**TEL:** (021) 855 4949

**ADDRESS:** P O BOX 22

SOMERSET WEST, 7129

TO LEARN | TO LIVE | TO SERVE

**EMAIL:** admin@helderberghs.co.za

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1. **REGISTRATION PASSPORT**

*We welcome all our new and returning learners. It’s that time of year again to cross your T’s and dot your I’s. Please follow this process in order to complete your Registration for 2020.*

***ALL NEW PARENTS TO PLEASE START AT MRS RICHARDS’******TABLE***

**MUST BE COMPLETED, SIGNED AND HANDED TO YOUR REGISTER TEACHER ON 15 JANUARY 2020**

* 2. Reg Accept Entry
* 3. Reg Civvies Form
* 4. Code of Conduct (IMPORTANT)
* 5. Subject choice Form

**MAY be completed, signed and handed to register teacher on 15 January 2020, if applicable**

* 6. Locker Form
* 7. Bus form
* 8. My school card

**MUST BE READ by parent and learner and ADHERED TO by learner**

* 9. Uniform Boys (if applicable)
* 10. Uniform Girls (if applicable)
* 11. Discipline Code

**Please follow the steps below on 15 January 2020, in the FOYER, between 8am and 12pm**

**STEP 1**  Hand in the following completed forms to Register Teacher

* Reg Accept Entry 2020 \_\_\_\_\_\_\_\_\_ Register Teacher
* Reg Civvies Form \_\_\_\_\_\_\_\_\_ Register Teacher
* Reg contact details 2020 \_\_\_\_\_\_\_\_\_ Register Teacher

**STEP 2**  OPTIONAL – NEW STUDENTS ONLY

* Final Report Card 2019 \_\_\_\_\_\_\_\_\_ Mrs Richards (office)
* Transfer Card from previous school \_\_\_\_\_\_\_\_\_ Mrs Richards (office)

**STEP 3**  OPTIONAL - hand in the following completed forms to Register Teacher

* Locker Form \_\_\_\_\_\_\_\_\_ Register Teacher
* Bus form \_\_\_\_\_\_\_\_\_ Register Teacher

**STEP 4**  OPTIONAL – collect from Register Teacher

* Stationery requirements form (purchase from PNA/Waltons) \_\_\_\_\_\_\_\_\_ Register Teacher
* Acroniques' form \_\_\_\_\_\_\_\_\_ Register Teacher
* 2 car discs \_\_\_\_\_\_\_\_\_ Register Teacher

**STEP 5 FINANCE – COMPULSORY**

 Payment of January fees in advance \_\_\_\_\_\_\_\_\_\_ Ms Christian & Mrs S. Steyn

**STEP 6** TEXTBOOKS – “PAID” STAMP / MRS STERLEY SIGNATURE REQUIRED

Collect Textbooks from The Arena \_\_\_\_\_\_\_\_\_\_ Mrs E. Venter

Onus for acquiring correct textbooks is **learner’s responsibility.**

The school’s textbook re-sale process requires that textbooks are well looked after – please cover all textbooks.

**HAND THIS FORM IN WHEN YOU COLLECT YOUR TEXTBOOKS**

***NB: Please consult your Code of Conduct regarding uniform and hair requirements. Checks will be done on Monday, 20 January 2020.***

***School starts tomorrow (Thursday 16 January 2020) at 07:30 with Assembly in the hall and finishes at 2pm. Please be in full school uniform with blazer.***

**Your registration process is complete provided all signatures have been obtained**

**Optional Forms**

**The following forms are optional and may be collected in the Foyer, filled in and handed to the register teachers.**

**Locker Application.**

The fee is R140 for the year and is subject to availability. Once a locker has been allocated to the learner, we suggest that you purchase a small lock, as the school takes no responsibility for lost/stolen property. This fee will be charged to your account in February 2020.

**Car Vehicle Discs**.

All cars that enter the property must have a car vehicle disc otherwise your trip to school will be delayed. Please collect 2 disc from your register teacher on registration day.

**Stationery Lists**

Kindly ensure your child has all the required stationery. Forms for stationery, per grade, are available on our website and at registration, should you require another copy. Kindly ensure books are covered neatly.

**Acroniques**

Mr Mason is in charge of Acroniques and should your child wish to join, kindly fill the form in and hand in to him.

**No learner will be permitted to attend class without the registration process completed.**