects)

INTERNATIONAL AS & A-LEVEL
BANKING DETAILS

Name: Alexanders Private School

Bank: Bank Windhoek

Branch: Walvis Bay

Code: 481 872

Acc: 801 747 0882

EXTRA-CURRICULAR ACTIVITIES (ALL AGES)

MUSIC / INSTRUMENT TUITION N\$575

HOMEWORK CLUB *2 DAYS N\$425

HOMEWORK CLUB *3 DAYS N\$575

HOMEWORK CLUB *4 DAYS N\$625

AFTERNOON CLUBS N\$250 (per child per month per club)

PAYMENT DETAILS

The Registration Fee is a once-off and non-refundable payment upon joining the school.

School Tuition Fees are charged from January to December (12 monthly payments).

Music Tuition Fees are charged from February to November (10 monthly payments).

Homework Club Fees are charged from February to November (10 monthly payments).

Afternoon Clubs Fees are charged from February to November (10 monthly payments).

All fees are payable in advance and by the 3rd of the month.

 One calendar month's notice is required to cancel any of the above.

TUITION FEE - DISCOUNTS

Early Bird Saver 20%

One annual payment due on or before 3rd November.

Super Saver 15%

One annual payment due on or before 3rd December.

Annual Payment 10%

One annual payment due on or before 3rd January.

Termly Payment 5%

Three termly payments due on or before: * 3rd January * 3rd May * 3rd September

EXTERNAL EXAMINATION YEARS

 Monthly, termly and annual tuition fees **do not** cover the costs of external examinations.

External examination fees are not paid by the school.

 Fees for May / June examinations are payable in the **February** of the year of examination.

 Fees for October / November examinations are payable in the **July** of the year of examination.

Please budget approximately N\$3 500 per subject.



Alexanders Private School
41 Fourth Road North | Meersig | Walvis Bay
PO Box 4462 WB
+264 81 635 2707 | finance@alexanders-school.com

FINANCIAL CLEARANCE CERTIFICATE - ALEXANDERS PRIVATE SCHOOL

NAME OF STUDENT: _____

NAME OF CURRENT SCHOOL: _____

START DATE AT CURRENT SCHOOL: _____

ANNUAL FEES FOR CURRENT GRADE: N\$ _____

TOTAL FEES PAID TO DATE: N\$ _____

TOTAL FEES OUTSTANDING: N\$ _____

REASON FOR OUTSTANDING AMOUNT: _____

Current school office to certify that the school fees have been paid as indicated above.

Name of Principal / Financial Bursar

Signature of Principal / Financial Bursar

School Name & Official Stamp

Date

Please have this form completed, signed and stamped by your child's current school and submit along with a complete Registration Form.

Rules

There are mutually agreed rules for all members of our school community. This means they apply to children, parents and all school staff.

These rules fall under the 'Three Rs' principle:

- **Ready**
- **Responsible**
- **Respectful**

Expectations

We hope to foster an environment that is conducive to learning and improvement, and that will encourage positive behaviour by:

- Expecting all adults in the school environment to act as positive role models;
- Setting boundaries, expectations and rules which are clear, transparent and consistent;
- Celebrating academic improvement and positive behaviour which is conducive to learning;
- Using appropriate sanctions for negative behaviour where necessary;
- Ensuring fair treatment regardless of race, language, gender, religion, culture or ability;
- Informing parents and carers - at regular intervals - about their children's progress; and
- Creating policies and procedures which make it clear what is expected of all members of the Alexanders School community.



Home-School Agreement



21 Fourth Road North | Meersig | Walvis Bay
PO Box 4462 | Walvis Bay
+264 81 635 2707

admin@alexanders-school.com
www.alexanders-school.com



Ambitious for our learners!



PROUDLY PROVIDING THE BRITISH NATIONAL CURRICULUM

The School

Alexanders Private School

The school will do its best to:

- Provide a safe, secure and caring learning environment;
- Teach and encourage the children - as a valued member of the school community - to do their best and achieve their full potential by being **ready, responsible and respectful**;
- Provide a balanced curriculum based on the requirements of the British National Curriculum;
- Try to differentiate the learning material and teaching style to meet the individual needs of every child;
- Set regular assessments, mark and provide appropriate feedback to encourage improvement;
- Set regular homework and to mark it if appropriate;
- Have a clear and consistent approach to rewards and sanctions for children as set out in the APS Behaviour Policy;
- Offer a termly parent-teacher interview and academic report to keep parents / carers regularly informed of their child's progression;
- Contact parents/carers as soon as concerns are raised about a child's work, behaviour, attendance or punctuality;
- Be welcoming and offer opportunities for to become involved in the daily life of the school; and
- Communicate with parent/ carers through regular notices, letters and social media meetings.

Signed on behalf of the School _____

Name _____

Date _____

Parent or Carer

To help and support my child, I will do my best to:

- See that my child attends school regularly, is punctual and properly equipped and **ready** to learn;
- Support my child with homework and other home learning opportunities and encourage my child to be **responsible** about their own work;
- Listen to my child read daily;
- Support the school and the APS Behaviour Policy to make sure my child maintains good behaviour and is **respectful** to other children, parents and school staff;
- Raise any concerns or problems that might affect my child's ability to learn or behave appropriately;
- Attend parent meetings with the teacher to discuss my child's achievements and progress;
- Support all staff in their efforts to create an environment which is conducive to learning and improvement;
- Adhere to the school's policies and procedures;
- Read all letters/messages/emails that are sent home;
- Inform the school in advance of any planned absence in line with the APS Absence & Lateness Policy;
- Inform the school on the first day of sickness or unauthorised absence;
- Inform the school immediately of any changes to parents/carer and emergency contacts details.

Signed by Parent / Carer _____

Name _____

Date _____

Student

I will do my best to:

- Be **ready** every day to learn and improve;
- Be **responsible** for my own work, be diligent and listen carefully to instructions;
- Be **respectful** at all times to other children, parents and teachers;
- Follow the class rules as explained by the class teacher;
- Come to school regularly and on time;
- Do my homework regularly and to a good standard, and return it to school on time;
- Bring all the equipment I need every day including my Homework Diary, Homework Folder, book bag and reading books;
- Take good care of the school textbooks and reading books;
- Take good care of the school environment including the park and play area; and
- Tell somebody - a teacher, your parent or carer - if there is something I am not happy about.

Signed by Child _____

Name _____

Date _____