



## APPLICATION FORM

### CHILD'S DETAILS

Family Name \_\_\_\_\_

First Names \_\_\_\_\_

Date of Birth \_\_\_\_\_

**Please Circle:**

Current Age \_\_\_\_\_

Male

Female

Home Language \_\_\_\_\_

Left-handed

Right-handed

Nationality \_\_\_\_\_

Present School \_\_\_\_\_

Present Grade \_\_\_\_\_

Entry for            2022                            2023                            2024                            2025

### 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 trail day.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## VISION \* MISSION \* AIMS \* CORE VALUES

The Alexanders **vision** is to develop a British-style school incorporating an international curriculum and international approach to education through a small-school setting in the heart of Walvis Bay.

Named after Alexander Graham Bell, Alexander Fleming, Alexander Pope and many other world-changing Alexanders through-out mankind's history, our ambition is to provide every child with the skills to become their very own **history-maker**.

As part of our vision, it is our mission to **encourage** a strong sense of **community**, embrace **diversity** and champion **tolerance** among our eclectic, international student body. We shall achieve this by upholding the right to a faith or belief - **including atheism, non-theism and humanism as recognised belief systems** - and respecting all worldviews about personal and family life.

As part of our vision, it is our mission to provide attentive pastoral care to our students, and to maintain effective communication with our parents and guardians.

Our aim is to work together with parents or guardians so that together we can:

- \* **motivate** each child to discover their previously unlocked potential;
- \* **encourage** each child to discover their unique gifts and talents; and
- \* work together as a team to help a child **succeed** both now and in the future.

The overarching objective of the school is to guide each individual into **achieving** his or her full potential whether this be in the academic or non-academic arena.

We understand that parents are seeking out the best schools for their own children. What makes a 'good school' will be different from parent to parent and from family to family. To achieve our vision, it is important for parents who join Alexanders to feel comfortable with our school's approach to **discipline, respect, tolerance** and **inclusivity**. At Alexanders we embrace **diversity**.

At Alexanders, our strong core values include personal responsibility, honesty and respect which includes the tolerance and acceptance of others. Positive relationships between the staff team and our learners are built on these important values.

Our core values are built on our 'Three Rs' principle of **ready, responsible** and **respectful**:

- \* be ready to work, be ready to learn and be ready to be the best person you can be each and every day;
- \* be responsible for your own things, be responsible for your own work, be responsible for your own attitude, be responsible for your own work ethic, and be responsible for your own actions;
- \* be respectful to others always, and be respectful of each and every person regardless of their age, gender, belief or non-belief, faith, religion, nationality, home-language, sexual orientation or socio-economic status.

**UPDATED: JULY 2024**



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;
- (b) benefit from a small-school setting like Alexanders;
- (c) 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.



# ALEXANDERS FEE POLICY 2024

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 2024**.

## 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\$500 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\$500 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 1st day of the following month (which may be the next day) 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's financial administrator or principal 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;
- (b) benefit from a small-school setting like Alexanders;
- (c) 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 - which will be at the discretion of the Principal - to request 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: 20 AUGUST 2023**



**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

**PRIMARY****KEY STAGE ONE+ & KEY STAGE TWO: YEAR 1 - YEAR 6**

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

**LOWER SECONDARY****KEY STAGE 3: YEAR 7 & YEAR 8**

MONTHLY TUITION FEE: N\$4 600 per calendar month

**UPPER SECONDARY****KEY STAGE 4: YEAR 9 - YEAR 11****INTERNATIONAL GCSE PATHWAY**

MONTHLY TUITION FEE: N\$4 900 per calendar month

**SIXTH FORM COLLEGE****KEY STAGE 5: YEAR 12 & YEAR 13****INTERNATIONAL AS & A-LEVEL PATHWAY**

MONTHLY TUITION FEE: N\$4 250 (2 subjects)

MONTHLY TUITION FEE : N\$5 350 (3 or more subjects)

**EXTRA-CURRICULAR ACTIVITIES (ALL AGES)**

MUSIC / INSTRUMENT TUITION	N\$550
HOMEWORK CLUB *2 DAYS	N\$420
HOMEWORK CLUB *3 DAYS	N\$570
HOMEWORK CLUB *4 DAYS	N\$620
AFTERNOON CLUBS	N\$230 (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 is charged from February to November (10 monthly payments).

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

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

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

**BANKING DETAILS**

Name: Alexanders Private School

Bank: Bank Windhoek

Branch: Walvis Bay

Code: 481 87

Acc: **801 747 0882****TUITION FEE - DISCOUNTS**

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**

School tuition fees for students who are sitting external examinations in October & November are payable from January to October only (10 monthly tuition fee payments).

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

External examination fees are not paid by the school.

External examination fees are payable by parents or guardians approximately three months in advance.

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





Alexanders Private School  
21 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.





## UNIFORM POLICY

### PRIMARY SCHOOL: Key Stage One & Key Stage Two (Y0 to Y6)

Red short-sleeved golf tee with APS school logo  
Red long-sleeved golf tee with APS school logo  
Navy-blue long-sleeved round-neck tee with APS school logo  
Navy-blue trousers/shorts/skirt/skort/leggings/tracksuit pants  
Red polar fleece with APS school logo  
Navy-blue cricket hat OR navy-blue baseball cap OR APS beanie  
Any suitable shoes or sports shoes

### SECONDARY SCHOOL: Key Stage Three (Y7 & Y8)

Red short-sleeved golf tee with APS logo  
Red long-sleeved golf tee with APS logo  
Navy-blue long-sleeved round-neck tee with APS logo  
Navy-blue trousers/shorts/skirt/skort/leggings/tracksuit pants  
OR plain blue denim jeans (no fading or ripping)  
Red polar fleece with APS logo  
Navy-blue cricket hat OR navy-blue baseball cap OR APS beanie  
Any suitable shoes or sports shoes

### SECONDARY SCHOOL: Key Stage Four (Y9 to Y11)

Navy-blue short-sleeved golf tee with APS logo  
Navy-blue long-sleeved golf tee with APS logo  
Navy-blue long-sleeved round-neck tee with APS logo  
Navy-blue trousers/shorts/skirt/skort/leggings/tracksuit pants  
OR plain blue denim jeans (no fading or ripping)  
Red polar fleece with APS logo  
Navy-blue cricket hat OR navy-blue baseball cap OR APS beanie  
Any suitable shoes or sports shoes

### SIXTH-FORM COLLEGE: Key Stage Five (Y12 & Y13)

Smart-casual clothing.  
Any suitable shoes

#### ADDITIONAL INFORMATION

The wearing of uniform is compulsory.

**Our uniform is gender-neutral: any child may wear any item in any combination.**

**Tracksuits and other sportswear may be worn every day.**

Hats are compulsory.  
No hat, no outdoor play.

**No plakkies or open-toed sandals please.**

Trainers / takkies are required for PE lessons & other sports activities.

**No jewellery, except stud earrings, may be worn during PE lessons or sports activities.**

For reasons of practicality, hair should be pulled away from the face and eyes. Otherwise, children may dye and style hair as desired.

**No false nails or acrylic tips. Nail polish is acceptable.**





## TERM DATES 2024

### FIRST TERM

*(School Office open:*

First day of term:

Half-Term holiday:

Independence Day Mini-Break:

Easter Weekend Mini-Break:

Last day of term:

*Wednesday 10 January)*

Monday 15 January

Monday 04 March – Friday 08 March

Thursday 21 & Friday 22 March

Friday 29 March & Monday 01 April

Friday 26 April

### END TERM HOLIDAY

Monday 29 April - Friday 17 May

### SECOND TERM

First day of term:

Half-Term holiday:

Last day of term:

Monday 20 May

Monday 01 July – Friday 05 July

Friday 16 August

### END TERM HOLIDAY

Monday 19 August - Friday 06 September

### THIRD TERM

First day of term:

Half-Term holiday:

Last day of term:

Monday 09 September

Monday 14 October – Friday 18 October

Friday 29 November

**First Day of Academic Year 2025:**

**Monday 13 January 2025**

**Updated: 02 August 2023**

Absence is to be requested by completing a Leave Request Form.

Please see the Alexanders Lateness & Absence Policy for further information.