

Grade R:

N\$2 570.00 (fee for January – this fee will increase effective 1 February 2025) + N\$ 1 500.00 (registration fee) = N\$4 070.00.

Grade 1:

N\$2 570.00 (fee for January – this fee will increase effective 1 February 2025) + N\$ 1 500.00 (registration fee) + N\$ 800.00 (stationery) + N\$350.00 (backpack for school excursions) + N\$ 500.00 (school readiness test) = N\$5 720.00.

Grade 2 and 3:

N\$2 570.00 (fee for January – this fee will increase effective 1 February 2025) + N\$1 500.00 (registration fee) + N\$ 800.00 (stationery) + N\$350.00 (backpack for school excursions) = N\$5 220.00.

Grade 4:

N\$2 570.00 (fee for January – this fee will increase effective 1 February 2025) + N\$1 500.00 (registration fee) + N\$350.00 (backpack for school excursions) + N\$500.00 for 5 subject organisers + N\$120.00 for two flip files = N\$5 040.00.

Grade 5 to 7

N\$2 570.00 (fee for January – this fee will increase effective 1 February 2025) + N\$1 500.00 (registration fee) + N\$350.00 (backpack for school excursions) + N\$120.00 for two flip files = N\$4 540.00.

School fees will increase yearly with effect from 01 February with 10%.

NB: IN CASE THE APPROVED PLACE IS NOT TAKEN, YOU WILL FORFEIT THE REGISTRATION FEE.

ADMISSION IS NOT AUTOMATIC. A WRITTEN TEST WILL BE DONE (APPLICABLE FOR GRADE 2 TO 7) IF REQUIRED.

PAYMENTS OPTIONS:**EFT - BANKING DETAIL:**

WALVIS BAY PRIMARY SCHOOL

BANK WINDHOEK

ACC NO: 800 466 1091

BRANCH CODE: 481 – 872

REFERENCE: Learner Name, Surname and Grade applied for

e.g. John Smith Gr1 Eng

Send proof of payment to: admin@lwbsleutels.com

AVAILABLE AT THE OFFICE:

- Swipe facilities
- Cash
- Pay Today

Personal details of learner:

Surname:				
First name:				
DoB:	yyyy	Mm	Dd	Citizenship:
Religion:			Mother tongue:	
General Practitioner:			Gender:	
Allergies :				
Previous school/pre-primary attended :				
Last grade passed:				
Grades repeated:				
Brothers and sisters in LWB:				
Name:			Grade:	
Name:			Grade:	

Personal details of parents:**Father/Guardian:****Mother/Guardian:**

Title:	Initials:	Title:	Initials:
Surname:		Surname:	
First Names:		First Names:	
Citizenship:		Citizenship:	
Postal address:		Postal address:	
Residential address:		Residential address:	
Email:		Email:	
ID No:		ID No:	
Contact numbers:			
Tel (H):		Tel (H):	
Cell Nr:		Cell Nr:	
Employment:			
Profession:		Profession:	
Employer:		Employer:	
Position:		Position:	
Tel (w):		Tel (w):	
Email:		Email:	
Religion:		Religion:	

Walvis Bay Primary School (Association incorporated not for gain in terms of Section 21 of the Companies Act, No. 28 van 2004) – hereinafter referred to as “the school”

Admission policy and contract

1. By completing the form below, the applicant offers to contract with the school on the terms herein contained.
2. Upon the applicant being informed in writing to the effect that the application had been approved, a contract will come into existence in accordance with the terms herein contained.
3. The contract will remain in force until the end of the school year in respect whereof the application pertains and if not specifically renewed in respect of a following school year, will lapse at the end of the relevant school year. No right shall accrue to an applicant to qualify for the renewal of the contract in the absence of a written intention to renew and conveyed coupled with a completed application form at the latest 2 months prior to the expiration of the relevant school year.
4. One calendar month (1st of a month) written notice has to be given in the event of the applicant wishing to withdraw a child from the school. November will not count as a notice month. Interest of 15% per annum calculated and capitalized monthly in arrears will be charged on arrear accounts. **In the event of a poor payment history, contract renewal will not be considered.**
5. The school fees will increase yearly with effect from 01 February with 10%.
 - Current school fee structure for 2024 is as follows:

	Total Monthly School Fee	Payable
Wallies	2,730	February to December (11 Months)
Gr R to Gr 6	2,940	February to December (11 Months)
Gr 7	2,830	February to November (10 Months)

6. In the event of a learner’s school fund being in arrears, the learner’s participation in excursions and tours will be jeopardized. School fees in arrears will lead to the learner not being allowed to return to school until settled in full. The school has a zero tolerance policy with regards to outstanding fees.
7. The education of the child is conducted by the parents and teachers working together in partnership. The parents/guardians undertake to execute their responsibilities as education partners, through active involvement and loyalty.
8. Parents and guardians accept the board of directors as the only official mouthpiece of the school.
9. The board of directors may at any time review rules and admission and re-admission requirements.
10. The board of directors has the mandate to reject an application / re-application.
11. The school fees, as determined from time to time by the board of directors, are payable monthly **in advance** on the 07th of each successive month.
12. This application is only valid for the current year and no waiting list will be maintained for a following year.

13. Misleading or incorrect information will lead to the immediate cancellation/disqualification of the application.

14. The applicant warrants being the legal guardian of the learner with regard to which the application pertains and acknowledges irrevocably that upon the conclusion of this contract, the school, the board of directors and any person standing in service of the school becomes irrevocably indemnified with regard to any claim flowing from theft, loss and/or damages of personal property of whatsoever nature whether brought to the school premises or to any school excursion or vehicle used by the school pertaining to such excursion, except insofar as such theft, loss and/or damages may be the result of gross negligence or malicious damage to property by the school, board of directors or person in service of the school.

15. The applicant undertakes irrevocably and agrees that the school will not incur any responsibility for any injury, loss or damages suffered by a learner and the school, the board of directors and the employees are herewith specifically contractually indemnified against any such liability except to the extent that it may be the result of proven gross negligence and/or intent on the part of school, board of directors or an employee of the school.

16. The applicant agrees irrevocably that any certificate which on face value contains a declaration by the school pertaining to an amount owed by the applicant to the school in respect of any school fees and/or other school related expenses will serve as rebuttable proof of such indebtedness, until the contrary is proved by the applicant.

17. The applicant further consent to the payment of legal costs on an attorney and own client scale in the event that it may become necessary for the school to institute legal action against the applicant for the recovery of any outstanding indebtedness and that the school may launch such action out of the Magistrate's Court irrespective of whether the amount in question may otherwise exceed the jurisdiction of the Magistrate's Court.

18. This document, insofar as it deals with issues herein covered, entail the full terms of the full agreement between the parties and no other terms or amended terms will be of any force or effect unless contained in a document signed by both parties.

Thus done and signed at Walvis Bay on this ____ day of _____.

Father/Guardian: Name: _____ Signature: _____

Mother/Guardian: Name: _____ Signature: _____

LAERSKOOL WALVISBAAI



UNDERTAKING BY PARENTS/ GUARDIANS OF RESPECTIVE LEARNERS FOR PERMISSION AND INDEMNIFICATION FOR THE DURATION OF ENROLMENT AT ABOVE-MENTIONED SCHOOL

We, the undersigned, hereby declare

1) _____ ID No: _____

2) _____ ID No: _____

(Surname and full names of parent(s) and/or guardian(s) in print)

Residing at (kindly supply residential address)

1) _____

2) _____

(full address of parent(s) and/or guardian(s))

Parent(s) and/or guardian(s) of 1. _____

2. _____

(Surname and full names of child) _____

that we herewith agree that above mentioned child(ren) may partake in daily organized school activities/ in ordered school education programmes/ all extra mural activities of the school inclusive of athletics, physical education, sport excursions, educational tours, as well as excursions of an historic and/or geographic and/or cultural interest. My/our child may walk or go by vehicle to aforesaid activity. We/I understand, acknowledge and accept that such activities and/or trips and/or excursions by our/my child(ren) entail certain risks and we/I herewith waive on our own/my behalf and on behalf of our/my child(ren) (insofar as it may be within our/my legal capacity to do so) in favour of the Ministry of Education, Arts and Culture, Walvis Bay Primary School, the board of directors of the school, the School Director and his personnel, as well as external coaches, any claims stemming from injuries or damages and/or losses to property which may directly or indirectly follow or flow from any participation by our/my child(ren) to any activities mentioned in the preceding paragraph.

We/I further undertake to indemnify Walvis Bay Primary School, the Ministry of Education, Arts and Culture, the board of directors, the School Director and/or the personnel as well as coaches against all damages, howsoever occasioned, which Walvis Bay Primary School, the Ministry of Education, Arts and Culture, the board of directors, the School Director and/or the personnel and coaches may suffer as a result of the actions of our/my child(ren) and to keep them so indemnified.

We/I herewith grant authority to the School Director to, in the event of our/my child(ren) suffering a serious injury, to act depending on circumstances, in a way which he deems fit.

Date: _____ Signature of Father/Guardian: _____

Place: _____ Signature of Mother/Guardian: _____

Witnesses: (to certify that it is indeed the signatures of parent(s)/guardian(s))

1) _____ 2) _____

Details of person responsible for the account:

Title:	Initials:
Surname:	
First Names:	
Citizenship:	
Postal Address:	
Residential address:	
Email:	
ID No:	
Contact numbers:	
Tel (H):	
Cell Nr:	
Employment:	
Profession:	
Employer:	
Position:	
Tel (w):	
Email:	
Religion:	
Learners name and surname:	
Child 1:	
Child 2:	

Note: If account is in arrears, the school has the mandate to hand over the account to a debt collector.

Thus done and signed at Walvis Bay on this ____ day of _____.

Person responsible: Name: _____ Signature: _____

All information is mandatory – if incomplete the form will be sent back and application will be noted as incomplete.

Office use:

Parent Code:

Laerskool Walvisbaai

Nangolo Mbumba Weg
Posbus 848
Tel. +264 64 202836
Faks. +264 64 207098
Epos: admin@lwbsleutels.com



Walvis Bay Primary School

Nangolo Mbumba Drive
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PRIMARY SCHOOL WALVIS BAY (Incorporated association not for gain) 21/95/0111

FINANCIAL CLEARANCE DOCUMENTATION:

Document to be completed by the Principal of the learners current school and sent to Walvis Bay Primary School:

e-mail: admin@lwbsleutels.com

Note: Application will only be considered after documentation is received.

Learner name and surname: _____

Name of current school: _____

Current grade: _____

Mark relevant field with an X:

	GOOD	AVERAGE	POOR
Payment of school fees			

*Please attach latest school account statement

Additional comments required regarding school fee collection:

I hereby declare above-mentioned information as true and correct.

Principal

Date

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PRIMARY SCHOOL WALVIS BAY (Incorporated association not for gain) 21/95/0111

Dear Parents / Guardians

Consent Form

You are required to give consent for your child to leave the school premises.

Please complete, sign and date the consent form. Only parents or legal guardians of the child may fill in this form and sign it.

I, _____ ID _____ the
parent / legal guardian of (child) _____ in Grade _____
date of birth _____ do hereby grant consent for the aforementioned learner to
leave the school property during school hours to participate in the following outing / activity:

Activity: All activities, sports events and outings for the abovementioned learner during the 2025 calendar year.

Date: 1 January 2025 – 31 December 2025

Mode of Transport: School bus and transport services offered by the school.

Time to be at school: As per communicated letter sent home of event/outing.

Depart from school: As per communication of educator in charge sent home of event/outing.

Arrive at school: As per communication of educator in charge sent home of event/outing.

Educators accompanying learners: Will be grade or sport code related.

Persons in charge: Head of Sport/Head of Culture/Head of Department/Grade Head

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PRIMARY SCHOOL WALVIS BAY (Incorporated association not for gain) 21/95/0111

Parent and Supporters Code of Conduct for Sports

As parents and supporters of Walvis Bay Primary School, we all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy sports. By signing this document, you agree to observe the school's Code of Conduct for spectators at all times.

I will:

- Remember that children play for FUN.
- Applaud effort and good play as well as success.
- Respect the referee's decisions even when I do not agree with them.
- Appreciate good play from whichever team it comes from.
- Remain behind the touchline and within the designated spectators' area.
- Let the coach do their job and not confuse the players by telling them what to do.
- Encourage the players to respect the opposition, referee, and match officials.
- Support positively and offer players encouragement, not criticism.
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.
- Address any concerns directly with the coach in a respectful manner and never on the same day as the match, subsequently follow the grievance procedure of the school.

Consequences of Not Following the Code

I understand that if I do not follow the Code, any or all of the following actions may be taken:

- Issued with a verbal warning from the school.
- Required to meet with the School Director and or Principal or a senior member of staff.
- Obligated to leave the match venue by the school.
- Told not to attend future games.
- Required to leave the team along with any dependents.

- The school could impose a fine (of N\$ 100 or more) and/or exclude my child from future activities and sports events.

Agreement by Parents/Guardians:

1. If a parent/guardians does not comply with the above provisions, the coach/team manager must report the unacceptable behaviour to the Sport Organizer if not resolved.
2. In serious cases, the incident will be referred to the disciplinary sports committee for further action. The committee consists of the School Director, the Head of Sports, Code Head and the Coach concerned.
3. Any situation where a player is suspended it will result in a disciplinary hearing. Should the player/parent/guardian be found guilty of a transgression, he/she will be suspended for at least the next two competitions, meetings or matches.
4. I have read and understood the above "code of conduct" and will take responsibility for my behaviour. I also acknowledge that if I am involved in any verbal and/or physical abuse, there will be relevant consequences.

By signing below, I acknowledge that I have read, understood, and agree to abide by the Parent/Guardian and Supporters Code of Conduct for Sports at Walvis Bay Primary School.

Father/Guardian Name

Mother/Guardian Name

Signature:

Signature:

Date:

Date:

Please return this signed document as part of your application for enrolment to Walvis Bay Primary School. Thank you for your cooperation and for being a positive ambassador for our school.

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PRIMARY SCHOOL WALVIS BAY (Incorporated association not for gain) 21/95/0111

Walvis Bay Primary School Parents' Code of Conduct

Introduction

Walvis Bay Primary School values the active involvement of parents in the educational journey of their children. To maintain a safe, respectful, and productive environment, all parents and guardians are required to adhere to this Code of Conduct.

With the enrolment of a child at Walvis Bay Primary School, the parents / guardians of a learner have willingly chosen to accept the mission, vision, principles, policies and code of conduct of Walvis Bay Primary School. Members of the community must ensure they understand and are familiar with the rules and guiding statements.

Walvis Bay Primary School Board of Directors therefore reserves the right to discontinue enrolment of a learner if it is reasonably concluded that a parent or guardian:

- **Fails to familiarise him / herself with and support the school's values, policies and procedures in a positive and constructive manner**
- **Seriously interferes with the school's accomplishment of its educational purposes which results in the impossibility of a positive relationship between the home and school**
- **Lobbies other parents or outside parties or takes up issues directly with other learners in a manner that is counter-productive and/or against the philosophy and mission of the school, without exhausting internal processes. This is incitement and the Board of Directors and Management does not condone such behaviour.**

This document outlines the expectations for parent behaviour on school premises, during school events, and in all interactions with staff, learners, and the school community.

General Conduct

1. **Respect and Courtesy:** Parents must treat all staff, learners, and other parents with respect and courtesy at all times.
2. **Positive Role Modeling:** Parents are expected to set a positive example for their children through their behaviour, language, and attitude.
3. **Confidentiality:** Parents must respect the privacy and confidentiality of all learners and staff members.

Directors: C Theron (School Director) A Hartung (Chairman), R Rickerts,
J Lestrade, J Bloem, P Alweendo, A Shitatu, A Humphries, L Rentzke, J Orange



Conduct on School Premises

1. **Visitation Protocol:** Parents must check in at the school office upon arrival and obtain a visitor's pass. Unauthorized access to classrooms and other areas is prohibited.
2. **Punctuality:** Parents are expected to adhere to school timings for dropping off and picking up their children.
3. **Parking and Traffic:** Parents must follow all parking and traffic regulations on school grounds and different scholar patrol areas to ensure the safety of all learners.

Conduct on Sports Fields

1. **Sportsmanship:** Parents must encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials.
2. **Respect for Officials:** Parents must respect the decisions of coaches and referees. Disputes or disagreements must be addressed through appropriate channels, not during the event.
3. **Behaviour:** Abusive, threatening, or inappropriate language or behaviour will not be tolerated/accepted.

Raising Grievances

1. **Protocol:** All grievances must be raised following the established school procedures. Parents/guardians enrolled their child/ren individually, therefore all grievances will be addressed individually and not in groups at all times.
2. **Communication:** Initial concerns should be addressed directly in writing and individually with the relevant staff member. If unresolved, parents should follow the escalation procedure:
 - o Contact the class teacher
 - o If unresolved, contact the Head of Department
 - o If still unresolved, contact the School Director
3. **Documentation:** All grievances should be submitted in writing, clearly stating the issue, the parties involved, and any relevant details.

Respecting Staff and Learners

1. **Interactions with Staff:** Parents must interact with all staff members respectfully and professionally. Any form of harassment, intimidation, or aggression is strictly prohibited.
2. **Respect for Learners:** Parents must respect the dignity and rights of all learners. Any form of discrimination, bullying, or harassment is unacceptable.



Participation in School Activities

1. **Volunteering:** Parents who wish to volunteer must follow the school's policy, including training as required.
2. **Events and Meetings:** Parents are encouraged to participate in school events and meetings. However, they must adhere to the guidelines and instructions provided by the school during these activities.

Communication

1. **Channels:** Parents should use the designated communication channels for all school-related inquiries and concerns..
2. **Respectful Tone:** All communication with the school should be conducted in a respectful and constructive manner. Abusive or aggressive communication will not be tolerated.
3. **Timing:** Parents should refrain from contacting staff and coaches after 19h00 daily unless the matter is deemed an emergency.

Consequences for Violations

1. **Warning:** At the very first violation of this Code of Conduct such parent/s will receive a formal warning.
2. **Restrictions:** Continued violations may result in restrictions on the parent's access to school premises and events.
3. **Legal Action:** In severe cases, legal action may be taken against parents who engage in behaviour that threatens the safety or well-being of any member of school community.
4. **Discontinue enrolment of a learner:** The board of Directors will impose discontinuation of enrolment of a learner in the event that a parent or guardian persist in deviating from set out protocols

Conclusion

Walvis Bay Primary School is committed to providing a safe and respectful environment for all learners, staff, and parents. Adherence to this Code of Conduct is essential in maintaining the integrity and positive atmosphere of our school community.

By enrolling your child at Walvis Bay Primary School, you agree to abide by this Code of Conduct.

Signed at _____ on this day _____ of _____ 2025

Full Name and surname of parent _____

Signature _____

Learner name and surname _____

Current Grade _____

Directors: C Theron (School Director) A Hartung (Chairman), R Rickerts,
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PRIMARY SCHOOL WALVIS BAY (Incorporated association not for gain) 21/95/0111

Social Media Consent Form
To be signed and returned to School

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image to be published in the newsletter, bulletin, Facebook page, website, or other social media outlets and publications.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed and we will do our best to ensure that privacy settings are at the highest setting; however, we want to celebrate your child and his/her work and maintain good lines of communication with you.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes learner names, photo/image or video and age. If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the School Office and such rescission will take effect upon receipt. Please tick one of the following choices:

- I/We GRANT permission for a photo/image that includes this learner without any other personal identifiers to be published on the school website, newsletter, bulletin, Facebook page, or other social media outlets and publications.
- I/We DO NOT GRANT permission for a photos/images that include this learner to be published on the school's website, newsletter, bulletin, Facebook page, or other social media outlets and publications.

PRINT the name of your Child: _____

PRINT the grade of your Child: _____

PRINT the name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Relationship to Child: _____

Date: _____