



# HRC 2025 ENROLMENT APPLICATION

GRADE APPLYING FOR: \_\_\_\_\_ Please initial all pages

LEARNER INFORMATION: (Please print clearly)	
SURNAME:	FIRST NAMES:
GENDER:	DATE OF BIRTH:
POSITION IN FAMILY _____ OUT OF _____	IDENTITY/PASSPORT No.
PLACE OF BIRTH:	RACE:
HOME LANGUAGE:	CITIZENSHIP:
HOME ADDRESS:	
	POSTAL CODE:
FAMILY INFORMATION	
FATHER'S DETAILS: (Please print clearly)	
SURNAME:	NAME:
IDENTITY/PASSPORT No	OCCUPATION:
EMPLOYER:	
WORK PHONE:	CELL PHONE:
EMAIL ADDRESS:	MARITAL STATUS:
MOTHER'S DETAILS: (Please print clearly)	
SURNAME:	NAME:
IDENTITY/PASSPORT No	OCCUPATION:
EMPLOYER:	
WORK PHONE:	CELL PHONE:
EMAIL ADDRESS:	MARITAL STATUS:
GUARDIAN'S DETAILS: (Please print clearly) (if the child is not living with parents):	
SURNAME:	NAME:
IDENTITY/PASSPORT No	OCCUPATION:
EMPLOYER:	
WORK PHONE:	CELL PHONE:
EMAIL ADDRESS:	MARITAL STATUS:

Initials \_\_\_\_\_



# HRC 2025 ENROLMENT APPLICATION

ALTERNATIVE CONTACT'S DETAILS: (Please print clearly)		
1.	NAME SURNAME:	RELATIONSHIP TO CHILD
	WORK PHONE:	CELL PHONE:
2.	NAME SURNAME:	RELATIONSHIP TO CHILD
	WORK PHONE:	CELL PHONE:

MEDICAL DETAILS	
NAME OF DOCTOR:	CONTACT NO:
MEDICAL AID:	MEDICAL AID NO:
MEMBERSHIP NO:	MAIN MEMBER:

BROTHER'S & SISTER'S IN THE SCHOOL	
1.	NAME SURNAME: GRADE:
2.	NAME SURNAME: GRADE:

ACCOUNT DETAILS	
PERSON RESPONSIBLE FOR ACCOUNT:	
ID NO:	CELL NO:
ADULT RESPONSIBLE FOR COLLECTION:	
ID NO:	CELL NO:

PRESENT SCHOOL RECORD	
SCHOOL NAME:	CONTACT NO:
EMAIL ADDRESS:	MEDICAL AID NO:
HAS YOUR CHILD EVER REPEATED A GRADE?	
HAS YOUR CHILD BEEN DIAGNOSED WITH (ADD OR ADHD) OR ANY OTHER LEARNING DIFFICULTY? YES / NO If YES, explain what course of action is being followed:	
WHAT GRADE IS YOUR CHILD CURRENTLY IN?	
HOW DID YOU HEAR ABOUT HOPE RESTORATION COLLEGE?	

Initials \_\_\_\_\_



# HRC 2025 ENROLMENT APPLICATION

## DOCUMENTATION TO BE ATTACHED WITH APPLICATION

CERTIFIED COPIES OF BOTH PARENTS' IDs
CERTIFIED COPY OF BIRTH CERTIFICATE
LATEST COPY OF RATES ACCOUNT/COPY OF YOUR CURRENT SIGNED RESIDENTIAL LEASE AGREEMENT
LATEST SCHOOL REPORT
WRITTEN TESTIMONIAL FROM PREVIOUS SCHOOL
TWO ID SIZED PHOTOS OF THE CHILD
DIAGNOSTIC TESTING & REGISTRATION FEES (NON-REFUNDEABLE)

Diagnostic testing may need to be completed by the student at the school at a cost to be determined by the school. The cost is non refundable and does not guarantee acceptance

## STATEMENT OF FAITH

Since Hope Restoration College is a Ministry of the Kingdom of God, this statement of Faith forms the basis of our confession of Faith:

- We believe in the Godhead, the incomprehensible Trinity: God the Father, the Son and the Holy Spirit.
- We believe in Salvation ONLY through our Lord Jesus Christ, who came into this earth to give His life a ransom for many.
- We believe in the Holy Spirit (the third person in the Trinity) and His gifts to the church, which should be desired by every believer.
- We believe in the Holy Bible / Scriptures as the only infallible, authoritative Word of God.
- We believe man was created holy and upright, but through sin came under God's condemnation and could not save his soul. It was only through Jesus Christ's death, resurrection and ascension that brought redemption to all mankind.
- We believe in Water Baptism which symbolises our dying to the "old man" and the resurrection of the "new man" to walk in "newness of life".
- We believe in the baptism of the Holy Spirit, which should be accompanied by the gift of speaking in tongues as stated in the scriptures.
- We believe in the Lord's Supper, the sacrament instituted by the Lord Himself, which should be practised until His Second Coming.
- We believe in miracles and divine healing, that both are gifts of the Holy Spirit given to the church for the profit of all.

Initials \_\_\_\_\_



# PARENT & LEARNER COMMITMENT TO HOPE RESTORATION COLLEGE

## CODE OF CONDUCT

### GENERAL APPEARANCE

No aspect of Christian testimony is so readily obvious as the matter of appearance. We hold that Christians should present themselves so that Christ would be pleased and honoured.

- All learners should be in complete school uniform (with a blazer) and a tie for all boys every Monday and on the Opening day (appropriate uniform for Winter or Summer is expected)
- All learners should be in their Sports attire every Wednesday and Friday (unless specified for a particular event)
- All learners should be in their School uniform on other school days, and a learner may decide whether to wear a jersey or blazer if there be need (e.g. to keep warm)
- Only school shoes are allowed, and these should be polish shoes
- All uniform items should be neat and tidy on every school day (blazers should be dry cleaned on a regular basis, buttons to be checked and all torn and fading items should be mended or replaced respectively)
- Learners are expected to be neat and tidy, and maintain appropriate hygiene standards (brushing teeth, bathing and wearing clean underwear, and be able to wipe off their nose)
- School standards are to be followed by all students when attending any school sponsored activity.
- Learners may wear a watch
- The school reserves the right to send the learner back home if they are not dressed to the school standards

### APPEARANCE: GIRLS

HRC places emphasis on countenance rather than outward adornment.

- No make-up, no necklaces or hand bands
- Finger nails should be trimmed and kept clean (no cutex or painting of any kind)
- Girls with pierced ears may wear plain sleepers / studs and only one per ear
- Hair should be combed and tied at the back and kept in position by a neat hair band
- Free hand plaiting or neat natural hair styles are allowed, and long hair should be tied away from the face

Initials \_\_\_\_\_





# PARENT & LEARNER COMMITMENT TO HOPE RESTORATION COLLEGE

- No other styles are permitted (weaves, braids, locks, perm, relaxes)
- Girls may not wear a wig (except on civvies days or when it's required for acting/staging after requested by the school / supervisor)
- Girls' hair accessories should match the colours of their uniform (red/white/navy/black)
- Girls may wear lip gloss but no lip stick is allowed

## APPEARANCE: BOYS

HRC places emphasis on countenance rather than outward adornment.

- The school has a conservative haircut and every boy learner should adhere to that cut. Only the school clean cut is allowed - no stylish cuts, no dreads, no locks
- No moustaches, beards, or long ungroomed hair
- No ear rings, necklaces or hand bands
- Boys should wear their trousers with a belt which should be buckled and no dropping of trousers.

## GENERAL SCHOOL CONDUCT /DISCIPLINE

- It is compulsory for a learner to attend school every school day, except for situations that are beyond control
- When a learner is unable to attend school, a written note explaining the reason why they are unable to attend should be submitted to the school office for record keeping
- A learner should attend a full day at school, unless, the learner suddenly falls sick or there is a family emergency, otherwise no parents will be allowed to fetch a child before school ends.
- Learners should be under the Instructional Core for a minimum of 5 hours per day, so all learners should be in the school before 07H30.
- In the event of inclement weather, school closings will be announced to parents via email, sms and cell-phone messages.
- No bullying of any kind is allowed in the school (even verbal – we only say things that glorify God)
- Fighting is not permitted and may result in a learner being suspended from school
- No stealing will be tolerated (stealing from other children or from their teachers, or any other school staff member)
- No littering in the school – we do not PASS litter we PICK it up
- No cell-phones / tablets/ play stations or toys may be brought to school (except when required for learning purposes or for staging)

Initials \_\_\_\_\_



# PARENT & LEARNER COMMITMENT TO HOPE RESTORATION COLLEGE

- No weapons, jewellery or electrical gadgets may be brought to school – should a learner be found in possession of such, these shall be confiscated by the school
- No learner will be allowed to go on a school excursion / outing / sports etc without the consent of the parents – an indemnity form should be signed prior to the event
- Any form of disrespect towards other learners, school prefects, teachers, principal, Pastors and other support staff in the school, may result in a learner placed on probation, learner being suspended or expelled from school.
- No learner may act in a way that will bring disrepute to the school, when they are at school or away from school
- Learners should observe all school / Learning Centre rules

## BEHAVIOUR IN THE LEARNING CENTRE

- To observe all LC procedures including; setting goals, scoring and rescoring, crossing of completed goals)
- No learner may change their own goals except the Supervisor
- No learner may go home before setting the goals for the following day
- No learner will be allowed to disturb and disrupt other learners in their offices
- No learner is allowed to eat during learning
- Keep the LC and office neat and tidy
- For any learner who violates LC rules (e.g. scoring violation, cheating, disturbing others), the LC rules that apply to the violation shall apply, inclusive of time outs, break detention, and these may be extended to Saturday detention
- All Aftercare dressing should be modest and portray Christ

## BEHAVIOUR OUTSIDE THE LEARNING CENTRE

### *Break periods and in the toilets*

- Learners must wash their hands before and after eating
- All fruits should be properly washed before eating
- No learner may take other learner's food by force
- All litter should be placed in the provided dust bins

Initials \_\_\_\_\_



# PARENT & LEARNER COMMITMENT TO HOPE RESTORATION COLLEGE

## ***On the Playfields***

- Wednesday school sports are compulsory, and no child may be exempted from doing sports, unless on medical reasons, and the Doctor's note should be submitted to the school
- We encourage sharing of sports equipment
- We encourage team work
- We encourage endurance and sportsmanship
- We must use time effectively (we do not waste time when we are on the sports field)

## ***In the transport***

- HRC learners should respect other learners from other schools
- Learners should respect and take instruction from their transport driver
- Learners should remain seated with seat belts 'on' when the vehicle is in motion
- HRC learners should take care of all their belongings and make sure they do not leave anything on the vehicle
- All learners dropped by transport must not run in the parking area, but must walk to the school block

## ***During school tours/outings***

- All learners are expected to promote the school name by demonstrating good behaviour
- No learner may demonstrate any kind of behaviour that may put the school's name in disrepute
- For any school tour/outing, communication shall be sent to parents regarding the dress code

## **BEHAVIOUR TOWARDS OTHER LEARNERS**

- All learners should respect each other
- No learner may call others "names", tease or provoke them
- Senior learners (Grades 5 upwards) deserve respect from the junior learners
- All senior learners should treat their juniors with the same respect and should model the right kind of behaviour that is godly – no seniors should bully their juniors and the vice versa

Initials \_\_\_\_\_



# PARENT & LEARNER COMMITMENT TO HOPE RESTORATION COLLEGE

## BEHAVIOUR TOWARDS THE OPPOSITE SEX

- Boy/girl friendship/relationship shall be kept at a brother/sister level only

## BEHAVIOUR TOWARDS TEACHERS AND OTHER SCHOOL STAFF

- Learners need to respect their teachers
- Learners need to respect other school staff member
- Learners should greet their teachers by name or Ma` am / Sir
- Learners should greet and show respect to any visitors in the school

## SCHOOL PROPERTY AND STEWARDSHIP

- All school property and facilities should be preserved (this include all form of furniture and stationery, buildings, sports equipment and school fields)
- Any marked / scratched, defaced, or broken property is to be replaced by the concerned/ involved learner
- No learner is allowed to take home anything that belongs to the school without permission
- If a learner sees any other learner misusing school property or taking anything home without permission, they should report it to their teacher or any responsible staff member.

## PARENTS` ROLE IN LEARNER CONDUCT

- It is the solely the duty of a parent to bring their child to school / fetch them from school on time
- Prepare enough lunch for your child
- Pack properly prepared food (no partially cooked food)
- No child may secretly take medication at school without the supervision of a teacher – all medications should be communicated to the teacher concerned
- No parent may take away their child from school before school finishes, without permission from the School Principal
- Parents may not make any private visits to the Learning Centre during learning time - permission should be sought from the School Principal, where the purpose and intended length of their visit should be stated/divulged
- Make sure all your child`s school belongings (including clothing) are well labelled with the child`s name
- Parents must not send sick children to school, but should take them for medical attention and keep them home until they are fully recovered

Initials \_\_\_\_\_



# PARENT & LEARNER COMMITMENT

## TO HOPE RESTORATION COLLEGE

- No learner shall be allowed to attend school / parents` meetings or any meeting between school and parent, unless the particular learner`s presence is required
- All meetings and progress conferences are compulsory, and any parent failing to attend
- Parents` conferences or school meetings should send an apology prior to the event
- Every Closing school day shall be taken as "Free Civvies" and learners do not pay a fee at all

The School Administration reserves the right to discern other matters of current style. Such decisions will be designed to promote modest appearance and wholesome Christian testimony. Under all circumstances the opinion of the School Administration will be considered final.

Amended by HRC July 2022

PARENT / LEGAL GUARDIAN SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

LEARNER'S SIGNATURE: \_\_\_\_\_

GRADE: \_\_\_\_\_

DATE: \_\_\_\_\_

Initials \_\_\_\_\_





# CONSENT FOR CREDIT CHECK

As part of our application to enrol \_\_\_\_\_ (Child's Names) with Hope Restoration College, we hereby give consent for Hope Restoration College to complete a full credit and reference check to confirm that all the above details listed are correct.

FATHER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MOTHER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LEGAL GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LEARNER'S SIGNATURE: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATE: \_\_\_\_\_ (IN AGREEMENT OF THE STATEMENT OF FAITH)

Initials \_\_\_\_\_



# FINANCIAL POLICY

## HOPE RESTORATION COLLEGE IS RUN ON CORPORATE GOVERNANCE PRINCIPLES WHICH INCLUDE STRICT FINANCES

### **PAYMENT OF FEES**

All fees are payable monthly in advance, for 12 months of the year, including holiday months.

- A full calendar months' notice in writing is required if a child is leaving the school – otherwise you will be required to pay that month,
- Invoices and statements are sent out for the following month not later than the 27<sup>th</sup>, or by the last day of a holiday.
- Full payment of all fees is required by the 1<sup>st</sup> of the month.
- Use learner's name as reference.
- Proof of payment should be sent to the bookkeeper each month.

### **LATE PAYMENT OF FEES**

**Late payment of fees is unacceptable!**

- There is a window period for payment until the 5<sup>th</sup> of the month.
- If your account is not up to date by the 5<sup>th</sup> of the month you will be notified by telephone/letter/email/sms and immediate settlement is required
- If your account is still not up to date by the 7<sup>th</sup> of the month, your child is automatically suspended from the school with immediate effect until you have settled in full and have furnished proof of such payment in the office. Any payment made after the 7<sup>th</sup> carries an Admin fee of R100.
- If by the end of the month (30 days' account) you have not settled your full account, your child will be suspended and your account may be handed over for collection. 15% Interest on arrears will be instituted.
- Should your account be handed over for collection you will then become liable for the additional legal administrative cost added by the debt collection agency.
- Once your account has been handed over your child is de-registered and will not be permitted to return unless he/she is re-registered and the full registration fee is paid again. The school reserves the right of application for re-registration.

### **ACCOUNT QUERIES**

**If you wish to query your account do not withhold or delay your required regular payments!**

- Contact our Bookkeeper on 011 976 0600/1 during school hours or email:
- [dineom@hrm.org.za](mailto:dineom@hrm.org.za)/[littlehope@hrm.org.za](mailto:littlehope@hrm.org.za)/[mmarenam@hrm.org.za](mailto:mmarenam@hrm.org.za)

### **ANNUAL PAYMENT DISCOUNTS**

The school will be prepared to offer a 6% discount if full annual fees for tuition, life skills, School

- Development Levy and estimated use of PACES's are paid in full by 31st December prior to the academic year.
- The amount of this discount will be entered as a credit balance in your account and will be offset against usage through the year. Reconciliation will be done in November of the current year.
- Please remember that any other expenses that may be invoiced during the year (e.g. Honour Roll, Spelling, etc) must be paid by no later than the 7<sup>th</sup> of the month, failing which the child will be suspended until the fees due are fully paid.

Initials \_\_\_\_\_



## PASTOR'S RECOMMENDATION

Thank you for applying to enrol your child in Hope Restoration College. As we are a Christian school for Christian families we would ask you to obtain a Pastor's Recommendation as a precondition for us confirming the enrolment of your child into the school.

There are occasions when a family needs pastoral care and counseling. As a school we become aware of such needs and would like to be able to call on your pastor to assist us should the need arise.

Please give the attached letter and recommendation form to your pastor and ask him to return it directly to the school

If you have recently moved to this area and are not yet affiliated to a local church please phone me and I can suggest some options.

Yours in Christian Education

Initials \_\_\_\_\_



# PASTOR'S RECOMMENDATION

Private & Confidential

## Pastor's Recommendation for Child Enrolment at HRC

The below family has applied to have their child/ren enrolled at our school and because a child's education is ultimately the Parents' responsibility, it is important to know something about their background. Please answer all the questions accurately and with careful consideration and return it to us at Hope Restoration College. Thank You!

INFORMATION: (Please print clearly)	
SURNAME:	NAME:
CELL NO:	WORK NO:
HOME NO:	EMAIL ADDRESS:
DATE:	CITIZENSHIP:
HOME ADDRESS:	
	POSTAL CODE:

How long have you known this family? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

- How well do you know them?

<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not so Well	<input type="checkbox"/> Not at all
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- What do you consider this family's major strengths?

\_\_\_\_\_

- What do you consider their major weaknesses?

\_\_\_\_\_

- Are the Parents Born-Again?

<b>Father</b>	<b>Yes</b>	<b>No</b>	<b>Uncertain</b>	<b>Mother</b>	<b>Yes</b>	<b>No</b>	<b>Uncertain</b>
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- What is their commitment and involvement in the Local Church?

- o Are they registered members of your church (Yes/No)
- o Do they attend regularly (Yes/No)
- o Do they attend a Home Cell/Bible Study Group (Yes/No)
- o Do they support the Local congregation financially? (Yes/No)

Initials \_\_\_\_\_



# PASTOR’S RECOMMENDATION

- What would you say is their motivation for sending their child to our school?  
\_\_\_\_\_  
\_\_\_\_\_
- Recommendation/Comments:  
\_\_\_\_\_  
\_\_\_\_\_
- Your Details: (Please Print Clearly)  
Name of Church: \_\_\_\_\_  
Address of Church: \_\_\_\_\_  
Telephone Numbers & Email address: \_\_\_\_\_

I \_\_\_\_\_ (full name and Surname) state that I have fully understood this recommendation, and realize that my responsibility is extended to this family. I will further assist the school in any future matter that may require counseling and /or pastoral intervention. I also agree to inform the school should a family crisis occur.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Church Stamp

**FOR OFFICE USE**

- 1. CREDIT CHECKS \_\_\_\_\_
  - 2. ALL SECTIONS COMPLETED \_\_\_\_\_
  - 3. ACCOMPANYING DOCUMENTS REQUESTED \_\_\_\_\_
  - 4. PS RECOMMENDATION \_\_\_\_\_
  - 5. FAMILY INTERVIEW \_\_\_\_\_
  - 6. DIAGNOSTIC TEST RESULTS \_\_\_\_\_
  - 7. FEES PAID (REG/DIAG/MONTLHY) AND UNIFORM \_\_\_\_\_
  - 8. ADMISSION /ACCEPTANCE LETTER \_\_\_\_\_
- Initials \_\_\_\_\_





# GENERAL INDEMNITY

The School and the Hope Restoration Ministries Board of Directors undertake to implement reasonable and generally acceptable measures with regard to the safety and well-being of all learners, educators and visitors to the School.

Due to the nature of the matter, the School and the Hope Restoration Ministries Board of Directors do not accept any responsibility for accidents that may take place in the class, on the school grounds or on the sports fields.

Each parent is therefore requested to complete the section below as proof that you accept the position of the School and the Hope Restoration Ministries Board of Directors as set out above as well as the risks involved therewith.

I, the undersigned,

**FULL NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT DETAILS:** \_\_\_\_\_

the parent / legal guardian of the under mentioned learner who is enrolled as such and accepted by the School, subject to the terms set out herein:

**NAME OF LEARNER:** \_\_\_\_\_

indemnify the School and the Hope Restoration Ministries Board of Directors for any losses or damages in general, however they may occur, that I as parent / legal guardian of the above learner may suffer as a result of any occurrence whereby the learner may be involved, whether as the causing or suffering party, whilst participating in any school activity.

In particular, I authorise that the aforesaid learner may be involved in all excursions undertaken by his / her group or class during school days as part of his / her learning experience and, where applicable, I agree that he / she may utilise the transport arranged by the School for such excursions. I also indemnify the School and the of Directors for any damages or losses that I as parent / legal guardian of the above learner may suffer under such circumstances and voluntarily accepts the risks associated therewith.

**SIGNED AT** \_\_\_\_\_ **ON THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **20** \_\_\_\_\_

**WITNESSES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **PARENT / LEGAL GUARDIAN**

INDEMNITY

Initials \_\_\_\_\_



# INDEMNITY FOR SOCIAL MEDIA

I \_\_\_\_\_ (FULL NAME) THE UNDERSIGNED, BEING THE PARENT AND / OR LEGAL GUARDIAN OF \_\_\_\_\_ (FULL NAME OF LEARNER), BORN ON \_\_\_\_\_, HEREBY DO / DO NOT GIVE HOPE RESTORATION COLLEGE/ LITTLE HOPE NURSERY PERMISSION TO USE ANY STILL AND/OR MOVING IMAGE, INCLUDING VIDEO FOOTAGE, PHOTOGRAPHS AND/OR FRAMES AND/OR AUDIO FOOTAGE DEPICTING MY/OUR CHILDREN NAMED ABOVE, TAKEN BY ANY EMPLOYEE OF HRC/ LHN ON BEHALF OF THE SCHOOL FOR ANY OF THE FOLLOWING USES:

- Advertisements, marketing, leaflets, or any other use such as for training, educational or publicity purposes;
- On the Hope Restoration College Facebook page;
- On the Hope Restoration College website;
- The above consent will apply throughout the world and be for an indefinite period.

SIGNED AT: (Physical Address) \_\_\_\_\_  
ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024

\_\_\_\_\_  
SIGNATURE: CELL NUMBER EMAIL ADDRESS  
PARENT / LEGAL GUARDIAN

\_\_\_\_\_  
SIGNATURE: WITNESS CELL NUMBER EMAIL ADDRESS

Initials \_\_\_\_\_