



<b>FOR OFFICE USE ONLY</b>	
Learner name	
Grade	
Non-Refundable Registration fee	R
Non-Refundable Administration fee	R
Text levy fee / E-Learning Fee	R
Admission date	
Family code	
Documents outstanding	

# **M.E.L INTERNATIONAL LEARNER ADMISSION CONTRACT 2026**

# ABOUT M.E.L INTERNATIONAL SCHOOL

We are a quality private school (registered with the Department of Education) for offering high quality education programs in terms of the South African Schools Act (No. 84 of 1996). Our school comprises of a Preschool, Primary and High School with boarding facilities that caters to both our Primary and High School learners.

M.E.L International School is designed to provide and promote a stimulating educational curriculum that promotes self-learning and help students develop critical thinking skills that leads to self-actualization. Our professionally trained staff create a student-centric learning environment that addresses the needs of diverse students at different learning levels. Every child is guided towards self-discipline. Inappropriate behaviour is corrected gently, but firmly, to help the child assume control of his/her actions. The teachers treat all children with respect and affection; students are encouraged to treat one another in the same manner.

Over and above our normal school curriculum, we also offer age-appropriate computer classes, swimming lessons, drama and dance classes at no additional cost. Our school environment is well-decorated, inviting, and engaging to help stimulate our student's mind in order for them to think and learn better.

## **Our Mission**

At M.E.L International School our mission is to provide a dynamic, integrated curriculum in an engaging, experiential environment that nurtures and builds upon each child's natural curiosity and the love of learning.

We focus more on the individual student's needs rather than assuming all students are at the same level of understanding. Our modern way of teaching is more activity based, using questioning, explaining, demonstration and collaboration techniques that help our students reach personal excellence.

## **Our Philosophy**

At M.E.L international school our aim is to prepare future leaders for the global community through an uncompromised commitment to excellence.

From the very start of their learning journey at M.E.L International School, we strive to educate ethical, disciplined and motivated young people with strong cognitive, communicative, and social skills. We achieve this by offering a broad, balanced and innovative curriculum designed to provide an all-round education, from the moment our pupils join the school, to the moment they leave

## **We commit to:**

1. The values of openness and acceptance of differences and diversity.
2. Freedom of religion.
3. The safety of all children.
4. Controlled Class sizes
5. Positive discipline.
6. Benchmark curriculum standards.
7. Balanced academic, sports and cultural
8. Qualified and committed educators

# **Enhanced South African National Curriculum**

## **(CAPS)**

### **2 Years – Grade R**

Our preschool curriculum encourages children to be mentally inquisitive and to take responsibility and initiative as they move into this more structured phase of their schooling.

#### **OUR PRESCHOOL CURRICULUM:**

1. Personal, Social and Emotional Development
2. Communication and Language
3. Mathematical Development
4. Physical Development
5. Expressive Arts and Design
6. Literacy Development

### **FOUNDATION PHASE: GRADE 1 – GRADE 3**

1. Our Foundation Phase curriculum promotes four aspects of achievement:
2. The ability to express in oral and written form.
3. The ability to apply knowledge through practical tasks and problem-solving skills.
4. The development of personal and social skills.
5. The development of self confidence
6. Our major subjects and areas of learning are as follows:
7. Languages
  - English Home Language
  - Afrikaans First Additional Language
8. Mathematics
9. Life Skills

### **INTERMEDIATE PHASE: GRADE 4 – GRADE 6**

Our Intermediate Phase curriculum encourage investigating, modelling and designing solutions, engage our learners in science, collaboration and presentation skills, critical thinking and problem-solving

Our major subjects and areas of learning are as follows:

1. English (Home Language)
2. Afrikaans (First Additional Language)
3. Mathematics
4. Natural Science and Technology
5. Social Sciences (History and Geography)
6. Life Skills – which includes Creative Arts

## **SENIOR PHASE: GRADE 7 – GRADE 9**

In our Senior Phase learners have to decide on subject choices, career direction when they finish school after Grade 9 (the last compulsory year of schooling). This means they must make very important decisions that will impact not only on what subjects they take in Grades 10 to 12, but also on their working life after school.

In this phase the same literacy principles as in previous phases are included in the home language teaching, with a bigger emphasis on language and mathematics allowing for a more focused and problem-solving approach.

Our major subjects and areas of learning are as follows:

1. English home language
2. Afrikaans or isiZulu first additional language
3. Mathematics
4. Economic and Management Sciences (EMS)
5. Natural Science
6. Social Sciences (History and Geography)
7. Life Orientation (which includes Physical Education)
8. Technology
9. Creative Arts (Music, Art and Drama)

## **FET PHASE: GRADE 10 – GRADE 12**

In our FET Phase learners has chosen their subjects already. This means they must of made very important choices that will impact not only on what subjects they take in Grades 10 to 12, but also on their working life after school.

In this phase more detail emphasis on language and mathematics allowing for a more focused and problem-solving approach.

**Subject choice must include:**

1. English home language
2. Afrikaans or isiZulu First Additional Language
3. Mathematics or Mathematics Literacy
4. Life Orientation

**Three additional subjects which could include:**

1. Physical Science
2. Life Science
3. Business Studies
4. Accounting
5. History
6. Tourism
7. Geography
8. Computer Application Technology
9. Religious Studies
10. Economics

## How to Enrol?

### Option 1

1. Visit our website [www.melinternationalschool.co.za](http://www.melinternationalschool.co.za)
2. Go to admissions and how to apply
3. Download, read and complete the application form.
4. If necessary, contact the school for any clarity.
5. Submit the application form and registration fee at the school with all the required documents and the proof of payment of the registration fees.
6. This registration fee secures a student's place at M.E.L International School and is not refundable.

### Option 2

1. Message on the WhatsApp number 079 473 6609.
2. Request the Application form.
3. Download, read and complete the application form.
4. If necessary, contact the school for any clarity.
5. Submit the application form at the school with all the required documents and the proof of payment of registration fees.
6. This registration fee secures a student's place at M.E.L International School and is not refundable.

### Option 3

1. You can come to the school (31 Argyl Street, Germiston South)
2. Request the Application form.
3. Read and complete the application form.
4. Ask any questions you need clarity on.
5. Submit the application form and pay registration fee at the reception with all the required documents.
6. This registration fee secures a student's place at M.E.L International School and is not refundable

When submitting the application form ensure you have the following required documents to enrol:

- Completed and signed enrolment form
- Copy of your child's birth certificate/Passport
- Copy of learner's clinic card (**PRESCHOOL ONLY**)
- Copy of both parent's ID documents
- Copy of Account Holder ID documents
- Latest report & transfer card
- School fees clearance certificate/latest school fees statement
- 4 x ID photos of your learner
- 3 month's stamped bank statements if self-employed.
- Copy of Medical Aid card if on Medical Aid

## Day Scholar's Fee Structure for 2026

Please find below the school fee structure for 2026. Should you have any queries, please contact the school at [melinternationalschool@gmail.com](mailto:melinternationalschool@gmail.com) or on 011 776 9209

### ❖ NON-REFUNDABLE ONCE OFF ADMINISTRATION FEE: R 500.00

<b>NON-REFUNDABLE ONCE OFF REGISTRATION FEE:</b>	
Grade	Fee (Once Off)
Grade RR	R2 500.00
Grade R	R3 000.00
Grade 1 – Grade 11	R4 000.00

<b>ANNUALTEXT BOOK AND E-BOOK LEVY</b> Payable on submission of application	
Group/Grade	Fee (Once Off)
Grade 1-3	R1 100.00
Grade 4-6	R1 300.00
Grade 7	R1 600.00
Grade 8 -Grade 12	R1 800.00

<b>SCHOOL FEES</b> Payable over 12 months (January 2026 to December 2026)				
Group/Grade	Monthly Fee January to December	TERMLY FEES (3 MONTHS)	Total for the Year	Annual Payment Payable before 31 January
6 months – 4 years Grd RRR/RR	R2 050.00	R6 150.00	R24 600.00	R22 550.00
Grade R	R3 050.00	R9 150.00	R36 600.00	R33 550.00
Grade 1 – Grade 3	R3 550.00	R10 650.00	R42 600.00	R39 050.00
Grade 4 – Grade 7	R3 850.00	R11 550.00	R46 200.00	R42 350.00
Grade 8- Grade 9	R4 050.00	R12 150.00	R48 600.00	R44 550.00
Grade 10- Grade 11	R4 350.00	R13 050.00	R52 200.00	R47 850.00
Grade 12	R4 850.00	R14 550.00	R58 200.00	R53 350.00
<b>Trustees who pay an annual fee will pay the full amount.</b>				

<b>PAYMENT METHODS 2026</b>	
Method 1	Annual Payment in advance before 31 January 2026.
Method 2	EFT payment due monthly on or before the 2 <sup>nd</sup> of every month.
Method 3	Cash payment at the school on or before the 2 <sup>nd</sup> of every month.
Please note that all payments made needs the students Name, Surname and Grade. Payments made without this causes administrative delays in updating account information. An admin charge of 5% will be charged to your account each time payments are received without the reference.	
Please note all proof of payments needs to be sent to <a href="mailto:accounts@melinternationalschool.co.za">accounts@melinternationalschool.co.za</a>	

<b>MEL INTERNATIONAL SCHOOL</b>	
Bank	First National Bank
Account Number	626 215 70359
Branch Code	250 242
Reference	CHILD'S NAME, SURNAME AND GRADE

<b>PRE-SCHOOL BANKING DETAILS</b>	
Bank	First National Bank
Account Number	624 849 72099
Branch Code	250 242
Reference	CHILD'S NAME, SURNAME AND GRADE

<b>Boarding BANKING DETAILS</b>	
Bank	Nedbank
Account Number	122 347 6650
Branch Code	19240500
Type	Cheque
Reference	CHILD'S NAME, SURNAME AND GRADE

# ENROLMENT FORM

## Section 1: Application Details

Please tick the grade applying for:

Group: 6 months  2 Years  3 Years  4 Years   
(Preschool)

Grade: R  1  2  3  4  5  6  7  8  9  10  11   
(Day school)

Grade: R  1  2  3  4  5  6  7  8  9  10  11   
(Boarding school)

## Section 2: Learner Details

Surname   
Name/s   
Preferred name   
ID number 

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Date of Birth  Current age  Gender: Male  Female

Home Language  2<sup>nd</sup> Language

Number of children in the family  Position of child in family

Nationality  Country of Origin  Immigration Date

Race: Asian  African  Coloured  White  Indian  Other

Reside with: Parents  Guardian  Boarding

Learners cell number  Religion

Transport: Car  Bus  Taxi  Walk

Person dropping learner at the school:

Name:

Name:

Relationship:

Relationship:

**Section 3: Aftercare**

Will the learner require aftercare?

Yes  No

**Fees Per Month: R1 550.00**

Please be informed that this is a 12-month contract January to December

Aftercare is a contract of 12 months (i.e., January to December). When you choose aftercare for your child you are liable to pay the monthly school fee (total amount) for Primary School.

Parents please initial and sign for Aftercare.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Initial

**Section 4: Boarding school accommodation**

Will the learner require boarding facilities? Yes  No

**NB: This Boarding Contract states that you can only withdraw your child from boarding school to normal school after a period of 12 Months (January to December).**

**No excuses will be accepted.**

Grade: R  1  2  3  4  5  6  7  8  9  10  11   
(Boarding school)

Year applied for:

Application Date:

## Important Points to Note for Boarders

### 1. Boarding Fees

Boarding fees for 2026 **excludes** the following:

- E-learning device
- All textbook and learning materials (including E-books).
- School uniform
- Stationery
- Snacks
- Entrance fee, travel costs, accommodation and food for school excursions and sport trips, unless otherwise advised by the school
- **Week-end entertainment program for this reason a termly fee of R2 800.00 is needed upfront every start of a new Term.**

Boarding fees for 2026 **includes** the following:

- Tuition fees and school fees
- Food and accommodation
- Laundry

### 2. E-Learning devices (Laptops)

- E-learning devices (Laptops) will be utilised by learners from Grade 8 to Grade 12.

This will have the following impact on you:

- If your child is in Grade 8 to Grade 12, you will be responsible for purchasing the e-learning devices for your child to use. The school will provide you with the minimum specifications required for the device.
- You will be responsible for the general maintenance and care for the device.
- It is crucial that parents and guardians ensure that appropriate insurance coverage is in place for the learner's laptop in the unfortunate event that a learner laptop is lost.

### Learners' Pocket Money Procedures:

- Boarding learners must have personal bank accounts for pocket money deposits.
- Matrons will no longer manage learners' pocket money.
- In rare cases, money can be submitted to the Finance Office, with learners signing out amounts they use.
- The school is not responsible for any money learners choose to keep if lost

The goal is to encourage financial independence and ensure safer handling of funds.

### **3. Requirements**

- 3 Pairs of school uniforms **compulsory**
- 5 Pairs of MEL school socks **compulsory**
- MEL School bag **compulsory**
- 3 Pairs After-School Boarder's MEL uniform **compulsory**
- Boarder winter uniform **compulsory**
- 2 Pairs shoes (excluding school shoes) (i.e., 1 pair sandals+ 1 pair takkies)
- 1 Pair of bedroom slippers
- 2 Pairs of Pyjamas
- 2 Sleeping / Night Gowns
- 7 or **more** underwear/under-pants
- Medium suitcase with wheels
- Laundry Detergent (Auto 1 pack 3kg per each term)
- 1 Kg x 2 tins of Vanish powder (Stain Remover)
- 1 x Padlock with 3 keys

**Toiletries:** Toilet bag, Toothpaste, toothbrush, soap, face towel, towel, deodorant, lotion

### **Collection of Boarders**

Parents **must** collect their children during school holidays however if they wish to collect them on Friday, they are more than welcome. They must be collected from 14:30 not later than 18:00 on a Friday and brought back by no later than 6 pm on Sunday.

### **Visitation**

- Every Second Sunday (14h00 to 18h00)

### **Telephone calls**

- Parents can phone the matrons school phone **ONLY (Not her personal phone)** from 4:00 pm to 6:00pm to speak to your child.

## Rules and Regulations

### Boarding Rules for the Boarding House

Boarders are to obey the rules of the boarding house as follows:

- Matron and staff must be handled with great respect.
- Wakeup time: 5:00 am
- Shower, dress by 5:45 am
- Breakfast 6:00 am to 6:40
- Out of the boarding house by 7:00 am no later
- Dorms must be clean and tidy before leaving for school as well as during the day
- Anything broken is to be reported to the boarding master
- Boarders can only leave the school grounds back to the boarding house at 4:00 pm. NOT EARLIER
- No loud music, shouting, or screaming in the Boarding house
- All boarding learners are hereby instructed to proceed to the showers promptly at **16h00** upon returning from school
- Dinner 6:00 pm – no later
- Lights out time/Sleeping time: 9:00pm
- Nobody is allowed to enter the kitchen after lights out
- Nobody is allowed in the boarding house during school hours
- No eating and drinking in the TV room.
- On weekends TV room is to be vacated by 10:00 p.m.
- No cell phones are allowed in the boarding house.
- It is compulsory for all boarders to attend after-care.
- No Boarders are allowed to leave the school premises to buy ice cream etc.
- No sleeping in the TV room and taking up the space on the couch.
- Clothing must be marked with your name.
- Laundry must be handed in on Wednesday and Saturday Morning to be washed. If not handed in washing will not be done. Matron must collect dirty laundry from the students.
- Boarders are to wear the correct school uniform even when attending aftercare.
- No talking in evening prep.
- No fighting – no swearing
- No vernacular language in the boarding house. English is always the medium of Communication
- Any boarder bunking classes or evening classes will face serious consequences.
- Boarders are to attend Saturday classes between 9:00 am to 11:00 am
- No borders are allowed on the school premises after school hours. (4:00 pm)
- No wearing each other clothing, shoes etc
- No making noise and running around during sleep time
- No bullying is allowed whatsoever
- All boarding-related concerns must be reported to the Boarding Master. Should the Boarding Master be unable to resolve the issue, it will then be escalated to the office for further attention

## Boarder School Fees 2026

Please find below the school fee structure for 2026. Should you have any queries, please get in touch with the school at [melinternationalschool@gmail.com](mailto:melinternationalschool@gmail.com) or on 011 776 9209

**NON-REFUNDABLE ONCE OFF ADMINISTRATION FEE: R1 500.00**

<b>NON -REFUNDABLE ONCE OFF REGISTRATION FEES:</b>	
Group/Grade	Fee (Once Off)
Grade R	R3 000.00
Grade 1 – Grade 11	R4 000.00

<b>ANNUALTEXT BOOK AND E-BOOK LEVY</b> Payable on submission of application	
Group/Grade	Fee (Once Off)
Grade 1-3	R1 100.00
Grade 4-6	R1 300.00
Grade 7	R1 600.00
Grade 8 -Grade 12	R1 800.00

<b>Group/Grade</b>	<b>Monthly fee January to December</b>	<b>Termly Fees (3 Months)</b>	<b>Annual fees</b>	<b>Annual fees with a discount Payable before 31 January</b>
Grade R (Boarding + School fee)	R9 450.00	R28 350.00	R113 400.00	R103 950.00
Grade 1 – Grade3 (Boarding + School fees)	R9 550.00	R28 650.00	R114 600.00	R105 050.00
Grade 4 – Grade7 (Boarding + School fees)	R9 650.00	R28 950.00	R115 800.00	R106 150.00
Grade 8 – Grade9 (Boarding + School fee)	R9 850.00	R29 550.00	R118 200.00	R108 350.00
Grade 10– Grade11 (Boarding + School fee)	R10 050.00	R30 150.00	R120 600.00	R110 550.00
Grade 12 (Boarding + School fee)	R11 000.00	R33 000.00	R132 000.00	R121 000.00

Should your fees be paid by a trustee, the full amount without discount MUST be paid

<b>PAYMENT METHODS 2026</b>
Annual Payment in advance before 31 January 2026
EFT payment due monthly on or before the 2 <sup>nd</sup> of every month.
Cash payment at the school on or before the 2 <sup>nd</sup> of every month.

Please note that all payments made needs the students Name, Surname and Grade. Payments made without this causes administrative delays in updating account information. An admin charge of 5% will be charged to your account each time payments are received without the reference.  
 Please note all proof of payments needs to be sent to [accounts@melinternationalschool.co.za](mailto:accounts@melinternationalschool.co.za)

**Section 5: Learner's education details**

Previous School   
 Address   
  
  
 Tel. number   
 Principal

Last grade passed  Year  Grade repeated

Has admission to any other school/s ever been refused?

If yes, please state the reason below:

Academic achievements	Extramural achievements	Other achievements
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section 6: Learners medical details**

Blood type: O+  O-  A+  A-  AB+  AB-  B+  B-

**Family Doctor**

Name  Tel. number   
 Address

**Medical Aid**

Name  Member number

Main member initial and surname

Main member ID number

Has learner received all the necessary immunisations? Yes  No

If no, please state the reason below:

Has the learner suffered from any of the following illness? Please indicate an X

Asthma	<input type="checkbox"/>	Enteric fever	<input type="checkbox"/>	Measles	<input type="checkbox"/>	Scarlet fever	<input type="checkbox"/>
Chickenpox	<input type="checkbox"/>	German Measles	<input type="checkbox"/>	Mumps	<input type="checkbox"/>	Tick Bite fever	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Hepatitis	<input type="checkbox"/>	Polio	<input type="checkbox"/>	Typhoid fever	<input type="checkbox"/>
Diphtheria	<input type="checkbox"/>	Malaria	<input type="checkbox"/>	Rheumatic Fever	<input type="checkbox"/>	Whooping cough	<input type="checkbox"/>

Does the learner suffer from any allergies? Yes  No

If yes, please provide details below:

Does the learner have any special medical needs? Yes  No

If yes, please provide details below:

Does/has the learner suffered from any other illnesses/disabilities? Yes  No

If yes, please provide details below:

Is the learner receiving treatment for any condition? Yes  No

If yes, please provide details below:

Has the learner had any operations? Yes  No

If yes, please provide details below:

**Section 7: Learners medical details – Consent**

In a critical medical situation, please bear in mind that there may not be time to refer to the learner’s records. The school, therefore, reserves the right to utilise the quickest service available.

I, \_\_\_\_\_, being the parent/legal guardian of \_\_\_\_\_, hereby agree that a medical practitioner may provide emergency treatment as may be necessary.

Signature  Date

**Section 8: Personal details of father, stepfather, or legal guardian, mother, stepmother**

Surname   
Full names as on ID   
ID number 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Designation Mr  Mrs  Ms  Miss  Dr  Rev.  Prof.

Relationship  Marital Status   
Occupation  Employer

Residential Address	Work Address	Postal Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tel. Home  Tel. Work  Cell

Email address

Parental Status: Learner living with female parent  Learner’s legal guardian   
Access rights to learner  Access rights in emergency only

**Section 9: Emergency contact details (not parental)**

Full names and surname

Relationship

Tel. Home  Tel. Work  Cell

Email address

**Section 10: Details – Person responsible for account**

Surname

Full names as on ID

ID number

Designation Mr  Mrs  Ms  Miss  Dr  Rev.  Prof.

Relationship  Marital Status

Occupation  Employer

Residential Address	Work Address	Postal Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tel. Home  Tel. Work  Cell

Email address

Parental Status: Learner living with female parent  Learner's legal guardian

Access rights to learner  Access rights in emergency only

Details of children in your care who are currently at this school:

1. Name  Gr  3. Name  Gr

2. Name  Gr  4. Name  Gr

# LEARNER ADMISSION CONTRACT

**I am fully aware that Mel INTERNATIONAL SCHOOL is a private and fee-paying school**

**“Account Holder”** – means each of the person/s referred to in the admission application form as the Account Holder and shall include parents, who accordingly accept joint and several liabilities to the school for the payment of the school fees, Additional fee, Registration fees (where applicable). etc

**“Admission or Registration Fee”** – means a fee payable by all new Account holders enrolling at the school and, which in terms of the relevant Mel International Policies, are non-refundable.

**“School Fees”** – means the amount contained in the Fee Structure or a different amount determined in accordance with the learner Admission application. The school fees shall escalate annually as notified by the school to the parents on or before 1<sup>st</sup> December of the preceding school year. Should a learner board at the school hostel and/or attend aftercare, the parents will be required to complete the relevant sections of the admission application form. For the avoidance of doubt the relevant hostel and/or aftercare fees shall be included in the amount referred to as school fees.

I am aware that **no refunds of school, boarding, registration and aftercare fees as well as fees paid in advance** will be made should I decide not to let my child/children attend the school after signing the agreements.

The Parents will not be entitled to any reduction or refund in respect of school fees or additional fees for any period that a learner is under suspension or should the learner be expelled unless determined otherwise at the sole discretion of the school

**This is a 12 months’ contract from January to December. However, should your child/children be coming back to MEL International school for the new academic year this existing contract will be regarded as a new one for the forthcoming academic year.**

**A Learner will not be allowed to attend school at the beginning of the term, of any school year, until all amounts which are due for payment before the beginning of the school term of the school year have been paid.**

**The amount due will include, in the case of a school year, all overdue amounts which remain unpaid from the previous school year by the parents (including any legal costs and other costs incurred by the school to recover school fees) in terms of the Learner Admission Contract.**

1. School fees are divided over 12 months January to December, including holiday months i.e., January, July and December.
2. School fees are to be paid in advance, either annually, termly or monthly (on/before the second day or each month), as set out in the fee structure.
3. Once the learner has been admitted to the school the Parents are liable for the full years’ school fees for the specific year. **No arrangements will be made.**
4. Learners will be de-registered until the termly fees are paid in full.
5. If school fees are paid in full by the 31 January of the latest academic year a one month’s discount will be given (i.e., pays for 11 months instead of 12 months).
6. No child will be permitted in the school if the necessary school fees is not paid in full by the 2<sup>nd</sup> of every month or termly period.

7. No report cards or transfer cards will be issued if school fees are not paid and are in arrears.
- 8. Parents are to give termly notice should they wish to leave our school. The full year school fees with interest will be billed to the parents who defaults and disappear with no notice.**
9. Once a learner has been admitted as a boarder, the monthly school fees include both the boarding and the school fees and are always payable in advance
- 10. Learners cannot leave boarding school during the year to day school before 12 months.**

## Important Information

### 1. School Fees

School fee for 2026 excludes the following:

- E-learning device
- All textbook and learning materials (including E-books).
- School uniform
- Stationery
- Entrance fee, travel costs, accommodation and food for school excursions and educational trips, unless otherwise advised by the school.

### 2. Aftercare Fees

Aftercare fees for 2026 includes the following:

- Lunch
- Supervision
- Limited homework support

Aftercare fees for 2026 exclude the following:

- Specialist subject

**We the undersigned, have read the contents of this Learners Admission Application Form, and we declare that we understand the content thereof and agree to be bound by its terms and conditions.**

**NB: The signatures of the account holder and both parents and/or legal guardians are required where applicable**

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father/stepfather/legal guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/stepmother/legal guardian

\_\_\_\_\_  
Date

# Obligation of Parents

The parents must assist the school by ensuring that:

- They fulfil all their obligations contained in this Learner Admission Contract.
- They encourage and assist the learner in his/her studies by giving appropriate support at home.
- They maintain a positive and respectful relationship with the school, its learners and all the staff.
- They attend meetings when requested by the school and keep communication with the school open, informing the school of any matters that affect the well-being of the learner.
- They provide the school with any changes to the Parent and/or Learners personal information that is contained in the admission application form including change of address and/or contact numbers, within two weeks of becoming aware of changing.
- They confirm that all the information that they have provided/will provide to the school is both true and correct. Should Parents withhold information from the school, and the information is considered important and relevant by the school, the school, may elect to cancel the Learner Admission Contract.
- They inform the school in writing and before the learner attends school, of a learner's special education needs, whether physical, including hearing impairment, visual impairment or neurological impairment or behavioral or emotional or any other medically assessed special need.
- They acknowledge and accept full responsibility for the learner after the notified finishing time of any school day or school related activity time or even, whether the Learner is on School Premises or not.
- They acknowledge that they have read and understood each of the Mel International Policies, the School Rules and Regulations and the School Disciplinary policy relevant to this Learner Admission Contract and agree to abide by the terms and conditions contained therein. Furthermore, they agree to abide by any other school rules that the school may prescribe from time to time. The parents will ensure that the learner, any other guardian/parent of the learner, the Account Holder, or any person who has rights of control and makes decisions in respect of the School Rules. The parents agree to support the school and the conditions/rules contained in the Mel Policies and school rules. The school should ensure that copies of the policies are available, free of charge at the school office.

**We the undersigned, have read the contents of this Learners Admission Application Form, and we declare that we understand the content thereof and agree to be bound by its terms and conditions.**

\_\_\_\_\_  
Signature of Father/stepfather/legal guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/stepmother/legal guardian

\_\_\_\_\_  
Date

# Parent Code of Conduct

Mel International school recognizes the importance and value of a mutually supportive relationship between the school and parents. The education of a child is best served when the school and parents share a commitment to collaboration, open lines of communication, mutual respect, and when roles, responsibilities, and expectations are clearly defined. The school reserves the prerogative to enroll students and families who fully embrace the mission, vision, policies, and procedures adopted by the school, including our commitment to diversity, respect for individual differences, and secularism. It is a further expectation that parents will address any concerns in a positive and supportive manner, avoiding public actions or criticism detrimental to the school or its employees. The addendum to this code of conduct further clarifies expectations intended to ensure an orderly, respectful, and secure educational environment.

## Addendum

- The specifics referred to in this addendum to the Parent Code of Conduct are representative of, but not limited to, conduct expectations for parents:
- Recognize that the education of each child is the joint responsibility of the parent, student, faculty and school community.
- Demonstrate that both parents and the school work cooperatively in the best interest of the child.
- Treat members of the Mel International school faculty, staff, security personnel and others employed by the school, in a professional and respectful manner.
- Exhibit a good example for students in their conduct, language and behavior while on school premises or at school sponsored activities.
- Refrain from negative gossip or unsubstantiated criticism that disparages the reputation of the school or its employees, including on WhatsApp, Facebook, Twitter and other Social Media sites.
- Refrain from using social media to fuel discontent or criticism of individual school employees, other parents, students, or school programs or services
- Seek to clarify a child's version of events with the school's view to avoid misunderstanding and to bring about a successful resolution to any dispute
- Contact the school directly when you have a question or need clarification of a school matter rather than depending upon the interpretation of parents or other non-official school source.
- Ensure that children attend school regularly and arrive to and are picked up on time-May not threaten or approach any student, staff or faculty member in an abusive or intimidating manner.
- Refuse to comply with any reasonable request from a school employee for the performance of his/her duties.
- Anyone not respecting the above guidelines may be asked to leave school premises and, in some cases, may be prohibited from access to the school.

# **Rules and regulations of Mel International School**

## **Attire**

### **1. School Uniform**

- Upon enrolment, the school will liaise with parents and guardians regarding the ordering of its uniform. The school has high expectations of wearing the right uniform colors, with all clothing to be worn correctly and cleaned frequently. There are both winter and summer uniforms.
- It is compulsory that all learners from 3 years upwards wear the correct uniform.
- Sloppy, untidy appearance will not be tolerated.
- Serious or respected infringement of the uniform will result in the removal from class until his/her appearance is satisfactory. Incorrect school bags, jerseys, jackets and beanies will be confiscated.

### **2. Hair**

- In general, the school's hair policy asks that it be kept neat and well-maintained, with short, neutral styles for males. For females, decent afros are permitted, with extensions also allowed for females, if they are natural in color and tied up, pleated, or bound neatly. Hair coverings or wigs are allowed only for medical or religious reasons.

### **3. Nails**

- Learner's nails must be kept short, neat and tidy.
- No nail polish allowed.

### **4. Make-up/Jewelry/Toys/Gun**

- Children are not allowed to come to school wearing lipstick or nail polish. No jewelers are allowed except for sleepers or ear studs without jewels for girls.
- Toys are not allowed as they may get broken and will be confiscated and returned at the end of the term.
- No child is allowed to come to school chewing gum (i.e., chappies etc.)

## **Discipline**

### **5. Merits and Demerit Points**

- Learners are to be kept neat and clean.
- Any child found to be unruly, rude in class, inappropriate touching, verbal or physical threats to teachers, learners or other staff members and not abiding by the school rules, the learner will be given demerit points appropriate to the incident.

### **6. Cellphones**

- **No cell phone is allowed at school.**
- Learners are not allowed to bring cell phones into school premises
- For transport purposes, those who bring phones should leave them at reception with the admin staff, clearly labelled with name and grade
- Phones confiscated from class will be fined R1,000 and ONLY given to parent/guardian after payment of the fine

## **7. School Hours**

### **Grade 1 to Grade 3**

Monday to Thursday 07:00 to 2:00

Friday 07:00 to 13:30

### **Grade 4 to Grade 12**

Monday to Thursday 07:00 to 14:30

Friday 07:00 to 14:00

All learners will be allowed in the waiting area for 30 minutes from the dismissal time thereafter they will be left under the supervision of the security guards as the teachers will not be available

Please ensure that the transport arrangements of our learners are in place so that the above arrangements do not have any influence on your child.

## **8. Late coming**

- Children are to be at school no later than 07:15am.
- The gate will close at 08:00am and learners will come to reception so that they can be taken to their respective classes.

## **9. Crime and Violence**

- Criminal activities and violence of any sort will not be tolerated. In case a crime has been committed, authorized will be notified and parents will be held culpable.
- Bullying is not allowed this is completely unacceptable. This includes verbal bullying, emotional bullying, physical bullying, cyber-bullying and social bullying.
- Learners must refrain from all forms of abuse. This includes verbal abuse, physical abuse, sexual abuse and social abuse. Any action a learner performs against another that could potentially cause harm is considered abuse. This includes teasing and taunting.
- Assault against peers or teachers will be dealt with sternly and may lead to expulsion.

## **10. Damage to textbooks/ school property**

- Any damage to textbooks (which remains property of the school) or school property by any child, the parent of said child will be held responsible to either refund or replace the books or property damaged or destroyed with immediate effect.

## **11. Absenteeism**

- If a child is absent from school a telephone call should be made to the school by 08:30am at the latest on the day of his/her absence.
- A medical certificate is required for a period of more than 3 days.
- Absence during examinations and cycle tests ALWAYS requires a medical certificate.
- Parents are asked to avoid making appointments during school hours.

## **12. Class Rules**

- Learners are to adhere to the classroom rules and if not abiding by them they will be given demerit points.

## **13. Injury or illness during school hours**

- If a learner gets hurt or becomes ill during school hours, it will be reported immediately to the office.
- A third party with a parent's confirmation may fetch that learner from school.

## **School Policy**

### **14. Collecting Learners**

- Only biological parents (or by arranged transport are allowed to collect the child, unless prior arrangements have been made with the school, otherwise the child will not be released.

### **15. Medicine**

- Due to health and safety reasons medicines are not allowed at school.
- The teachers do not have time to administrate medicine for a child as they are far too busy teaching. If the child is ill, they must be kept at home.
- Only medicine for chronic disease will be permitted (doctor to provide necessary information)

### **16. Accidents**

- Should anything happen to the child while on school property or in an organized execution (i.e., trip etc.) the school, principal or individual teachers will not be held responsible, however reasonable precautions will be taken for the child's safety.

### **17. Appointment with the principal**

- Parents are welcome to come and discuss any problem with the principal. Please make prior arrangements with the administration staff regarding an appropriate date and time.
- If for some reason you are unable to keep the appointment, please inform the school as soon as possible.

### **18. School Fees Defaulters**

- Parents who default on school fees accounts will be handed over to the **attorneys**, and all interests accrued will be added to the parent's account.

**19. Appointment with educators**

- Parents are requested to make appointments with the educators through the administration staff. Please note, educators will only be able to see parents before and after school.
- Once an appointment has been confirmed, please arrive for it. If for some reason you are unable to keep the appointment, please inform the school as soon as possible

**20. School Telephone**

- Learners are allowed to use the school landline in case of an emergency by asking the administrative office to contact their parents.
- These calls are free of charge.
- School contact numbers 011 825 7369 or 011 776 9209

**21. Administrative office**

- No learners are allowed in the administrative office except an errand, when injured/ill.

**22. Annual review**

- The school rules and regulations will be renewed and updated (if necessary) to keep abreast of the changes in society and the education environment in which the school operated.

**23. Photo/Picture Policy**

- During your children's attendance at Mel School, we will be taking random photos, pictures, videos etc. of your children's which will be used for school purposes.

**24. Random Test**

- Random alcohol, drug, and pregnancy tests will be conducted on a termly basis without prior notice.

**25. EVENTS / FUNCTIONS / EXCURSION**

- All events and Functions and excursions organized by Mel International School is compulsory for all learners to attend

**26. Serious misconduct**

- Any child found causing serious misconduct (i.e., stealing, drug, alcohol, dangerous play, weapons or dangerous objects, physical fighting etc. will result in the learner being expelled from school.

**27. Conclusion**

- **The success and implementation of these rules and regulations relies and depends heavily on the cooperation received from learners, parents and teachers alike and more details are in the school's Code of Conduct.**

We the undersigned, have read the contents of this Learners Admission Application Form, and we declare that we understand the content thereof and agree to be bound by its terms and conditions.

**NB: The signatures of the account holder and both parents and/or legal guardians are required where applicable**

\_\_\_\_\_  
Signature of Learner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father/stepfather/legal guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/stepmother/legal guardian

\_\_\_\_\_  
Date

**UPDATED – 01.11.2025**