

GLORIA BOTHA SCHOOL

For learners with intellectual disabilities

LEARNER APPLICATION FORM 2027



LEARNER DETAILS	
NAME	
SURNAME	
START DATE	
DOB	

You may complete the form digitally and email it to gloriabothaskool@gmail.com, or print and complete it by hand. If you choose to print it, please print pages 1–13 double-sided.

Cell: 083 576 6734 / 071 874 8013 **Email:** gloriabothaskool@gmail.com/

Website: www.gloriabotha.co.za

Address: 2 Saratoga Crescent, Somerset West, 7130, South Africa

DETAILS OF PARENT(S) OR GUARDIAN(S):		
	MOTHER	FATHER
TITLE		
NAME AND SURNAME		
ID NUMBER		
MARITAL STATUS		
HOME LANGUAGE		
ADDRESS		
CONTACT NUMBER (W)		
CONTACT NUMBER (C)		
EMAIL ADDRESS		
OCCUPATION		
NAME OF EMPLOYER		
ADDRESS		
WHO DOES THE CHILD LIVE WITH?		

EMERGENCY CONTACT	
NAME	
RELATIONSHIP TO CHILD	
CONTACT NUMBERS	

PERSON COLLECTING LEARNER FROM SCHOOL	
NAME AND SURNAME	
CONTACT NUMBER	

LEARNER DETAILS	
SURNAME	
FULL NAMES	
NICK NAME	
GENDER	
RACE	
DATE OF BIRTH (dd/mm/yy)	
IDENTITY NUMBER	
HOME LANGUAGE	
LANGUAGE OF INSTRUCTION	
RELIGIOUS DENOMINATION	
BIRTH ORDER (1ST, 2ND, ETC.)	
NAMES & AGES OF SIBLINGS	
AFTERCARE CENTRE	
AFTRECARE NUMBER	

THERAPY RECEIVED		
	DATE(S)	REASON FOR DISCONTINUING
OCCUPATIONAL THERAPY		
SPEECH THERAPY		
PHYSIOTHERAPY		
PSYCHOLOGICAL THERAPY		
OTHER		

MEDICAL DETAILS	
NAME OF MEDICAL AID	
MEDICAL AID NUMBER	
NAME OF MEDICAL DOCTOR	
MEDICAL DOCTOR TEL NO	
ALLERGIES	
OTHER ILLNESSES (ASTHMA, EPILEPSY, ETC.)	
ILLNESSES LEARNER HAD (Mark with a X) (PLEASE NOTE: ALL LEARNERS MUST BE IMMUNISED AS REQUIRED BY LAW)	
MEASLES	
GERMAN MEASLES	
WHOOPING COUGH	
CHICKEN POX	
MUMPS	
SCARLET FEVER	
DIPHThERERIA	
RHEUMATIC FEVER	
CHRONIC MEDICATION	
MEDICATION TAKEN AT SCHOOL (CONSENT FORM AVAILABLE)	
OPERATIONS (TYPE AND DATE)	
DIAGNOSIS OF CHILD	

PREVIOUS SCHOOL	
SCHOOL NAME	
TEL NO	
ADDRESS	
GRADE/ PHASE	
DATES ATTENDED	
REASON FOR LEAVING	

CONSENT AND INDEMNITY

I, the undersigned, the parent/guardian of _____ (learner) hereby give consent for my child to take part in extra-mural activities of the school including educational tours (with the school vehicle or educator's personal vehicle). Excursions and extra-mural activities shall be undertaken at my child's own risk. I undertake and confirm on behalf of myself, my executors, my spouse and my child, to indemnify, hold blameless and absolve Gloria Botha School, the School Governing Body, the principal and staff and any duly authorized third parties against any claims whatsoever which may arise in connection with loss or damage to property or injury to the aforesaid child in the course of school hours, any such tour/excursion or extra-mural activity. This being done in the knowledge that the principal, staff and any duly authorized parties will nevertheless take all precautions for the safety and welfare of my child.

ENTIRE AGREEMENT SIGNATURES

By signing below, I declare that all the above details are correct to the best of my knowledge and that I will inform Gloria Botha School of any changes to the above details in writing within 7 calendar days. I acknowledge and understand the content of the school's code of conduct and disciplinary procedures and undertake to ensure that my child abides by it. I further take note of, agree to and accept all the policies contained in this application form.

I attach the following documents to this application: **(Mark with a X)**

COPY OF BIRTH CERTIFICATE / IDENTITY DOCUMENT OF LEARNER	
COPY OF IDENTITY DOCUMENT OF MOTHER / GUARDIAN	
COPY OF IDENTITY DOCUMENT OF FATHER / GUARDIAN	
COPY OF CLINIC CARD	
COPY OF PSYCHOLOGICAL AND OTHER THERAPEUTIC RAPPORTS	
COPY OF REPORT FROM PREVIOUS SCHOOL (if applicable)	
SIGNED PAYMENT OF SCHOOL FEES – STIPULATIONS AND CONDITIONS FORM	
SIGNED POPI INDEMNITY FORM	
SIGNED POPI INFORMATION FORM	

SIGNATURES

_____ FATHER: FULL NAMES AND SURNAME	_____ MOTHER: FULL NAMES AND SURNAME
_____ SIGNATURE	_____ SIGNATURE
_____ DATE	_____ DATE
_____ SCHOOL PRINCIPAL	_____ DATE



GLORIA BOTHA SKOOL/SCHOOL

*For children with intellectual disabilities /
Vir kinders met intellektuele gestremdhede*



2 Saratoga Crescent Somerset West, 7130



083 576 6734 / 071 874 8013



gloriabothaskool@gmail.com



www.gloriabotha.co.za

PAYMENT OF SCHOOL FEES - TERMS AND CONDITIONS 2027

NAME AND SURNAME OF LEARNER:

DETAILS OF PERSON(S) RESPONSIBLE FOR ACCOUNT:

	FATHER/GUARDIAN	MOTHER/GUARDIAN
NAME AND SURNAME		
ID NUMBER		
HOME LANGUAGE		
ADDRESS		
CONTACT NUMBER (w)		
CONTACT NUMBER (c)		
EMAIL ADDRESS		
OCCUPATION		
NAME OF EMPLOYER		
ADDRESS		
SIGNATURE		

1. ADVANCE DISCOUNT AMOUNT

A discount of 6% of the total amount will be granted should payment be made in full on or before 1 February 2027.

2. MONTHLY PAYMENT OPTION

School fees are payable monthly in advance for 11 months, from January 2027 to November 2027. Payment for each month is due on or before the 1st day of that month.

3. NON –PAYMENT OF SCHOOL FEES

3.1 Payment obligations

Both parents and/or guardians responsible for the learner remain jointly and severally responsible for the payment of the school fees, irrespective of their marital status.

3.2 Non-payment during the school year

In the event of non-payment, Gloria Botha School reserves the right to demand payment of the full outstanding amount and to take the necessary steps to recover the outstanding fees. Failure to adhere to the agreed payment terms may result in the suspension of the learner from school, subject to the applicable law and the school's policies.

3.3 Outstanding fees at the end of the academic year

All outstanding school fees from the preceding academic year must be settled in full by 31 December. No school fees are charged for December; however, any amount outstanding from previous months remains fully payable. A learner whose account remains in arrears on 31 December may be suspended from school and will not be permitted to return to school for the following academic year until the outstanding amount has been settled in full, or until a formal payment arrangement has been submitted in writing and approved by the school.

3.4 Legal action and collection costs

If outstanding school fees are not paid, Gloria Botha School reserves the right to take legal action to recover the amount owing. The parent(s)/guardian(s) responsible for the account shall be liable for reasonable legal costs, collection commission and interest incurred by Gloria Botha School in recovering outstanding amounts, where legally recoverable. The school may disclose the necessary personal information of the parent(s)/guardian(s) to a registered collection agency or legal practitioner for the purpose of recovering outstanding school fees, subject to applicable data protection legislation.

3.5 Maintenance agreements and court orders

Any private agreement, maintenance agreement or court order between parents regarding the payment of a child's expenses does not alter the parent(s)/guardian(s)' obligations to the school unless the school has expressly agreed otherwise in writing.

Father/Guardian Initials: _____

Mother/Guardian Initials: _____

3.6 Additional Terms

One calendar month's written notice is required when a learner is leaving Gloria Botha School. No refund will be granted for periods during which a learner is absent due to holidays or sickness, or where the school is closed due to unforeseen circumstances (e.g., COVID-19), riots or strikes.

4. SCHOOL FEES FOR 2027

It has been decided at the Annual General Meeting that the school fees for 2027 will be R2 800 per learner per month for 11 months. No cash payments can be made at the school. Due to the high bank charges that the school must pay for cash deposits, you must make use of electronic transfers or stop orders.

5. PAYMENT METHOD:

- a) Once-off payment of R28 952 before or on 01 February 2027.
(A 6% discount of R1 848 will be granted)

☐

- b) Payment by stop order: R2 800 for 11 months (1 January 2027 – 1 November 2027)

☐

- c) Monthly electronic transfer of R2 800 in the school's bank account
(1 January 2027 – 1 November 2027)

☐

BANKING DETAILS: ABSA – Current account

ACCOUNT NAME: Gloria Botha School

ACCOUNT NUMBER: 103 792 1021

BRANCH CODE: 632005

REFERENCE: Learner's name & surname

By signing this document, I/we acknowledge that I/we have read, understood and agree to all the above stipulations. I/we accept my/our responsibility as parent(s)/guardian(s) to pay the school fees as determined by the Governing Body, as well as the consequences associated with non-payment.

.....
SIGNATURE: Father/Guardian

.....
SIGNATURE: Mother/Guardian

.....
DATE:

.....
DATE:



GLORIA BOTHA SKOOL/SCHOOL

*For children with intellectual disabilities /
Vir kinders met intellektuele gestremdhede*



2 Saratoga Crescent Somerset West, 7130



083 576 6734 / 071 874 8013



gloriabothaskool@gmail.com



www.gloriabotha.co.za

CONSENT TO PROCESS PERSONAL INFORMATION, USE OF PHOTOGRAPHS / VIDEOS AND COMMUNICATION PLATFORMS

In terms of the Protection of Personal Information Act 4 of 2013 (POPIA)

1. CONSENT TO PROCESS PERSONAL INFORMATION

1.1 Consent

By signing this form, I, the parent / guardian or competent person, voluntarily provide consent to **GLORIA BOTHA SCHOOL** to collect, process, store and use my personal information and the personal information of the learner named above, where required for lawful school-related purposes. Personal information may include, but is not limited to, names, identity numbers, residential and postal addresses, telephone numbers, email addresses, emergency contact details, medical information where applicable, educational records and other information provided to the school.

1.2 Meaning of Processing

For purposes of this form, processing includes collecting, receiving, recording, organising, storing, updating, modifying, retrieving, consulting, using, sharing, linking, restricting, erasing and destroying personal information.

1.3 Purpose of Processing

Personal information will only be collected and processed for specific, lawful and school-related purposes and will be adequate, relevant and not excessive in relation to those purposes.

Such purposes may include, but are not limited to:

- the administration and management of the school;
- learner registration and records;
- communication with parents / guardians;
- educational planning and support;
- learner safety and emergency procedures;
- compliance with applicable education legislation and requirements;
- financial and administrative matters;
- the provision of educational and related services; and

- any other lawful purpose necessary for the proper functioning of the school.

1.4 Legal Basis for Processing

Personal information may be processed where permitted by POPIA, including where:

- the parent / guardian or competent person has provided consent;
- processing is necessary to perform or conclude a contract;
- processing is necessary to comply with a legal obligation;
- processing protects the legitimate interests of the learner;
- processing is necessary for a lawful public duty; or
- processing is necessary to pursue the legitimate interests of the school, where permitted by law.

1.5 Personal Information of Children

I acknowledge that the learner is a child and that, where required by POPIA, the school will obtain and rely on the consent of a competent person for the processing of the learner's personal information.

2. USE OF PHOTOGRAPHS, IMAGES AND VIDEO RECORDINGS

I understand that Gloria Botha School may take photographs, images and video recordings of learners during school activities, events, educational activities and other school-related occasions.

I give permission for photographs, images and video recordings of my child to be used for **educational, communication, celebratory and promotional purposes**, including sharing through the school's **official website, Facebook page, class and school WhatsApp groups, and other official school communication or marketing platforms**.

Photographs, images and videos may be used to showcase school activities, learner achievements, events, projects and the general activities of Gloria Botha School.

Gloria Botha School will take reasonable steps to ensure that photographs, images and videos are processed and used responsibly and in accordance with POPIA and the school's applicable privacy policies and procedures.

PHOTO / VIDEO CONSENT

Please select ONE:

☐ **YES – I give permission** for Gloria Botha School to use photographs, images and video recordings of the learner for the purposes described in Section 2.

☐ **NO – I do not give permission** for Gloria Botha School to use photographs, images and video recordings of the learner for the purposes described in Section 2.

I understand that choosing not to give permission will not affect the learner's right to attend or participate in the school's educational programme.

3. SCHOOL AND CLASS WHATSAPP GROUPS

Gloria Botha School uses official school and class WhatsApp groups to communicate important school-related information to parents / guardians.

By participating in these groups, I acknowledge that:

WE WILL CONQUER

NPO 033432

- participation is voluntary;
- information shared in a WhatsApp group may be visible to other members of the group;
- I am responsible for managing my own WhatsApp privacy settings;
- other group members may potentially save, copy, forward or share information received through the group; and
- the school cannot control how other WhatsApp users handle information after it has been shared with them.

The school will use WhatsApp groups primarily for school-related communication and will take reasonable steps not to share unnecessary personal information through these groups.

I understand that if I choose not to participate in a WhatsApp group, I may not receive information distributed through that particular platform. The school may therefore use other reasonable communication methods where necessary.

WHATSAPP PARTICIPATION

Please select ONE:

- ☐ I wish to participate in the official Gloria Botha School / class WhatsApp groups.
- ☐ I do not wish to participate in the official Gloria Botha School / class WhatsApp groups.

4. RIGHTS OF THE PARENT / GUARDIAN

I understand that, subject to POPIA and other applicable laws, I have the right to:

4.1 Access

Request information regarding the personal information held by the school and how such information is processed and used.

4.2 Correction

Request that inaccurate, incomplete, outdated or misleading personal information be corrected or updated.

4.3 Withdrawal of Consent

Withdraw consent given under this form by submitting a written request to the Principal.

I understand that:

- withdrawal of consent will not affect lawful processing that took place before the withdrawal;
- withdrawal of consent does not invalidate processing that is otherwise permitted or required by law; and
- withdrawing consent may affect the school's ability to provide certain services or perform certain functions where processing is necessary for legal, contractual or administrative purposes.

5. CONFIDENTIALITY AND SECURITY

Gloria Botha School will take reasonable administrative, physical and technical measures to protect personal information against loss, damage, unauthorised access, disclosure, alteration or destruction.

The school will not sell or provide personal information to businesses or third parties for direct marketing purposes.

Personal information may, however, be disclosed where permitted or required by law, where necessary for legitimate school-related purposes, or where otherwise permitted under POPIA.

The school will retain personal information only for as long as reasonably necessary for the purpose for which it was collected, or where retention is required or permitted by law or applicable school policy.

6. DECLARATION AND CONSENT

By signing this form, I confirm that:

- I have read and understood this document.
- I understand how Gloria Botha School may collect and process personal information.
- I voluntarily provide consent for the processing of my personal information and, where applicable, that of the learner, in accordance with POPIA.
- I understand that the processing of personal information may also take place where permitted or required by law, even where consent is not the applicable legal basis.
- I have indicated my choice regarding the use of photographs, images and video recordings.
- I have indicated my choice regarding participation in official school and class WhatsApp groups.
- I understand the risks associated with photographs, videos, websites, social media and electronic communication platforms.
- I understand my rights in terms of POPIA and the school's applicable privacy policies.
- I understand that I may withdraw consent by submitting written notice to the Principal, subject to the provisions of POPIA.
- I confirm that the information provided on this form is true and correct to the best of my knowledge.

Full Name and Surname of Parent / Guardian: _____

Signature of Parent / Guardian: _____

Full Name and Surname of Learner: _____

Date: _____

Contact Number: _____

Email Address: _____



GLORIA BOTHA SCHOOL

For learners with intellectual disabilities

2027 PROSPECTUS



Cell: 083 576 6734 / 021 851 2156

Email: gloriabothaskool@gmail.com/

Website: www.gloriabotha.co.za

Address: 2 Saratoga Crescent, Somerset West, 7130

1. History

Gloria Botha School was founded in 1990 in the Helderberg region by a group of dedicated parents. The school initially operated as a satellite of the Cheré Botha Centre in Bellville. The centre was established by Mrs. Gloria Botha after the birth of her daughter, Cheré, who was born with Down syndrome. Although Cheré passed away at a young age, the centre continued to grow and became the parent organization for several related schools in the Boland and surrounding areas.

In 2004, Gloria Botha School was registered with the Western Cape Department of Education as an independent school (Registration Number: 0111007560) and has since received a limited subsidy. With the support of the Richard Stuttaford Trust, Pinelands and Garden Cities, the school moved to its current premises in Somerset West in 2009. The school is recognized by the Department of Social Development as an NPO (033-432-NPO) and accredited by SARS as a Public Benefit Organization with Section 18A status (Registration Number: 18/11/13/4279), allowing South African donors to claim tax deductions for donations.

2. Mission and Vision

Mission:

We work together to create a safe, nurturing, and supportive environment in which each learner's well-being and acquisition of essential life skills are optimally promoted.

Vision:

We aim to develop confident, responsible individuals who can reach their full potential. We believe a happy child is a successful child. Every person with an intellectual disability is unique, experiences the same emotions as others, and can, with appropriate support, love, and teaching, develop into a self-sufficient individual.

School Motto: We shall overcome

3. Admission Requirements

- Applications are accepted for learners with developmental and intellectual delays who will benefit from the program. (Physical disabilities are unfortunately not accommodated.)
- Learners must be 7 years old in the year of admission.
- Learners may remain enrolled until the end of the year in which they turn 18.
- An interview with the principal, together with the parents, is mandatory.
- All learners must be toilet trained and demonstrate the potential to develop basic self-help skills.
- Learners must have the ability or potential to function in a group setting.
- Instruction is provided in Afrikaans and English.

Required documents:

- Completed application forms
- Clinic card
- Birth certificate
- Parent/guardian ID documents
- Psychological, psychiatric, speech, and/or occupational therapy reports (not older than 2 years)
- Most recent school report

4. Code of Conduct and Disciplinary Procedure

- Attend school regularly and on time
- Respect others' right to learn
- Avoid disruptive behaviour
- Avoid bullying, fighting, and swearing
- Report all incidents of social misconduct immediately to staff
- Respect staff, fellow learners, and the school environment
- Avoid sexual misconduct

Disciplinary steps:

1. Learner addressed by the teacher
2. Assignment of task punishment (e.g., cleaning the classroom)
3. Exclusion from excursions
4. Interview with the principal
5. Interview with principal and Governing Body

Factors considered:

- Emotional and intellectual level
- Home circumstances
- Medication and its effects

5. Classrooms

- Maximum 1 educator per 15 learners
- Teacher assistants provided where necessary
- Each classroom is equipped with appropriate learning resources and technology
- Our model supports individual attention and optimal development opportunities

6. Curriculum

We offer a differentiated and holistic curriculum tailored to learners with intellectual developmental challenges, with a focus on the following curricular areas. Learners are evaluated twice a year, and progress reports are sent to parents via email.

- Language
- Numeracy
- Practical life skills
- Art

Developmental goals:

- Effective communication and social skills
- Emotional and behavioural regulation
- Cognitive development
- Fine and gross motor skills

7. Transport

No transport is provided by the school.

8. School Management

The school is managed by a Governing Body consisting of:

- Chairperson
- Treasurer
- Additional members
- Principal

Accounts are audited annually by a certified firm and presented at the Annual General Meeting.

9. School Fees

- Fees are payable in advance on the 1st of each month, January–November.
- 2027 fees: R2 800 per month / R30 800 per year.
- 6% annual payment discount: R28 952 if paid in full before or on 1 February.
- Outstanding fees may be recovered immediately and may result in suspension.
- All outstanding fees must be settled by 31 December. A learner may not return the following year while the account is in arrears, unless the balance is paid in full.
- One calendar month's written notice is required for withdrawal.
- No refunds or fee reductions for absences, illness or school closures.

Bank Details:

- Account Name: Gloria Botha School
- Bank: ABSA (Current Account)
- Account Number: 103 792 1021
- Branch Code: 632005
- Reference: Learner's name and surname

10. School Uniform

Orders: Sandra Smith – 083 450 4584

Winter:

- School tracksuit with embroidered crest
- Red long-sleeve golf shirt
- Sneakers

Summer:

- Dark blue Quantex shorts
- Red short-sleeve golf shirt with crest
- Sneakers or sandals

11. Absences, Illness, Medication, and Head Lice

- Learners must stay home if they have a contagious disease or are using antibiotics/prescription medication requiring rest or home recovery.
- No medication is kept on school premises.
- If medication must be administered during school hours, the appropriate form must be completed and submitted in advance.
- The school reserves the right to temporarily close if a contagious disease threatens the safety of learners and staff.
- Learners with head lice or nits may not attend school. Parents will be contacted to collect the learner. Return is allowed only when lice-free.
- Please notify the school via email or the teacher via WhatsApp in the morning if the learner will be absent.

12. School Hours

- Monday – Thursday: 08:00 – 13:00
- Friday: 08:00 – 12:00
- Gates open at 07:15 and close at 08:00 in the morning
- Late pick-up fees apply

13. Tuck Shop

- Open every Friday, prices range from R2 to R20

14. Entrepreneurs' Day

- Each class holds two Entrepreneurs' Days per year
- Learners bring 20 items to sell (e.g., pancakes, cookies, soft drinks)
- Profits are used for the class fund and annual outings (e.g., Waterworld)

15. Communication

- Parents are informed via message books, circulars, and WhatsApp class groups
- Educators may only be on their phones during the following times while at school:
7:00 – 7:30, 10:00 – 11:00, 13:00 – 13:30
- You are welcome to send a message to the school's phone at any other time: 083 576 6734
- Contact details must always be kept up to date



*"The Lord gave me life
To live and embrace
I'll do it as you do
But at my own pace!"*