

WELCOME TO GEMS FIELD PRIVATE SCHOOL!

Thank you for showing interest to join our school community, we feel most privileged to have you as a member of the growing Gems Field Private School family!

Please allow us to provide you with a bit of context, GEMS FIELD PRIVATE SCHOOL is a privately run institution which receives no outside funding, that said, please be informed that a private institution such as ours wholly depends on your unwavering and valuable support, both financially and socially. Kindly be informed that by registering your child at this school, you agree by default that you are strictly obliged to meet **ALL** the financial obligations - to be paid from January to December **including Holidays**. By signing this contract you are entering a 12 – month contract that needs diligent follow through from your side without default. This is a pre-condition to be made clear to all clients of Gems Field Private School.

NB: On every closing day of the term, a learner must be paid up for that month of closing school in order to get a school report.

REGISTRATION REQUIREMENTS: **NEW LEARNERS ONLY**

1. Certified copy of the child's birth certificate.
2. Original passport size photo.
3. Certified copy of parent/guardian's ID/Passport.
4. The child's previous school progress report.
5. Read **TERMS and Conditions** (INDEMNITY, Marketing, Financial Obligation terms), **Learners Code of Conduct/LCOC**, and sign-off on them.
6. **ONLY** for learners whose fees are paid through a TRUST/ESTATE. - Submit Organization's office contact name, phone number and other relevant information.)

***PLEASE NOTE THE FOLLOWING - **ALL LEARNERS**

- Once **ALL FEES** are paid, they are **NON-REFUNDABLE**.
- All fees are payable in advance, on or before the 4th of each month (**ALL 12 MONTHS**) including holidays.

PLEASE NOTE:

- Please make sure you make reference to the learner's **first name, last name and grade**.
- The school will **ONLY ACCEPT** electronic bank payment/electronic funds transfer **EFT** or **direct bank deposits**.
- The school does **NOT** accept cash payments, e-wallets, Pay-to-cell e.t.c. due to the high risk of handling these funds.
- Please e-mail gemsfpschool@gmail.com /WhatsApp proof to +1506 871 8074

SCHOOL		BOARDING/HOSTEL	
MONTHLY		MONTHLY	
Pre-Primary	N\$ 750.00	BOARDING/HOSTEL MONTHLY (ALL 12 Months, including holidays)	N\$1000.00
Grade 1	N\$ 950.00	PER SEMESTER	
Grade 2-3	N\$1100.00	BOARDING/HOSTEL - Groceries/Perishables N\$1950 x 3	<ul style="list-style-type: none">• January 4th• April 4th and• Sept 4th
Grade 4-7	N\$1150.00		
Bond Paper: 500-sheet ream (Typek only) x3	<ul style="list-style-type: none">• January• May• September	Prohibited Items: <ul style="list-style-type: none">• Laptops Toys.• Cellphones and	

Toilet paper(white) 10 roll pack.	<ul style="list-style-type: none"> • January • June 	Toilet paper(white) 4 roll pack.	Per month
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THE FOLLOWING ARE ONCE OFF PAYMENTS on Registration for (MAINLY NEW LEARNERS)

SCHOOL		PRIVATE BOARDING/HOSTEL	
DESCRIPTION	ONCE-OFF	DESCRIPTION	ONCE-OFF
Registration fees (NEW LEARNERS) upon registration	N\$250.00	Registration (NEW LEARNERS) upon registration	N\$250.00
2026 Levies <u>ALL LEARNERS</u> due Jan 4th	N\$500.00		

Banking details

Account name:
Banking institution:
Account number:
Branch:
Branch code:
E-mail address:

Gems Field Private school
Bank Windhoek
8004933171
Ongwediva
485673
gemsfpschool@gmail.com

Textbooks and stationery lists will be provided per grade via What's App group.

School Uniform - Purchased at OTB Sports Oshakati, Yellow Complex near Standard Bank Oshakati. (including Navy blue socks for boys or girls during winter)

- Black shoes and white socks for girls - at PEP stores, Ackermans e.t.c.

Curriculum - What do we teach?

Gems Field follows a highly interactive, exciting and thought provoking enriched National MOE syllabus for English First Language Pre-primary through Grade 7 syllabus endorsed by the Ministry of Education, [NIED - National Institute for Educational Development](#). At the start of grades 4 through 7, we offer Afrikaans, Oshikwanyama or Oshindonga Second Languages.

Extra- Curricular Activities - Sports

Through active learning and participation Gems Field promotes physical education at; Class level, with well structured and well designed playground facilities during lunch breaks, Educational, guided, structured and fun Physical Education classes as per MOE syllabus, In-House sports as well as, Inter-school competitions. (Netball, Soccer, Volleyball, Nicks, Fill-the- Bottle, e.t.c.)

Art

We have a robust art program which promotes diverse forms of arts such as visual, drama and music.

We encourage learners to engage in art as a form of self expression, as it allows them to tap into their imagination, to create a world of possibilities and transcend physical barriers/limitations.

Cultural Activities

Gems Field takes great pride in taking part in the building of our Nation.

We are curving out our mark by being on the right side of history, as we preserve some of this great Nation's cultural diversity. This aspect of the curriculum helps nurture our learners and it is exciting to see them demonstrate great enthusiasm and with great pride take part and grow in: Tolerance, Emotional intelligence, Respect, Responsible, citizens, Appreciation and recognition of diversity, as well as a sense of belonging which translates to security.

Excursions/Tours

We are convinced that the process of learning is multi-facet, involving all our senses. We believe in team building to foster lasting bonds and memories.

To satisfy our learner's curious minds, our learners are treated to visit some of Namibia's most fascinating places, to witness some of what they have learned in class come to life;

It is absolutely rewarding to see their facial expressions; one can hear all the pieces fall in place!

Learners Code of Conduct:

Important

This document outlines general learner expectations of behavior in order to foster a positive, constructive, and safe learning environment at Gems Field Private School. It should be noted that the learner's self control of their behaviour constitutes an important segment of overall education and thus Gems Field Private School considers the code of conduct as a necessary skill for learners to attain for the benefit of their future integration into society."

List of offences:

1. **Schedule 1** - *Minor classroom infractions including, but not limited, to the following:*

- a. Eating, drinking, and chewing in class.
- b. Using profane, vulgar language or obscene gestures.
- c. Violating the dress code or grooming policy of the school.
- d. Failing to comply with lawful directives issued by school personnel or school policies.
- e. Arriving late for class.
- f. Bringing cell phones or other distractions into class or to school.
- g. Talking excessively in class or during assemblies.
- h. Bringing the name of the school into disrepute.

2. **Schedule 2** - *More serious offences*

- a. Repeated violation of Schedule 1 offences.
- b. **NB - REFUSAL** to and or **NOT** completing assignments and or not copying class work as directed by the teacher.
- c. Refusal to participate in classroom activities.
- d. Failure to bring appropriate material to the classroom.
- e. Homework not completed.
- f. Cheating or copying other learner's work in class.
- g. Not cooperative in and disrupting classes.
- h. Abusive, aggressive, or disrespectful behaviour to teacher or other learners.
- i. Forgery (copying a teacher or parent's signature, for example).
- j. Recklessness on school grounds which may endanger other learners or lead to property damage.
- k. Possession of tobacco products, alcohol, or prohibited substances.
- l. Fighting, assault, theft, vandalism, or sexual abuse.
- m. Possession of pornography or any other such sexually explicit or inappropriate material.
- n. Committing a violation of the law of the Country.

Consequences of Schedule 1 violations:

Under normal circumstances, schedule 1 offences are dealt with in the classroom by the subject teacher which, if not leading to a schedule 2 offence, should mark the end of the matter. The parents will be notified during routine parent-teacher visits so that any problems may be improved upon.

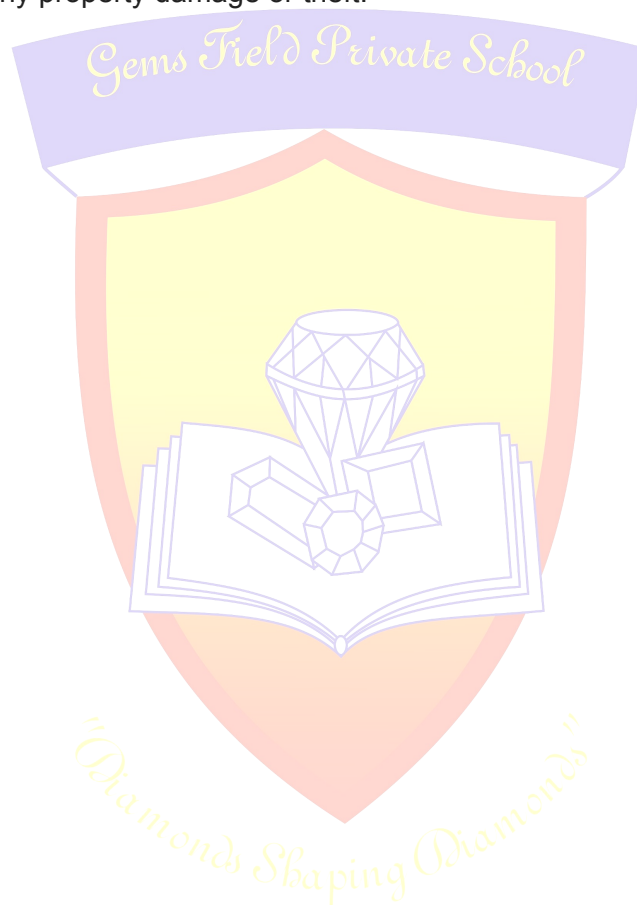
Consequences of Schedule 2 offences:

Considering the gravity of schedule 2 offences;

- The parent is immediately notified and the learner is retracted from the classroom at the point of such a violation.
- In the interest of prompt resolution, and least amount of time lost and learning lost for the learner, the parent and school disciplinary committee are required to discuss the offence(s) and appropriate action will then be decided upon (max 3days).

It must be realized by all, that any learner behaviour which can potentially lead to the compromise of safety of other learners or staff is of primary concern and will justify the immediate expulsion of the offending learner from the school property. Furthermore, offences which entail a violation of state law will entail the involvement of law enforcement officials.

The parent/guardian of a learner engaged in a schedule 2 property offense shall be held liable for the repair or replacement of any property damage or theft."



IMPORTANT Terms and Conditions: SCHOOL and PRIVATE BOARDING HOUSE (where applicable)

1. INTELLECTUAL PROPERTY

All learner assignments remain Gems Field Private School's intellectual property to be used for promotional and related activities, selected assignments will be kept anonymous.

- A. I consent to having my child's picture/videographed posted and used on Gems Field Private School's and or GEMS' Private Boarding House's (*in the case of learners in boarding*) social media pages/groups, leaflets and other promotional materials.

2. INDEMNITY/RELEASE

- A. I hereby assume all of the risks of participating in any/all activities associated and organized by Gems Field Private School, their representatives and or GEMS' Private Boarding House's (*in the case of learners in boarding*), including by way of example and not limitation, any risks that may arise from normal school activities including and not limited to sports, social interaction with other learners and staff, learning and recreation; whether on or off school property.
- B. In the event of school trips/excursions tours or any school related travel as a parent you have granted permission and undertake fully to release the school and its representatives of any liability that may occur in the course of a trip (any loss, injuries or damage to the learner and said learner's property).
- C. Should you choose to have your child excused from the said scheduled tour, you will inform the school in writing no later than 1 month to the date of the trip.

3. FEES PAYMENTS:

- **ALL MONTHLY FEES ARE PAYABLE ON OR BEFORE THE FOURTH (4) DAY OF EACH MONTH. including holidays.**
- **ALL** other fees (registration, levis, books, tours/excursions, e.t.c.) are payable on or before the 4th of the month or as agreed upon)
- Monthly tuition invoices are not issued; it is the parent's responsibility to ensure that the said tuition arrives on time or before the deadline of the fourth day of each consecutive month. Invoices/e-mail, letter communication or Group What's App updates are only issued in the case of extra curricular services and other functions set-up and agreed upon between the school and the parent where applicable.

The school adheres to a strict payment policy outlined as follows:

Overdue accounts:

- **Up to 3 Days overdue**, a 10% of the outstanding balance late payment charge is applied as well as a friendly reminder text/what's App message will be issued.
- **INVOLUNTARY LEARNER WITHDRAWAL: 7 Days later:** if no payment is received the child will be sent home and will only be accepted if the outstanding account is paid in full.

This action may appear harsh, however when a student's account is not paid and he/she is permitted to remain in the school, the other parents are in fact unfairly subsidizing that student's tuition.

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- b) The school will **ONLY ACCEPT** electronic bank payment/electronic funds transfer **EFT** or **direct bank deposits.**
- c) The school does **NOT** accept Cash payments, e-wallets, Pay-to-cell e.t.c. due to the high risk of handling these funds.
- d) Please e-mail gemsfpschool@gmail.com /WhatsApp proof to Finance.

4. VOLUNTARY LEARNER WITHDRAWAL: Thirty days (30) of advanced notice is required. If there is no advanced notice given then the next month's invoice will be charged. For students whose annual fee has been paid in full or in three installments, please contact the Finance Office to receive the early withdrawal refund schedule.

5. REFUND POLICY: If a learner pays more than the required monthly tuition charge in advance, such as a term or the school year, he/she is entitled to a refund of any tuition paid beyond the current month's tuition.

6. ACKNOWLEDGEMENT

- I accept the risks that are associated with my child when we/I decide to allow him/her to participate in educational, sports and tour activities.
- I indemnify and hold Gems Field Private School and their representatives harmless from any injuries, demands, or death that may be sustained by my child.
- I authorize the organizers to take photos and videos of my child/ren during the program and while on the School premise or rented event space (for awards/competitions), sports and or tours. I allow them to use this for educational, advertising, and marketing purposes provided that they value our privacy with respect.
- I release the organizers from any liabilities, loss, damage, and fees during the program or while on the School premise or rented event space (for awards/competitions), sports and or tours.

7. LEARNER'S CODE OF CONDUCT (LCOC)

- A. The school expects all learners to conform and abide by high moral and ethical standards. Indiscipline is advocated against in the strongest terms and thus parents are reminded to stem out indiscipline already at home. The school wishes to spend minimal time if at all on disciplinary issues to focus on curriculum implementation.
- B. My child/children and I have read the code of conduct, we agree and choose to support the school in adhering to the code of conduct.

