



**JAKOB MARENGO SECONDARY SCHOOL (PRIVATE)
APPLICATION COVER**

“EDUCATION FOR LIBERATION”

P. O. Box 1657, WINDHOEK
Email: nagirlch@iway.na

Tel: +264 61-262021
Fax: +264 61-263539

Student Name _____

Year of Enrolment	Grade	Application Number

Included with this Application Form:

1.	Application Form
2.	Uniform Information
3.	Code of Conduct (Parents & School)
4.	Code of Conduct (Student & School)
5.	Indemnity form
6.	Debit Order Form

Application Check List (please note that NO incomplete applications will be considered)

7	Application Form: All Parts Completed in Full	
8	Proof of Payment of the Application attached	
9	Signed Code of Conduct (Parents & School)	
10	Signed Code of Conduct (Student & School)	
11	Completed Indemnity Form	
12	Completed Debit Order Form (If Applicable)	
13	Certified copy of last School Report / School Readiness Report	
14	Certified copy of Study Permit (if foreign student)	
15	Certified copy of Birth Certificate / Passport (foreign student)	
16	Certified copy of ID documents / Passports (parent/guardian)	
17	1 Recent photos of student	

FOR OFFICE USE ONLY:

PRINCIPAL: **CLASS TEACHER**

ADMISSION NO :

DATE :/...../.....



JAKOB MARENGO SECONDARY SCHOOL(PRIVATE) APPLICATION TO ENROL A STUDENT

P. O. Box 1657, WINDHOEK
Email: nagirlch@iway.na

Tel: +264 61-262021
Fax: +264 61-263539

Year of Enrolment	Grade	Application Number	Account Number

Student Details

Surname:		Gender:	
First names:		Preferred name:	
Date of Birth:		ID Number (if available):	
Place of Birth:		Citizenship:	
Study Permit Number (if foreign student):			
Home Language:		Other languages:	
Tel No (H):		Tel No (cell):	
Student lives with: Father <input type="radio"/>		Mother <input type="radio"/>	Guardian <input type="radio"/>
		Other (specify) <input type="radio"/>	
Residential Address:			
Previous School:		Previous Grade:	

Parent / Guardian Details

Father / Guardian Surname:		
First names:		
Date of Birth:		ID / Passport Number:
Postal address:		
Residential Address:		
Tel No (H):	Tel No (W):	Tel No (cell):
e-mail Address:		
Profession of Father / Guardian:		
Place of Employment:		

Mother / Guardian Surname:		
First names:		
Date of Birth:	ID / Passport Number:	
Postal address:		
Residential Address:		
Tel No (H):	Tel No (W):	Tel No (cell):

e-mail Address:

Profession of Mother / Guardian:

Place of Employment:

IMPORTANT If the parents/guardians do not reside at the same address, please indicate if you require that school related communication / reports be forwarded to both addresses YES NO

Person Responsible for Settlement of Accounts

Surname:	First Name:
Telephone Number:	
e-mail Address:	
ID OR PASSPORT NO:	

Medical Information

Person to Contact in event of Illness	Tel No:
Name of House Doctor:	Tel No:
Medical Aid	Number:
If available, please attach a copy of your Medical Aid Membership Card	
Allergies / Medical Condition / Confidential Information that you think the school should be aware of:	

Fees

Non-Refundable Entrance / Re-admission Fees: N\$50

Receipt of these fees guarantees placement / re-admission and is not refundable.

Grade	Application fee	School fees	Instalment
8	N\$50	7500 (Once off payment)	700 per month. (Jan-Sept) N\$2100(oct-Dec) to be paid once before Oct. 5 th 2022
9	N\$50	7500(Once off payment)	700 per month. (Jan-Sept) N\$2100(oct-Dec) to be paid once before Oct. 5 th 2022
10	N\$50	7500(Once off payment)	700 per month. (Jan-Sept) N\$2100(oct-Dec) to be paid once before Oct. 5 th 2022
11	N\$50	7500(Once off payment)	N\$3750 before registration (January2022) and N\$3750 before March 31 st 2022

Additional Monthly fees

Grade 10 and 11 (Agriculture, Chemistry, Physics, Biology and Computer Studies Learners) =N\$100

- Payment must be done in advance on or before the 5th of the month under review. NO CREDIT.
- Late payment will attract a surcharge(interest) of 10% of the amount.
- Arrears accumulated for more than one week after deadline may results in the suspension of the learner from classes.
- Legal action will be taken where arrears are outstanding for a period of more than 60days and no firm arrangements in writing have been made with Jakob Marengo Secondary school.

General

- Acceptance of this Application for Admission / Re-Admission does not guarantee a place in Jakob Marengo Secondary School.
- On recommendation of the school management, a student will not be considered for Admission / Re-admission to the school based on, but not limited to, the following:
 - ✚ The student's lack of commitment to his /her studies.
 - ✚ The student's unacceptable patterns of behaviour and poor disciplinary record.
 - ✚ Absenteeism (21 or more days)
 - ✚ A parent's failure to abide by the Code of Conduct to be signed by all parents of students enrolled at Jakob Marengo Secondary School
 - ✚ Any student has the right to cancel his / her contract with the school at any time, for any reason, provided that the student gives the school 3 months' notice, in writing, of

this intention before the student is withdrawn from the school. If 3 months' notice is not given, then 1 term fees is payable to the school in lieu of notice.

JAKOB MARENGO SECONDARY SCHOOL, RULES AND REGULATIONS

INTRODUCTION

The Code of Conduct of Jakob Marengo Secondary School, in accordance with the Constitution of the Republic of Namibia and the Namibia Educational' Act (no 3 of 2020) (as amended), strives to uphold and protect the rights of the learners as individuals and as a group.

This Code of Conduct was accepted by School board of Jakob Marengo Secondary School only after due consultation with the parents, learners and educators of the school and revised and approved by the School Governing body on 16th January 2021.

The school rules were set up so that the values and principles reflected in the Code of Conduct can be realized. Thus, the purpose behind the school rules is to:

- Create and maintain a positive educational environment
- State clearly what is regarded as acceptable/unacceptable conduct.
- Promote educational and learning objectives.

In accordance with the spirit of this Code of Conduct, it is expected of each learner to conduct him or herself in a manner which will promote the well-being and image of the school, as well as the self-image of each learner.

Behaviour and conduct of learners:

Behaviours not allowed:

- neglect of duty; disobedience, rebelliousness, disruption of classes or of the school programme, vandalism, theft, dishonesty, lying, assault, bullying, intimidation, racism, fighting, indecent acts, bunking (playing truant), contempt or the undermining of authority,
- No learner is permitted to leave the school grounds during school hours,
- including breaks, without a letter / exit note from the class teacher.
- Any absence from school must be covered by an absentee note from a parent or guardian. Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor or traditional. If absent for more than seven days without a valid reason or permission, first written warning shall be issued by the disciplinary committee. After fourteen days (14), the second written warning shall be given by the disciplinary committee. After twenty-one days (21), the disciplinary committee shall recommend the learner for expulsion to the school management.
- Any absence during a formal examination, test or task must be justified by a letter from a medical doctor.
- Learners and parents are expected to make every effort to avoid making outside appointments during school hours.
- Learners who are unwell during school hours must report to the teacher who will make the necessary arrangements.
- Learners leaving a class during a lesson require written permission from the teacher in charge.
- Casual visitors to the school are not permitted. All visitors are to report to the front office and obtain a visitor's card. Casual visitors not in possession of a visitors' card will be asked to leave the school premises.
- Learners may not go to the toilet during classes without permission.

- The moving between classes must proceed quickly, efficiently and in orderly fashion. The shortest route between classes must be followed.
- Order must be maintained at all times throughout the school.
- Learners must consult and respect the code of conduct relating to classroom behaviour and respect the conditions that apply within the laboratories and library.
- Every learner is expected to be punctual
- Loitering in the toilets is strictly forbidden.
- There is to be total silence once the assembly starts.
- Learners are expected to wear the official school uniform, and to be neat and tidy at all times.
- No additions to the uniform that are not in accordance with the regulations will be allowed.
- Hair, shoes and accessories should be neat at all times.
- No unnatural colouring of hair or wearing of exotic hairstyles is allowed.
- No "headgear" may be worn.
- Only regulation trousers are to be worn. They must not be too tight or too wide Socks are to be regulation grey.
- Only black, school-type shoes are allowed, and they are to be kept polished.
- Belts are to be grey or black with a simple buckle, and must be part of the uniform.
- Hair must be neat and well-groomed at all times. No extremes of style will be allowed.
- No jewellery of any description may be worn. This includes earrings and substitutes thereof.
- All boys are to be clean-shaven
- Only regulation long trousers or skirts for girls are to be worn during winter.
- The regulation school skirt must be the regulation length (they should be a maximum of 4 fingers above the knee).
- Learners may otherwise wear no article of jewellery except a watch. They may not wear necklaces, chains, bangles, armbands or rings.
- No make-up is allowed. Nail polish or the colouring of hair in an unnatural shade, are prohibited. Only colourless nail polish is allowed.
- Hair must be clean, neat and well-groomed at all times.
- Long hair must be tied back with white-, black- or navy-blue ribbons or elastic bands.
- Only white, navy-blue or black, silver or gold clips without decorations may be used to fasten hair.
- Hair may not hang over the eyebrows or the sides of the face.
- The school will not be held responsible for theft of or damage to personal belongings on school premises, for example cellphones, bags, books, clothing, bicycles, etc.
- Learners should not bring cell-phones, large sums of money or other valuables to school. (See cell-phone policy)
- Learners may not bring computer games, iPods, earphones or similar electronic devices to school.

The following areas are out of bounds:

- The staffroom, administration offices and their passage, unless the learner has been sent on official business by an educator to this area.
- Any area where examinations are being written.
- Areas where vehicles are parked.

CODE OF CONDUCT FOR LEARNERS

The core values (moral values, principles, norms and behaviour) that Jakob Marengo Secondary School seeks to uphold and provide positive models that learners should strive to attain. Tolerance should be towards; oneself, fellow learners, school authority, family, community and country at large.

Purposes:

- To provide a core of common values that should guide the activities of all Princesses and Princes of Royal Kids.
- To provide guidance as to what the school's expectations are.
- To promote self-discipline as the route towards achieving exemplary conduct.
- To provide appropriate corrective measures aimed at rectifying behaviour that is contrary to the code.

	SCHEDULE OF OFFENCES	Degree of Offence	Consequences
1	Late arrival to school	Minor	Involving Parents, warning letter
2	Littering	Minor	Pick up litters
3	Use of cell phone during classes	Major	Confiscate phone, to be returned end of term
4	Clothing/books/bags any personal belongings not marked	Minor	At owner's risk
5	School uniform not worn/not worn properly	Major	Warning, involving parents, then Seize non uniform clothes
6	Possession of pornographic/erotic material portraying nudity	Major	Confiscate items and involving Parents
7	Disregarding teacher and school authorities	Major	Involving Parents
8	Visible tattoos or henna	Major	Strong warning; tattoos not to be exposed
9	Long finger nails/ polished nails/applying make up	Major	To be removed
10	Writing on walls/vandalism	Major	Involving Parents ; replace / repaint
11	Attractive/distractive spectacles	Minor	Confiscate items
12	Disrespecting teachers/prefects/misbehaving in class	Major	Involving Parents, strong warning
13	Homework/assignment/task/project not done	Major	To be done during brake and involving Parents
14	Unreturned reply slips/newsletter	Major	Involving Parents
15	Offensive language	Major	Strong warning , Involving Parents
16	Improper conduct at assembly	Minor	Strong warning
17	Hands in pocket while talking to elders	Minor	Remove the hand, strong warning
18	Regular absenteeism	Major	Involving Parents, first written warning after 7days, second written warning after 14 days, recommendation for expulsion after 21days.
19	Holding hands/embracing/kissing/ sexual harassment	Major	Strong warning , Involving Parents, suspension
20	Theft/lying repeatedly	Major	Strong warning , Involving Parents
21	Bullying, intimidation, assault, violence or provocation	Major	Strong warning , Involving Parents, suspension
22	Tobacco, alcohol or drugs	Major	Investigation, involve both parents and Police
23	Cheating in examination	Major	Face Academic Panel and involve parents
24	Tampering with cars, motor cycle, graffiti	Major	Involving Parents ; replace / repaint and put in order
25	Bunking classes/leaving school grounds without permission	Major	Strong warning , Involving Parents
26	Repeating an offence	Major	Involving Parents, suspension
27	Possession of Weapon	Major	Investigation, involve both parents and Police
28	Disobeying legitimate instruction	Major	Strong warning , Involving Parents
29	unnatural colouring of hair or wearing of exotic hairstyles	Major	Strong parents, removal of hairstyles

I, _____ read and understood.

Parent/Guardian signature _____

Learner Signature _____

Declaration by Parent / Guardian

I / We, the undersigned parent/s/guardian/s of the child referred to herein before (hereinafter referred to as “the Student”), do hereby apply for Admission / Re-admission of the Student as a scholar of Jakob Marengo Secondary School.

I / We have read and understood the content of this Admission / Re-Admission Form and all information supplied by me is correct.

I / We have omitted no relevant information.

I / We have read and understood the content of the Disciplinary Policy and Procedures of Jakob Marengo Secondary School.

I / We agree and confirm that this application for Admission / Re- admission of the Student to Jakob Marengo Secondary School shall be subject to:

- Minimum Admission / Re-admission criteria, set by the school from time to time.
- The payment of all relevant fees as set out in the School Fee Structure.
- A Contract of Enrolment entered into by and between Jakob Marengo Secondary and the Parent/s / Guardian/s of the student.
- Written agreement by the parent/s/guardian/s of the student to abide by the Code of Conduct of Jakob Marengo Secondary School.
- Written agreement by the Student to abide by the Code of Conduct of Jakob Marengo Secondary School.
- The School receiving a Signed copy of Jakob Marengo Secondary School Contract of Enrolment

SIGNED AT _____ ON THIS

_____ DAY OF _____ 20 _____.

SIGNATURE OF PARENT / GUARDIAN

SIGNATURE OF PARENT / GUARDIAN



JAKOB MARENGO SECONDARY SCHOOL APPLICATION FOR DIRECT DEBIT ORDER

WINDHOEK
Email: nagirlch@iway.na

Tel: +264 61-262021
Fax: +264 61-263539

PERSONAL DETAILS
Full Name of Parent
ID number
Postal Address
Telephone No
Child's name:
Child's account no.:
BANK DETAILS
Name of Account Holder:
Bank:
Branch Code
Account number:

Debit Order Action Day of the Month				
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- This application must be accompanied by a letter from your bank confirming the Bank Details.
- The payee authorises Jakob Marengo Secondary School to effect payment for the account above.
- Any bank charges relating to non-payment of transactions will be for the payee's account.
- Direct Debit transactions will be processed at the end of each month, or first working day thereafter.
- The account holder hereby undertakes to give thirty days notice to cancel this authority. SIGNED AT

_____ ON THIS

_____ DAY OF _____ 20 _____.

SIGNATURE OF ACCOUNT HOLDER

Subjects offered.

Grade 8 and 9

1. English Language
2. Mathematics
3. Physical Science
4. Life Science
5. Geography
6. History
7. Accounting **or** Agriculture
8. Entrepreneurship **or** Computer Studies
9. One second language {Afrikaans, Portuguese, Oshindonga, Oshikwanyama, Otjiherero, French}

Grade 10 and 11 {ordinary Level}

	Natural Sci (Ns2)	Natural Sci (Ns3)	Social Science(Ss1)	Commerce
1	English Language	English Language	English Language	English Language
2	Mathematics	Mathematics	Mathematics	Mathematics
3	Physics	Biology	History	Accounting
4	Chemistry	Agriculture	Geography	Business Studies
5	Biology	Development Studies Or Computer Or Business Studies	Development Studies Or Computer Or Agriculture Or Business Studies	Development Studies Or Computer Or Agriculture
6	One Language <ul style="list-style-type: none"> • Afrikaans • Portuguese • Oshindonga • Oshikwanyama • Otjiherero • French 	One Language <ul style="list-style-type: none"> • Afrikaans • Portuguese • Oshindonga • Oshikwanyama • Otjiherero • French 	One Language <ul style="list-style-type: none"> • Afrikaans • Portuguese • Oshindonga • Oshikwanyama • Otjiherero • French 	One Language <ul style="list-style-type: none"> • Afrikaans • Portuguese • Oshindonga • Oshikwanyama • Otjiherero • French

FOR OFFICE USE ONLY:

PRINCIPAL: CLASS TEACHER

ADMISSION NO :

DATE :/...../.....

